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# ***PARTICIPATION PLAN***

***ADOPTED: NOVEMBER 12, 2014***

Prepared by the  
Gainesville-Hall Metropolitan Planning Organization

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

And acknowledgment to the  
Fredericksburg Area Metropolitan Planning Organization



***GHMPO***

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***Gainesville - Hall***

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***Metropolitan Planning  
Organization***

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Braselton - Flowery Branch - Gainesville - Oakwood  
Hall County – Jackson County

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**A Resolution by the  
Gainesville-Hall Metropolitan Planning Organization Policy  
Committee Amending the Participation Plan**

**WHEREAS**, the federal regulation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act, mandate that Metropolitan Planning Organizations have a Participation Plan; and

**WHEREAS**, the Gainesville-Hall County Metropolitan Planning Organization (GHMPO) has been designated by the Governor of the State of Georgia as the body responsible for the transportation planning process for Hall County and municipalities within the County; and


**WHEREAS**, the Participation Plan describes a public review of transportation planning activities consistent with a comprehensive, cooperative and continuing transportation planning process; and


**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the Gainesville-Hall Metropolitan Planning Organization amends the Participation Plan.

**IT IS FURTHER RESOLVED**, that a certified copy of this resolution be furnished to the Georgia Department of Transportation.

**I HEREBY CERTIFY** that the Gainesville-Hall MPO Policy Committee adopted the foregoing resolution.

This 12<sup>th</sup> day of NOVEMBER 2014

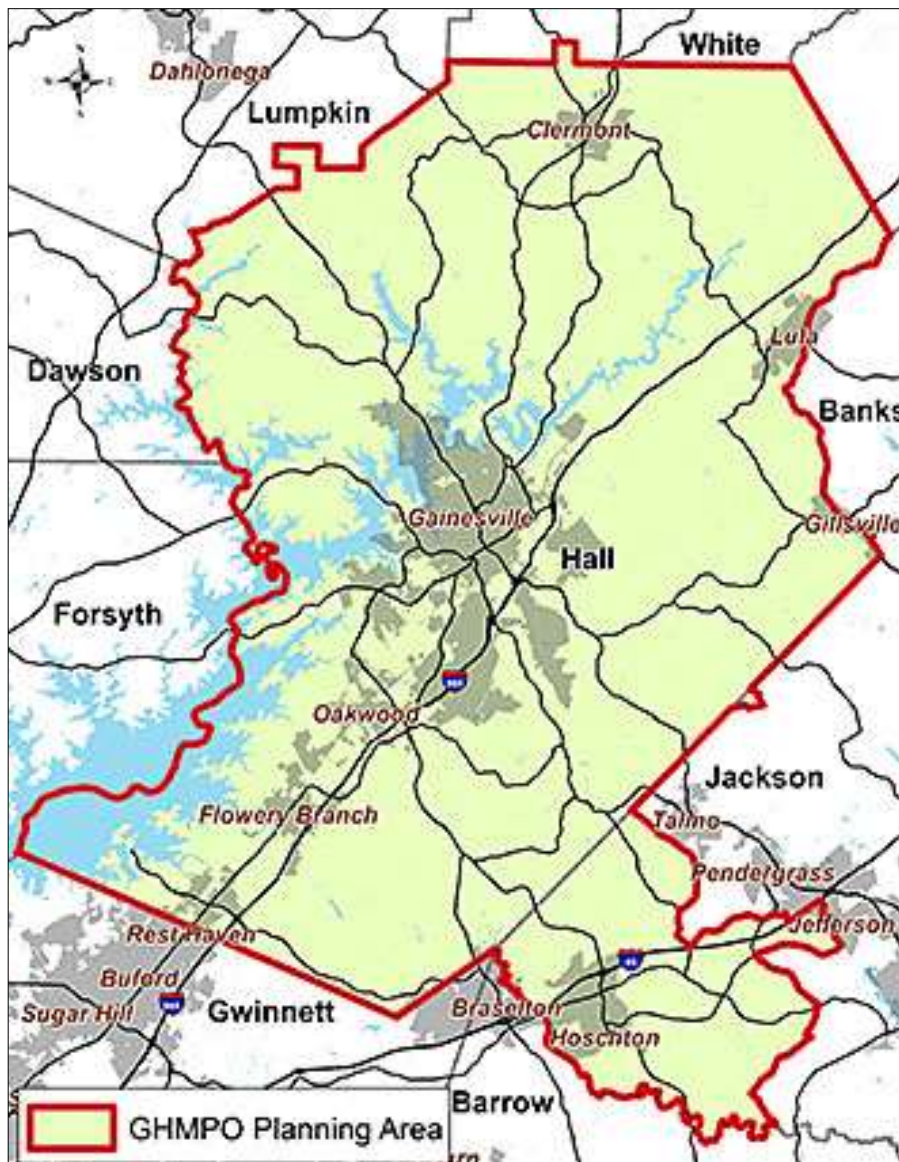
  
Chairperson, Mayor Lamar Scroggs  
GHMPO Policy Committee

  
Attest:  
Connie Daniels, GHMPO Secretary

# INTRODUCTION AND OVERVIEW

With the completion of the 2000 U.S. Census, the Gainesville-Hall area was officially designated as an urbanized area. Essentially, this means that the City of Gainesville and the surrounding area attained a population in excess of 50,000 within a concentrated geographical area, having a population density exceeding 1,000 people per square mile. The transportation planning area boundary encompassed the entirety of Hall County with incorporated cities to rural areas alike falling under the jurisdiction of the Gainesville-Hall Metropolitan Planning Organization (GHMPO). In February of 2003, the Hall County Planning Department was designated, by the Governor of Georgia, as host agency for the GHMPO. The 2010 Census showed western Jackson was becoming increasingly urbanized and as a result opted to join the GHMPO thereby enlarging the GHMPO transportation planning area boundary in 2014 (Figure 1).

**Figure 1: GHMPO Transportation Planning Area Boundary**



# PURPOSE OF THE PARTICIPATION PLAN

Public participation is integral to good transportation planning. Without meaningful public participation, there is a risk of making poor decisions, or decisions that have unintended negative consequences. With it, it is possible to make a lasting contribution to an area's quality of life. Meaningful public participation is central to good decision making. The fundamental objective of public participation programs is to ensure that the concerns and issues of everyone with a stake in transportation decisions are identified and addressed in the development of the policies, programs, and projects being proposed in their communities. Public input is weighed against the costs of the projects and the technical and environmental feasibility of the projects within a scheduled timeframe (Figure 2).

**Figure 2: Decision Making Factors are Interlinked**



The GHMPO Participation Plan provides opportunities to engage in the planning development process for both private and public stakeholders. Federal, state and local agencies play an important role in the ongoing development of transportation projects. Local elected officials and staff members' decision making is augmented by the eyes and ears of people who use the transportation network on a daily basis. Those persons traditionally underserved by existing transportation systems, such as low-income or minority households, senior citizens or those with limited proficiency in English are encouraged to participate in the transportation decision making process.

Greater participation by the public helps guide where their tax dollars should be spent. Metropolitan Planning Organizations (MPOs) like the GHMPO were created in order to ensure that existing and future expenditures for transportation projects and programs were based on a continuing,

cooperative and comprehensive (3-C) planning process. Federal funding for transportation projects and programs is channeled through the MPO. The current federal transportation legislation laying out MPO guidelines, including public participation, is contained within the Moving Ahead for Progress in the 21st Century Act (MAP-21) signed into law by President Obama on July 6, 2012. MAP-21 was the first long-term highway authorization enacted since 2005.

## GAINESVILLE-HALL METROPOLITAN PLANNING ORGANIZATION

The Gainesville-Hall Metropolitan Planning Organization (GHMPO), hosted by Hall County Planning Department, is housed within the Hall County Government Center in Gainesville, Georgia. The GHMPO staff administers the planning program, provides technical guidance and administrative support to the committees. The GHMPO works with federal agencies such as the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) and at the



state level with the Georgia Department of Transportation (GDOT). Local jurisdictions are represented within the GHMPO committees.

## GHMPO Committee Structure

Committee meetings are held quarterly and are open to the public. Citizens are encouraged to attend and participate. Please visit GHMPO’s website for current organization and committee information at [www.ghmpo.org](http://www.ghmpo.org).

**The Policy Committee (PC)** is the decision making body for the organization. It is made up of the following voting officials or their designees:

- Mayor, City of Flowery Branch
- Mayor, City of Gainesville
- Chairperson, Hall County Board of Commissioners
- Mayor, City of Oakwood
- Chairperson, Jackson County Board of Commissioners
- Commissioner, Georgia Department of Transportation

**The Technical Coordinating Committee (TCC)** provides recommendations from a technical perspective on the plans and programs adopted by the GHMPO. The voting membership is made up of administrators, engineers and planners from the member jurisdictions, Hall Area Transit (HAT), and GDOT. The non-voting membership in the TCC Bylaws include representatives of various state and federal transportation agencies, local law enforcement, chamber of commerce, school boards, and major local institutions. Voting members are:

**Table 1: TCC Voting Membership**

<b>GHMPO</b>	<b>Hall County</b>
Director	Public Works Director
Senior Transportation Planner	County Engineer
<b>GDOT</b>	Road Projects Engineer
Transportation Planner	<b>City of Gainesville</b>
District Pre-Construction Engineer	Planning Director
<b>Georgia Mountains RC</b>	Public Works Director
Transportation Planner	Traffic Engineer
<b>Jackson County</b>	<b>City of Oakwood</b>
County Manager	City Manager
<b>Town of Braselton</b>	<b>City of Flowery Branch</b>
Town Manager	Community Development Director
	<b>Hall Area Transit</b>
	General Manager

**The Citizens Advisory Committee (CAC)** provides recommendations from the public’s perspective and consists of 19 appointees from the member jurisdictions as follows: Hall County (8), Gainesville (5), Flowery Branch (2), Oakwood (2), Braselton (1), and Jackson County (1).

**Committee Review Process-** Currently, transportation planning documents and items to be considered for adoption by the Policy Committee (PC), are first reviewed by the TCC and then by the CAC. The full Policy Committee (PC) is the policy making body of the GHMPO and the Chairman of the CAC is also a member of the PC. Citizens are encouraged to attend and participate in the TCC, CAC, or PC meetings. But large groups of citizens should notify the MPO before scheduled meetings to make accommodations for seating and number of paper handouts.

The GHMPO Committees meet four times a year, as long as there are sufficient items to discuss and act on by the members. The meeting time, location, and the agenda materials are posted on the GHMPO website, and e-mails of the upcoming agenda are sent to interested parties and to all committee members. Committee members will be notified of meeting agendas at least one week prior to the meeting date.

## **MAJOR PLANNING DOCUMENTS BY SUBJECT AREA**

The GHMPO is responsible for the development of documents that outline transportation plans, account for MPO operations, and explain our efforts to get greater participation from all stakeholders within the community. Early participation by the public in the preparation of these documents can improve the finished product as continuous feedback on our transportation plan makes for a more comprehensive view of current needs and future aspirations.

### **Key Transportation and Operational Plans**

#### **Long Range Transportation Plan (LRTP):**

The LRTP is mandated by Federal legislation and must be fiscally-constrained. Fiscal constraint means projects can be funded in the target tier years in the future but are identified as long-range projects until a funding source is identified to pay for the project. It explains how the current transportation network functions and projects how future needs are to be met. The most recently adopted LRTP developed by the GHMPO is the 2040 Metropolitan Transportation Plan (2040 MTP) and is the foundation of the community’s transportation planning program. The LRTP provides at least a 20-year look at the improvements needed to assure the mobility of people and goods in Hall County. It includes different modes of travel on streets and highways, public transportation/transit, railroads, and bicycle and pedestrian needs.

The LRTP must be amended at least every four years, due to the County’s inclusion in the Atlanta Air Quality Non-Attainment area. Updating the LRTP every four years ensures that regional demographics, economic trends and travel demands are reviewed and needed projects are approved and programmed for funding and construction. The projects included in the LRTP will ultimately fold into a regional Transportation Improvement Program (TIP).

### **Transportation Improvement Program (TIP):**

The TIP is also mandated by Federal legislation and is fiscally-constrained as well. TIP projects have funding sources available to proceed within the six year TIP planning horizon. The list of transportation projects is programmed for the GHMPO planning area and serves as the implementation plan for the LRTP. The TIP reflects the schedule and costs of the preliminary engineering, right-of-way acquisition, construction and utility phases for transportation improvements. The short-term plan covers the upcoming 4 years, along with a second tier of projects for an additional 2 years. The TIP is updated in conjunction with the LRTP every four years, and TIP projects are amended through the committee process in between the four year update period.

### **Unified Planning Work Program (UPWP):**

The UPWP is the annual work program for the GHMPO. It outlines MPO operations and accomplishments for the past fiscal year and announces future planning activities to be undertaken in the current fiscal year. Annual budget figures are derived from federal sources and local matching funds makeup the Planning (PL) budget. Federal with state and local matching funds go into the transit Section 5303 budget. The UPWP is updated annually.

## **Key Participation and Nondiscrimination Plans**

### **Participation Plan:**

The document explains to the public an understanding of what to expect in the transportation planning process and how to get involved. It lists strategies the GHMPO uses to provide and receive information from the public on the transportation planning and programming process including projects, studies, plans and committee actions. The Participation Plan takes into account Title VI and limited English proficiency populations. The document is updated as needed with a formal review every five years.

### **Title VI Program and Environmental Justice (EJ) Analysis:**

As a sub-recipient of federal funds, the GHMPO is obligated to follow Title VI of the 1964 Civil Rights Act and associated laws and regulations. Title VI prohibits discrimination on the basis of race, color, national origin, sex, age, or disability. For EJ Analysis, GHMPO transportation planning projects are compared to area EJ populations of racial and ethnic minorities or low income households. The Title VI complaint process and a complaint form are included. Title VI Program and EJ Analysis is updated every three years.

The Limited English Proficiency (LEP) Plan addresses a federal mandate that entities receiving federal funds must provide meaningful access to those who are not fluent in English without unduly burdening the fundamental mission of the organization. The most current version of the LEP Plan can be found in Appendix C of the Title VI Program and EJ Analysis.

## **Other Notable Plans**

### **Conformity Determination Report (CDR):**

Maintaining air quality standards is a federal requirement, and Hall County is part of the Atlanta nonattainment 20-county 8-hour ozone maintenance area and part of a 22-county



particulate matter (PM) 2.5 non-attainment area. The GHMPO coordinates closely with the Atlanta Regional Commission (ARC) which has the technical staff to carry out the modeling necessary to demonstrate air quality conformity for the entire area. As part of this coordination, the GHMPO aligns its various review and approval schedules with those of the ARC whenever possible. The most recently approved Conformity Determination Report (CDR) can be found on the GHMPO website under Air Quality.

**Other Transportation Studies:**

In the past, the GHMPO has acted as a conduit for federal dollars with a local match to fund various transportation studies as accounted for in the UPWP budget. Previous studies included Hall County Crash Profile, the Transit Development Plan (TDP), the Bicycle and Pedestrian Plan, and the City of Gainesville Transportation Master Plan.

**Table 2: Major Documents Timetable for Updates and Amendments**

Document Title	Long Range Transportation Plan (LRTP)	Transportation Improvement Program (TIP)	Unified Planning Work Program (UPWP)	Participation Plan	Title VI Program and Environmental Justice (EJ) Analysis
Update Requirement	Every four years	Every four years	Annually	Every five years	Every three years
Last Update	8/9/11	8/9/11	5/13/14	8/13/13	11/6/13
Next Update Before	8/8/15	8/8/15	5/12/15	8/12/18	11/5/16
Public Meetings	3 meetings prior to Policy Committee approval	3 meetings prior to Policy Committee approval	N/A	N/A	N/A
Comment Period	30 days	30 days	30 days	45 days	30 days
Comment Period for Amendments	15 days	15 days	15 days	45 days	15 days

## WHAT IS PUBLIC PARTICIPATION?

Public participation is a part of the transportation planning process where a wide array of stakeholders and citizens are sought for the decision making process from inception to the adoption of the plan. Public participation benefits all participants by bringing a variety of viewpoints to the transportation planning process. The earlier the public is involved in the planning process, the better the outcome, as time and limited resources can be more effectively used when focused on solid projects rather than being wasted on ill-conceived projects (Figure 3).

**Figure 3: Early participation by the public can prevent poor planning outcomes**



Informed citizens can make a difference in the regional transportation system and boost the long-term economic prospects of the region while protecting the quality of life. Previous experience has taught the GHMPO that local people can be well aware of the history and character of the community. Transportation plans developed in a vacuum have little public support.

The GHMPO regularly evaluates and refines the public participation process.

### **Guidelines for Public Participation**

23 Code of Federal Regulations (see Appendix 1) requires that MPOs' participation plan define 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.

The GHMPO will use the following guidelines to provide adequate outlets for the public to shape the development of our transportation plans. Further details on how we meet these guidelines can be found in the Public Participation Strategies section of this document.

#### **Give Adequate Public Notice**

Give adequate public notice of public participation activities and time for public review and comment on major transportation planning documents. If the final draft of any transportation plan differs significantly from the one available to the public during public review and comment period or raises new material issues which interested parties could not reasonably have foreseen from the public participation, an additional public notice of the comment and review period on the revised plan shall be made available.

### Provide Timely Information

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Provide timely and reasonable access to information about transportation issues and processes.

### Make Public Meetings Reasonably Accessible

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Hold any public meetings at convenient and accessible locations and times. All GHMPO public and committee meetings are open to the public.

### Respond in Writing

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Respond in writing, when applicable, to public input. When significant written and oral comments are received on the draft transportation plan, a summary report of comments received will be part of the final plan.

### Solicit the Needs of the Traditionally Underserved

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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. Transportation projects affect communities with negative and positive impacts so we need to hear from all stakeholders and try to mitigate negative outcomes.

### Coordinate the Public Participation Process

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Coordinate with local and statewide public participation processes wherever possible to enhance public consideration on related issues, plans, and programs. This coordinated effort reduces redundancy and cost.

### Provide a Public Comment Period

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Provide a public comment period of 30 calendar days prior to adoption of the key transportation planning documents, 15 days for amendments with the exception of providing a public comment period of 45 calendar days prior to the adoption of this Participation Plan and 45 days for an amended PPP.

### Review the Participation Plan

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Periodically, the effectiveness of the procedures and strategies contained in the document is reviewed to ensure a full and open participation process. The GHMPO undergoes a self-certification of its procedures and policies as an MPO on an annual basis in conjunction with the FHWA and GDOT. The PPP is formally reviewed every three years at a minimum.

# PUBLIC PARTICIPATION STRATEGIES

## Strategy 1

Give adequate public notice.

- ✓ **Public Notices:** The public is notified on a timely basis of upcoming committee meetings, public meetings and public comment periods through various outreach methods. These outreach methods may include local newspaper (The Gainesville Times), GHMPO website, electronic mail, or on local government television (TV 18). Public notice requirements for amendments or administrative modifications to the LRTP/TIP can be found in Appendix 2. The Emergency Meeting Procedure is laid out in Appendix 3. Public notices will include the following Title VI Statement in both English and Spanish:

Public participation is solicited without regard to race, color, national origin, age, sex, religion or disability. Persons who require special accommodations under the American with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact the GHMPO at 770-297-2625 or [sbaker@hallcounty.org](mailto:sbaker@hallcounty.org) at least two days prior to the meeting. If hearing impaired, telephone 1-800-273-7545 Telecommunication Devices for the Deaf (TDD).

La participación pública es solicitada sin distinción de raza, color, origen nacional, edad, sexo, religión, o discapacidad. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con la GHMPO al 770-297-2625 o [sbaker@hallcounty.org](mailto:sbaker@hallcounty.org) al menos dos días antes de la reunión. Personas con problemas auditivos, llama 800-273-7545 teléfonos de texto (TDD/TTY).

- ✓ **Mailing List:** GHMPO maintains a master contact database. This database is used during the transportation planning process to disseminate timely information to interested parties to ensure reasonable opportunities to review and provide comments. The database is updated periodically and includes participants from previous GHMPO plans and projects as well as those who request to be added to the GHMPO website.
- ✓ **Electronic Mail:** Electronic mail is used to disseminate notifications regarding upcoming committee and public meetings.
- ✓ **Direct Mail:** Meeting notices are mailed prior to key public meetings. Letters are sent to mailing list database contacts or to committee members.
- ✓ **Press Releases/Media Relations:** Press releases are developed and distributed to local media outlets. Topics for releases include notices for public and committee meetings. Media coverage includes responses to breaking news to area transportation stories affecting the GHMPO.
- ✓ **GHMPO Website:** See strategy section 2.

- ✓ **Public Meetings:** See strategy section 3.

## Strategy 2

Provide timely and reasonable access to information about transportation issues and processes.

- ✓ **GHMPO Website:** [www.ghmpo.org](http://www.ghmpo.org). The GHMPO website contains a large collection of information on: recent news, meeting locations/dates, GHMPO committee membership, meeting agendas/minutes and current/past planning documents and surveys.

Hardcopies of documents are available for those unable to download files. Contact the GHMPO at [sbaker@hallcounty.org](mailto:sbaker@hallcounty.org), call (770) 297-2625, (770) 531-3902 (fax) or mail to:

GHMPO  
P.O. Drawer 1435  
Gainesville, GA 30503

- ✓ **Public Meetings:** See strategy section 3.
- ✓ **Committee Meeting Access:** See strategy section 3.
- ✓ **Signage:** See strategy section 3.
- ✓ **Speakers Bureau:** See strategy section 3.
- ✓ **Visualization Techniques:** Visualization techniques can be invaluable in explaining complex information to the public. These methods include the GHMPO website, printed materials, and display poster boards. Techniques can visually communicate scenario development or demonstrate networks; as well as, regional linkages. A visualization technique can be simply a marker and a piece of paper for small group discussions examining specific issues.
- ✓ **Press Releases/Media Relations:** See strategy section 1.
- ✓ **Electronic Mail:** See strategy section 1.

## Strategy 3

Make public meetings reasonably accessible.

- ✓ **Public Meetings:** Whenever feasible, public meetings are held at sites and times convenient to potentially affected citizens. Meeting locations are Americans with Disabilities Act (ADA) accessible and, if applicable, are accessible to transit. Print and electronic meeting notifications will include information for those who may need special assistance to attend. Spanish translators are made available upon request.
- ✓ **Committee Meeting Access:** GHMPO Committee meetings are open to the public. Each meeting provides the opportunity for the public to comment under a reasonable time

constraint. Comment summaries are recorded in the minutes. Appropriate feedback is given to the individual/group.

- ✓ **Signage:** Directional signage may be used to announce public meetings. These signs may be posted outside meeting locations.
- ✓ **Speakers Bureau:** Upon request and given reasonable notice, GHMPO staff members are available to provide general and project-specific information to community interest groups. Staff members regularly engage in educational and interactive outreach activities in a variety of venues and with various groups. Past engagements include: Georgia Annual Transportation Forum, transportation conferences, Citizens Academy Hall County, Laurel Park Summer Fest, Carrillo's Restaurant, Fair Street Community Center, Georgia Mountains Center, subdivision community centers, business groups, health fairs, a delegation from China, etc.

## Strategy 4

Provide for a public comment period.

- ✓ **Opportunities to Comment:** Members of the public have numerous ways to contribute their views to the GHMPO planning process.
  - GHMPO website [www.ghmpo.org](http://www.ghmpo.org) "Contact Us" webpage
  - Public and committee meetings
  - Stakeholder interviews
  - Telephone- (770) 297-2625, (fax) (770) 531-3902 or if hearing impaired, 1-800-273-7545 (TDD).
  - Postal mail: GHMPO, P.O. Drawer 1435, Gainesville, GA 30503
- ✓ **Length of Public Comment:** In general, the comment period is, at a minimum, 30 days prior to the adoption of a document by the Policy Committee and a minimum of 15 days for an amendment to an adopted document. See table 2 for more details.
- ✓ **Public Notice Procedure:** See strategy section 1.
- ✓ **Additional Opportunities for Comment:** If significant changes are made to a final draft transportation plan or program made available to the public for review and comment, an additional public comment opportunity will be provided on the revised changes. GHMPO staff shall determine when changes to the transportation plan or program are significant and warrant action. A report on the disposition of comments shall be included in the final transportation planning document or program.

## Strategy 5

Respond in writing.



Respond in writing, when applicable, to public input. When significant written and oral comments are received on the draft transportation plan, a summary report of comments received will be part of the final plan.

- ✓ **Types of Written Responses:** Usually most of the written responses take place during the public review and comment period for major GHMPO planning documents such as the LRTP/TIP or at the public meetings held as part of the participation plan. Written responses are incorporated into the final version of major documents. All committee meetings allow for public comments and summaries are placed in the meeting minutes.
- ✓ **Alternatives to Written Responses:** The GHMPO can arrange individual or small group meetings. These exchanges can be a more natural way to communicate when there is a need for a back and forth conversation on a very specific issue.

## Strategy 6

Solicit the needs of the traditionally underserved.

- ✓ **General Outreach to Traditionally Underserved Citizens**
  - Mailing list- The GHMPO maintains a contact list for local organizations whose membership is drawn principally or largely from underrepresented communities and organizations.
  - Focus groups- The GHMPO has formed focus groups of community leaders and others who provided valuable input during the transportation planning process.
  - Citizens Advisory Committee (CAC) – The GHMPO encourages citizen participation during the transportation planning process and advises the Policy Committee of the citizens’ perspective on transportation planning, programs, and projects.
  - Speakers Bureau- Upon request and with a reasonable notice, GHMPO staff members are available to provide general and project-specific information to special interest groups.
- ✓ **Outreach to Older Adult Citizens-** Outreach efforts may be coordinated with agencies and organizations to help reach the older adult citizens.
- ✓ **Outreach to Low Income Citizens-** Outreach efforts may be coordinated with human service agencies to reach the low income households.
- ✓ **Outreach to Minority Citizens**
  - **Electronic Mail Notifications:** By utilizing the mailing list, email notifications will be sent to minority leaders who will in turn forward the information to their groups. (Translate message as feasible and necessary).
  - **Partnering Activities:** Coordinate information-sharing with minority/human service agencies and other advocate organizations to distribute information and meeting notices.

✓ **Outreach to Persons with Disabilities**

- **Public Meetings:** Public meetings will be held at ADA accessible locations. Persons requiring special accommodations under ADA are asked to provide at least two day notice to the GHMPO prior to the meeting.
- **Public Notice Statement:** Print and electronic advertisements/notifications will include information for those who may need special assistance to attend.

“Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require translation services (free of charge) should contact the GHMPO at (770) 297-2625 or [sbaker@hallcounty.org](mailto:sbaker@hallcounty.org) at least two days prior to the meeting. If hearing impaired, please telephone 1-800-273-7545 (TDD-TTY).”

✓ **Outreach to Transportation Disadvantaged**

- **Partnering Activities:** Partnerships and regular communication with special interest groups (human service organizations, area agencies on aging, transportation service providers, and other social service agencies) will enhance the public outreach to those without access to an automobile.
- **Public Meetings:** Public meetings will be held near Hall Area Transit (HAT) routes whenever possible.

✓ **Outreach to Limited English Proficient (LEP) Citizens**

- **Translation/Interpreter Assistance:** All outreach materials and notifications will state that language services are available free of charge, upon request. When an interpreter is needed, in person or on the telephone, and the GHMPO staff has exhausted the above option, staff will first attempt to determine what language is required.
- **Public Notice Statement:** Public Notices will include the following Title VI Statement in both English and Spanish.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, or disability. Persons who require special accommodations under the American with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact the GHMPO at (770) 297-2625 or [sbaker@hallcounty.org](mailto:sbaker@hallcounty.org) at least two days prior to the meeting. If hearing impaired, telephone 1-800-273-7545 (TDD).

La participación pública es solicitada sin distinción de raza, color, origen nacional, edad, sexo, religión, o discapacidad. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act (ADA), o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con la GHMPO al (770) 297-2625 o [sbaker@hallcounty.org](mailto:sbaker@hallcounty.org) al

menos dos días antes de la reunión. Personas con problemas auditivos, llama 800-273-7545 (TDD-TTY).

- **Materials/Document Translation:** Upon request, the GHMPO will provide one page summaries of the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), the Participation Plan, and other key documents available in Spanish. These summaries may be presented in alternative formats such as fact sheets, flyers, or brochures.
- **Language Identification Cards:** The GHMPO staff may use “I speak” language identification flash cards used by the U.S. Census Bureau. It has the phrase “Mark this box if you read or speak [name of language]” translated into 38 different languages. The flashcards will be made available at public meetings and workshops. Once a language is identified, the Title VI Coordinator or relevant point of contact will be notified to assess feasible translation or oral interpretation assistance.
- **Spanish Language Outreach Materials:** When available and upon request, GHMPO may use already prepared translated educational materials from organizations such as federal, state, and local transportation agencies.
- **Press Releases:** Press releases may be translated into Spanish and distributed to print and broadcast on Hispanic media outlets as available in the region.
- **Postal mail:** Bilingual meeting notice flyers will be sent as part of the mailing list database. Flyers can also be distributed as PDF attachments to email messages.
- **Limited English Proficiency (LEP) Plan:** Further information on the LEP Plan can be found in Appendix C of the GHMPO Title VI and Environmental Justice (EJ) Analysis.

## Strategy 7

Coordinate the public participation process.

- ✓ **Partnering:** GHMPO will work with representatives from local, regional and statewide governments to coordinate and publicly share information. The aim is to reduce redundancy and costs while maximizing the strengths of a combined effort. See Appendix 4 for list of government agencies affecting regional transportation.
- ✓ **Assistance:** Whenever feasible, GHMPO will assist GDOT, local governments and other agencies in the implementation of public participation techniques for planning and other studies, including major corridor or feasibility studies.

## Strategy 8

Review the Participation Plan

- ✓ **Evaluate:** The GHMPO has periodically reviewed the PPP and updated it as needed. Where the data exists, we can use some of the evaluation criteria laid out in Table 3 to gauge the success of the participation tools we use.

- ✓ **Full Review:** Every three years, a thorough review will be conducted of the PPP and shall include at a 45-day public comment period.

**Table 3: Evaluation Criteria**

Participation Tool	Evaluation Criteria	
	Quantitative	Qualitative
<b>Outreach Meetings</b>	Attendance Diversity of Representation Quantity of Feedback Received	Was Input Used in Planning Process? Meeting Convenience: Time, Place, and Accessibility Effectiveness of Meeting Format
<b>Media Relations</b>	Extent and Quantity of Media Coverage Number of Avenues Used to Reach Non-English Speaking Communities	Timing of Notification Effectiveness of Notification and Communication Tools How Often Contact is Made
<b>Mailing List</b>	Number of Additions to a Mailing List Diversity of Representation	Concise and Clear Information Portrayed Effectiveness of Notification Format
<b>E-Mail List</b>	Number of Additions to an E-Mail List Diversity of Representation	Concise and Clear Information Portrayed Effectiveness of Notification Format
<b>Public Information Meetings</b>	Number of Meetings/Opportunities for Public Involvement Number of Comments Received Number of Participants Number of Avenues Used to Reach Minorities and Non-English Speaking Communities Diversity of Attendees	Effectiveness of Meeting Format Public Understanding of Process Quality of Feedback Obtained Timing of Public Participation Meeting Convenience: Time, Place, and Accessibility Was Public's Input Used in Developing the Plan?
<b>Consultation Process</b>	Number of Agencies Invited Number of Agencies Attended Number of Specific Small Group Meetings Number of One-on-One Meetings	Effectiveness of Communication Format Coordination Between the Agencies Agencies Understanding of Process

# APPENDIX 1

## Federal Regulatory Requirements Guiding the Public Participation Process

### Code of Federal Regulations (CFR) Title 23 – Highways, Chapter I - FEDERAL HIGHWAY ADMINISTRATION (FHWA), DEPARTMENT OF TRANSPORTATION Subchapter E - PLANNING AND RESEARCH Part 450 - PLANNING ASSISTANCE AND STANDARDS Subpart C - Metropolitan Transportation Planning and Programming

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

- (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, 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 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, 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 participation 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 participation 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 participation 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 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.

## APPENDIX 2

### State of Georgia Regulatory Requirements Governing the Public Participation and Transportation Improvement Program (TIP) Amendment/Administrative Modification Process

#### State of Georgia's Open Meetings Law (Georgia Code 50-14-1)

Georgia's Open Meetings Law requires that state and local governmental bodies conduct their business so citizens can review and monitor their elected officials and others working on their behalf. The Law requires that government meetings be open to the public. The Law also requires governmental bodies to provide reasonable notice of all meetings. (*Georgia's Sunshine Laws: A Citizen's Guide to Open Government, Office of the Georgia Attorney General, 2001*)

#### Georgia Open Records Process (Georgia Code 50-18-70)

Open records requests may be made to any custodian of the desired records. A written request is not required, but is advisable to eliminate any dispute as to what was requested or when the request was made. The records custodian is allowed a "reasonable amount of time" to determine whether the records requested are subject to access under the Law. However, the custodian must respond to all requests within three business days. If the records exist and are subject to inspection but are not available within three business days, a written description of such records and a timetable for their inspection and copying must be provided within that time period. Records maintained by computer shall be made available where practicable by electronic means, including Internet access, subject to reasonable security restrictions preventing access to non-requested or non-available records. If access to a record is denied in whole or in part, the records custodian must provide in writing the specific legal authority exempting such record from disclosure. (*Georgia's Sunshine Laws: A Citizen's Guide to Open Government, Office of the Georgia Attorney General, 2001*)

#### State Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) Amendment Process

##### Georgia Department of Transportation December 2009

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 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users on February 14, 2007 with an effective date of March 16, 2007. 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 Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to project/project phase initiation dates.

Administrative Modification is a revision that does not require public review and comment, redemonstration 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 projects 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, redemonstration 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 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. The 20% scenario amount may not exceed \$10,000,000.
- 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:

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 monthly basis to the FHWA and FTA by GDOT. 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.
- D. Addition of an annual TIP.
- 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, 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 of 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 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.

## APPENDIX 3

### **GHMPO Documents on Public Notice and Emergency Committee Meeting Procedure**

#### **Sample GHMPO Legal Advertisement**

The Gainesville-Hall Metropolitan Planning Organization's (GHMPO) Participation Plan outlines how the organization seeks public input for proposed transportation plans. The PPP requires a 45-day minimum public comment period before official adoption. The formal 45-day public comment period begins on August 31, 2014 and runs through October 14, 2014. The proposed plan will be available for the public and interested agencies to review and comment on the GHMPO website [www.ghmpo.org](http://www.ghmpo.org). A hardcopy of the document will be made available at the Hall County Planning Department, located in the Hall County Government Center at 2875 Browns Bridge Road, Gainesville, Georgia. Official adoption of the PPP will be on the agenda of the GHMPO Policy Committee at its regular meeting on November 12, 2014.

Public participation is solicited without regard to race, color, national origin, age, sex, religion or disability. Persons who require special accommodations under the American with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact the GHMPO at 770-297-2625 or [sbaker@hallcounty.org](mailto:sbaker@hallcounty.org) at least two days prior to the meeting. If hearing impaired, telephone 1-800-273-7545 Telecommunication Devices for the Deaf (TDD).

La participación pública es solicitada sin distinción de raza, color, origen nacional, edad, sexo, religion o discapacidad. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act (ADA), o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con la GHMPO al 770-297-2625 o [sbaker@hallcounty.org](mailto:sbaker@hallcounty.org) al menos dos días antes de la reunión. Personas con problemas auditivos, llama 800-273-7545 teléfonos de texto (TDD/TTY).

If you need further information contact Sam Baker, Senior Transportation Planner at 770-297-2604 or [sbaker@hallcounty.org](mailto:sbaker@hallcounty.org).

#### **Emergency Committee Meeting Procedure**

An emergency is defined as a sudden and unexpected turn of events requiring immediate action. In case of emergency, notice of such meeting shall be given to each committee member as far in advance of the meeting as possible and by the most direct means of communications. Written notice of any meeting shall state the date, time, and place of the meeting, a brief description of the agenda for the meeting, and shall be provided in accordance with the requirements of Georgia law and the GHMPO Participation Plan. An emergency vote would still require the regular public comment periods for adoption of the Long-Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and Participation Plan and for amendments to them.

Telephonic voting and participation shall be permitted. The meeting will be held in a designated public place. Notice of the meeting will meet MPO public participation process noticing requirements. All materials made available to the MPO will be made available to persons attending the meeting. Individuals who are not on the MPO committees and who plan to speak at a meeting, including invited guests, are to submit copies of testimony and handouts 24 hours before the meeting to enable MPO members to review the materials in advance. When telephonic meetings are held, a roll call vote will be conducted, so the vote of each official voting member can be acknowledged and recorded.

Emergency sessions should be afforded the most appropriate and effective notice under the circumstances and special meetings should have at least 24 hour reasonable notice to the public with the meeting agenda posted on the GHMPO website, [www.ghmpo.org](http://www.ghmpo.org) and use press releases and/or phone calls to The Gainesville Times and other local media.



# APPENDIX 4

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## Agencies Involved in Regional Transportation Planning

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The following is a list of federal, state and local agencies included in the coordination, collaboration and review of the Long Range Transportation Plan (LRTP).

### Federal

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- ▲ Bureau of Land Management
- ▲ Environmental Protection Agency
- ▲ Federal Highway Administration
- ▲ Federal Transit Administration
- ▲ Federal Emergency Management Agency
- ▲ Department of Homeland Security
- ▲ US Fish and Wildlife Service
- ▲ US Army Corps of Engineers
- ▲ US Department of Transportation

### State

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- ▲ Georgia Department of Transportation
- ▲ Georgia Department of Natural Resources

### Regional & Local

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- ▲ Elected Officials
- ▲ County Administrators/City Managers
- ▲ Planning and Community Development Departments
- ▲ Public Works Departments
- ▲ Economic Development Agencies
- ▲ Transit and Transportation Agencies
- ▲ Emergency Services Departments
- ▲ Health and Social Services Departments
- ▲ Historical Agencies
- ▲ Environmental Departments

# APPENDIX 5

## Language Identification Cards – “I Speak Cards”

2004 Census Test	United States Census 2010
LANGUAGE IDENTIFICATION FLASHCARD	
<input type="checkbox"/> <p>ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.</p>	1. Arabic
<input type="checkbox"/> <p>Խոսողու՞մ ե՞նք ՚նչու՞մ կատարե՞ք այս քարտիկը: Եթե խոսու՞մ կամ կարդա՞մ եք հայերեն:</p>	2. Armenian
<input type="checkbox"/> <p>যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।</p>	3. Bengali
<input type="checkbox"/> <p>ឈ្មួញក្នុងក្រុមនេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។</p>	4. Cambodian
<input type="checkbox"/> <p>Motka i kahhou ya yangin ūntōnguu' manaitai pat ūntōnguu' kumentos Chamorro.</p>	5. Chamorro
<input type="checkbox"/> <p>如果你能读中文或讲中文，请选择此框。</p>	6. Simplified Chinese
<input type="checkbox"/> <p>如果你能讀中文或講中文，請選擇此框。</p>	7. Traditional Chinese
<input type="checkbox"/> <p>Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.</p>	8. Croatian
<input type="checkbox"/> <p>Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.</p>	9. Czech
<input type="checkbox"/> <p>Kruis dit vakje aan als u Nederlands kunt lezen of spreken.</p>	10. Dutch
<input type="checkbox"/> <p>Mark this box if you read or speak English.</p>	11. English
<input type="checkbox"/> <p>اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.</p>	12. Farsi

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<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazyé sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໂສ້ມາຍໂຂ່ເຮືອງ ຫຼື ມາດ່ຳເອົາເຊີນພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

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<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратичић уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ໄດ້ກວດສອບພາສາຂອງທ່ານໃນສ່ວນນີ້ຫາກວ່າທ່ານເວົ້າຫຼືອ່ານພາສາໄທ.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe Iea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

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## APPENDIX 6

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### Public Involvement Evaluation Measures

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Successful evaluation of the effectiveness of the Participation Plan requires continuous tracking of each outreach tool. GHMPO strives to increase the effectiveness of each outreach tool from one year to the next. The following describes the evaluation criteria used in gauging the effectiveness of each outreach tool in the Participation Plan:

Outreach Tools	Evaluation Criteria
Participation Plan	No measure (Document should reflect the policies and practices of the MPO)
Master Contact Database	Number of contacts listed.
Title VI Community Resources Director	Number of contacts listed
Website	Number of times site is visited
Electronic Notifications	Number of electronic notifications sent
Newspaper & Website Public Notices/Advertisements	Required by law
Translation Tools	Number of times translation tools were requested
Planning Document Distribution	Number of distribution sites
Citizen Mailing Lists	Number of electronic mails received from citizens who have requested to be on a mailing list
Press Releases	Number of press releases sent and media outlets reached
Other Website Links	Number of website links posted on other websites
Radio Interviews	Number of times staff was engaged in a radio interview
Government Access Channels	Number of times information was placed on the local government access channels  Number of times information in Spanish was placed on the local government access channels

Informational Brochures	Number of informational brochures distributed
Member Orientation Manuals	Number of orientation manuals distributed
Public Meetings and Public Hearings	Number of citizens in attendance
	Number of Title VI citizens in attendance
Surveys	Number of surveys returned
	Number of Spanish surveys returned
Postcards/Direct Mailings	Number of postcards and direct mailings sent
Flyers	Number of flyers distributed
	Number of Spanish flyers distributed
Speakers Bureaus	Number of presentations made during speaker bureaus



# APPENDIX 7

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## Glossary of Commonly Used Transportation Terms

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### Agencies & Organizations

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**Association of Metropolitan Planning Organizations (AMPO):** A national nonprofit membership organization serving the interests of metropolitan planning organizations nationwide.

**Department of Transportation (DOT):** Agency responsible for transportation at the local, state, or federal level. For title 23 U.S.C. federal-aid highway actions, this would mean the Federal Highway Administration and for federal-aid transit actions under title 49 U.S.C, this would mean the Federal Transit Administration.

**Environmental Protection Agency (EPA):** A federal agency that works to protect human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people.

**Federal Aviation Administration (FAA):** The agency responsible for the safety of civil aviation. It issues and enforces regulations and minimum standards covering manufacturing, operating, and maintaining aircraft, manages air space and air traffic, builds or installs visual and electronic aids to air navigation, regulates and encourages the U.S. commercial space transportation industry, and does research in order to develop the systems and procedures needed for a safe and efficient system of air navigation and air traffic control.

**Federal Highway Administration (FHWA):** Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs under title 23 U.S.C.

**Federal Railroad Administration (FRA):** This federal department was created by the Department of Transportation Act of 1966. The purpose of FRA is to: promulgate and enforce rail safety regulations; administer railroad assistance programs; conduct research and development in support of improved railroad safety and national rail transportation policy and consolidate government support of rail transportation activities. Today, the FRA is one of ten agencies within the U.S. Department of Transportation concerned with intermodal transportation

**Federal Transit Administration (FTA):** Federal entity responsible for transit planning and programs under title 49 U.S.C.

**Georgia Department of Transportation (GDOT):** The agency responsible for building, maintaining and operating the state's roads, bridges and tunnels. It also provides funding for airports, seaports, rail and public transportation through the State Transportation Board.

**United States Department of Transportation (USDOT):** A cabinet-level executive department of the United States government, whose mission is to develop and coordinate policies that will provide an efficient and economical national transportation system, with due regard for need, the environment, and the national defense. It is the primary agency in the federal government with the responsibility for shaping and administering policies and programs to protect and enhance the safety, adequacy, and efficiency of the transportation system and services.

## Funding Programs

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**CMAQ - Congestion Mitigation and Air Quality Improvement Program:** A categorical funding program created under ISTEA, which directs funding to projects that contribute to meeting national air quality standards in non-attainment areas for ozone and carbon monoxide. FAMPO reviews these funds annually based on a formula which includes population and air quality. Eligible projects include transit improvements, traffic flow improvements, ride-sharing programs, pedestrian and bicycle improvements, vehicle inspection and maintenance programs, travel demand management, etc.

**State Match:** Most federal funding sources for projects require a match of some sort; most often 80-20 i.e. the federal government reimburses 80% of the total cost and the remaining 20% match is state, local or other sources.

**Surface Transportation Program (STP):** This program provides flexible funding that may be used by States and localities for projects on any Federal-aid highway, including the National Highway System, bridge projects on any public road, transit capital projects, and intercity bus terminals and facilities. A portion of funds reserved for rural areas may be spent on rural minor collectors.

**Surface Transportation Program (STP):** Surface Transportation Program funding can be utilized on any project located on a roadway that is classified higher than a minor collector. Projects eligible for funding under this program include construction, reconstruction and rehabilitation, and bridge projects on any public road.

**Transportation Alternatives Funds:** This program utilizes funds that have been made available for bicycle and pedestrian facilities through the Moving Ahead for Progress in the 21st Century Act (MAP-21). MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

## Federal Legislation

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**Americans with Disabilities Act of 1990 (ADA):** Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities, including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

**Clean Air Act Amendments (CAAA):** 1990 amendments to the federal Clean Air Act that classify non-attainment areas and provide for rules dealing with air pollution in such areas; specifically brought transportation decisions into the context of air quality control.

**Code of Federal Regulations Title 23, Part 450:** Guides the development of statewide transportation plans and programs; requires early and continuous public involvement.

**Code of Federal Regulations Title 49, Part 24:** Ensures property owners and people displaced by federal-aid projects are treated fairly, consistently and equitably.

**Executive Order 12898 on Environmental Justice:** Addresses avoidance of actions that can cause disproportionately high and adverse impacts on minority and low income populations.

**Executive Order 13166 on Limited English Proficiency:** Improving access to services for people with limited English proficiency.

**Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA):** Federal law which restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation.

**National Environmental Policy Act of 1969 (NEPA):** Requires consideration of impacts on human environments.

**Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU):** Legislation enacted August 10, 2005, as Public Law 109-59. SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.

**Transportation Equity Act for the 21st Century (TEA-21):** Federal Legislation authorizing funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, this landmark legislation clarifies the role of the MPOs in the local priority setting process. TEA-21 emphasizes increased public involvement, simplicity, flexibility, fairness, and higher funding levels for transportation.

**Title VI Civil Rights Act 1964:** Ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation.

**United States Code (USC) Title 23, Sections 134:** Participation by interested parties.

**United States Code (USC) Title 23, Sections 135:** Provides for reasonable access to comment on proposed plans.

**United States Code (USC) Title 23, Section 128:** Requires public hearings or the opportunity for public hearings for plans for federal-aid highway projects

## Other General Terms

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**"3-C" Process:** ("Continuing, Cooperative and Comprehensive") Language from federal legislation establishing MPOs and used in reference to the regional transportation planning and programming process.

**Community Impact Assessment (CIA):** Community impact assessment is “a process to evaluate the effects of a transportation action on a community and its quality of life.” It is a way to incorporate community considerations into the planning and development of major transportation projects. From a policy perspective, it is a process for assessing the social and economic impacts of transportation projects as required by the National Environmental Policy Act (NEPA). The assessment may address a variety of important community issues such as land development, aesthetics, mobility, neighborhood cohesion, safety, relocation, and economic impacts.

**State Transportation Board (STB):** Georgia DOT is governed by a 14-member State Transportation Board which exercises general control and supervision of the Department. The Board is entrusted with powers which include, but are not limited to: naming the Commissioner; designating which public roads are encompassed within the state highway system; approving long-range transportation plans; overseeing the administration of construction contracts; and authorizing lease agreements. Board Members are elected by a majority of a General Assembly caucus from each of Georgia’s fourteen congressional districts. Each board member serves a five-year term.

**Congestion Pricing:** A type of tolling created to manage traffic congestion.

**Environmental Impact Statement (EIS):** A National Environmental Policy Act (NEPA) document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative.

**Environmental Justice (EJ):** Derived from Title VI of the Civil Rights Act of 1964, Environmental Justice describes the impact of transportation plans or projects, either positive or negative, on a particular community or population. Environmental Justice strives to ensure public involvement of low income and minority groups in decision making, to prevent disproportionately high and adverse impacts on low income and minority groups, and to assure that these groups receive equal benefits from transportation improvements.

**Fiscal Constraint:** A requirement, originally of ISTEA, that all plans be financially – constrained, balancing expenditures to reasonably expected sources of funding over the period of the TIP or Long-Range Transportation Plan.

**Fiscal Year (FY):** A federal fiscal or budget year; runs from October 1 through September 30 for the MPO and the federal government.

**High Occupancy Lanes (HOT):** HOT lanes are limited-access; normally barrier-separated highway lanes that provide free or reduced cost access to qualifying HOVs, and also provide access to other paying vehicles not meeting passenger occupancy requirements.

**High Occupancy Vehicle (HOV):** Vehicles carrying 3 or more people receive this designation and may travel on freeways/interstates, expressways and other large volume roads in lanes designated for high occupancy vehicles.

**Incident Management System (IMS):** A systematic process required under SAFETE-LU, and carried forward into MAP-21, to provide information on accidents and identify causes and improvements to the transportation system to increase safety of all users.

**Intermodal Transportation:** Refers to transport by two or more modes of transportation. For example, passenger stations which provide transfers between buses and trains are described as intermodal.

**Intelligent Transportation System (ITS):** Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as “freeway management systems,” “automated fare collection” and “transit information kiosks.”

**Intergovernmental Agreement:** Legal instrument describing tasks to be accomplished and/or funds to be paid between government agencies.

**Low-Income Populations:** Those groups whose household income is at or below the Department of Health and Human Services poverty guidelines and who will be affected by a proposed GHMPO program, policy, or activity.

**Minority Groups:** Those persons who are Black, Hispanic, Asian American, American Indian or Alaskan Native. These minority populations are those that are readily identifiable groups who live in geographic proximities who will be affected by a proposed GHMPO program, policy, or activity.

**National Ambient Air Quality Standards (NAAQS):** The primary NAAQS are defined as the levels of air quality that the EPA judges necessary to protect the public health. EPA also establishes secondary NAAQS that protect the public welfare from any known or anticipated adverse effects. .

**Public:** Includes citizens, public agencies, advocacy groups and the private sectors that have an interest in or may be affected by MPO activities.

**Right-of-Way (ROW):** Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.

**Travel Demand Model:** This is a tool for forecasting impacts of urban developments on travel patterns as well as testing various transportation alternative solutions to traffic patterns. The travel patterns are determined from US census results and in simple terms tell where residents live and where they go to work or school on a regional wide basis.

**Self-Certification Process:** An annual certification conducted by GHMPO to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) that planning processes are addressing the major issues facing the urban area and are being conducted in accordance with all applicable federal requirements.

**State Transportation and Improvement Program (STIP):** The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the State Highway Account and other funding sources.

**Traffic Analysis Zone (TAZ):** Generally defined as areas of homogeneous activity served by one or two major highways. TAZs serve as the base unit for socioeconomic data characteristics used in various plans and studies.

**Transportation Disadvantaged:** People who are unable to transport themselves or to purchase transportation mode due to disability, income status or age.

**Transportation Alternatives:** Specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, acquisition of scenic easements and scenic historic sites, scenic or historic highway programs, scenic beautification, historic preservation, rehabilitation/operation of historic transportation structures, railway corridor preservation, control/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.

**Transportation Management Area (TMA):** An area designated by the U.S. Department of Transportation given to all urbanized areas with a population over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection and certification; requirements identified in 23 CFR - 450.300-33.6.

**Transportation Systems Management (TSM):** Strategies to improve the efficiency of the transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc.

**Urbanized Area:** A term used by the U.S. Census Bureau to designate urban areas. These areas generally contain population densities of at least 1,000 persons per square mile in a continuously built-up area of at least 50,000 persons. Factors such as commercial and industrial development, and other types and forms of urban activity centers are also considered.