

Policy Committee

Tuesday, May 14th, 2024, 10:00 AM
Commission Meeting Room, 2nd Floor, Hall County Government Center
2875 Browns Bridge Road, Gainesville, GA 30504

AGENDA

- 1. Welcome – Mayor Ed Asbridge, Chair**
- 2. Approval of February 13, 2024 Meeting Minutes**
- 3. Update from the Technical Coordinating Committee (TCC)**
- 4. Update from the Citizens Advisory Committee (CAC)**
- 5. Presentation on 2020 Base Year and 2055 Do-Nothing Travel Demand Models**
 - Brandon North, GDOT
- 6. First Review of Updated GHMPO Bylaws**
 - Joseph Boyd, GHMPO
- 7. Approval of Draft Amendment #2 to the FY 2024-2027 Transportation Improvement Program (TIP)**
 - Joseph Boyd, GHMPO
- 8. Approval of Draft GHMPO 2024 Participation Plan**
 - Michael Haire, GHMPO
- 9. Approval of Draft GHMPO 2024 Title VI Plan**
 - Michael Haire, GHMPO

10. Other

- Update on the Metropolitan Transportation Plan: 2025 Update
- Update on the Bicycle and Pedestrian Plan: 2025 Update
- Hoschton Transportation Plan PL Application Update
- State Route 13 / Atlanta Highway Corridor Study Update
- Hall County Safe Streets for All (SS4A) Grant Update

11. Jurisdiction and Agency Reports

- City of Flowery Branch
- City of Gainesville
- City of Oakwood
- City of Buford
- City of Hoschton
- Town of Braselton
- Federal Highway Administration
- Georgia Department of Transportation
- Georgia Mountains Regional Commission
- Northeast Georgia Regional Commission
- Hall Area Transit
- Hall County
- Jackson County

12. Public Comment

13. Upcoming Meeting Date: August 13, 2024

14. Adjourn

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Policy Committee

Commission Meeting Room, 2nd Floor, Hall County Government Center
Draft Minutes of February 13, 2024 Meeting

Voting Members Present:

Mayor Ed Asbridge, City of Flowery Branch, Chair
Mayor Sam Couvillon, City of Gainesville
Chairman Richard Higgins, Hall County
Commissioner Jeff Stowe, Hall County
Commissioner Kathy Cooper, Hall County
Commissioner Jim Hix, Jackson County
Megan Weiss, GDOT

Voting Members Absent:

Mayor Lamar Scroggs, City of Oakwood

Others Present:

Corey Jones, City of Gainesville
Chris Rotalsky, City of Gainesville
Dan Branch, City of Buford
Tonya Parish, City of Flowery Branch
Shelley Ramey, GDOT
Justin Lott, GDOT
Jamie Dove, Jackson County
Srikanth Yamala, Hall County

Zach Propes, Hall County
Casey Ramsey, Hall County
Philippa Lewis Moss, Hall Area Transit
Joseph Boyd, GHMPO
Michael Haire, GHMPO
Jeff Gill, Gainesville Times
Steve Cote, RS&H

1. Welcome – Mayor Ed Asbridge, Chair

Mayor Asbridge opened the meeting at 10:00 AM.

2. Approval of November 14, 2023 Meeting Minutes

MOTION: Commissioner Stowe made a motion to approve of the November 14, 2023 meeting minutes, which received a second from Chairman Higgins, and the motion passed by unanimous vote.

3. Update from the Technical Coordinating Committee (TCC)

Mr. Boyd provided the committee with a brief recap of the most recent Technical Coordinating

Committee meeting, which took place on January 24, 2024. The TCC unanimously recommended approval of all agenda items.

Mr. Boyd also provided a brief update on the TCC Trails Subcommittee. Mr. Boyd discussed the Airport Connector Trail, which is anticipated to begin construction mid-2024. Additionally, Mr. Boyd discussed discussions with Norfolk Southern that indicate that jurisdictions may be able to use railroad right-of-way for trails. Lastly, Mr. Boyd mentioned that the upcoming Bicycle and Pedestrian Plan is scheduled to kick off on February 26.

Commissioner Stowe asked if any existing trail segments along the Highlands to Islands Trail had lighting or safety call boxes, to which Mr. Boyd responded that portions of the trail in Gainesville (the Midland and Rock Creek greenways) currently had lighting installed. No safety call boxes had been implemented yet, but various jurisdictions had discussed the possibility of installing them along more isolated trail segments in the future.

4. Update from the Citizens Advisory Committee (CAC)

Mr. Boyd provided a brief recap of the recent Citizens Advisory Committee meeting, which took place on January 25, 2024. The CAC voted to approve all agenda items.

Mr. Boyd discussed some recommendations and concerns from the Citizens Advisory Committee, specifically their request that future appointees to the committee are selected to more accurately represent the diversity of the GHMPO planning area. The CAC also continued to express their desire for a northern arc/bypass study be conducted in the near future to help alleviate congestion passing through downtown Gainesville.

5. Approval of Draft FY 2025 Unified Planning Work Program (UPWP)

Mr. Boyd introduced the FY 2025 Unified Planning Work Program (UPWP), which serves as the MPO's annual budget for planning activities from July 1, 2024 through June 30, 2025. Mr. Boyd discussed the updates to this draft, namely the finalization of funds allocated to the MPO for FY 2025. This document includes final amounts for FHWA's PL Funds, FHWA's Y410 Funds, FTA's Section 5303 Transit Planning Funds, and additional PL funds awarded for the Metropolitan Transportation Plan / Bicycle and Pedestrian Plan Update and the State Route 13 / Atlanta Highway Corridor Improvement Study.

The primary update in this draft is the inclusion of two new studies: a partial update to the Jackson County Transportation Plan, and the State Route 13 / Atlanta Highway Corridor Improvement Study. These have been added to Work Element 4.5 – "Special Transportation Studies."

MOTION: Mayor Couvillon made a motion to approve of draft FY 2025 Unified Planning Work Program (UPWP), which received a second from Chairman Higgins, and the motion passed by unanimous vote.

6. Approval of Draft PL Fund Application for State Route 13 / Atlanta Highway Corridor Study

Mr. Boyd discussed the draft State Route 13 / Atlanta Highway Corridor Study PL application, which is being conducted by the MPO in coordination with the City of Gainesville and Hall County. This study will seek to identify short and long-range transportation improvements to help alleviate congestion and lower crash rates on State Route 13 from Jesse Jewell Parkway south to Thurmon Tanner Parkway. The total cost of the study will be \$200,000.00, made up of \$160,000.00 in additional PL funds and \$40,000.00 in local cash match, which will be split by the City of Gainesville and Hall County. MPO staff will apply for funds at the March 25, 2024 PL Review Committee meeting.

MOTION: Commissioner Stowe made a motion to approve of the draft PL Fund Application for the State Route 13 / Atlanta Highway Corridor Study, which received a second from Mayor Couvillon, and the motion passed by unanimous vote.

7. First Review of Draft 2024 GHMPO Participation Plan

Mr. Haire introduced the Draft 2024 GHMPO Participation Plan. While the last Participation Plan, adopted in 2021, was included as an appendix to the Title VI Plan, updates to these documents are now being created separately. While it was initially anticipated that this document would be adopted in May after a second round of committee review, it may be adopted later in the year while GDOT considers updates to best practices.

The primary purpose of the Participation Plan is to provide for the public an explanation of what each major planning document is, the procedures for amending these documents, the strategies of public outreach that the MPO will engage in, and opportunities for public engagement on the part of the citizen.

Mr. Haire received a question from Mayor Asbridge regarding whether or not the MPO gets much public participation, to which MPO staff responded that the MPO could always use more public participation, but will be increasing targeted public participation efforts in the near future as the Metropolitan Transportation Plan continues to be developed.

8. First Review of Draft 2024 GHMPO Title VI Plan and Environmental Justice Analysis

Mr. Haire introduced the Draft 2024 Title VI Plan and Environmental Justice Analysis. The purpose of the Title VI Plan and Environmental Justice Analysis is to ensure that no members of the public are discriminated against in the public participation process or through any other programs or planning activities undertaken by the MPO. The Title VI Plan includes a Title VI form that citizens can use to formally file a complaint, as well as a record of all past complaints, lawsuits, and investigations, of which there are none. Lastly, the Title VI plan contains demographic maps that can be used to determine where targeted outreach may need to occur, or where translation services may be required.

9. Review of Future Year 2055 SE Data for the Metropolitan Transportation Plan (MTP): 2025 Update

Mr. Cote of RS&H provided a presentation on the Base Year 2020 and Future Year 2055 Socioeconomic (SE) Data for the Metropolitan Transportation Plan (MTP): 2025 Update. This update provided a recap of how the SE data provides inputs for the Travel Demand Model, which forecasts future travel demand and congestion through 2055. SE data includes estimated counts for population, households, employment, student enrollment, and university enrollment. Mr. Cote provided an overview of the 2020 Base Year SE Data, as well as the 2055 Future Year SE Data, which is a 35-year projection from the 2020 base year. Lastly, Mr. Cote discussed the MTP schedule for the remainder of the contract period.

10. Other

Mayor Asbridge and Chairman Higgins remarked on Mr. Yamala's nearly 20 years of service to Hall County and GHMPO, and wished him well in his new position at Barrow County.

11. Jurisdiction and Agency Reports

Representatives shared the status of projects being completed by their jurisdictions: Ms. Parrish for the City of Flowery Branch, Mr. Jones for the City of Gainesville, Mr. Branch for the City of Buford, Mr. Lott for the Georgia Department of Transportation, Ms. Moss for Hall Area Transit, Ms. Dove for Jackson County, and Mr. Boyd on behalf of Mr. Miller for Hall County.

12. Public Comment

There were no public comments.

13. Upcoming Meeting Date

Mayor Asbridge reminded the Committee of their next meeting date on May 14, 2024.

14. Adjourn

MOTION: Commissioner Stowe made a motion to adjourn the meeting, with a second from Chairman Higgins, and the motion passed by unanimous vote.

Mayor Ed Asbridge, Chair

Michael Haire, GHMPO

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MEMORANDUM

To: Policy Committee Members

From: Brandon North, Georgia Department of Transportation

Date: May 7, 2024

Re: Presentation on 2020 Base Year and 2055 Do-Nothing Travel Demand Models

Last year, GHMPO staff kicked off the Metropolitan Transportation Plan: 2025 Update. A key aspect of this plan is the development of the 2020 Base Year and 2055 Future Year Socioeconomic (SE) data, which is then sent to GDOT for use in their travel demand model update (TDM). The TDM is used to determine the level-of-service (LOS) of major roads in the GHMPO planning area out to 2055.

The team from the Georgia Department of Transportation will be presenting on the first two TDM networks:

- 1st Network: 2020 Base Year Model
- 2nd Network: 2055 Do-Nothing Model

There will be six total networks once the model is completed later in 2024.

RECOMMENDED ACTION: None

Attachment: Presentation Slides



GHMPO Travel Demand Model 2024 Update

GHMPO Policy Committee Meeting
May 14th, 2024

Presented by: **Brandon K. North**
Branch Chief for Systems Planning, GDOT- Office of Planning
404.617.0965 / BNorth@dot.ga.gov



Photo Source: Google Image

Background

Federal legislation requires Metropolitan Transportation Plan (MTP) updates every five years

[23 CFR 450.322(b)]

The MTP covers a minimum 20-year planning horizon.

[23 CFR 450.322(b)]

The next Gainesville-Hall MPO MTP should be adopted by May 21st, 2025.

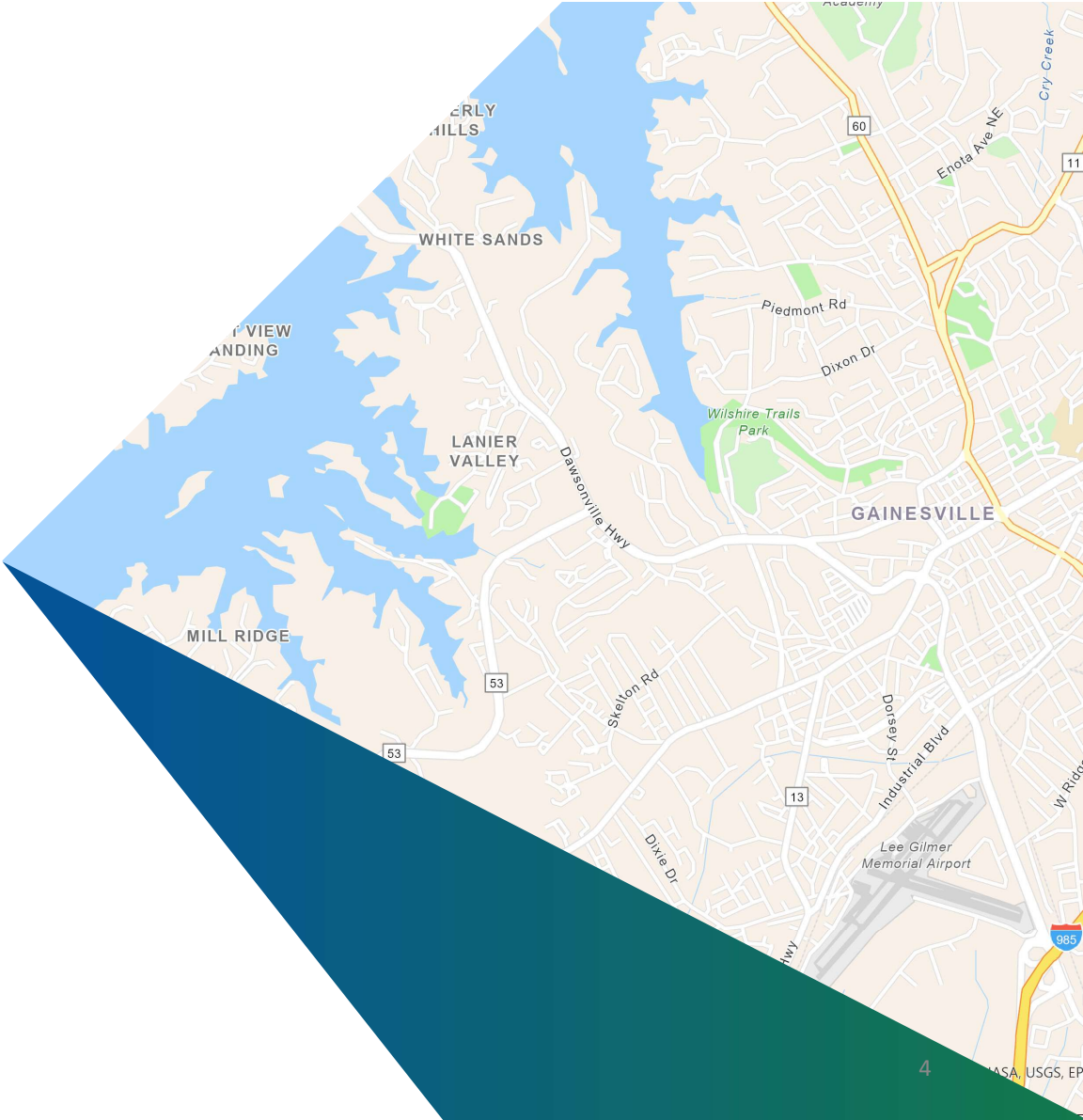
MAP-21 / FAST Act (Invest in America) requires incorporating performance-based planning and transportation system access into project selection

Travel Demand Model Major Activities



Base Year (2020) Model Outputs

Model Validation Results

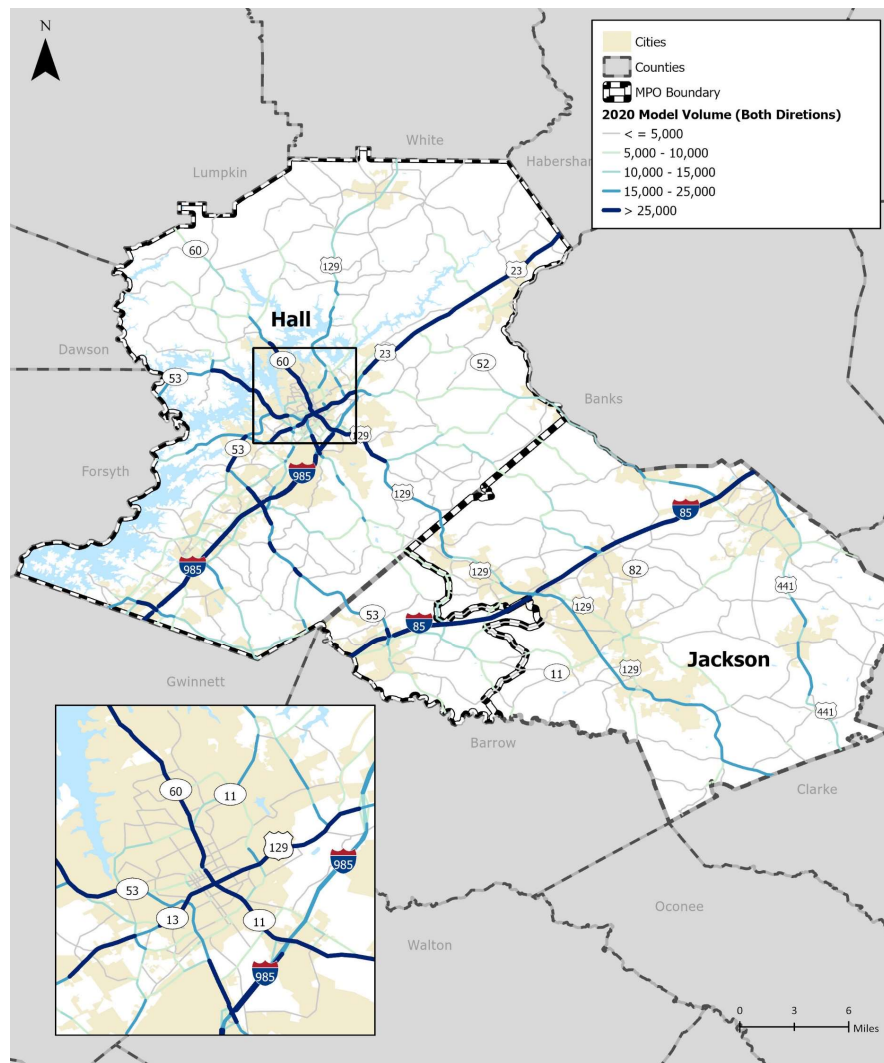


2020 Model Validation

Model Area Roadway Mileage & Vehicle Miles Traveled (VMT) by Facility Type

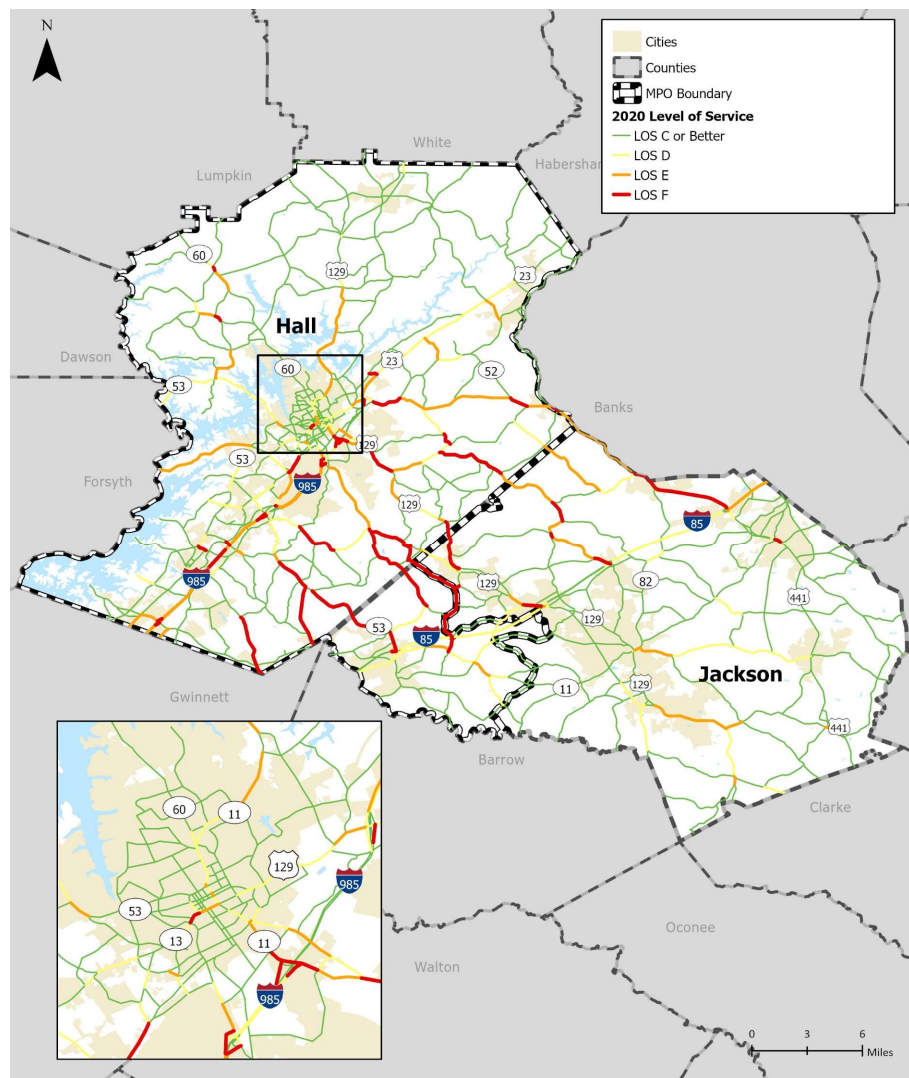
Facility Type	Mileage		VMT (miles)		VMT Distribution		VMT Difference (Model vs. Observed)	
	Observed (1)	Model	Observed (1)	Model	Observed (1)	Model	Difference	%
Interstates	38	38	2,204,153	2,204,992	27.7%	27.6%	839	0.0%
Principal Arterials	126	124	2,550,379	2,635,908	32.0%	33.2%	85,530	3.4%
Minor Arterials	188	189	1,810,129	1,708,430	22.7%	20.7%	-101,699	-5.6%
Collectors	450	450	1,396,390	1,473,666	17.5%	18.5%	77,276	5.5%
Total	803	801	7,961,050	8,022,996	100.0%	100.0%	61,946	0.8%

(1) 2019 GDOT VMT – GDOT Mileage by Route and Road System Report 445.
https://www.dot.ga.gov/DriveSmart/Data/Documents/400%20Series/445/445_Report_2019.pdf



2020 Total Daily Traffic Volumes

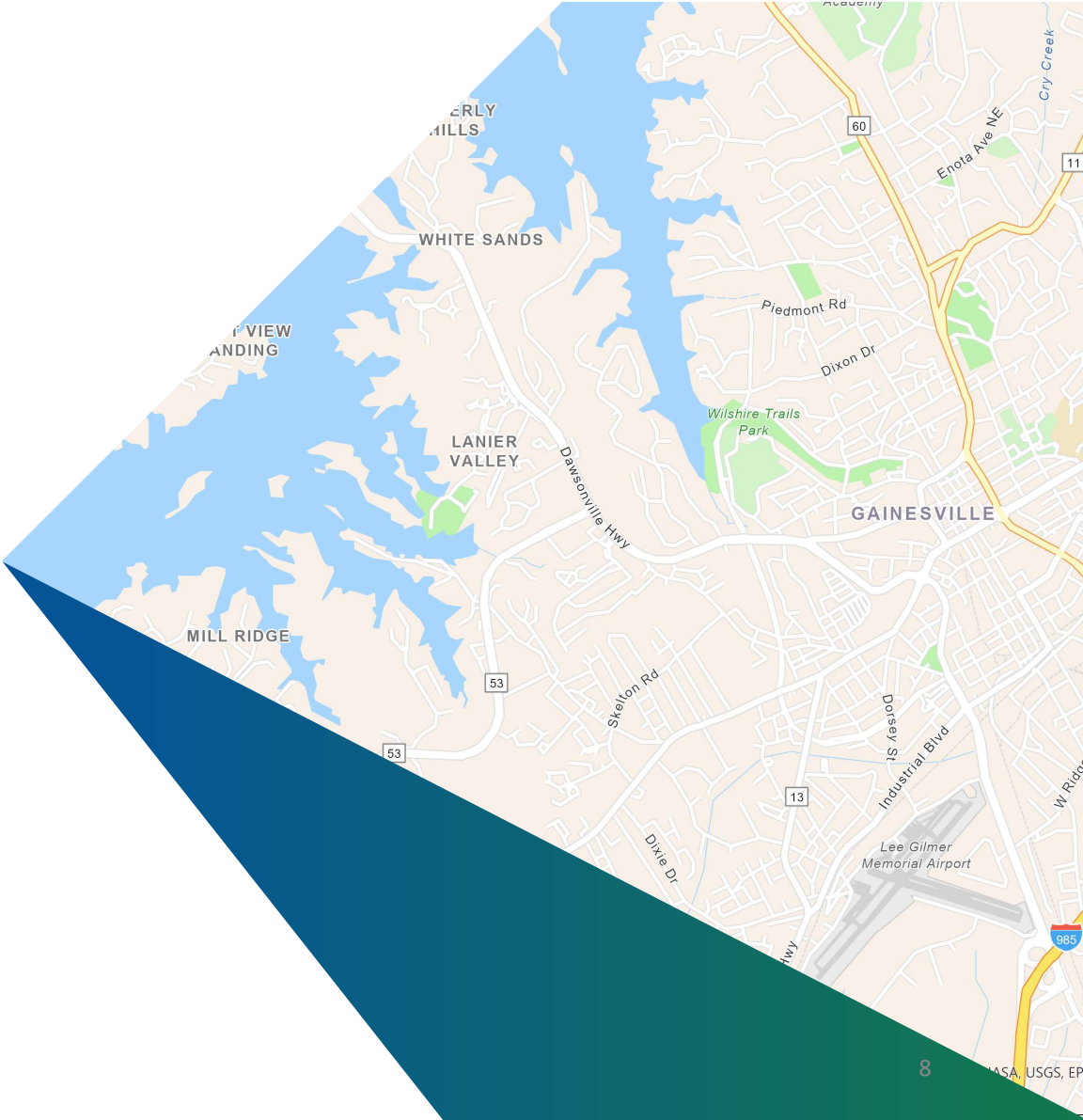
Note: This is total volume for both directions.



2020 Daily Level of Service (LOS)

$$LOS = \frac{\text{Modeled Daily Traffic}}{\text{Daily Capacity}}$$

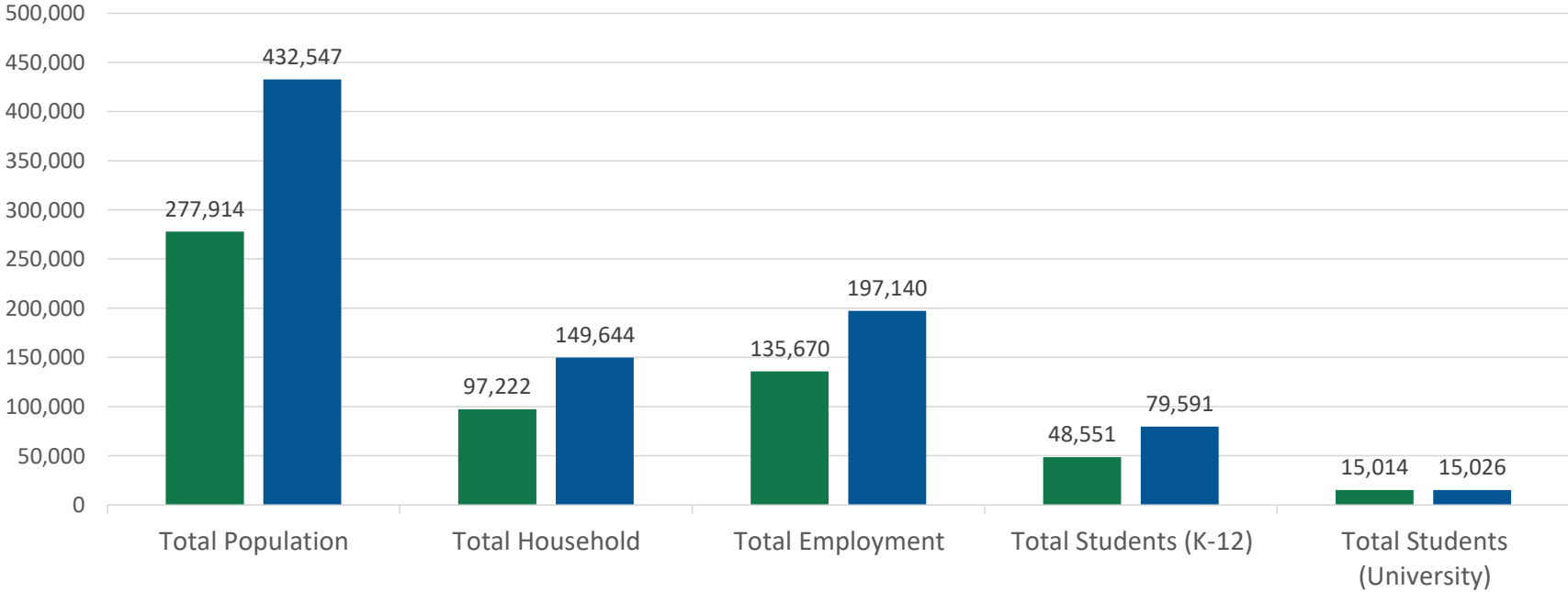
Future Year (2055) Model Outputs



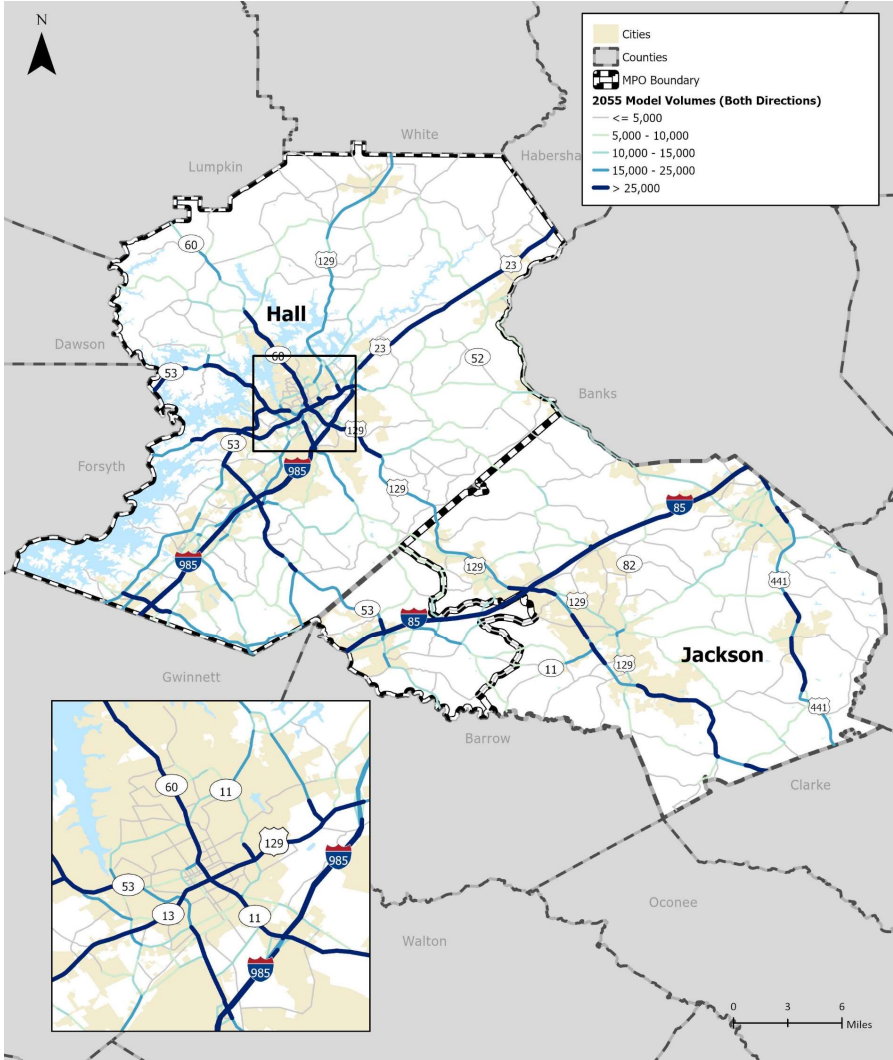
Socio-Economic Data Provided by MPO Staff

2020 and 2055 GHMPO Socioeconomic Data

■ 2020 ■ 2055

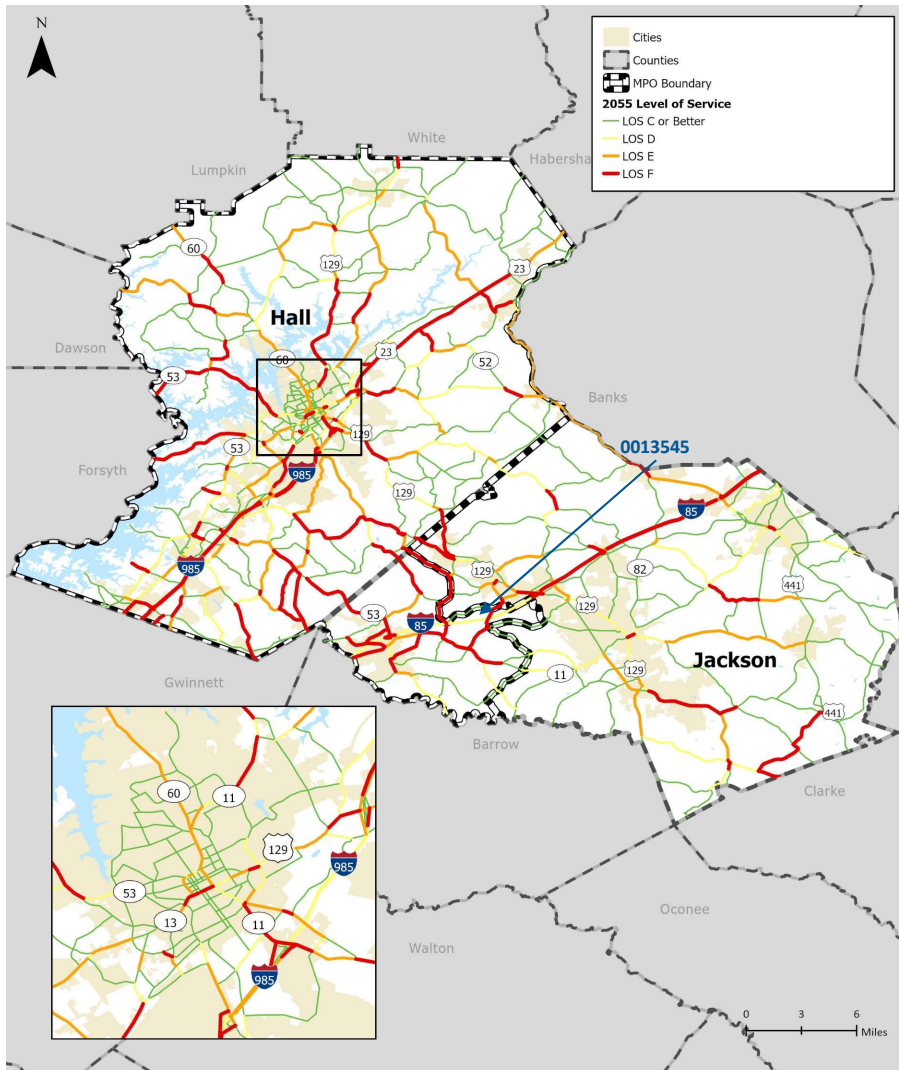


Percent growth 56% ↑ 54% ↑ 45% ↑ 64% ↑ 0% ↔



2055 “Do-Nothing” Total Daily Traffic Volumes

Note: This is total volume in both directions

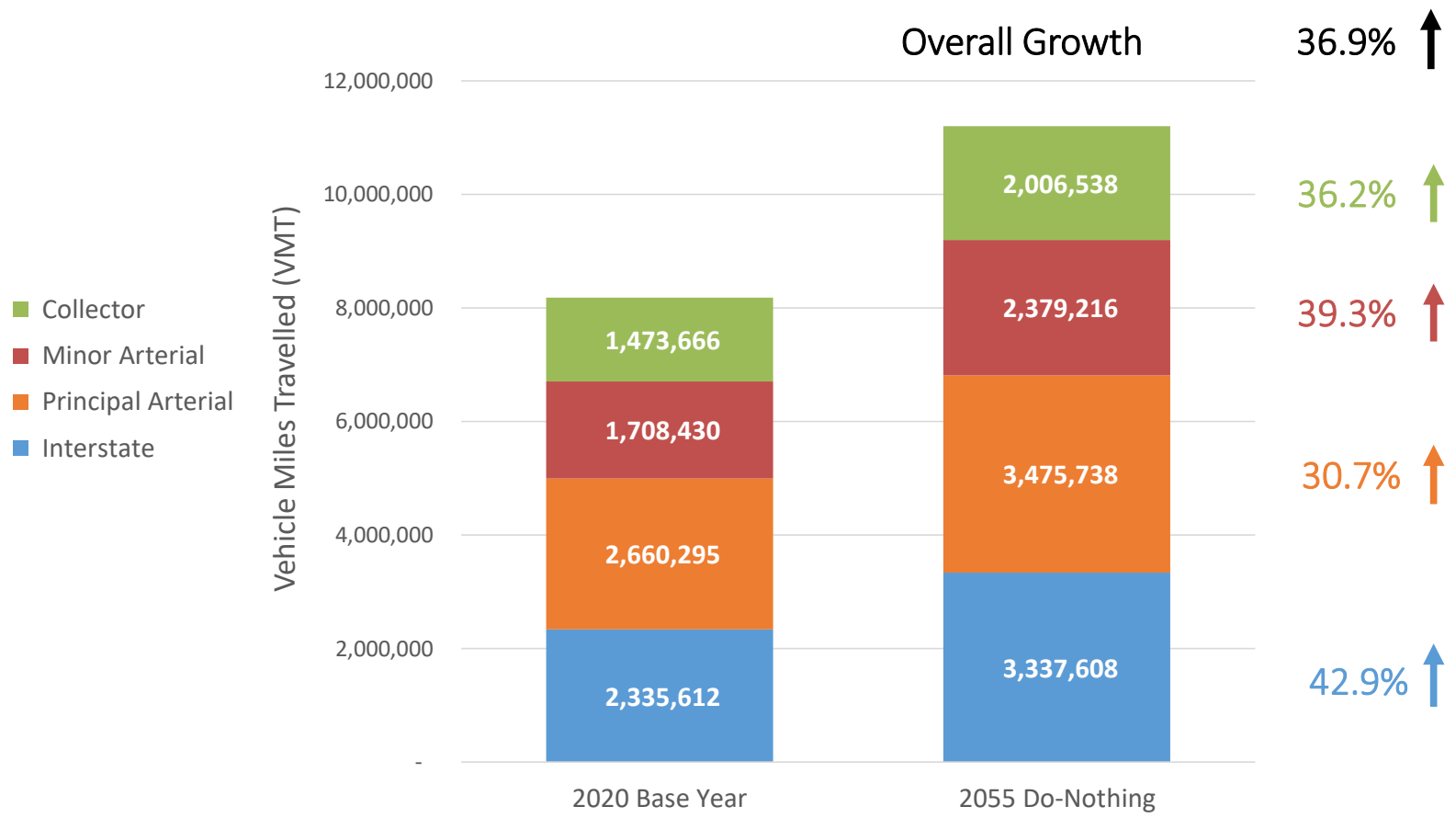


2055 “Do-Nothing” Daily Level of Service (LOS)

Project Coded in the Network

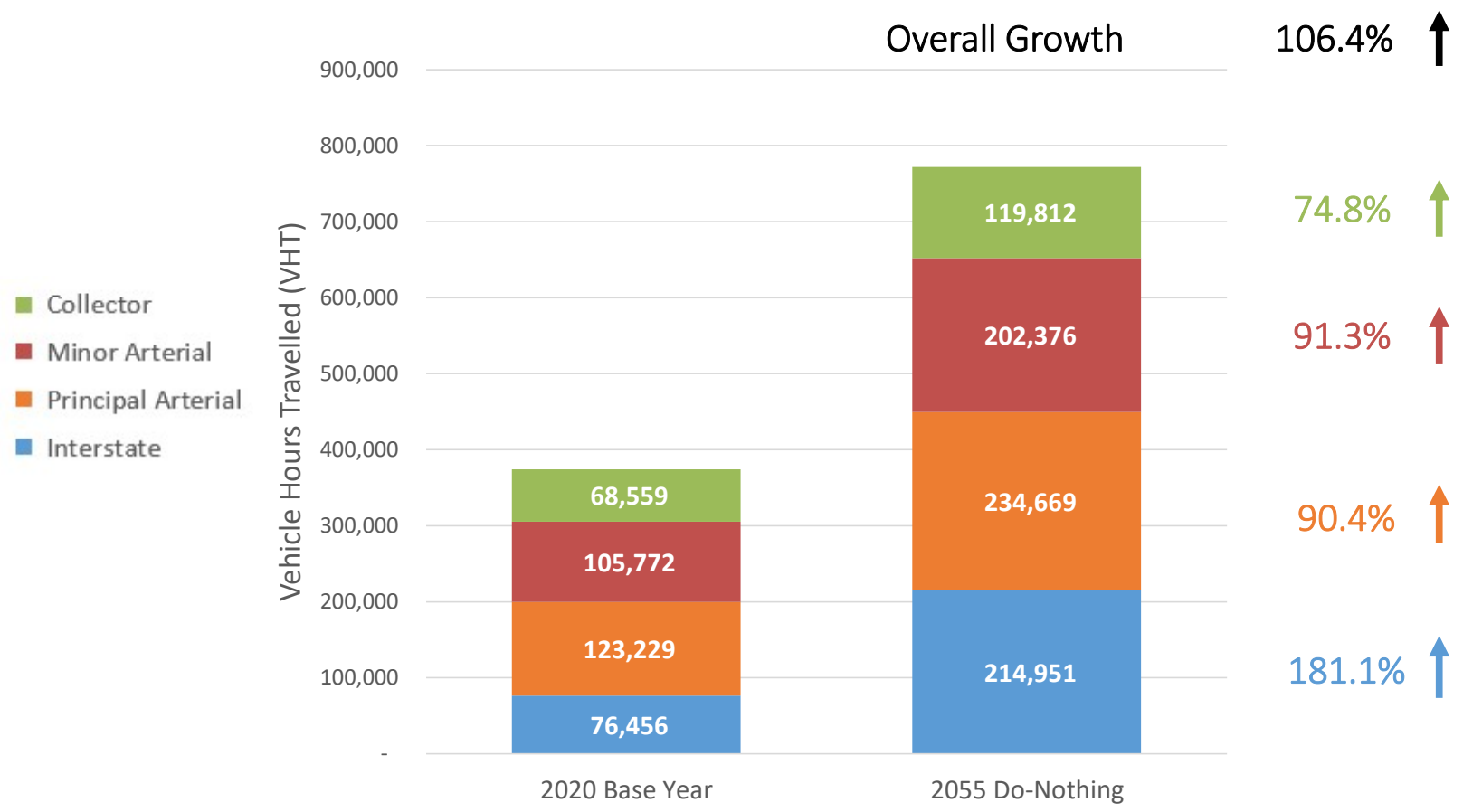
GDOT PI	Description	Type of Project
0013545	The project is a widening of I-85 from four lanes to six lanes. The project is approximately 12.5 miles long and its extents are from SR 53 to US 129.	Widening

Daily Vehicle Miles Travelled (VMT) by Facility Type



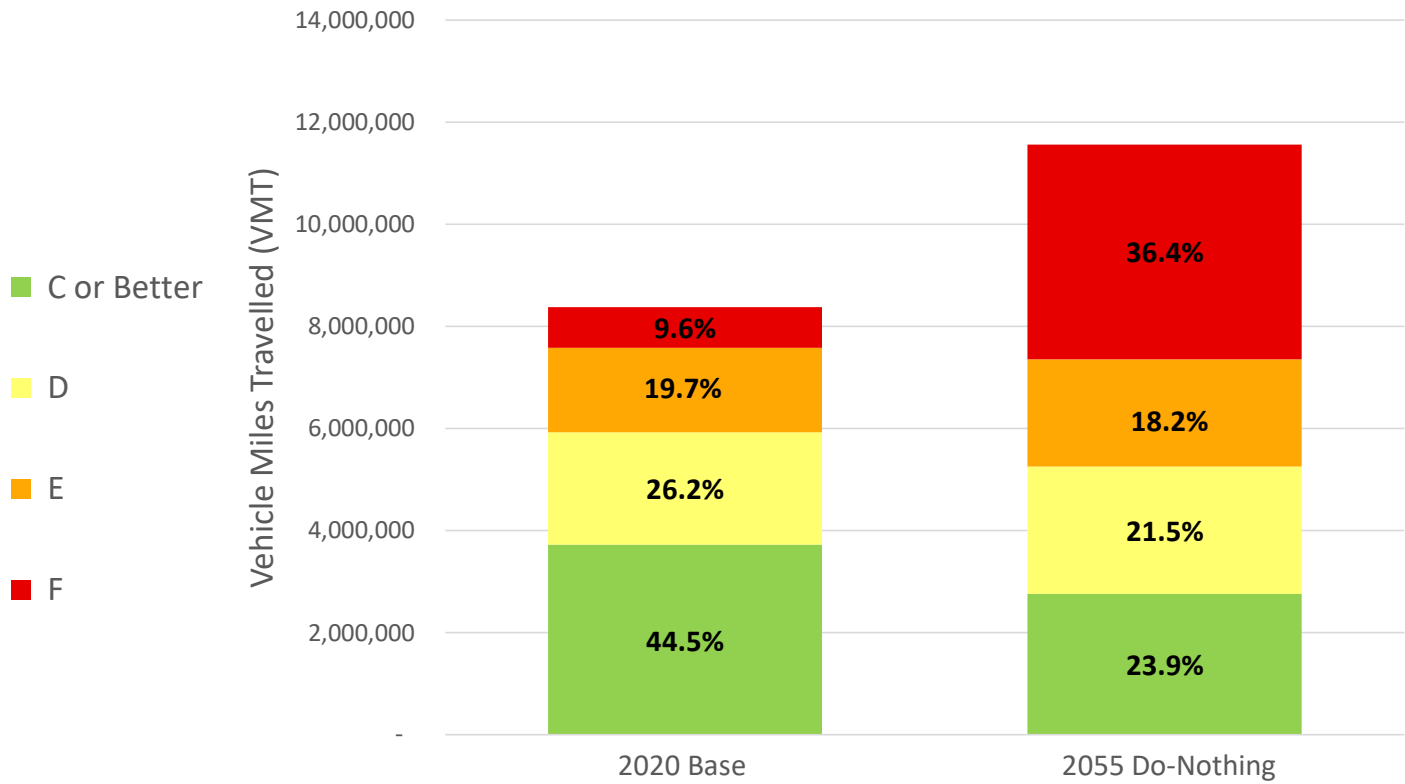
Note: These results represent links that are collectors and above within the area.

Daily Vehicle Hours Travelled (VHT) by Facility Type



Note: These results represent links that are collectors and above within the area.

Daily Vehicle Miles Travelled (VMT) by Level of Service



Note: These results represent links within the area and include some local roads.

Next Steps

MPO staff provides project lists for remaining 2055 MTP scenarios

Evaluate remaining future year MTP scenarios

Analyze system performance

Provide outputs to MPO planners to prioritize projects

Discussion

Questions ?

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MEMORANDUM

To: Policy Committee Members
From: Joseph Boyd, GHMPO
Date: May 7, 2024
Re: First Review of Updated GHMPO Bylaws

After discussions with state and federal planning partners, GHMPO has begun an update to the Technical Coordinating Committee, Citizens Advisory Committee, and Policy Committee bylaws. This update includes the following changes:

- Technical Coordinating Committee:
 - Updated list of voting members.
 - First meeting of the year has been moved from the third Wednesday of February to the fourth Wednesday of January.
 - Updated quorum to five voting members.
 - Added text permitting voting via teleconference or phone.
- Citizens Advisory Committee:
 - First meeting of the year has been moved from the last Thursday of February to the last Thursday of January.
 - Added text permitting voting via teleconference or phone.
- Policy Committee
 - First meeting of the year has been moved from the second Tuesday of March to the second Tuesday of February.
 - Added text permitting voting via teleconference or phone.

This is the first round of review for the bylaw updates, and it is anticipated that these will be adopted at the Policy Committee meeting in August, after one more round of Committee review.

RECOMMENDED ACTION: None

Attachment: Draft Updated GHMPO Committee Bylaws

**GAINESVILLE-HALL METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COORDINATING COMMITTEE
BYLAWS**

Article I

Section 1

Name

The name of this organization shall be the Technical Coordinating Committee of the Gainesville-Hall Metropolitan Planning Organization.

Section II

Origin

This Committee is created by the Policy Committee of the Gainesville-Hall Metropolitan Planning Organization.

Article II

Purpose

The Technical Coordinating Committee (TCC) of the Gainesville-Hall Metropolitan Planning Organization (GHMPO) shall provide recommendations from a technical perspective on the plans and programs adopted by the GHMPO.

Article III

Members

The voting members of the Technical Coordinating Committee shall be composed of the following transportation specialists and key staff members of participating governmental jurisdictions, or designated representatives of these members. Membership shall be based upon the organizational position held, with the following positions being voting members:

City of Gainesville	Public Works Director
City of Oakwood	City Manager
City of Flowery Branch	Planning Director
City of Buford	Public Safety Director
City of Hoschton	City Manager
Town of Braselton	Town Manager
Hall County	Public Works Director
Jackson County	Assistant County Manager
Hall Area Transit	Director
Georgia Mountains Regional Commission	Planning Director
Northeast Georgia Regional Commission	Planning Director
Georgia Department of Transportation	Transportation Planner

The non-voting members shall include representatives of the following civic or business organizations, but not be limited to these:

GDOT District 1	District Engineer
GDOT Intermodal	Planner
Federal Highway Administration	Planner
Federal Transit Administration	Planner
Town of Clermont	Mayor
Town of Gillsville	Mayor
City of Lula	Mayor
GHMPO Citizens Advisory Committee	Chairperson

Article IV
Duties

1. Provide guidance in the preparation of the Unified Planning Work Program, review all studies related to transportation within the Gainesville-Hall Metropolitan Planning Organization Area, and make recommendations to the Policy Committee, Citizens Advisory Committee, and other agencies upon the work program and studies.
2. Coordinate the maintenance of inventories of current data used as input to the planning process.
3. Review the status of several activities necessary to keep the Planning Area current and those activities necessary to update the Area Plan with timely reports made to the Policy Committee regarding such reviews.
4. Make its reviews based on technical sufficiency, accuracy, and completeness of such studies, plans, and programs.
5. May prepare for consideration by Policy Committee a report that demonstrates to the general citizenry, the status of transportation within the Gainesville-Hall Metropolitan Planning Organization.
6. With participating agencies, shall adopt and follow the Unified Planning Work Program and schedule of activities. If any agency identifies a need to deviate from the adopted work program or initiate any special duties that have any bearing on the present or proposed transportation system, it shall be the responsibility of the respective Technical Coordinating

Committee member to bring this to the attention of the full Technical Coordinating Committee for consideration, action, and/or information.

Article V
Organization

1. The officers shall consist of Chairperson, Vice Chairperson, and Secretary.
2. The Chairperson and Vice Chairperson shall be elected annually by a majority vote of the Committee's voting members at the first meeting of the fiscal year.
3. The Chairperson and Vice Chairperson may succeed themselves with no limitation on the number of terms, except that such term shall not continue in the event the Chairperson or Vice Chairperson becomes ineligible for membership on the Technical Coordinating Committee.
4. The Chairperson and Vice Chairperson may be removed from office by a majority vote of all the voting members of the Technical Coordinating Committee.
5. The committee may establish sub-committees as needed from within the membership of the Technical Coordinating Committee. Each sub-committee shall select its chairperson. Sub-committees shall meet as determined by the Chairperson of said sub-committee.
6. The Director of the Gainesville-Hall County Metropolitan Planning Organization (GHMPO), or another member of the GHMPO staff designated by the Director, shall be the Secretary.

Article VI
Duties of the Officers

1. The Chairperson shall:
 - a. Preside at all meetings of the Technical Coordinating Committee.
 - b. Authenticate, by his/her signature, the meeting minutes and resolutions recommended by the Technical Coordinating Committee.
 - c. As required, represent the Technical Coordinating Committee at hearings, conferences, and other events or designate another member of the committee to serve in his/her place.
 - d. Designate one member to Serve as a liaison to the Citizens Advisory Committee.

2. During the absence or disability of the Chairperson, or if a vacancy occurs in the office of the Chairperson, the Vice Chairperson shall preside over meetings of the committee and shall exercise all of the duties of the Chairperson.
3. In the absence of the Chairperson and Vice Chairperson, a temporary Chairperson shall be selected by the members present.
4. The Chairperson shall prepare the meeting agenda and distribute it to the Technical Coordinating Committee members no later than one (1) week prior to any scheduled meeting. Members desiring an item to be included on a meeting agenda shall notify the Chairperson no later than two (2) weeks prior to the meeting.

Article VII **Meetings**

1. The regular meeting time of the Technical Coordinating Committee shall be 10:30 AM, on the **fourth** Wednesday of **January**, April, July, and October, at the Hall County Government Center, unless otherwise specified.
2. Notices, with proposed agendas and other materials, of regular meetings shall be distributed at least one week in advance of meeting date whenever practical. Should there be no business to come before the committee, the meeting shall be canceled by written notice one week prior to the planned meeting date.
3. For business to be transacted, there must be a quorum of voting members or their designees, and such quorum consists of **five (5) voting members. Voting is permitted via teleconference or phone.**
4. Approval of any action shall require a majority vote of the members present and voting, unless prescribed otherwise in these bylaws. All references in these bylaws to a "majority vote" shall mean the majority of the members present and voting.
5. All voting committee members, except for the Chairperson, shall have full voting privileges. The Chairperson shall vote only when necessary to break voting ties.
6. Membership on the Technical Coordinating Committee is by appointment by the Policy Committee and by virtue of the technical expertise of the position held. As such, attendance is of the utmost importance. Therefore, all voting members

should designate alternates, who shall, in the event of a member's absence, serve as the member's representative.

7. In the event an important issue arises that must be decided before the next scheduled committee meeting, a special telephone solicitation shall be made to act on such unanticipated matters. This method shall be used only in extreme cases. (See Article VIII.)

Article VIII **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 Public 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 Public Participation Plan and for amendments to them.

Virtual or 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. Special meetings should have at least 24-hour notice to the public, with the meeting agenda posted on the GHMPO website, www.ghmpo.org, and use press releases and/or phone calls to The Gainesville Times and other local media.

Article IX
Rules of Order

The Committee shall conduct business as prescribed in Robert's Rules of Order Newly Revised (11th Edition), or subsequent edition, in all areas of parliamentary procedure, unless prescribed otherwise by these bylaws.

Article X
Amendment of Bylaws

The Committee may recommend amendments of the bylaws to improve the Committee's overall performance. Notice of the intent to revise the bylaws must be given in the agenda prior to the meeting at which the amendment will be discussed. A majority vote of the entire voting membership of the committee shall be required for the amendment of the bylaws to be forwarded to the GHMPO Policy Committee for its review and approval. The Policy Committee must approve the amendment prior to it becoming effective. In any event the bylaws and organizational framework are bound to the parameters established in the Designation Resolutions from Hall County and the Cities of Flowery Branch, Gainesville, and Oakwood (October - December 2002) that endorsed the Hall County Planning Department to serve as the GHMPO.

Adopted by the GHMPO Policy Committee this 13th day of August, 2024.

Ed Asbridge, Chairman
Gainesville-Hall MPO Policy Committee

Attest

Joseph Boyd, Transportation Planning Director
Gainesville-Hall MPO

**GAINESVILLE-HALL METROPOLITAN PLANNING ORGANIZATION
CITIZENS ADVISORY COMMITTEE
BYLAWS**

Article I

Section I

Name

The name of this organization shall be the Citizens Advisory Committee of the Gainesville-Hall Metropolitan Planning Organization.

Section II

Origin

This Committee is created by the Policy Committee of the Gainesville-Hall Metropolitan Planning Organization.

Article II

Purpose

The Citizens Advisory Committee (CAC) of the Gainesville-Hall Metropolitan Planning Organization (GHMPO) shall advise the GHMPO Policy Committee on matters of public opinion from individual citizens and citizen groups regarding transportation within the GHMPO's planning area.

Article III

Members

The CAC shall be composed of not more than nineteen interested citizens representing a broad section of the population within the planning area.

The at-large citizens shall be appointed as follows:

1. The Hall County Board of Commissioners shall appoint 8 members,
2. The Gainesville City Council shall appoint 5 members,
3. The Oakwood City Council shall appoint 2 members,
4. The Flowery Branch City Council shall appoint 2 members,
5. The Braselton Town Council shall appoint 1 member, and
6. The Jackson County Board of Commissioners shall appoint 1 member.

The term of citizen members of the committee shall be three years with no limit on the number of terms a member may serve. Citizen appointees shall rotate on separate cycles of three-year

terms. The terms of members shall begin on the first meeting of the fiscal year.

Any citizen or organizational vacancy on CAC membership shall be filled by the appointment of a new member by the local jurisdiction from which the vacancy occurs. Appointments to fill vacancies shall be for the unexpired term.

Article IV **Duties**

1. Provide general advice to the Policy Committee concerning the citizens' viewpoint on matters related to transportation.
2. Review recommendations of the Technical Coordinating Committee concerning the various work elements, annual documents, and long-range plans and systems, prior to submission to the Policy Committee.
3. Serve as a liaison to the general citizenry for the exchange of information relating to the transportation needs in the Gainesville-Hall Metropolitan Planning Organization area.

Article V **Organization**

1. The officers shall consist of Chairperson, Vice Chairperson, and Secretary.
2. The Chairperson and Vice Chairperson shall be elected annually by the membership of the Citizens Advisory Committee at the first meeting of the fiscal year.
3. The Chairperson and Vice Chairperson may succeed themselves with no limitation on the number of terms, except that such term shall not continue in the event the Chairperson or Vice Chairperson becomes ineligible for membership on the Citizens Advisory Committee.
4. Officer vacancies shall be filled by election by the committee members, at the next regular meeting after the vacancy occurs, for the unexpired term.
5. The Chairperson and Vice Chairperson may be removed from office by a majority vote of all the voting members of the Citizens Advisory Committee.
6. The Committee may establish sub-committees as needed from within the membership of the Citizens Advisory Committee. Each

sub-committee shall select its Chairperson. Sub-Committees shall meet as determined by the Chairperson of said sub-committee.

7. The Director of the Gainesville-Hall County Metropolitan Planning Organization (GHMPO), or another member of the GHMPO staff designated by the Director, shall be the Secretary.

Article VI
Duties of Officers

1. Chairperson shall:
 - a. Preside at all meetings of the Citizens Advisory Committee.
 - b. Authenticate, by his/her signature, all minutes and resolutions recommended by the Citizens Advisory Committee.
 - c. Serve as a non-voting member of the Policy Committee.
2. Vice Chairperson shall perform the duties of the Chairperson in his/her absence and serve as a non-voting member of the Technical Coordinating Committee.
3. In the absence of the Chairperson and Vice Chairperson, a temporary Chairperson shall be selected by the members present.
4. Secretary shall notify members of meetings; prepare the meeting minutes and attendance; prepare required reports; distribute and maintain approved minutes of meetings; and such other duties as required or directed by the Chairperson.

Article VII
Meetings

1. The regular meetings of the Citizens Advisory Committee shall be on the last Thursday of **January**, April, July, and October at 4:00 p.m. or at an hour set by the committee, at the Hall County Government Center in Gainesville, unless otherwise specified.
2. Notices, with proposed agendas and other relevant materials, of regular meetings shall be distributed at least one week in advance of the meeting date. Should there be no business to

come before the committee, the meeting shall be canceled by written notice one week prior to the planned meeting date.

3. For business to be transacted, there must be a quorum of voting members, and such a quorum consists of eight (8) of the currently appointed voting members. Voting is permitted via teleconference or phone.
4. Approval of any action shall require a majority vote of the members present and voting, unless prescribed otherwise in these bylaws. All references in these bylaws to a "majority vote" shall mean the majority of the members present and voting.
5. All voting committee members, except for the Chairperson, shall have full voting privileges. The Chairperson shall vote only when necessary to break voting ties.
6. Unless excused by the Chairperson prior to the meeting, any CAC member having two (2) unexplained absences from regular meetings during a fiscal year shall be notified by the Chairperson of the Policy Committee that their attendance is required and request the member confirm their commitment to attend future meetings and to report to the nominating jurisdiction.
7. In the event an important issue arises that must be decided before the next scheduled committee meeting, a special (emergency) telephone solicitation may be made to act on such unanticipated matters. This method shall be used only in extreme cases. (See Article VIII.)

Article VIII **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 Public 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 Public Participation Plan and for amendments to them.

Telephonic or electronic 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. Special meetings should have at least 24-hour notice to the public, with the meeting agenda posted on the GHMPO website, www.ghmpo.org, and use press releases and/or phone calls to The Gainesville Times and other local media.

Article IX **Rules of Order**

The Committee shall conduct business in an orderly way. Robert's Rules of Order Newly Revised (11th Edition), or subsequent edition, may be used as guidelines but are not binding on the Committee.

Article X **Amendment of Bylaws**

The Committee may recommend amendments of the bylaws to improve the Committee's overall performance. Notice of the intent to revise the bylaws must be given in the agenda prior to the meeting at which the amendment will be discussed. A majority vote of the entire voting membership shall be required for the amendment of the bylaws to be forwarded to the GHMPO Policy Committee for its review and approval. The Policy Committee must approve the amendment prior to it becoming effective. In any event the bylaws and organizational framework are bound to the parameters established in the Designation Resolutions from Hall County and the Cities of Flowery Branch, Gainesville, and Oakwood (October - December 2002) that endorsed the Hall County Planning Department to serve as the GHMPO.

Adopted by the GHMPO Policy Committee this 13th day of August 2024.

Ed Asbridge, Chairman
Gainesville-Hall MPO Policy Committee

Attest

Joseph Boyd, Transportation Planning Director
Gainesville-Hall MPO

DRAFT

**GAINESVILLE-HALL METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE
BYLAWS**

Article I

Section I

Name

The name of the organization shall be the Policy Committee of the Gainesville-Hall Metropolitan Planning Organization.

Section II

Origin

This organization is created by the Gainesville-Hall Metropolitan Planning Organization.

Article II

Purpose

The Policy Committee (PC) of the Gainesville-Hall Metropolitan Planning Organization (GHMPO) is the decision-making body for the organization.

Article III

Members

The voting members of the Policy Committee shall be the following officials or their designated representatives:

Director of Planning, Georgia Department of
Transportation
Chairperson, Hall County Board of Commissioners
District 1 Commissioner, Hall County Board of Commissioners
District 4 Commissioner, Hall County Board of Commissioners
Chairperson, Jackson County Board of Commissioners
Mayor, City of Flowery Branch
Mayor, City of Gainesville
Mayor, City of Oakwood

The non-voting members shall be the:

Chairperson, Citizens Advisory Committee
Director, Gainesville-Hall Metropolitan
Planning Organization
Chairperson, Technical Coordinating Committee
GA Division Administrator, Federal Highway Administration
Regional Administrator, Federal Transit Administration

District Engineer, Gainesville District Office, GDOT
General Manager, Hall Area Transit
Chairperson, City of Buford
Mayor, City of Clermont
Mayor, City of Gillsville
Mayor, City of Lula
Mayor, Town of Braselton
Mayor, City of Hoschton

Article IV Structure

The Policy Committee Structure shall be subject to the following:

1. One (1) additional voting member shall be added to a jurisdiction for every 30,000 people within the urbanized area.
2. With the exception of City of Flowery Branch, City of Oakwood and Jackson County, any new jurisdiction shall have a minimum of 10,000 urbanized area population to be added as a voting member.
3. The Policy Committee shall reconsider its voting members following every decennial Census numbers. This process shall be subject to Article XII of this document.

Article V Duties

1. The Policy Committee is the body responsible for review and approval of the Gainesville-Hall Metropolitan Planning Organization and all aspects, including goals, objectives, plans, and programs developed for the Gainesville Metropolitan Planning Area.
2. The Policy Committee has the responsibility for insuring that the Transportation Plan is kept up-to-date, that timely reports are made to inform the public of progress of the Plan, that a complete and "unified" work program is developed for all aspects of the Gainesville Metropolitan Planning Area and that the respective agencies, jurisdictions, or commissions are kept informed of the progress of the Plan.
3. The Policy Committee shall serve as liaison representative between governmental units in the Planning Area to obtain optimum cooperation of all governmental units in providing information and in implementing various elements of the Plan,

4. The Policy Committee shall have the authority to determine and alter from time to time the membership of the Technical Coordinating Committee (TCC).
5. The Policy Committee shall have the authority to determine and alter, as required, the membership of the Citizens Advisory Committee (CAC) with the intended purpose of providing a broad cross-section of citizen participation.

Article VI **Organization**

1. The officers shall be the Chairperson and Vice Chairperson.
2. The Chairperson shall be one of the chief elected officials of the participating units of local government, beginning with the Chairman of the Hall County Board of Commissioners and rotating in the following order: Mayor of Gainesville, Mayor of Oakwood, Mayor of Flowery Branch, and the Chairman of the Jackson County Board of Commissioners. Rotation of the Chairperson shall continue in the above order until changed by the Policy Committee.
3. The Vice Chairperson shall be the chief elected officer that is next in order for the chair position.
4. The new Chairperson and Vice Chairperson shall take office on the first meeting of the fiscal year and said terms shall be for one year.
5. The terms of the Chairperson or Vice Chairperson shall not continue in the event an officer becomes ineligible for membership on the Policy Committee. The next chief elected official in the order of rotation shall fill the vacant position.
6. The Chairperson or Vice Chairperson may be removed from office by a majority vote of all the voting members of the Policy Committee.

Article VII **Duties of Officers**

1. The Chairperson shall:
 - a. Preside at all meetings of the Policy Committee.
 - b. Authenticate, by his/her signature, all minutes and resolutions adopted by the Policy Committee.

- c. Serve as chief policy advocate for the Committee.
 - d. Represent the Committee at hearings, conferences, and other events as required or designate another member of the Committee and/or the Project Director to serve in his/her place.
2. During the absence or disability of the Chairperson, or if a vacancy occurs in the office of the Chairperson, the Vice Chairperson shall preside over meetings of the committee and shall exercise all the duties of the Chairperson.
 3. In the absence of the Chairperson and Vice Chairperson, a temporary Chairperson shall be selected by the members present.

Article VIII
Director, GHMPO Staff

1. The Director, Metropolitan Planning Organization Staff, or his/her designee, shall be the chief executive of the primary agency responsible for the planning activities of the Gainesville-Hall Metropolitan Planning Organization.
2. The Director shall serve as Secretary of the Policy Committee and shall coordinate all activities of the Gainesville-Hall Metropolitan Planning Organization.
3. Director shall prepare the meeting agenda and distribute it to the Policy Committee members no later than one week prior to any scheduled meeting. Members desiring an item to be included on a meeting agenda shall notify the Planning Director no later than two weeks prior to the meeting.

Article IX
Meetings

1. The Policy Committee shall meet at least three times each year or as development dictates to review the Transportation Plan and actions which may materially affect the Transportation Plan and its implementation.
2. The regular meeting time of the Policy Committee shall be 10:00 AM, on the second Tuesday of February, May, August, and November, unless otherwise specified. The locations of meetings will vary based on offers by the member organizations to host a meeting.

3. For business to be transacted, there must be a quorum of voting members or their designees, and such quorum consists of four (4) voting members or designees. Voting is permitted via teleconference or phone.
4. All voting members shall officially designate alternates, who shall in the event of a member's absence, serve in the member's place.
5. Approval of any action shall require a majority vote of the members present and voting, unless prescribed otherwise in these bylaws. All references in these bylaws to a "majority vote" shall mean the majority of the members present and voting.
6. The GHMPO Staff Director can call meetings of the Policy Committee with the approval of the Policy Committee Chair.

Article X

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 Public 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 Public 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. Special meetings should have at least 24-hour notice to the public, with the meeting agenda posted on the GHMPO website, www.ghmpo.org, and use press releases and/or phone calls to The Gainesville Times and other local media.

Article XI
Rules of Order

The Committee shall conduct business as prescribed in Robert's Rules of Order Newly Revised (11th Edition), or subsequent edition, in all areas of parliamentary procedure, unless prescribed otherwise by these bylaws.

Article XII
Amendment of Bylaws

These bylaws may be amended by a majority vote of the entire voting membership of the Committee. Notice of a proposed amendment of the bylaws shall be included in the notice for the meeting in which the amendment will be presented. An amendment of the bylaws shall be presented for consideration at a regular scheduled meeting of the Committee; however, voting shall be deferred until the regular meeting following the meeting at which the bylaws amendment was proposed. In any event, the bylaws and organizational framework are bound to the parameters established in the Designation Resolutions from Hall County and the Cities of Flowery Branch, Gainesville, and Oakwood (October - December 2002) that endorsed the Hall County Planning Department to serve as the GHMPO.

Adopted by the GHMPO Policy Committee this 13th day of August,
2024.

Ed Asbridge, Chairman
Gainesville-Hall MPO Policy Committee

Attest

Joseph Boyd, Transportation Planning Director
Gainesville-Hall MPO

DRAFT

Policy Committee

Tuesday, May 14th, 2024, 10:00 AM
Commission Meeting Room, 2nd Floor, Hall County Government Center
2875 Browns Bridge Road, Gainesville, GA 30504

AGENDA

- 1. Welcome – Mayor Ed Asbridge, Chair**
- 2. Approval of February 13, 2024 Meeting Minutes**
- 3. Update from the Technical Coordinating Committee (TCC)**
- 4. Update from the Citizens Advisory Committee (CAC)**
- 5. Presentation on 2020 Base Year and 2055 Do-Nothing Travel Demand Models**
 - Brandon North, GDOT
- 6. First Review of Updated GHMPO Bylaws**
 - Joseph Boyd, GHMPO
- 7. Approval of Draft Amendment #2 to the FY 2024-2027 Transportation Improvement Program (TIP)**
 - Joseph Boyd, GHMPO
- 8. Approval of Draft GHMPO 2024 Participation Plan**
 - Michael Haire, GHMPO
- 9. Approval of Draft GHMPO 2024 Title VI Plan**
 - Michael Haire, GHMPO

MEMORANDUM

To: Policy Committee Members

From: Joseph Boyd, GHMPO

Date: May 7, 2024

**Re: Approval of Draft Amendment #2 to the FY 2024-2027
Transportation Improvement Program (TIP)**

The FY 2024-2027 Transportation Improvement Program (TIP) was adopted on August 8, 2023. GHMPO, in partnership and consultation with the Georgia Department of Transportation, has developed Amendment #2 to the FY 2024-2027 TIP, which will adjust funding amounts for two projects included in the TIP, remove a project from the TIP program years, and revise some language in the document. The updates being made to the Transportation Improvement Program are listed below:

- **Project Update: GH-016 / PI 003626 – Sardis Road Connector from SR 60 to Sardis Road near Chestatee Road**
 - Construction (CST) funding updated from \$36,637,685.00 to \$56,476,681.24
 - Construction (CST) year changed from 2024 to 2025
- **Project Update: GH-020A / PI 122060 – Widening of US 129 from Lakeview Street to south of Nopone Road (Phase I)**
 - Construction (CST) funding updated from \$47,173,294.00 to \$58,108,002.91
- **Project Removal: GH-023B / PI 0015280 – Spout Springs Road Widening Phase II – From Union Circle to South of SR 347**
 - Construction (CST) and Utilities (UTL) shifted from 2024 to 2028
- **Revised Committee List:**
 - Updated TCC/CAC/PC rosters to reflect current membership
 - Updated staff list to reflect Hall County/GHMPO personnel changes
- **Added Language:**
 - Language added to clarify what projects are eligible for an administrative modification vs. an amendment. Added language shown below:
 - Roadway project phases that are \$10 million or under may have an administrative modification cost increase of the amount to be authorized if less than \$2 million. For project phases over \$10 million, administrative modifications may be conducted if the increase in cost is less than 20%.

**RECOMMENDED ACTION: Approval of Draft Amendment #2 to the FY 2024-2027
Transportation Improvement Program (TIP)**

Attachment: Attached TIP Amendment Packet



GAINESVILLE-HALL
Metropolitan Planning Organization

DRAFT

FY 2024-2027

Transportation Improvement Program (TIP)

Amendment #2

&

Regional Transportation Plan (RTP):

2020 Update

Amendment #7

Adopted: May 14, 2024

Amendment #2 - Project Updates

Project MPO #	Project GDOT #	Phase	Original Value	New Value	Year	Fund Code	Comments
GH-016	0003626	CST	\$ 36,637,685.00	\$ 56,476,681.24	2024 -> 2025	HB170 -> HB170	Cost increase and year change for CST phase
GH-020A	122060-	CST	\$ 47,173,294.00	\$ 58,108,002.91	2025 -> 2025	HB170 -> HB170	Cost increase for CST funding; same year
GH-023B	0015280	UTL, CST	\$ -	\$ -	2024 -> 2028	LOC -> LOC	Remove project from TIP – funding moved outside of TIP program years

Amendment #2 - Other Updates

Change	Comments	Location
Revised Committee List	<ul style="list-style-type: none"> Updated listed TCC/CAC/PC rosters to reflect current membership Updated staff list to reflect Hall County/GHMPO personnel changes 	Pages 3-5
Added Language	<ul style="list-style-type: none"> Language added to clarify what projects are eligible for an administrative modification vs. an amendment. Added language shown below: <ul style="list-style-type: none"> Roadway project phases that are \$10 million or under may have an administrative modification cost increase of the amount to be authorized up to \$2 million or less. For project phases over \$10 million, administrative modifications may be conducted if the increase in cost is less than 20%. 	Page 7

Funding table with updates from Amendment #2 highlighted

2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM

5/14/2024

GHMPO No.	GDOT No.	Project Name	\$ Thousands																			
			FY 2024					FY 2025					FY 2026					FY 2027				
			SCP	PE	ROW	CST	UTL	SCP	PE	ROW	CST	UTL	SCP	PE	ROW	CST	UTL	SCP	PE	ROW	CST	UTL
GH-016	0003626	Sardis Road Connector from SR 60 to Sardis Road near Chestatee Road									\$56,477	\$2,193										
GH-020A	122060	SR 11/US 129 from Lakeview Street to S of Nopone Rd - Phase I									\$58,108	\$2,164										
GH-020B	0016862	SR 11/US 129 from Brittany Court to S of Lakeview St - Phase II						\$1,500														
GH-020C	0016863	SR 11/US 129 from Limestone Parkway to N of Brittany Court - Phase III												\$1,500								
GH-038	132610	SR 60/Thompson Bridge Road - SR 136/Price Road to Yellow Creek Road in Murrayville																		\$25,937		
GH-119	0015551	SR 60/Thompson Bridge Road at Chattahoochee River			\$101																	
GH-121	0017392	Green Street Improvements			\$5,295											\$14,857	\$1,507					
GH-124	0015702	SR 53/Dawsonville Hwy from Ahaluna Dr to Shallowford Road				\$3,282	\$70															
GH-126	0015918	SR 60/Green Street at CS 898/Academy Street				\$2,255	\$425															
GH-130	0013762	SR 60/Thompson Bridge Road from SR 400/Lumpkin to Yellow Creek Road/Hall						\$1,000											\$2,393			
GH-133	0016074	SR 365/Cornelia Hwy at YMCA Drive/Lanier Tech Drive - New Interchange				\$17,622	\$585															
GH-141	0017735	SR 283/Holly Springs Road at Flat Creek							\$270													
GH-144	0019079	SR 284/Shoal Creek Road at Eubank Creek												\$325								
GH-145	0016921	SR 53 @ SR 369				\$750																
TOTAL			\$0	\$0	\$5,395	\$23,909	\$1,080	\$1,000	\$1,500	\$270	\$114,585	\$4,358	\$0	\$1,500	\$325	\$14,857	\$1,507	\$0	\$2,393	\$25,937	\$0	\$0

FY 2024-2027	\$ Thousands
SCP	\$1,000
PE	\$5,393
ROW	\$31,928
CST	\$153,351
UTL	\$6,944
TOTAL	\$198,616

Lump Sum table with updates from Amendment #2 highlighted

**GAINESVILLE
TOTAL EXPECTED HIGHWAY
STIP FUNDS
(MATCHED)
FY 2024 - FY 2027**

FUND	CODE	LUMP DESCRIPTION	2024	2025	2026	2027	TOTAL
NHPP	Y001	NATIONAL HIGHWAY PERFORMANCE PROGRAM	\$ 100,815.00	\$ -	\$ -	\$ -	\$ 100,815.00
STBG	Y238	STBG - AREAS WITH POPULATION <5K	\$ -	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
STBG	Y236	STBG - AREAS WITH POPULATION <200K	\$ -	\$ 270,300.00	\$ -	\$ -	\$ 270,300.00
Carbon	Y606	CARBON REDUCTION (IJA)	\$ 453,696.00	\$ 753,195.00	\$ 753,195.00	\$ 753,195.00	\$ 2,713,281.00
BFP	Y110	BRIDGE FORMULA PROGRAM	\$ -	\$ -	\$ 325,000.00	\$ -	\$ 325,000.00
Local	LOC	LOCAL FUNDING	\$ -	\$ 2,193,280.29	\$ -	\$ -	\$ 2,193,280.29
State	HB170	HB170	\$ 26,143,864.96	\$ 117,020,742.49	\$ 20,028,192.16	\$ 29,344,198.20	\$ 192,536,997.81
Transit	5303	METROPOLITAN PLANNING	\$ 133,579.00	\$ 133,579.00	\$ 133,579.00	\$ 133,579.00	\$ 534,316.00
Transit	5307	URBAN CAPITAL AND OPERATING EXPENSES	\$ 3,490,918.00	\$ 3,490,918.00	\$ 3,490,918.00	\$ 3,490,918.00	\$ 13,963,672.00
Transit	5311	RURAL CAPITAL AND OPERATING EXPENSES	\$ 150,989.00	\$ 85,161.00	\$ 85,161.00	\$ 85,161.00	\$ 406,472.00
NHPP	Y001	LIGHTING	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 56,000.00
NHPP/STBG	Various	BRIDGE MAINTENANCE	\$ 608,000.00	\$ 608,000.00	\$ 608,000.00	\$ 608,000.00	\$ 2,432,000.00
NHPP/STBG	Various	ROAD MAINTENANCE	\$ 3,782,000.00	\$ 3,377,000.00	\$ 3,377,000.00	\$ 3,377,000.00	\$ 13,913,000.00
STBG	Y240	LOW IMPACT BRIDGES	\$ 284,000.00	\$ 284,000.00	\$ 284,000.00	\$ 284,000.00	\$ 1,136,000.00
STBG	Y240	OPERATIONS	\$ 162,000.00	\$ 162,000.00	\$ 162,000.00	\$ 162,000.00	\$ 648,000.00
STBG	Y240	TRAF CONTROL DEVICES	\$ 405,000.00	\$ 405,000.00	\$ 405,000.00	\$ 405,000.00	\$ 1,620,000.00
STBG	Y240	RW PROTECTIVE BUY	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 80,000.00
HSIP	YS30	SAFETY	\$ 1,351,000.00	\$ 1,351,000.00	\$ 1,351,000.00	\$ 1,351,000.00	\$ 5,404,000.00
RRX	YS40	RAILROAD CROSSINGS	\$ 155,000.00	\$ 155,000.00	\$ 155,000.00	\$ 155,000.00	\$ 620,000.00
TOTAL			\$ 37,254,861.96	\$ 130,573,175.78	\$ 31,192,045.16	\$ 40,183,051.20	\$ 239,203,134.10



Updated Project Worksheet

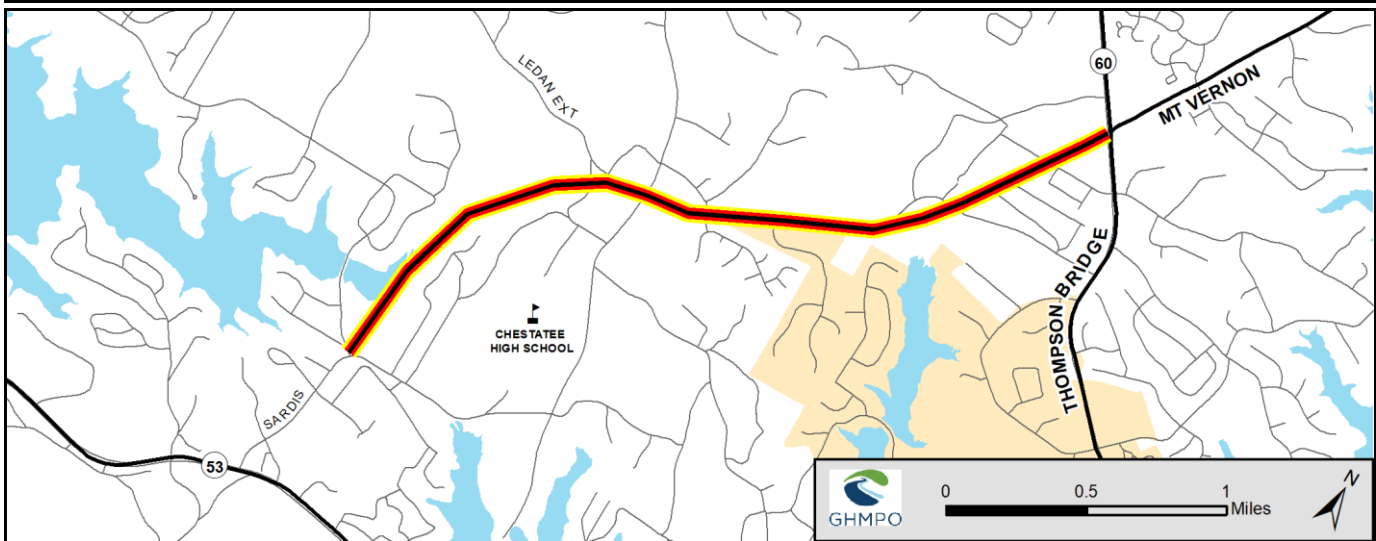
2024-2027 Transportation Improvement Program

Project Name Sardis Road Connector from SR 60 to Sardis Road near Chestatee Road	GHMPO No. GH-016	GDOT No. 0003626
	County Hall	City Gainesville
Local Rd. Name Ledan Road, Sardis Road	GDOT District 1	Cong. District 9
US/State Rd. Name n/a	Map ID 16	RC GMRC

Project Description Construction of a new 4 lane road from the intersection of SR 60/Thompson Bridge Road and SR 283/Mt. Vernon Road to the intersection of Sardis Road and Chestatee Road.			
Improvement Type New	Regionally Significant Yes	Capacity Adding Yes	Funding Source Split
Project Intent To allow for improved connections between SR 60/Thompson Bridge Road and SR 53/Dawsonville Highway.			

Project Termini From SR 60/Thompson Bridge Road To Sardis Road/Chestatee Road	Length (miles) 3.42	
	Exist. Lanes 2	Future Lanes 4
Bike / Ped. Sidewalks, bike lanes recommended	Exist. Vol. 11,360 (2013)	Design Vol. 12,030 (2040)
Connectivity Dawsonville Highway/Thompson Bridge Road		
Network Year 2030	L RTP Project Tier: Band 1 (2020-2025)	Open to Traffic Date 2026

STATUS	PHASE	SOURCE	LOCAL	STATE	FEDERAL	HB 170	TOTAL
Auth.	Pre-Engineering	LOC	\$1,300,000	\$0	\$0	\$0	\$1,300,000
Auth.	Pre-Engineering	L200	\$0	\$18,977	\$75,908	\$0	\$94,885
Auth.	Right-of-Way	LOC	\$0	\$0	\$0	\$20,763,000	\$20,763,000
2025	Construction	HB 170	\$0	\$0	\$0	\$56,476,681	\$56,476,681
2025	Utilities	LOC	\$0	\$2,193,280	\$0	\$0	\$2,193,280
TOTAL			\$1,300,000	\$2,212,257	\$75,908	\$77,239,681	\$80,827,846





Updated Project Worksheet

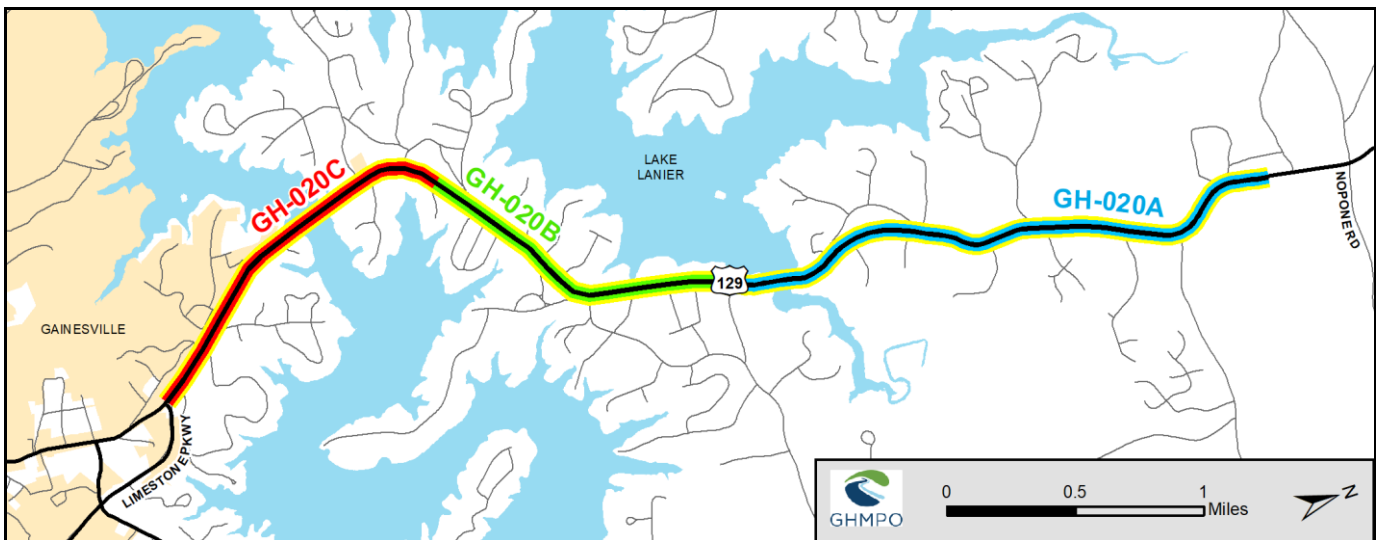
2024-2027 Transportation Improvement Program

Project Name Widening of US 129 from Lakeview Street to south of Nopone Road (Phase I)	GHMPO No. GH-020A	GDOT No. 122060
	County Hall	City Gainesville
Local Rd. Name Cleveland Highway	GDOT District 1	Cong. District 9
US/State Rd. Name US 129 / SR 11	Map ID 124	RC GMRC

Project Description Widening of US 129 / Cleveland Highway from Lakeview Street to south of Nopone Road (Phase I)			
Improvement Type Widening	Regionally Significant Yes	Capacity Adding Yes	Funding Source GDOT
Project Intent Create improved access and decrease congestion between Gainesville and North Hall.			

Project Termini From Lakeview Street To South of Nopone Road	Length (miles) 2.99	
	Exist. Lanes 2	Future Lanes 4
Bike / Ped. Bike Lanes/Sidewalks/Multiuse Paths Recommended	Exist. Vol. 16,100 (2015)	Design Vol. 31,870 (2040)
Connectivity Widening of Cleveland Highway north		
Network Year 2030	L RTP Project Tier: Band 1 (2020-2025)	Open to Traffic Date 2027

STATUS	PHASE	SOURCE	LOCAL	STATE	FEDERAL	HB 170	TOTAL
2025	Construction	HB 170	\$0	\$0	\$0	\$58,108,003	\$58,108,003
2025	Utilities	HB 170	\$0	\$0	\$0	\$2,164,365	\$2,164,365
Auth.	Right-of-Way	HB 170	\$0	\$0	\$0	\$18,390,000	\$18,390,000
Auth.	Pre-Engineering	33E	\$0	\$0	\$63,617,443	\$0	\$63,617,443
Auth.	Right-of-Way	RZ	\$0	\$0	\$646,700	\$0	\$646,700
Auth.	Right-of-Way	Z001	\$0	\$0	\$290,000	\$0	\$290,000
		TOTAL	\$0	\$0	\$64,554,143	\$78,662,368	\$143,216,511





Project Removed from TIP

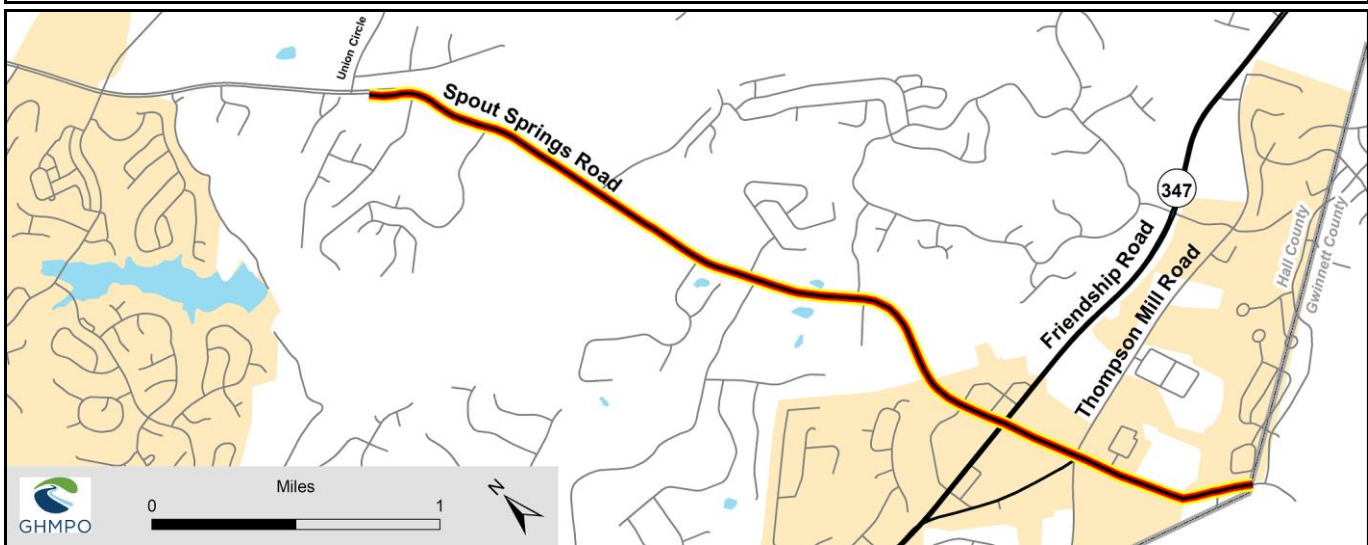
Regional Transportation Plan: 2020 Update

Project Name Widening of Spout Springs Road from Union Circle to south of SR 347/Friendship Rd - Phase II	GHMPO No. GH-023B	GDOT No. 0015280
Local Rd. Name Spout Springs Road	County Hall	City Braselton
US/State Rd. Name N/A	GDOT District 1	Cong. District 9
	Map ID 23	RC GMRC

Project Description			
Project P.I. no. 0015280 proposes to widen CR 1287 / Spout Springs Road from a 2-lane roadway to a 4-lane divided roadway with a 20 foot raised median and sidewalks. Median openings and intersections will be modified/removed accordingly. The project limits along Spout Springs Road are Union Circle to the County line south of SR 347/Friendship Rd for a total distance of 3.39 miles.			
Improvement Type Widening	Regionally Significant Yes	Capacity Adding Yes	Funding Source Hall Co
Project Intent			
The need for improved mobility and decreased congestion along an important east/west link in south Hall.			

Project Termini	From Union Circle Road	Length (miles) 3.39
	To South of SR 347/Friendship Road	Exist. Lanes 2 Future Lanes 4
Bike / Ped. 10-Foot Multiuse Path	Exist. Vol. 15,500 (2015)	Design Vol. 22,340 (2040)
Connectivity SR 347/Friendship Road, Union Circle Road		
Network Year 2030	L RTP Project Tier: Bands 1 - 2 (2020-2030)	Open to Traffic Date 2030

STATUS	PHASE	SOURCE	LOCAL	STATE	FEDERAL	HB 170	TOTAL
2028	Construction	LOC	\$45,053,602	\$0	\$0	\$0	\$45,053,602
2028	Utilities	LOC	\$3,668,868	\$0	\$0	\$0	\$3,668,868
Auth.	Pre-Engineering	LOC	\$0	\$0	\$0	\$0	\$0
Auth.	Right-of-Way	LOC	\$12,570,000	\$0	\$0	\$0	\$12,570,000
		TOTAL	\$61,292,470	\$0	\$0	\$0	\$61,292,470



For more details on the methodology used, please see the Project Evaluation section on page 53 of the Gainesville-Hall Regional Transportation Plan: 2015 Update (RTP) and Appendix E: Project Evaluation Scores.

Plan Consistency

Each project in this TIP is taken from the financially-constrained project list on the MTP. The project worksheets in Appendix A list both a GHMPO and a GDOT project identification numbers, if available, for cross-reference between the MTP and the TIP.

Amendments and Administrative Modifications

The following actions are eligible as **Administrative Modifications** (minor revisions not requiring public review or a Policy Committee vote) to the STIP/TIP/MTP(LRTP):

- 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.
- Splitting or combining projects.
- Federal funding category change.
- Minor changes in expenditures for transit projects.
- Roadway project phases that are \$10 million or under may have an administrative modification cost increase of the amount to be authorized up to \$2 million or less. For project phases over \$10 million, administrative modifications may be conducted if the increase in cost is less than 20%.
- Shifting projects within the 4 year STIP as long as the subsequent annual draft STIP was submitted prior to September 30.
- 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:

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

The following actions are eligible as **Amendments** (revisions requiring public review and a Policy Committee vote) to the STIP/TIP/MTP(LRTP):

- Addition or deletion of a project
- Addition or deletion of a phase of a project
- Roadway project phases that increase in cost over the thresholds described in the Administrative Modification section.
- Addition of an annual TIP.
- 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.
- 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.



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**A Resolution by the Gainesville-Hall Metropolitan Planning Organization
Policy Committee Adopting Amendment #2 to the FY 2024-2027 Transportation
Improvement Program and Amendment #7 to the Regional Transportation Plan: 2020
Update**

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 a portion of Jackson County following the 2010 Census; and

WHEREAS, the Policy Committee (PC) is the recognized decision making body for transportation planning with the Gainesville-Hall Metropolitan Planning Organization (GHMPO); and

WHEREAS, the Transportation Improvement Program meets the requirement of Title 23 of the U.S. Code; and

WHEREAS, the Regional Transportation Plan meets the requirement of Title 23 of the U.S. Code; and

WHEREAS, GHMPO did conduct a required 15-day public comment period on this Amendment from April 17th through May 2nd, 2024.

WHEREAS, the 2024-2027 TIP and RTP: 2020 Update have been amended, per Attachment #1, which will update funding amounts for two projects, remove one project from the TIP program years, and add new language to the TIP,

NOW, THERE, BE IT RESOLVED that the Gainesville-Hall Metropolitan Planning Organization adopts Amendment #2 to the FY 2024-2027 Transportation Improvement Program and Amendment #7 to the Regional Transportation Plan: 2020 Update.

A motion was made by PC member _____ and seconded by PC member _____ and approved this the 14th of May, 2024.

Mayor Ed Asbridge, Chair
GHMPO Policy Committee

Subscribed and sworn to me this the 14th of May, 2024.

Notary Public

My commission expires _____

Conformity Determination Report – Short Form Gainesville-Hall Metropolitan Transportation Planning Process

Regional Transportation Plan: **GHMPO 2050 RTP: 2020 Update**

Transportation Improvement Program: **FY 2024-2027**

Nature of Action:

- Administrative Modification
- Amendment - Number **2**
- Planning Action Only
- New Emissions Analysis Required

A full list of all proposed changes is attached to this form. GHMPO is amending its RTP and TIP to update funding for two projects and remove a third project from the TIP, per request from Georgia Department of Transportation (GDOT). PI 003626, the Sardis Road Connector project, has received additional CST funding while moving the phase from 2024 to 2025. PI 122060, phase one of the US 129 widening, has also received additional CST funding. Lastly, PI 0015280, phase two of the Spout Springs Road widening, has been moved outside of the TIP program years and is being removed from the TIP. Such a Planning Action Amendment does not impact financial constraint of the TIP or RTP, as any increase in federal funds will be drawn from existing program balances, as verified by GDOT. There are also no changes to the scope or schedule of any non-exempt status project, as defined in 40 Code of Federal Regulations Part 93, which would require updating the regional emissions analysis. Therefore, the TIP and/or RTP remains fiscally constrained and the conformity determination is relying on the previous regional emissions analysis. See below for the conformity process schedule.

Last Conforming Emissions Analysis:

Conformity Determination Report <https://www.ghmpo.org/wp-content/uploads/2023/10/FY-2024-2027-TIP-August-21-2023-PDF.pdf>

Date of Emissions Analysis **Not Applicable**

Transportation Improvement Program: <https://www.ghmpo.org/planning-documents/transportation-improvement-program/>

Regional Transportation Plan: <https://www.ghmpo.org/planning-documents/regional-transportation-plan/>

The Gainesville-Hall MPO falls under the 1997 Ozone Standards. For the 1997 ozone NAAQS areas, transportation conformity for MTPs and TIPs for the 1997 ozone NAAQS can be demonstrated without a regional emissions analysis, per 40 CFR 93.109(c). This provision states that the regional emissions analysis requirement applies one year after the effective date of EPA's nonattainment designation for a NAAQS and until the effective date of revocation of such NAAQS for an area. The 1997 ozone NAAQS revocation was effective on April 6, 2015, and the South Coast II court upheld the revocation. As no regional emission analysis is required for this conformity determination, there is no requirement to use the latest emissions model, or budget or interim emissions tests.

Proposed Approval Dates:

Short Form CDR Released to Interagency	April 23, 2024
Interagency Concurrence	April 23, 2024
Public Comment Period Opens	April 17, 2024
Public Comment Period Closes	May 2, 2024
GHMPO Transportation Coordinating Committee	April 24, 2024
GHMPO Citizens Advisory Committee	April 25, 2024
GHMPO Policy Committee	May 13, 2024

Report Preparation:

Prepared by: *Joseph Boyd*
Title: *Transportation Planning Director*
Contact Email: jboyd@hallcounty.org
Contact Phone: *770-297-5541*
Date: *May 14, 2024*

GHMPO Draft 2050 RTP: 2020 Update Amendment #7

Amendment #7 - Project Updates

Project MPO #	Project GDOT #	Phase	Original Value	New Value	Year	Fund Code	Comments
GH-016	0003626	CST	\$ 36,637,685.00	\$ 56,476,681.24	2024 -> 2025	HB170 -> HB170	Cost increase and year change for CST phase
GH-020A	122060-	CST	\$ 47,173,294.00	\$ 58,108,002.91	2025 -> 2025	HB170 -> HB170	Cost increase for CST funding; same year
GH-023B	0015280	UTL, CST	\$ -	\$ -	2024 -> 2028	LOC -> LOC	Remove project from TIP – funding moved outside of TIP program years

Proposed amendment date: May 14, 2024

GHMPO Draft 2024-2027 TIP AMENDMENT #2

Amendment #2 - Project Updates

Project MPO #	Project GDOT #	Phase	Original Value	New Value	Year	Fund Code	Comments
GH-016	0003626	CST	\$ 36,637,685.00	\$ 56,476,681.24	2024 -> 2025	HB170 -> HB170	Cost increase and year change for CST phase
GH-020A	122060-	CST	\$ 47,173,294.00	\$ 58,108,002.91	2025 -> 2025	HB170 -> HB170	Cost increase for CST funding; same year
GH-023B	0015280	UTL, CST	\$ -	\$ -	2024 -> 2028	LOC -> LOC	Remove project from TIP – funding moved outside of TIP program years

Amendment #2 - Other Updates

Change	Comments	Location
Revised Committee List	<ul style="list-style-type: none"> Updated listed TCC/CAC/PC rosters to reflect current membership Updated staff list to reflect Hall County/GHMPO personnel changes 	Pages 3-5
Added Language	<ul style="list-style-type: none"> Language added to clarify what projects are eligible for an administrative modification vs. an amendment. Added language shown below: <ul style="list-style-type: none"> Roadway project phases that are \$10 million or under may have an administrative modification cost increase of the amount to be authorized up to \$2 million or less. For project phases over \$10 million, administrative modifications may be conducted if the increase in cost is less than 20%. 	Page 7

Proposed amendment date: May 14, 2024

ATTACHMENT 3
2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM

5/14/2024

GHMPO No.	GDOT No.	Project Name	\$ Thousands																			
			FY 2024					FY 2025					FY 2026					FY 2027				
			SCP	PE	ROW	CST	UTL	SCP	PE	ROW	CST	UTL	SCP	PE	ROW	CST	UTL	SCP	PE	ROW	CST	UTL
GH-016	0003626	Sardis Road Connector from SR 60 to Sardis Road near Chestatee Road									\$56,477	\$2,193										
GH-020A	122060	SR 11/US 129 from Lakeview Street to S of Nopone Rd - Phase I									\$58,108	\$2,164										
GH-020B	0016862	SR 11/US 129 from Brittany Court to S of Lakeview St - Phase II							\$1,500													
GH-020C	0016863	SR 11/US 129 from Limestone Parkway to N of Brittany Court - Phase III												\$1,500								
GH-038	132610	SR 60/Thompson Bridge Road - SR 136/Price Road to Yellow Creek Road in Murrayville																		\$25,937		
GH-119	0015551	SR 60/Thompson Bridge Road at Chattahoochee River			\$101																	
GH-121	0017392	Green Street Improvements			\$5,295											\$14,857	\$1,507					
GH-124	0015702	SR 53/Dawsonville Hwy from Ahaluna Dr to Shallowford Road				\$3,282	\$70															
GH-126	0015918	SR 60/Green Street at CS 898/Academy Street				\$2,255	\$425															
GH-130	0013762	SR 60/Thompson Bridge Road from SR 400/Lumpkin to Yellow Creek Road/Hall						\$1,000												\$2,393		
GH-133	0016074	SR 365/Cornelia Hwy at YMCA Drive/Lanier Tech Drive - New Interchange				\$17,622	\$585															
GH-141	0017735	SR 283/Holly Springs Road at Flat Creek								\$270												
GH-144	0019079	SR 284/Shoal Creek Road at Eubank Creek													\$325							
GH-145	0016921	SR 53 @ SR 369				\$750																
TOTAL			\$0	\$0	\$5,395	\$23,909	\$1,080	\$1,000	\$1,500	\$270	\$114,585	\$4,358	\$0	\$1,500	\$325	\$14,857	\$1,507	\$0	\$2,393	\$25,937	\$0	\$0

FY 2024-2027	\$ Thousands
SCP	\$1,000
PE	\$5,393
ROW	\$31,928
CST	\$153,351
UTL	\$6,944
TOTAL	\$198,616

Policy Committee

Tuesday, May 14th, 2024, 10:00 AM
Commission Meeting Room, 2nd Floor, Hall County Government Center
2875 Browns Bridge Road, Gainesville, GA 30504

AGENDA

- 1. Welcome – Mayor Ed Asbridge, Chair**
- 2. Approval of February 13, 2024 Meeting Minutes**
- 3. Update from the Technical Coordinating Committee (TCC)**
- 4. Update from the Citizens Advisory Committee (CAC)**
- 5. Presentation on 2020 Base Year and 2055 Do-Nothing Travel Demand Models**
 - Brandon North, GDOT
- 6. First Review of Updated GHMPO Bylaws**
 - Joseph Boyd, GHMPO
- 7. Approval of Draft Amendment #2 to the FY 2024-2027 Transportation Improvement Program (TIP)**
 - Joseph Boyd, GHMPO
- 8. Approval of Draft GHMPO 2024 Participation Plan**
 - Michael Haire, GHMPO
- 9. Approval of Draft GHMPO 2024 Title VI Plan**
 - Michael Haire, GHMPO



MEMORANDUM

To: Policy Committee Members
From: Michael Haire, GHMPO
Date: May 7, 2024
Re: Approval of Draft GHMPO 2024 Participation Plan

Every five years, GHMPO develops and adopts a Participation Plan, which describes how the MPO will foster public participation. The GHMPO Participation Plan provides opportunities to engage in the planning development process for both private and public stakeholders. Government agencies at the local, regional, state, and federal level all play an important role in the ongoing development of transportation projects. It is imperative that their decision-making is augmented by the thoughts and feedback of citizens who use the transportation network daily.

The last Participation Plan was included as an appendix in the 2021 Title VI Environmental Justice Analysis, but the 2024 GHMPO Participation Plan will be adopted as a separate document from the 2024 Title VI Plan and Environmental Justice Analysis.

This is the last round of review for the Draft 2024 GHMPO Participation Plan, which is anticipated to be adopted at this Policy Committee meeting.

RECOMMENDED ACTION: **Approval of Draft GHMPO 2024 Participation Plan**

Attachment: Draft GHMPO 2024 Participation Plan

DRAFT



GAINESVILLE-HALL
Metropolitan Planning Organization

Participation Plan

Anticipated Adoption: May 14, 2024



In accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination laws, public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, familial, or in income status.

Prepared by the Gainesville-Hall Metropolitan Planning Organization in coordination with the City of Gainesville, City of Oakwood, City of Flowery Branch, Town of Braselton, City of Hoschton, Hall County, Jackson County, Hall Area Transit, Jackson County Transit, the Georgia Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.



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**A Resolution by the Gainesville-Hall Metropolitan Planning Organization
Policy Committee Adopting the 2024 GHMPO Participation Plan**

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 a portion of Jackson County following the 2010 Census; and

WHEREAS, the Policy Committee (PC) is the recognized decision making body for transportation planning with the Gainesville-Hall Metropolitan Planning Organization (GHMPO); and

WHEREAS, the Participation Plan meets the requirement of Title 23 of the U.S. Code; and

WHEREAS, GHMPO did conduct a required 45-day public comment period on the 2024 GHMPO Participation Plan.

NOW, THERE, BE IT RESOLVED that the Gainesville-Hall Metropolitan Planning Organization adopts the 2024 GHMPO Participation Plan.

A motion was made by PC member _____ and seconded by PC member _____ and approved this the 14th Day of May, 2024.

Mayor Ed Asbridge, City of Flowery Branch
GHMPO Policy Committee

Subscribed and sworn to me this the 14th Day of May, 2024

Notary Public

My commission expires _____

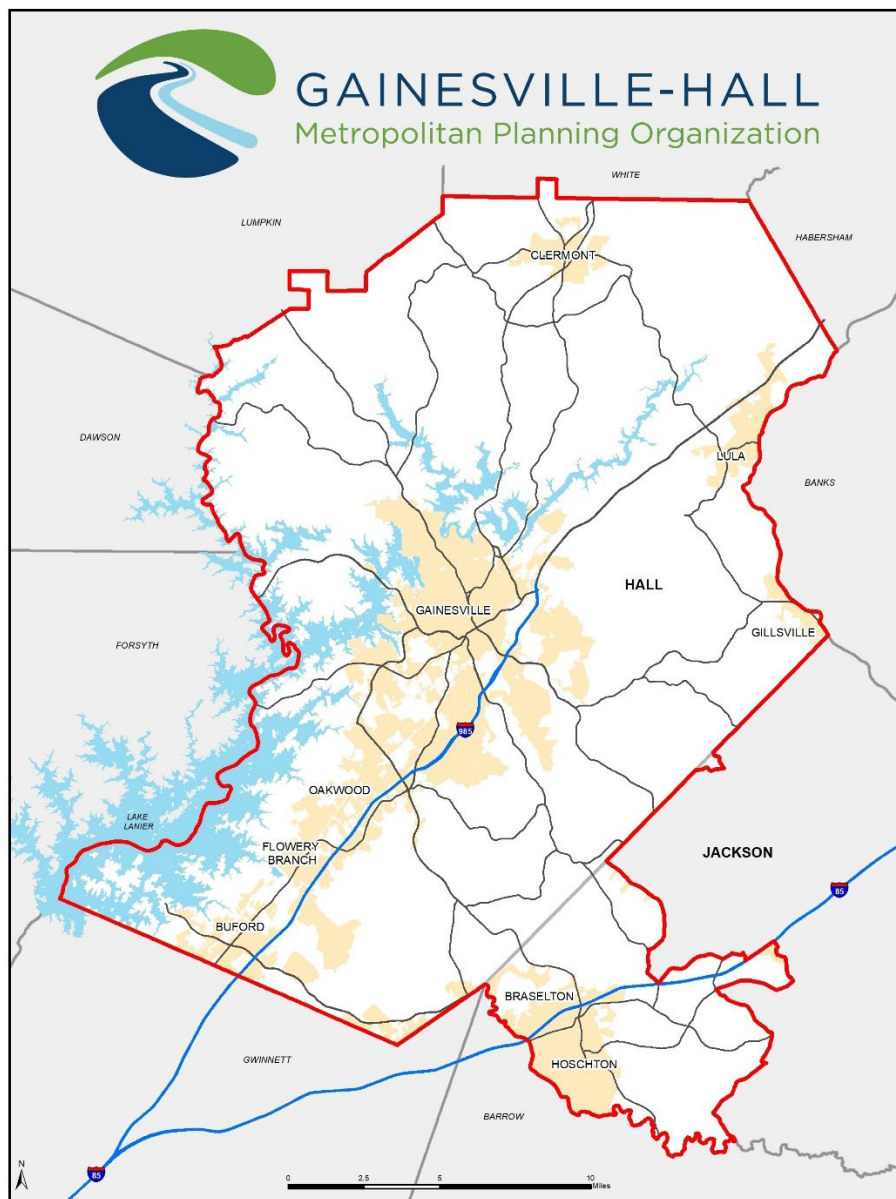
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Introduction and Overview

With the completion of the 2000 U.S. Census, the Gainesville-Hall area was officially designated as an urbanized area. 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. Public participation can lead to transportation planning that can 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.

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 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 Infrastructure Investment and Jobs Act (IIJA), signed into law by President Biden in November 2021.

Gainesville-Hall Metropolitan Planning Organization

The Gainesville-Hall Metropolitan Planning Organization (GHMPO), hosted by Hall County Planning & Development, is housed within the Hall County Government Center in Gainesville, Georgia. GHMPO staff administers the planning program, provides technical guidance and administrative support to the committees. 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.

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.

Policy Committee

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

- Mayor, City of Flowery Branch
- Mayor, City of Gainesville
- Mayor, City of Oakwood
- Chairperson, Hall County Board of Commissioners
- District 1 Commissioner, Hall County Board of Commissioners
- District 4 Commissioner, Hall County Board of Commissioners
- Chairperson, Jackson County Board of Commissioners
- Director of Planning, Georgia Department of Transportation

Technical Coordinating Committee

The Technical Coordinating Committee (TCC) provides recommendations from a technical perspective on the plans and programs adopted by 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. TCC membership is as follows:

Table 1: TCC Voting Membership

GHMPO	Hall County	City of Oakwood
Director	Public Works Director	City Manager
Transportation Planning Director	County Engineer	City of Flowery Branch
GDOT	Road Projects Engineer	Com. Dev. Director
Transportation Planner	City of Gainesville	Hall Area Transit
District Pre-Construction Engineer	Planning Director	General Manager
Georgia Mountains Regional Commission	Public Works Director	Jackson County
Transportation Planner	Traffic Engineer	County Manager

Citizens Advisory Committee

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).

Major Planning Documents by Subject Area

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 plans make for a more comprehensive view of current needs and future aspirations.

Key Transportation and Operational Plans

There are three documents that form the foundation for the ongoing work of the GHMPO:

Metropolitan Transportation Plan (MTP):

The MTP is mandated by Federal legislation and must be fiscally-constrained. Fiscal constraint means projects may 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 and explains how the current transportation network functions and project needs are to be met. The most recently adopted MTP developed by the GHMPO is the 2050 Regional Transportation Plan: 2020 Update (2050 RTP Update) and is the foundation of the community's transportation planning program. The MTP provides at least a 30-year look at the improvements needed to assure the mobility of people and goods in Hall County and western Jackson County. The Plan includes different modes of travel on streets and highways, public transportation/transit, railroads, and bicycle and pedestrian needs.

The MTP must be amended at least every five years due to Hall County's inclusion in the Atlanta Air Quality Non-Attainment area. Updating the MTP every five 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 MTP will ultimately fold into a regional Transportation Improvement Program (TIP).

GHMPO is currently in the process of developing the Metropolitan Transportation Plan: 2025 Update, which is anticipated to be adopted in the summer of 2025.

Transportation Improvement Program (TIP):

The TIP is another mandated document by Federal legislation and is fiscally-constrained as well. TIP projects have funding sources available to proceed within the four-year TIP planning horizon. The list of transportation projects is programmed for the GHMPO planning area and serves as the implementation plan for the MTP. The TIP reflects the schedule and costs of the preliminary engineering, right-of-way acquisition, construction and utility phases for transportation improvements. The TIP is updated in conjunction with the MTP every five years, and TIP projects are amended through the committee process in between the five-year update period. The public involvement process for the TIP is used to satisfy the Georgia Department of Transportation public participation process for the Program of Projects (POP). Public notice of public involvement activities and time established for public review of comment on the TIP will satisfy POP.

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 make up 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

There are two plans that constitute GHMPO's efforts for public participation and inclusion:

Participation Plan:

The Participation Plan explains to the public an understanding of what to expect in the transportation planning process and how to get involved. It lists strategies 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, 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 maintenance area. 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, 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, and as one of the Appendices to the Transportation Improvement Program.

Other Transportation Studies:

In the past, 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 and Jackson County Crash Profiles, 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

<i>Document Title</i>	Metropolitan Transportation Plan	Transportation Improvement Program	Unified Planning Work Program	Participation Plan	Title VI Program and Environmental Justice (EJ) Analysis
Update Requirement	Every five years	Every four years	Annually	Every five years	Every three years
Last Update	5/12/2020	8/8/2023	2/13/2024	5/14/2024	5/14/2024
Next Update Before	5/12/2025	8/8/2027	2/13/2025	5/14/2029	5/14/2027
Public Meetings	Two full rounds of review by all three GHMPO committees	Two full rounds of review by all three GHMPO committees	Two full rounds of review by all three GHMPO committees	Two full rounds of review by all three GHMPO committees	Two full rounds of review by all three GHMPO committees
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.

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 GHMPO that local people can be well aware of the history and character of the community and that transportation plans developed in a vacuum often have little public support. 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.

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

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

Make Public Meetings Reasonably Accessible

Hold any public meetings at convenient and accessible locations and times. All GHMPO public and committee meetings are open to the public. Where applicable, GHMPO will also provide access to public meetings via landline, smartphone, and computer through the GoToMeeting online meeting platform.

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.

Solicit the Needs of the Traditionally Underserved

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 both negative and positive impacts, so we need to hear from all stakeholders and try to mitigate negative outcomes.

Coordinate the Public Participation Process

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

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 Participation Plan.

Review the Participation Plan

Periodically, the effectiveness of the procedures and strategies contained in the document are reviewed to ensure a full and open participation process. 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 PP 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 MTP/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) 297-5541 or jboyd@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) 297-5541 or jboyd@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 GHMPO.
- **GHMPO Website:** See strategy section 2.
- **Public Meetings:** See strategy section 3

- **Using this strategy**

- GHMPO provides adequate public notice for all planning activities except for minor administrative updates of planning documents.
 - Public notice includes but is not limited to publishing information on the GHMPO website, advertising updates in the Gainesville Times, and advertising public meetings.
- Planning activities that GHMPO provides public notice for includes but is not limited to the following:
 - The development of major planning documents, such as the Metropolitan Transportation Plan or the Transportation Improvement Program.
 - The development of significant planning studies.
 - Amendments to existing planning documents.

Strategy 2

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

- **GHMPO Website:** 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 jboyd@hallcounty.org, call (770) 297-5541, (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.

- **Using this strategy**

- GHMPO provides timely and reasonable access to information about transportation issues and processes.
 - GHMPO regularly updates the GHMPO website with current information on the most recent planning activities being undertaken by the MPO.
 - GHMPO planning documents outline the processes through which the MPO operates.

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. Where appropriate and possible, meeting access will also be made available via landline, smartphone, or computer via the GoToMeeting platform.
- **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. Where appropriate and possible, meeting access will also be made available via landline, smartphone, or computer via the GoToMeeting platform.
- **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.
- **Using this strategy**
 - GHMPO employs this strategy when planning and scheduling public meetings.
 - All meeting times are posted on the GHMPO website, along with the agenda, and, after the meeting, the meeting minutes.
 - GHMPO staff set up signage to direct citizens to the meeting, provide translation services if necessary, and provide the option for virtual attendance.

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 “Contact Us” webpage
 - Public and committee meetings
 - Stakeholder interviews
 - Telephone- (770) 297-5541, (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. If a meeting time is changed from what is stated in a public comment period advertisement, a new advertisement will be issued and the public comment period changed accordingly to accommodate the new time.
- **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.
- **Using this strategy**
 - GHMPO provides public comment periods for all planning document updates that require Policy Committee approval (see Table 4).
 - Notices for public comment periods are sent to the Gainesville Times.

Strategy 5

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 MTP/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.
- **Using this strategy**
 - GHMPO employs this strategy whenever comments or inquiries from the public are received.
 - If comments are made in person at a Committee meeting, these comments and the responses to them are included in the meeting minutes when posted on the website.
 - If comments are received in person while not at a Committee meeting, GHMPO staff follow up with an email that restates the question or comments and provides detailed answers.

Strategy 6

Solicit the needs of the traditionally underserved.

- **General Outreach** to traditionally underserved citizens.
 - Mailing list- 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) – 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) 297-5541 or jboyd@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 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) 297-5541 or jboyd@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) 297-5541 o jboyd@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 Metropolitan Transportation Plan (MTP), 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:** 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.
- **Using this strategy**
 - GHMPO employs this strategy throughout all planning activities shown in Table 4.
 - The Title VI Plan is continually updated every 3 years in order to identify locations in the GHMPO planning area that may need additional outreach.
 - GHMPO provides public notices in both English and Spanish.
 - Translation service are available at request.

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.
- **Using this strategy**

- GHMPO employs this strategy throughout all planning activities in its role as the main facilitator of public participation in the planning area.

Strategy 8

Review the Participation Plan

- **Evaluate:** The GHMPO has periodically reviewed the Participation Plan 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 Participation Plan and shall include at a 45-day public comment period.
- **Using this strategy**
 - GHMPO consults the Participation Plan frequently in order to ensure compliance with all requirements and recommendations made in the plan.

Table 3: Evaluation Criteria

Participation Tool	Evaluation Criteria	
	Quantitative	Qualitative
Outreach Meetings	Attendance Diversity of Representation Quantity of Feedback Received	Was Input Used in Planning Process? Meeting Convenience: Time, Place, and Accessibility Effectiveness of Meeting Format
Media Relations	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
Mailing List	Number of Additions to a Mailing List Diversity of Representation	Concise and Clear Information Portrayed Effectiveness of Notification Format
E-Mail List	Number of Additions to an E-Mail List Diversity of Representation	Concise and Clear Information Portrayed Effectiveness of Notification Format
Public Information Meetings	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?
Consultation Process	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

Table 4: Employing Public Engagement Strategies

Strategy	Planning Activities			
	Development of Planning Document Updates	Significant Planning Studies	Amendments to Existing Planning Documents	Minor Updates to Existing Planning Documents (Administrative Modifications)
1. Give Adequate Public Notice	X	X	X	
2. Provide timely and reasonable access to information about transportation issues and processes	X	X	X	X
3. Make public meetings reasonably accessible	X	X	X	
4. Provide for a public comment period	X	X	X	
5. Respond in writing to public input	X	X	X	X
6. Solicit the needs of the traditionally underserved	X	X		
7. Coordinate the public participation process	X	X	X	
8. Review the Participation Plan	X	X	X	X

GHMPO Participation Plan

Appendix A: 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.

GHMPO Participation Plan

*Appendix B: 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. K 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 September 2023

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued the Final Rule to revise the Statewide and Metropolitan Transportation Planning regulations incorporating any changes from current transportation bill. The revised regulations clearly define administrative modifications and amendments as actions to update plans and programs. 23 Code of Federal Regulations (CFR) Part 450.104 defines administrative modifications and amendments as follows:

- **Administrative modification** means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. Administrative Modification is a revision that does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).
- **Amendment** means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). 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 and a re-demonstration of fiscal constraint. If an amendment involves “non-exempt” projects in nonattainment and maintenance areas, a conformity determination is required.

The following procedures have been developed for processing administrative modifications and amendments to the STIP and Metropolitan Planning Organizations (MPOs) TIPs and Metropolitan Transportation Plans (MTPs). Processes described below detail procedures that are to be used to update an existing approved STIP or TIP and associated plan, if applicable, and adhere to the guidelines stated above for administrative modifications and amendments.

Administrative Modification

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

- 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 that are \$10 million or under may have an administrative modification cost increase of the amount to be authorized up to \$2 million or less. For project phases over \$10 million, administrative modifications may be conducted if the increase in cost is less than 20%.
- 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/MTP:

- 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/MTP 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.

GHMPO Participation Plan

Appendix C: 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 PP requires a 45-day minimum public comment period before official adoption. The formal 45-day public comment period begins on March 20, 2024 and runs through May 3, 2024. The proposed plan will be available for the public and interested agencies to review and comment on the GHMPO website 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 May 14, 2024.

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 770-297-5541 or jboyd@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 770-297-5541 o jboyd@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 Joseph Boyd, Transportation Planning Director at 770-297-5541 or jboyd@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 and use press releases and/or phone calls to The Gainesville Times and other local media.

Since 2020, GHMPO has made all meetings accessible virtually as needed, and will continue to do so moving forward. In the event of an emergency committee meeting, GHMPO will ensure that this meeting is accessible to the public and participants virtually.

GHMPO Participation Plan

Appendix D: Agencies Involved in Regional Transportation Planning

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

Federal

- 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

- Georgia Department of Transportation
- Georgia Department of Natural Resources

Regional & Local

- 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

GHMPO Participation Plan

Appendix E: Language Identification Cards – “I Speak Cards”

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

- | | |
|---|--------------------|
| <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 διαβάσετε ή μιλάτε Ελληνικά. | 15. Greek |
| <input type="checkbox"/> Make kazye 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 wenna 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"/> ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືຢາກພາສາລາວ. | 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 квадратик 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"/>	ให้กาเครื่องหมายลงในช่องสี่เหลี่ยมหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea 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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GHMPO Participation Plan

Appendix F: Public Involvement Evaluation Measures

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 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:

<u>Outreach Tools</u>	<u>Evaluation Criteria</u>
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

GHMPO Participation Plan

Appendix G: Glossary of Commonly Used Transportation Terms

Agencies & Organizations

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

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 Fixing America's Surface Transportation (FAST) Act. The FAST Act 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

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

"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 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.

Policy Committee

Tuesday, May 14th, 2024, 10:00 AM
Commission Meeting Room, 2nd Floor, Hall County Government Center
2875 Browns Bridge Road, Gainesville, GA 30504

AGENDA

- 1. Welcome – Mayor Ed Asbridge, Chair**
- 2. Approval of February 13, 2024 Meeting Minutes**
- 3. Update from the Technical Coordinating Committee (TCC)**
- 4. Update from the Citizens Advisory Committee (CAC)**
- 5. Presentation on 2020 Base Year and 2055 Do-Nothing Travel Demand Models**
 - Brandon North, GDOT
- 6. First Review of Updated GHMPO Bylaws**
 - Joseph Boyd, GHMPO
- 7. Approval of Draft Amendment #2 to the FY 2024-2027 Transportation Improvement Program (TIP)**
 - Joseph Boyd, GHMPO
- 8. Approval of Draft GHMPO 2024 Participation Plan**
 - Michael Haire, GHMPO
- 9. Approval of Draft GHMPO 2024 Title VI Plan**
 - Michael Haire, GHMPO



MEMORANDUM

To: Policy Committee Members
From: Michael Haire, GHMPO
Date: May 7, 2024
Re: Approval of Draft GHMPO 2024 Title VI Plan

Every three years, GHMPO develops and adopts a Title VI Plan, which assures that the MPO is not discriminating against or barring any citizens from public participation in the planning process. The Plan describes the process for formally filing a Title VI complaint against GHMPO and provides the complaint form. Additionally, the plan lists all Title VI complaints filed against GHMPO, of which there currently are none.

The last Title VI Plan and Environmental Justice Analysis, adopted in 2021, included the Public Participation Plan as an appendix. The new Draft 2024 GHMPO Participation Plan will be adopted concurrently with the Draft 2024 Title VI Plan as a separate document.

This is the last round of review for the Draft 2024 Title VI Plan, which is anticipated to be adopted at this Policy Committee meeting.

RECOMMENDED ACTION: Approval of Draft GHMPO 2024 Title VI Plan

Attachment: Draft GHMPO 2024 Title VI Plan

DRAFT



GAINESVILLE-HALL
Metropolitan Planning Organization

TITLE VI PLAN AND ENVIRONMENTAL JUSTICE ANALYSIS

Anticipated Adoption: May 14, 2024



In accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination laws, public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, familial, or income status.

Prepared by the Gainesville-Hall Metropolitan Planning Organization in coordination with the City of Gainesville, City of Oakwood, City of Flowery Branch, Town of Braselton, City of Hoschton, Hall County, Jackson County, Hall Area Transit, Jackson County Transit, the Georgia Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.



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Gainesville, GA 30504
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ghmpo.org

**A Resolution by the Gainesville-Hall Metropolitan Planning Organization
Policy Committee Adopting the 2024 GHMPO Title VI Environmental Justice Analysis**

WHEREAS, the Gainesville-Hall 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 a western portion of Jackson County; and

WHEREAS, the federal regulations, Infrastructure Investment and Jobs Act (IIJA), mandate that Metropolitan Planning Organizations develop a Title VI Program and Environmental Justice Analysis; and

WHEREAS, as a sub-recipient of federal funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) via the Georgia Department of Transportation (GDOT), the GHMPO is required to comply with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color and national origin; and

WHEREAS, the Policy Committee (PC) is the recognized decision making body for transportation planning with the Gainesville-Hall Metropolitan Planning Organization (GHMPO); and

NOW, THERE, BE IT RESOLVED that the Gainesville-Hall Metropolitan Planning Organization adopts the 2024 GHMPO Title VI Environmental Justice Analysis.

A motion was made by PC member _____ and seconded by PC member _____ and approved this the 14th of May, 2024.

Mayor Ed Asbridge, Chair
Policy Committee

Subscribed and sworn to me this the 14th of May, 2024

Notary Public

My commission expires _____

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Title VI Plan Activity Log

Date	Activity [Review/Update/Addendum/Adoption/Distribution]	Concerned Person (Signature)	Remarks

Title VI / Nondiscrimination Policy Statement and Management Commitment to Title VI Plan

49 CFR Part 21.7(a): Every application for Federal financial assistance to which this part applies shall contain, or be accompanied by, an assurance that the program will be conducted or the facility operated in compliance with all requirements imposed or pursuant to [49 CFR Part 21].

The Gainesville-Hall Metropolitan Planning Organization (GHMPO) assures the Georgia Department of Transportation that no person shall on the basis of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964, Federal Transit Laws, 49 CFR Part 21 Unlawful Discrimination, Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation and as per written guidance under FTA Circular 4702.1B, dated October 2012, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

The GHMPO further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in language other than English.
3. Insert the clauses of Section 4.5 of this plan into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against the Gainesville- Hall MPO.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by GDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
8. Submit the information required by FTA Circular 4702.1B to the GDOT. (refer to Appendix A of this plan)

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the agency.

Signature: _____

Printed Name: _____

Executive Director/Signatory Authority, Your Transit System, Date: Month/Day/Year

Introduction & Description of Services

The Gainesville-Hall MPO submits this Title VI Plan in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and the guidelines of FTA Circular 4702.1B, published October 1, 2012.

The Gainesville-Hall MPO is a sub-recipient of FTA funds and provides service in Hall and Jackson Counties. A description of the current Gainesville-Hall MPO system is included in Appendix B.

Title VI Liaison

Joseph Boyd, AICP, Transportation Planning Director
Employed by the Gainesville-Hall Metropolitan Planning Organization
(770) 297-5541
2875 Browns Bridge Road, Gainesville, GA 30504

Alternate Title VI Contact

Michael Haire, Transportation Planning Manager
Employed by the Gainesville-Hall Metropolitan Planning Organization
(770) 297-2604
2875 Browns Bridge Road, Gainesville, GA 30504

The Gainesville-Hall MPO must designate a liaison for Title VI issues and complaints within the organization. The liaison is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Liaison include:

- Maintain knowledge of Title VI requirements.
- Attend training on Title VI and other nondiscrimination authorities when offered by GDOT or any other regulatory agency.
- Disseminate Title VI information to the public including in languages other than English, when necessary.
- Develop a process to collect data related to race, gender and national origin of service area population to ensure low income, minorities, and other underserved groups are included and not discriminated against.
- Implement procedures for the prompt processing of Title VI complaints.

First Time Applicant Requirements

FTA Circular 4702.1B, Chapter III, Paragraph 3: Entities applying for FTA funding for the first time shall provide information regarding their Title VI compliance history if they have previously received funding from another Federal agency.

The Gainesville-Hall MPO is not a first time applicant for FTA/GDOT funding. The following is a summary of the Gainesville-Hall MPO's current and pending federal and state funding.

Current and Pending FTA Funding

1. FY 2024 Section 5303 Funds, FTA, \$106,863.00, Current
2. FY 2025 Section 5303 Funds, FTA, \$109,098.00, Current

Current and Pending GDOT Funding

1. FY 2024 Section 5303 Funds, GDOT, \$13,358.00, Current
2. FY 2025 Section 5303 Funds, GDOT, \$13,637.25, Current

Current and Pending Federal Funding (non-FTA)

1. FY 2024 PL Funds, FHWA, \$263,718.30, Current
2. FY 2025 PL Funds, FHWA, \$269,178.59, Current

During the previous three years, the Georgia Department of Transportation did not complete a Title VI compliance review of the Gainesville-Hall MPO.

FTA Circular 4702.1B, Chapter III, Paragraph 2: Every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with the Title VI regulations.

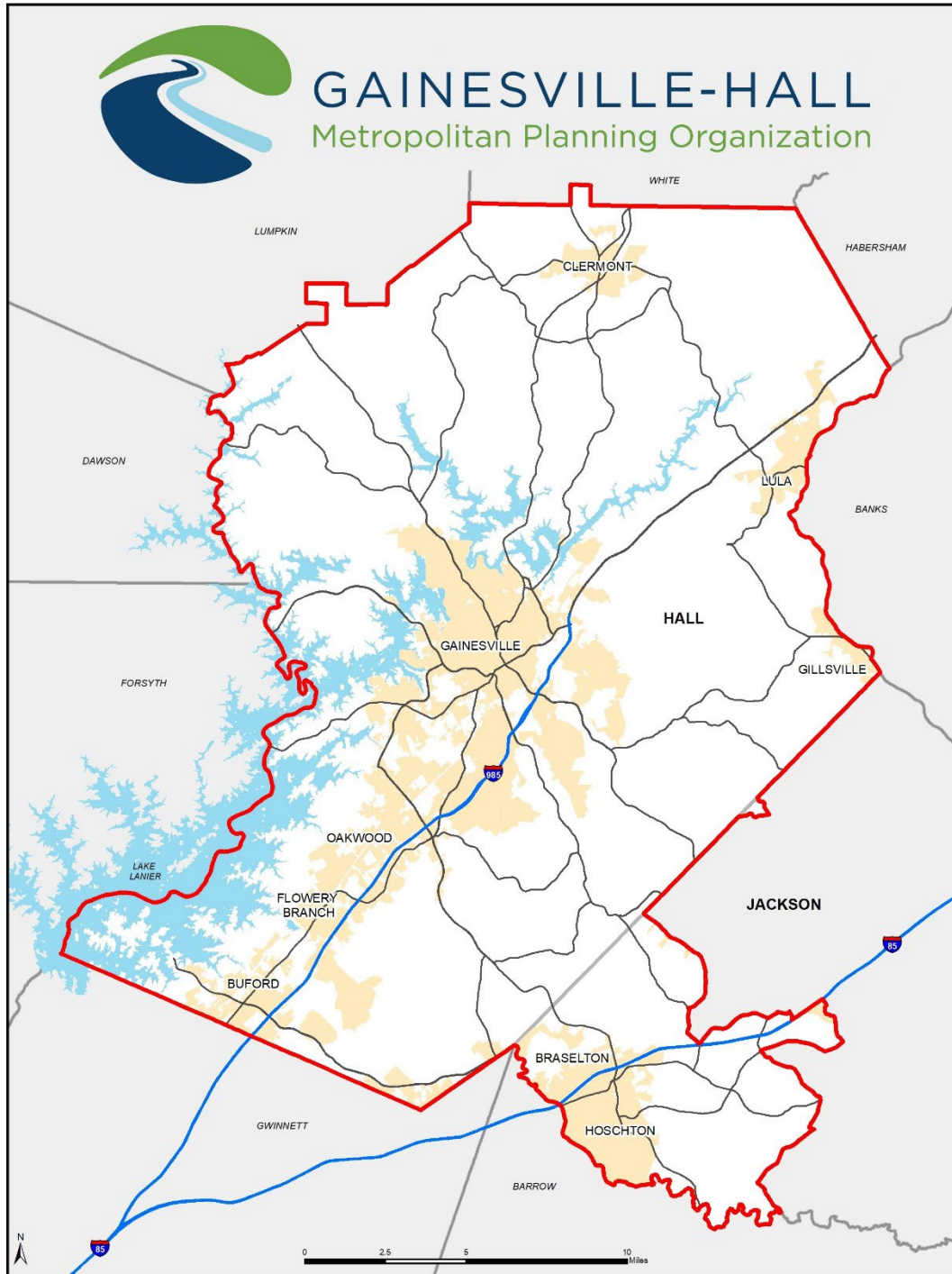
Annual Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances. Primary recipients will collect Title VI assurances from sub-recipients prior to passing through FTA funds.

The Gainesville-Hall MPO will remain in compliance with this requirement by annual submission of certifications and assurances as required by GDOT.

Title VI Plan Concurrence and Adoption

This Plan is anticipated to be approved and adopted by the GHMPO Policy Committee during a meeting held on May 14, 2024. A copy of the meeting minutes will be included in Appendix C of this plan, and the concurrence letter from GDOT will be added once it is received.



Title VI Notice to the Public

FTA Circular 4702.1B, Chapter III, Paragraph 5: Title 49 CFR 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.

Notice to Public

Recipients must notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI Plan. The notice must include:

- A statement that the agency operates programs without regard to race, color and national origin
- A description of the procedures members of the public should follow in order to request additional information on the grantee's nondiscrimination obligations
- A description of the procedure members of the public should follow in order to file a discrimination complaint against the grantee

The notice is included in Appendix D of this Plan. The notice will be translated into other languages, as necessary.

Notice Posting Locations

The Notice to Public will be posted at many locations to apprise the public of The Gainesville-Hall MPO's obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice will be posted in public areas of The Gainesville-Hall MPO's office(s) including the reception desk and meeting rooms, and on the Gainesville-Hall MPO's website at (<https://www.ghmpo.org/planning-documents/title-vi-program-environmental-justice-analysis>). Additionally, The Gainesville-Hall MPO will post the notice at stations, stops and on transit vehicles.

This notice is included in Appendix D of this Plan along with any translated versions of the notice, as necessary.

Title VI Procedures and Compliance

FTA Circular 4702.1B, Chapter III, Paragraph 6: All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to member of the public.

Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by the Gainesville-Hall MPO may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). The Gainesville-Hall MPO investigates complaints received no more than 180 days after the alleged incident. The Gainesville-Hall MPO will process complaints that are complete.

Once the complaint is received, the Gainesville-Hall MPO will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

The Gainesville-Hall MPO has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, The Gainesville-Hall MPO may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, The Gainesville-Hall MPO can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public at the Gainesville-Hall MPO's website (<https://www.ghmpo.org/planning-documents/title-vi-program-environmental-justice-analysis/>).

Complaint Form

A copy of the complaint form in English and Spanish is provided in Appendix E and on the Gainesville-Hall MPO's website (<https://www.ghmpo.org/planning-documents/title-vi-program-environmental-justice-analysis/>).

Record Retention and Reporting Policy

FTA requires that all direct and primary recipients (GDOT) document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. The

Gainesville-Hall MPO will submit Title VI Plans to GDOT for concurrence on an annual basis or any time a major change in the Plan occurs.

Compliance records and all Title VI related documents will be retained for a minimum of three (3) years and reported to the primary recipient annually.

Sub-recipient Assistance and Monitoring

The Gainesville-Hall MPO does not have any sub-recipients to provide monitoring and assistance to. As a sub-recipient to GDOT, the Gainesville-Hall MPO utilizes the sub-recipient assistance and monitoring provided by GDOT, as needed. In the future, if Your Transit System has sub-recipients, it will provide assistance and monitoring as required by FTA Circular 4702.1B.

Sub recipients and Subcontractors

The Gainesville-Hall MPO is responsible for ensuring that subcontractors (TPOs) are in compliance with Title VI requirements. Sub recipients may not discriminate in the selection and retention of any subcontractors. Subcontractors also may not discriminate in the selection and retention of any subcontractors. The Gainesville-Hall MPO, subcontractors, and/or TPOs may not discriminate in their employment practices in connection with federally assisted projects. Subcontractors and TPOs are not required to prepare or submit a Title VI Plan. However, the following nondiscrimination clauses will be inserted into every contract with contractors and subcontractors subject to Title VI regulations.

Nondiscrimination Clauses

During the performance of a contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “Contractor”) must agree to the following clauses:

- **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, “USDOT”) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the subcontractor’s obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, or national origin.
- **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Georgia Department of Transportation and/or the Federal Transit Administration, to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the Georgia Department of Transportation, and/or the Federal Transit Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
- **Sanctions for Noncompliance:** In the event of the Contractor’s noncompliance with the nondiscrimination provisions of this contract, The Gainesville-Hall MPO shall impose contract sanctions as appropriate, including, but not limited to:
 - withholding of payments to the Contractor under the contract until the Contractor complies, and/or

- cancellation, termination or suspension of the contract, in whole or in part.
- **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Gainesville-Hall MPO, Georgia Department of Transportation, and/or the Federal Transit Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance.

Disadvantaged Business Enterprise (DBE) Policy

As a condition of your agreement with GDOT, the Gainesville-Hall MPO and its contractors and subcontractors agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, as amended, have the opportunity to participate in the performance of contracts. The Gainesville-Hall MPO and its contractor and subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of any contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of GDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate.

E-Verify

As a condition of your agreement with GDOT, vendors and contractors of the Gainesville-Hall MPO shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the vendor or contractor while contracted with the Gainesville-Hall MPO. Additionally, vendors and contractors shall expressly require any subcontractors performing work or providing services pursuant to work for the Gainesville-Hall MPO shall likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor while working for the Gainesville-Hall MPO.

The Gainesville-Hall Metropolitan Planning Organization (GHMPO), hosted by Hall County Planning & Development, is housed within the Hall County Government Center in Gainesville, Georgia. GHMPO staff administers the planning program, provides technical guidance and administrative support to the committees. 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.

Title VI Investigation, Complaints, and Lawsuits

FTA Circular 4702.1B, Chapter III, Paragraph 7: In order to comply with the reporting requirements of 49 CFR 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations.....; lawsuits, and complaints naming the recipient.

In accordance with 49 CFR 21.9(b), The Gainesville-Hall MPO must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by the Gainesville-Hall MPO in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted to GDOT.

The Gainesville-Hall MPO has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years. A summary of these incidents is recorded in Table 1.

	Data (Month, Day, Year)	Summary (Include Basis of Complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Participation Plan

FTA Circular 4702.1B, Chapter III, Paragraph 4.a.4: Every Title VI Plan shall include the following information: A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Plan submission. A recipient's targeted public participation plan of minority populations may be part of efforts that extend more broadly to include constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.

The GHMPO Participation Plan (PPP) was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for The Gainesville-Hall MPO. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well- executed outreach efforts. The public outreach strategies described in the Participation Plan are designed to provide the public with effective access to information about The Gainesville-Hall MPO services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. The 2024 GHMPO Participation Plan is anticipated to be adopted concurrently with this plan on May 14, 2024.

Current Outreach Efforts

The Gainesville-Hall MPO is required to submit a summary of public outreach efforts made over the last three (3) years. The following is a list and short description of the Gainesville-Hall MPO's recent, current, and planned outreach activities.

- Quarterly newsletter and other news posted on the GHMPO (<https://www.ghmpo.org/about-us/news/>).
- Public meetings with GHMPO jurisdictions and partners as necessary
- All GHMPO committee meetings are open to the public, and citizen attendance is encouraged, especially for the Citizen Advisory Committee.
- GHMPO mailing list

Language Assistance Plan

FTA Circular 4702.1B, Chapter III, Paragraph 9: Recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited English proficient (LEP).

The Gainesville-Hall MPO operates a transit system within Hall and Jackson Counties. The Language Assistance Plan (LAP) has been prepared to address the Gainesville-Hall MPO's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals who have a limited ability to read, write, speak or understand English are LEP. In the Gainesville-Hall MPO service area there are 24,225 residents over the age of 5 or 11.6% who describe themselves as speaking English less than "very well". (Source: US Census, 2021 American Community Survey). The Gainesville-Hall MPO is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. The Gainesville-Hall MPO has utilized the U.S. Department of Transportation (DOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP. The LAP is included in this Title VI Plan as Appendix G.

Transit Planning and Advisory Bodies

FTA Circular 4702.1B, Chapter III, Paragraph 10: Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

The Gainesville-Hall MPO is overseen by the Technical Coordinating Committee (TCC), Citizen Advisory Committee (CAC), and Policy Committee (PC).

Body	Caucasian	Latino	African American	Asian American	Native American	Other
Service Area Population	61.86%	25.48%	6.75%	2.25%	0.17%	0.35%
Technical Coordinating Committee	75%	5%	10%	10%	0%	0%
Citizens Advisory Committee	95%	0%	5%	0%	0%	0%
Policy Committee	100%	0%	0%	0%	0%	0%

The Gainesville-Hall MPO will make efforts to encourage minority participation on the committee. These efforts are made by distributing information about the participation on the committee at public meetings and throughout the transit system. The Gainesville-Hall MPO will utilize the minority population demographic maps included in Appendix H in order to focus on the areas in which the committee participation information is distributed.

Title VI Equity Analysis

FTA Circular 4702.1B, Chapter III, Paragraph 4.a.8: If the recipient has constructed a facility, such as vehicle storage, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.

Title 49 CFR, Appendix C, Section (3)(iv) requires that “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations, the Gainesville-Hall MPO will ensure the following:

1. The Gainesville-Hall MPO will complete a Title VI equity analysis for any facility during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. The Gainesville-Hall MPO will engage in outreach to persons potentially impacted by the siting of the facility. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.
2. When evaluating locations of facilities, The Gainesville-Hall MPO will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts.
3. If the Gainesville-Hall MPO determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, The Gainesville-Hall MPO may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. The Gainesville-Hall MPO must demonstrate and document how both tests are met. The Gainesville- Hall MPO will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

The Gainesville-Hall MPO has not recently constructed any facilities nor does it currently have any facilities in the planning stage. Therefore, the Gainesville-Hall MPO does not have any Title VI Equity Analysis reports to submit with this Plan. The Gainesville-Hall MPO will utilize the demographic maps included in Appendix H for future Title VI analysis.

System-Wide Service Standards and Service Policies

FTA Circular 4702.1B, Chapter III, Paragraph 10: All fixed route transit providers shall set service standards and policies for each specific fixed route mode of service they provide.

The Gainesville-Hall MPO is not a fixed route service provider.

2024 GHMPO Title VI Environmental Justice Analysis

Appendix A: FTA Circular 4702.1B Reporting Requirements for Transit Providers

Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Sub-recipients shall submit the information below to their primary recipient (the entity from whom the sub-recipient receives funds directly), on a schedule to be determined by the primary recipient.

General Requirements

All recipients must submit:

- Title VI Notice to the Public, including a list of locations where the notice is posted
- Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- Title VI Complaint Form
- List of transit-related Title VI investigations, complaints, and lawsuits
- Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance
- A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- Primary recipients shall include a description of how the agency monitors its sub-recipients for compliance with Title VI, and a schedule of sub-recipient Title VI Program submissions
- A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.
- A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. For State DOTs, the appropriate governing entity is the State's Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.
- Additional information as specified in Chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see below)

2024 GHMPO Title VI Environmental Justice Analysis

Appendix B: Current System Description

1. An overview of the organization including its mission, program goals and objectives.

The GHMPO conducts the federally mandated transportation planning process for the Gainesville Urbanized Area and portions of the Atlanta Urbanized Area, as identified in the 2010 U.S. Census.

2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.

The GHMPO is a federally funded government organization working with local governments in the Gainesville Urbanized Area and beyond to prioritize and plan for future transportation needs. Our organization is made up of 2 full-time employees, and 1 part-time employee. Our Transportation Planning Director is responsible for all of the day-to-day operations of our organization and reports directly to our Director, who is also the Hall County Director of Planning and Development, as well as the three GHMPO committees. All employees are in the office and available to the public. Transportation services are provided by local jurisdictions and agencies, such as Hall Area Transit, and not directly by the GHMPO.

3. Indicate if your agency is a government authority.

The GHMPO is a metropolitan planning organization, which is a locally housed, federally funded government organization.

4. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?

The GHMPO does not provide a transportation service, but the Transportation Planning Director and the Transportation Planner perform all planning and administrative activities.

5. Who provides vehicle maintenance and record keeping?

The GHMPO does not own, operate, or maintain any vehicles, nor operate a transit service to keep records for.

6. Number of current transportation related employees

The GHMPO does not have any employees that assist in operating a transportation service.

7. Who will drive the vehicle, number of drivers, CDL certifications, etc.?

The GHMPO does not provide transportation services, and thus does not have vehicles or drivers.

8. A detailed description of service routes and ridership numbers

The GHMPO does not provide transportation services, and thus does not have service routes or ridership numbers.

2024 GHMPO Title VI Environmental Justice Analysis

*Appendix C: Title VI Plan Adoption Meeting
Minutes and GDOT Concurrence Letter*



Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree NW
Atlanta, GA 30308
(404) 631-1990 Main Office

August 23, 2021

Mr. Joseph Boyd, Transportation Planning Director
Gainesville-Hall Metropolitan Planning Organization
2875 Browns Bridge Rd.,
Gainesville, GA 30504

Dear Mr. Boyd,

The Department has completed its review of your Title VI Plan and has determined that it meets the requirements established in the Federal Transit Administration's (FTA) Circular 4702.1B, "Title VI Program Guidelines for Federal Transit Administration Recipients," effective October 1, 2012.

Thank you for your ongoing cooperation and compliance of the FTA Civil Rights Program requirements. Should you need assistance or have any questions, please do not hesitate to contact Ashley Finch, Rail/Transit Planner directly at afinch@dot.ga.gov or (470) 432-1751.

Sincerely,


Kaycee Mertz
Division of Intermodal

Kaycee Mertz
Transit Program Manager
Division of Intermodal

Policy Committee

**The Station Meeting Room, City of Gainesville Administrative Building
Draft Minutes of August 10, 2021 Meeting**

Voting Members Present:

Mayor Danny Dunagan, City of Gainesville, Chair
Mayor Lamar Scroggs, City of Oakwood, Vice
Chair
Chairman Richard Higgins, Hall County
Commissioner Jeff Stowe, Hall County
Commissioner Kathy Cooper, Hall County
Charles Robinson, GDOT

Voting Members Absent:

Mayor Mike Miller, City of Flowery Branch
Chairman Tom Crow, Jackson County

Others Present:

Angela Sheppard, City of Gainesville
Chris Rotalsky, City of Gainesville
Jock Connell, Hall County
Srikanth Yamala, Hall County
Bill Nash, Hall County
BR White, City of Oakwood
Justin Lott, GDOT District 1
Melodii Peoples, GDOT District 1

Beth Davis, GDOT
Philippa Lewis Moss, Hall Area Transit
Jeff Gill, Gainesville Times
Sarah McQuade, GHMPO
Joseph Boyd, GHMPO
Michael Haire, GHMPO
Laura Ogletree, GHMPO

AGENDA

1. Welcome

Mayor Dunagan opened the meeting at 10:00 AM.

2. Approval of May 11, 2021 Meeting Minutes

MOTION: Mayor Scroggs made a motion to approve the draft meeting minutes of the May 11, 2021 Policy Committee meeting, with a second from Chairman Higgins, and the motion passed unanimously.

3. Report from the Technical Coordinating Committee

Mr. Boyd provided a brief overview of the Technical Coordinating Committee meeting that occurred on July 21, 2021.

4. Report from the Citizens Advisory Committee

Mr. Boyd provided a brief overview of the Citizens Advisory Committee meeting that occurred on July 29, 2021.

5. Approval of Draft Title VI Program, Environmental Justice Analysis & Participation Plan

Mr. Haire provided a brief overview of the Draft Title VI Program, Environmental Justice Analysis & Participation Plan. Mr. Haire explained that the primary function of this document is to ensure that all citizens within the GHMPO planning boundary are able to engage in the planning process and have fair access to transportation facilities. Additionally, Mr. Haire explained that the primary change in this routine update is the inclusion of the Public Participation Plan (PPP), which was previously adopted separately, as an appendix of the Title VI document.

MOTION: Chairman Higgins made a motion to approve the Draft Title VI Update, Environmental Justice Analysis & Participation Plan, with a second from Commissioner Stowe, and the motion passed unanimously.

6. Approval of Draft PL Fund Application for the SR 53 Bypass Study

Mr. Boyd informed the Policy Committee of efforts to apply for additional PL funds to conduct a State Route 53 Bypass Study, which would seek to evaluate options for alleviating congestion in the downtown areas of the Towns of Hoschton and Braselton. The application is requesting \$100,000 in PL funds with \$25,000 in local matching funds provided by Jackson County, Braselton, and Hoschton. Additionally, GDOT has had conversations with GHMPO about getting involved with the study and extending the study scope farther north along I-85 and farther south into Barrow County, which is located within the Atlanta Regional Commission planning area. While GDOT is still working through the details on the possible study scope, they have asked GHMPO committees to take action on the application as it currently stands.

MOTION: Commissioner Stowe made a motion to approve the Draft PL Fund Application for the SR 53 Bypass Study, with a second from Commissioner Higgins, and the motion passed unanimously.

GHMPO welcomes people with disabilities and their trained service animals. For questions about accessibility or to request reasonable accommodation to an event or facility, please contact Maria Tuck, Hall County Compliance Specialist at 770-531-6712 by 48 hours prior to the event or as soon as possible.

7. Approval of Draft Amendment #1 to the FY 2022 UPWP

Mr. Boyd introduced the first draft amendment to the FY 2022 UPWP. The purpose of Draft Amendment #1 is to transfer \$10,000 of funds from Work Element 1.1 – “Operations and Administration” to Work Element 4.5 – “Special Transportation Studies” in order to accommodate a potential Design Guide document for the Highlands to Islands Intergovernmental Agreement, which would cost approximately \$15,000.

MOTION: Commissioner Higgins made a motion to approve Draft Amendment #1 to the FY 2022 UPWP, with a second from Commissioner Stowe, and the motion passed unanimously.

8. 2021 Crash Profiles – Hall County & Jackson County

Mr. Haire introduced new Crash Profile reports, which detail vehicular collisions throughout both Hall and Jackson Counties during the year of 2020. Using data retrieved from the Georgia Electronic Accident Reporting System (GEARS), these documents contain maps showing collision locations for regular collision, collisions with an injury, collisions with fatalities, as well as additional data for different conditions surrounding the collisions. Additionally, the Crash Profiles contain data pertaining to five-year trends in both counties. Mr. Haire explained that the pages in the meeting packet were excerpts from the full document, which is available on the GHMPO website. Mr. Haire added that he could provide a link to the full reports, as well as the crash data in a map package for local jurisdiction use, if any Policy Committee members were interested.

9. Jurisdiction and Agency Reports

Representatives shared the status of projects being completed by their jurisdictions: Mr. Rotalsky for the City of Gainesville, Mr. White for the City of Oakwood, Ms. Moss for Hall Area Transit, Mr. Yamala for Hall County, and Mr. Lott for the Georgia Department of Transportation.

10. Other

Mr. Boyd provided a brief update on the two TCC subcommittees: the Trails Subcommittee and the McEver Road Subcommittee. The Trails subcommittee is currently in the process of identifying and ranking trail segments by priority, with the two primary goals being the completion of the Atlanta Highway/UNG connector trail and the Gainesville Airport trail connecting the Midtown Greenway with the Chicopee Trail. The McEver Road Subcommittee is currently exploring options for alleviating congestion along the corridor with multiple potential improvements, including the possible installation of roundabouts. MPO staff will have additional information on both committees at the next Policy Committee meeting in November.

Additionally, Mr. Boyd gave a brief update on the Atlanta to Charlotte High Speed Rail, which has shifted the proposed route from going through Gainesville to going through Athens.

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11. Public Comment

There were no public comments.

12. Upcoming Meeting Date: November 9, 2021

Mayor Dunagan reminded the Policy Committee of their next meeting date on November 9, 2021. The location will be announced closer to the meeting date.

13. Adjourn

There being no other items of business, the meeting was adjourned at 10:30 AM.

Mayor Danny Dunagan, City of Gainesville, Chair

Laura Ogletree, Clerk

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2024 GHMPO Title VI Environmental Justice Analysis

Appendix D: Title VI Notice to Public

Notifying the Public of Rights Under Title VI

GAINESVILLE-HALL METROPOLITAN PLANNING ORGANIZATION (GHMPO)

operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the GHMPO.

For more information on the GHMPO's civil rights program, and the procedures to file a complaint, contact 770-297-5541; email jboyd@hallcounty.org or visit our office at 2875 Browns Bridge Road, Gainesville, Georgia 30503. For more information, visit www.ghmpo.org. Persons who require special accommodations under the American with Disabilities Act (ADA) should contact the GHMPO at least two days prior to meetings.

If information is needed in another language, contact 770-503-3330.

You may also file your complaint directly with the FTA at: Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR 1200 New Jersey Ave., SE, Washington, DC 20590

Titulo VI Anuncio Publico

GAINESVILLE-HALL ORGANIZACION DE PLANIFICACION METROPOLITANA (GHMPO)

administra sus programas y servicios sin considerar raza, color, o origen nacional con el Titulo VI de la Ley de Derechos Civiles. Toda persona que cree que ha sido objeto o ha sido ofendido por alguna practica discriminatoria ilegal debajo del Titulo VI, puede presentar una queja con GHMPO.

Para mas informacion sobre el programa de derechos civiles de GHMPO, y el Procedimiento para presentar una queja, contacte 770-297-5541; correo electronico jboyd@hallcounty.org; o visite nuestra oficina en 2875 Browns Bridge Road, Gainesville, Georgia 30503. Para mas informacion, visite www.ghmpo.org. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act (ADA), comunicarse con la GHMPO al menos dos días antes de reuniones.

Si necesita la informacion en otro idioma, contacte 770-503-3330.

Tambien puede presentar una queja directamente con la Administracion Federal de Transito en: Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR 1200 New Jersey Ave., SE, Washington, DC 20590.

2024 GHMPO Title VI Environmental Justice Analysis

Appendix E: Title VI Complaint Form

Gainesville-Hall Metropolitan Planning Organization

Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Family or Religious Status <input type="checkbox"/> Other (explain) _____				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
Section IV				
Have you previously filed a Title VI complaint with this agency?			Yes	No

Gainesville-Hall Organizacion de Planificacion Metropolitana (GHMPO)

Formulario de Queja Titulo VI

Seccion I:				
Nombre:				
Direccion:				
Telefono (casa):			Telefono (trabajo):	
Correo Electronico:				
Requisitos de formato accesible?	Letras grandes		Audio	
	TDD		Otro	
Seccion II:				
¿Esta usted presentando esta queja en su nombre?			Si*	No
*Si usted contesto "Si" a esta pregunta, ir a la Seccion III.				
Si no, por favor suministre el nombre y la relacion de la persona quien se queja:				
Por favor explique por que esta presentando por un tercero:				
Por favor confirme que ha obtenido el permiso de la persona discriminada si esta presentando por un tercero.			Si	No
Seccion III:				
Creo que he sido objeto de discriminacion basada en (marque todas las que apliquen):				
<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen Nacional <input type="checkbox"/> Edad <input type="checkbox"/> Discapacidad <input type="checkbox"/> Situacion familiar o religiosa <input type="checkbox"/> Otro (explique) _____				
Fecha de la supuesta discriminacion (Mes, Dia, Ano): _____				
Explicar claramente lo que paso o por que usted cree que fue discriminando. Describa todas las personas que estuvieron involucrados. Incluya el nombre e informacion de la persona/personas que fueron discriminados (si lo sabe) asi como los nombres e informacion de testigos. Si necesita mas espacio, por favor utilice el reverso de este formulario.				
Seccion IV				
¿Anteriormente ha presentado una queja del Titulo VI con esta agencia?			Si	No

Seccion V	
¿Ha presentado esta queja con otra agencia federal, estatal o local, o con la corte federal o estatal?	
<input type="checkbox"/> Si	<input type="checkbox"/> No
Si es si, marque todas las que apliquen:	
<input type="checkbox"/> Agencia Federal: _____	
<input type="checkbox"/> Corte Federal _____	<input type="checkbox"/> Agencia Estatal _____
<input type="checkbox"/> Corte Estatal _____	<input type="checkbox"/> Agencia Local _____
Por favor provee la informacion de la persona de contacto en la agencia/corte donde presento la queja.	
Nombre:	
Titulo:	
Agencia:	
Direccion:	
Telefono:	
Seccion VI	
Nombre de la agencia que la queja es contra:	
Persona de contacto:	
Titulo:	
Telefono:	

Usted puede adjuntar cualquier material escrito o otra informacion pertinente a su queja.

Firma y fecha son necesarias a continuacion

Firma

Fecha

Por favor presente este formulario en persona a esta direccion ,o envie por correo a:

Gainesville-Hall Organizacion de Planificacion Metropolitana (GHMPO)
 Joseph Boyd
 2875 Browns Bridge Road
 Gainesville, GA 30503

2024 GHMPO Title VI Environmental Justice Analysis

Appendix F: Language Assistance Plan (LAP)

Introduction

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." Language for LEP individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities.

Title VI and Executive Order 13166

In certain circumstances, a failure to ensure that LEP persons can effectively participate in or benefit from federally assisted programs and activities may violate the prohibition against national origin discrimination under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation's (DOT) Title VI regulations at 49 CFR Part 21.

To clarify existing requirements for LEP persons under Title VI, on August 11, 2000, President Clinton issued Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." The Executive Order requires each Federal agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Each Federal agency is also directed to work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries. To this end, each agency must prepare a plan to improve access to its federally conducted programs and activities (i.e., the services it provides directly to the public) by eligible LEP persons.

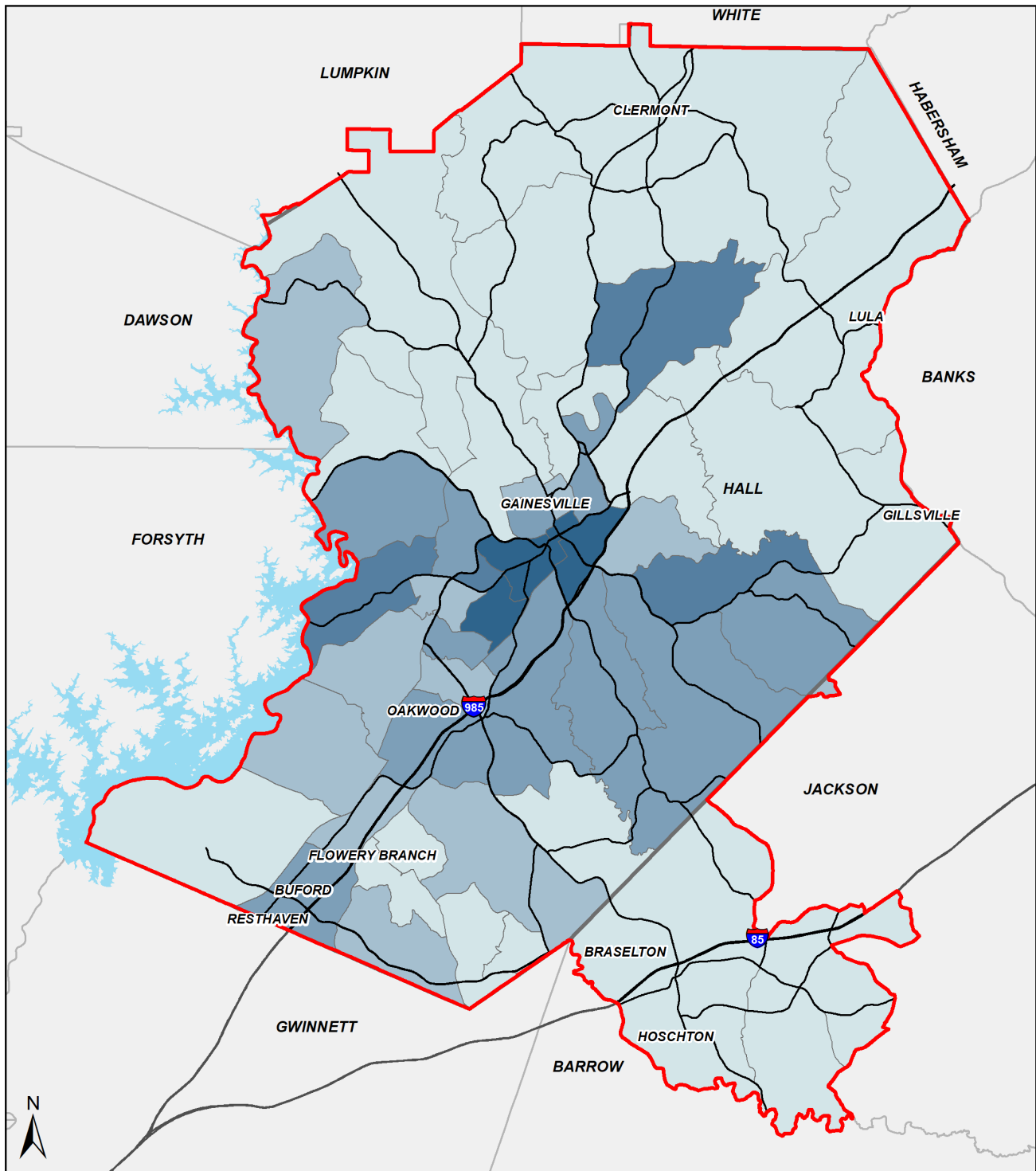
USDOT Guidance on Establishing an LEP Plan

As a federal funding recipient, the GHMPO will comply with Executive Order 13166 by establishing an LEP using the framework provided by the U.S. Department of Transportation (USDOT) and the Federal Transit Administration's (FTA) publication, Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons (April 13, 2007). The USDOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the MPO, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the MPO.
3. The nature and importance of the MPO, activity, or service provided by the MPO to the LEP community.
4. The resources available to the MPO and costs.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Figure 1: Percent of LEP Households by Census Tract



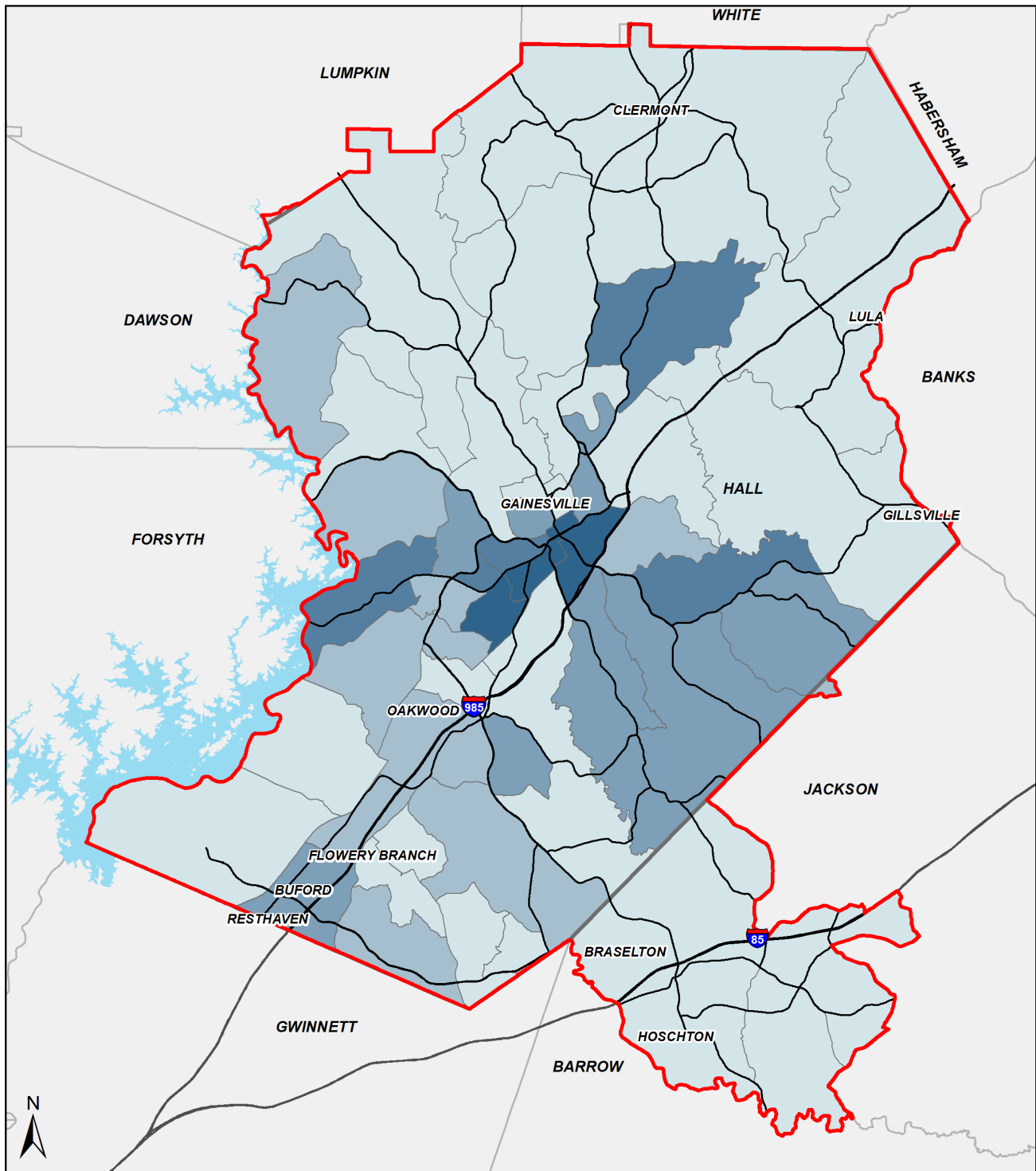
0 5 10 Miles

Legend	
Percent LEP Households	
	0.00% - 2.00%
	2.01% - 5.00%
	5.01% - 10.00%
	10.01% - 15.00%
	15.01% - 32.58%



Source: US Census Bureau's 2017-2021 American Community Survey (ACS) 5-Year Estimates

Figure 2: Percentage of Spanish-Speaking LEP Households by Census Tract



0 5 10 Miles

Legend	
Percent LEP Households	
	0.00% - 2.00%
	2.01% - 5.00%
	5.01% - 10.00%
	10.01% - 15.00%
	15.01% - 31.71%



Source: US Census Bureau's 2017-2021 American Community Survey (ACS) 5-Year Estimates

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the MPO, activity, or service of the recipient or grantee.

The planning area of the GHMPO consists of entire of Hall County and western Jackson County. According to the U.S. Census Bureau 2017-2021 American Community Survey 5-Year Estimates, the primary language for GHMPO area is English and the second most common language spoken is Spanish at 24.08%. Hall County has a higher concentration of Spanish speakers with 26.58% identifying Spanish as their first language, and Jackson County has a much lower concentration of Spanish speakers with 6.09%.

LEP persons are usually defined as those who self-identify as speaking English less than “very well” on the U.S. Census. Table 8 indicates 11.6% of the population in the GHMPO area is not proficient in English. The bulk of those who cannot speak English very well primarily speak Spanish as their first language.

Table 8: Language Spoken at Home for the Population 5 Years and Over

Population Type	Hall County	Jackson County	GHMPO area
English Only	70.42%	91.44%	76.30%
Language other than English	29.68%	8.56%	23.7%
Speak English less than “very well”	12.82%	2.98%	11.6%
Spanish	26.58%	6.09%	24.08%

Source: U.S. Census Bureau, American Community Survey 2017-2021 5-Year Estimates

Factor 2: The frequency with which LEP individuals come in contact with the MPO.

The GHMPO has not received any formal requests by LEP individuals for language translation of any documents nor for an interpreter at any public meetings since first being designated as an MPO in 2003. The GHMPO has unilaterally provided Spanish speakers and funds for interpreters and provided public notices in both English and Spanish at all public meetings such as the development of the Regional Transportation Plan: 2020 Update (RTP 2050 Update), 2024-2027 Transportation Improvement Program (TIP) and assisted Hall Area Transit’s (HAT) Transit Development Plan (TDP) and Human Services Transportation Plan (HSTP).

Factor 3: The nature and importance of the MPO, activity, or service provided by the MPO to the LEP community.

The MPO uses Federal funds to plan for transportation projects and therefore does not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). The MPO does not conduct activities which require residents to fill out applications or submit to interviews prior to attending public functions.

The MPO is mandated by the Federal government to create and maintain three key documents: an annual Unified Planning Work Program (UPWP) outlining MPO activities, a short-term four-year Transportation Improvement Program (TIP), and a Metropolitan Transportation Plan (MTP) which covers 20 plus years. GHMPO has a Participation Plan which seeks to garner the input of all residents who can shape the planning process or wish to know more about the direction of transportation planning and how it will affect them.

Although the GHMPO does not directly provide transportation services, it has aided HAT in transit planning. HAT has some Spanish speaking staff members and prints a brochure detailing services, route maps and bus schedules in both English and Spanish.

Factor 4: The resources available to the MPO and overall costs.

The final factor weighs the previous factors to assess the needs of LEP individuals against the resources available to the MPO providing assistance in a language other than English. The GHMPO does have a significant number of LEP residents within Hall County but historically the frequency of contact with the MPO has been low. GHMPO staff provides translations of minor documents, including Title VI complaint forms and executive summaries of all major planning documents. Full translation of major MPO documents would be prohibitively expensive. For example, another MPO reported that a professional translation of its regional transportation plan would cost around \$24,000. The GHMPO has been committed to the principle of inclusivity and used more cost-effective means of outreach, particularly with the Spanish speaking segment of the community, at important junctures of the planning process.

LEP Implementation Plan

Safe Harbor Stipulation and the GHMPO

Federal law provides a “safe harbor” which means that if an MPO provides written translations under certain circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI. The MPO service area's population over the age of 5 that identifies as speaking English less than “very well” does qualify for the Safe Harbor Provision.

The failure to provide written translations under the circumstances does not mean there is non-compliance, but rather provides a guide for MPOs that would like greater certainty of compliance than can be provided by a fact-intensive, four-factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances. Strong evidence of compliance with the recipient's written-translation obligations under ‘safe harbor’ includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally. This safe harbor provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

The GHMPO uses vital documents for LEP purposes as defined by USDOT. “A document will be considered vital if it contains information that is critical for obtaining federal services and/or benefits, or is required by law.” Federal Register: January 22, 2001 (Volume 66, Number 14). This includes our Title VI complaint forms and the Title VI Notice of Rights. The GHMPO recognizes that outreach efforts may require the MPO to survey/assess the needs of the LEP population to determine whether other critical outreach materials should be translated into other languages.

In developing a Language Assistance Plan, FTA guidance recommends the analysis of the following five elements:

1. Identifying LEP individuals who need language assistance
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the plan

The five elements are addressed below.

Element 1: Identifying Persons Who May Need Language Assistance

- When the MPO sponsors a public function with a sign-in sheet table, a staff member or designate will greet and briefly speak to each attendee. To informally gauge the attendee's ability to speak and understand English, he or she will ask a question that requires a full sentence reply.
- The MPO can use Census Bureau's "I Speak Cards" at the sign-in table for those who speak a language other than English. While staff may not be able to provide translation assistance at this meeting, the cards can be an excellent tool to identify language needs for future meetings.

Element 2: Language Assistance Measures

In the event that the MPO should receive a request for assistance in a foreign language, staff members will take the name and contact information of the person. We can contact an individual who speaks Spanish but for other languages we will use a free online written translator website or we could contact a local community volunteer if available. If the required language is not available or if a formal interpretation is required, staff shall use the telephone interpreter service, Language Line, at 1-800-752- 6096.

Element 3: MPO Staff Training

Incoming staff members will be briefed on the GHMPO's LEP Plan and how to assist LEP residents. They will be told to keep a record of language assistance requests to assess future LEP population needs.

Element 4: Providing Notice to LEP Persons

The GHMPO has provided notice in both English and Spanish for all public meetings in accordance with its Participation Plan:

Non-English Speaking Communities

For major GHMPO planning efforts such as the Long Range Transportation Plan and the Transportation Improvement Program, staff will coordinate with local media resources to gain access to these communities and garner their input. As appropriate, outreach meetings will be conducted to reach these communities. Translators will be made available to serve the non- English speaking communities at public information meetings. Additionally, the Title VI Notice of Rights and Complaint Form are both available in Spanish on the GHMPO website (<https://www.ghmpo.org/planning-documents/title-vi-program-environmental-justice-analysis/>). GHMPO will utilize outreach meetings with the Spanish speaking community to reach the non-English speaking communities:

The MPO also mails notices of important upcoming public meetings in both English and Spanish to those in the GHMPO database of organizations and individuals who have expressed an interest in following MPO activities.

Element 5: Monitoring and Updating the LEP Plan

MPOs are required to update key planning documents (see Factor 3) and monitoring the success of the LEP Plan will be an ongoing process. The answers reflect conditions since adoption of the original LEP in November 2010-present. USDOT guidance recommends updates should consider the following elements:

1. How many LEP persons were encountered?
No one self-identified as an LEP person requested language assistance.
2. Were their needs met?
No additional requests for language assistance were received.
3. What is the current LEP population in the GHMPO area?
12.82% of Hall County, 2.98% of Jackson County, and 11.6% of the GHMPO area are LEP.
4. Has there been a change in the types of languages where translation services are needed?
None.
5. Is there still a need for continued language assistance for previously identified MPO programs? Are there other programs that should be included?
Yes, but no other new programs have been added requiring language assistance.
6. Have the MPO's available resources, such as technology, staff, and financial costs changed?
As of July 2010, GDOT no longer provides half of the local match (10%) for MPO transportation planning. The GHMPO now relies on an in-kind match as a substitute for the loss of direct financial assistance.
7. Has the MPO fulfilled the goals of the LEP Plan?
Yes.
8. Were any complaints received?
No.

Dissemination of the MPO Limited English Proficiency Plan

The MPO has posted the LEP Plan on its website at: (<https://www.ghmpo.org/planning-documents/title-vi-program-environmental-justice-analysis/>). Copies of the LEP Plan have been provided to the Georgia Department of Transportation (GDOT), Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and any person or agency requesting a copy. Each MPO sub-recipient has been provided a copy and educated on the importance of providing language assistance.

Any questions or comments regarding this plan should be directed to:

Joseph Boyd
Gainesville-Hall MPO
P.O. Box 1435
Gainesville, GA 30503
Phone: (770) 297-4401
jboyd@hallcounty.org

2024 GHMPO Title VI Environmental Justice Analysis

Appendix G: Operating Area Language Data: Gainesville-Hall MPO Service Area

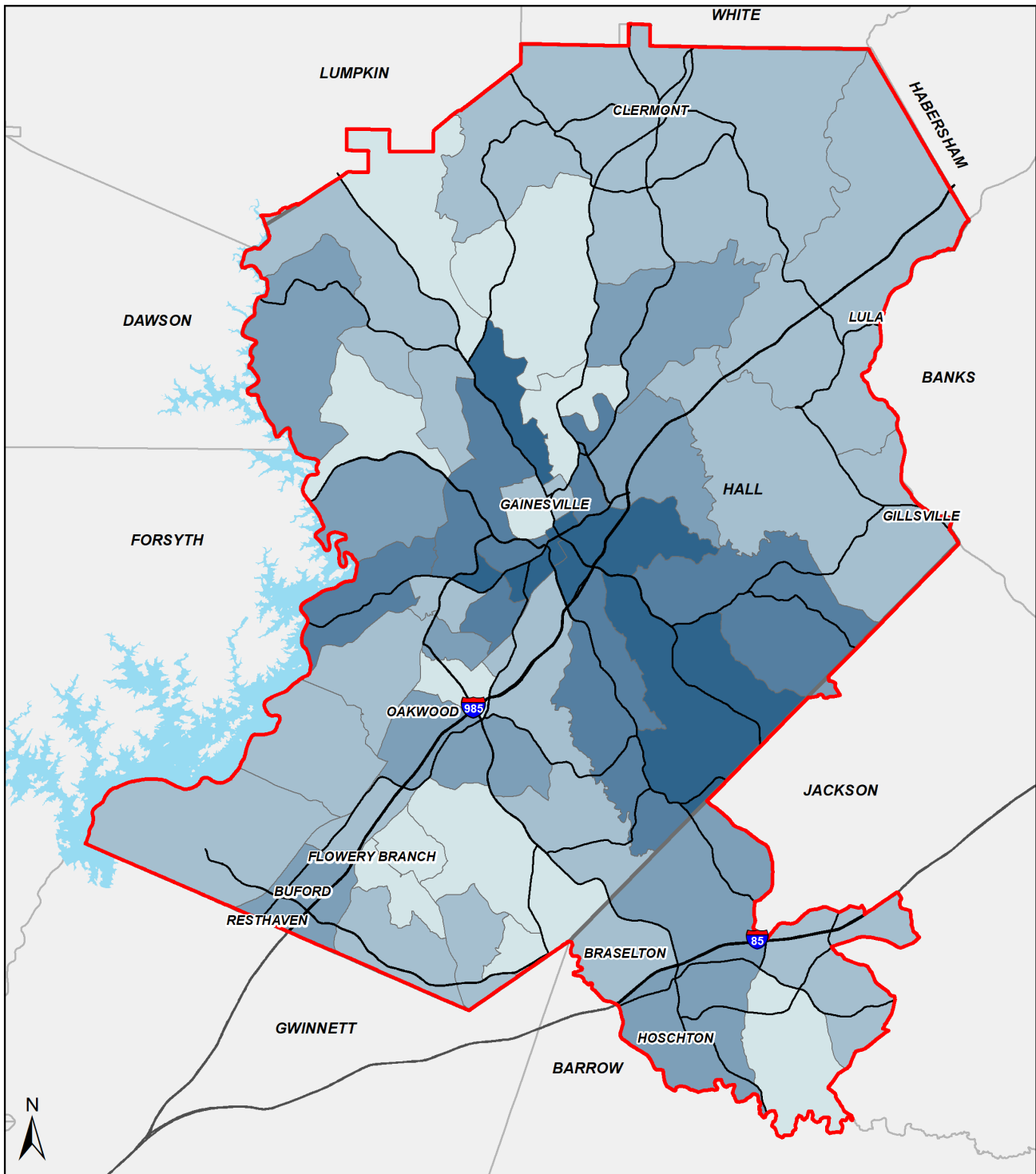
Source: US Census Bureau American Community Survey (ACS) 2017-2021 Five-Year Estimates

<u>Language</u>	<u>County</u>	<u>Percent of Population</u>
Total	Hall	100%
Speak only English	Hall	70.42%
Spanish or Spanish Creole	Hall	26.58%
Speak English “very well”	Hall	14.79%
Speak English less than “very well”	Hall	11.79%
Other Indo-European Languages	Hall	1.65%
Speak English “very well”	Hall	1.17%
Speak English less than “very well”	Hall	0.50%
Asian and Pacific Island Languages	Hall	1.25%
Speak English “very well”	Hall	0.76%
Speak English less than “very well”	Hall	0.49%
Other Languages	Hall	0.10%
Speak English “very well”	Hall	0.06%
Speak English less than “very well”	Hall	0.03%
Total	Jackson	100%
Speak only English	Jackson	91.44%
Spanish or Spanish Creole	Jackson	6.09%
Speak English “very well”	Jackson	4.01%
Speak English less than “very well”	Jackson	2.08%
Other Indo-European Languages	Jackson	1.09%
Speak English “very well”	Jackson	0.64%
Speak English less than “very well”	Jackson	0.45%
Asian and Pacific Island Languages	Jackson	1.29%
Speak English “very well”	Jackson	0.85%
Speak English less than “very well”	Jackson	0.44%
Other Languages	Jackson	0.09%
Speak English “very well”	Jackson	0.09%
Speak English less than “very well”	Jackson	0.00%

2024 GHMPO Title VI Environmental Justice Analysis

Appendix H: Demographic Maps

Figure 3: Percentage of Households Below Poverty Level by Census Tract



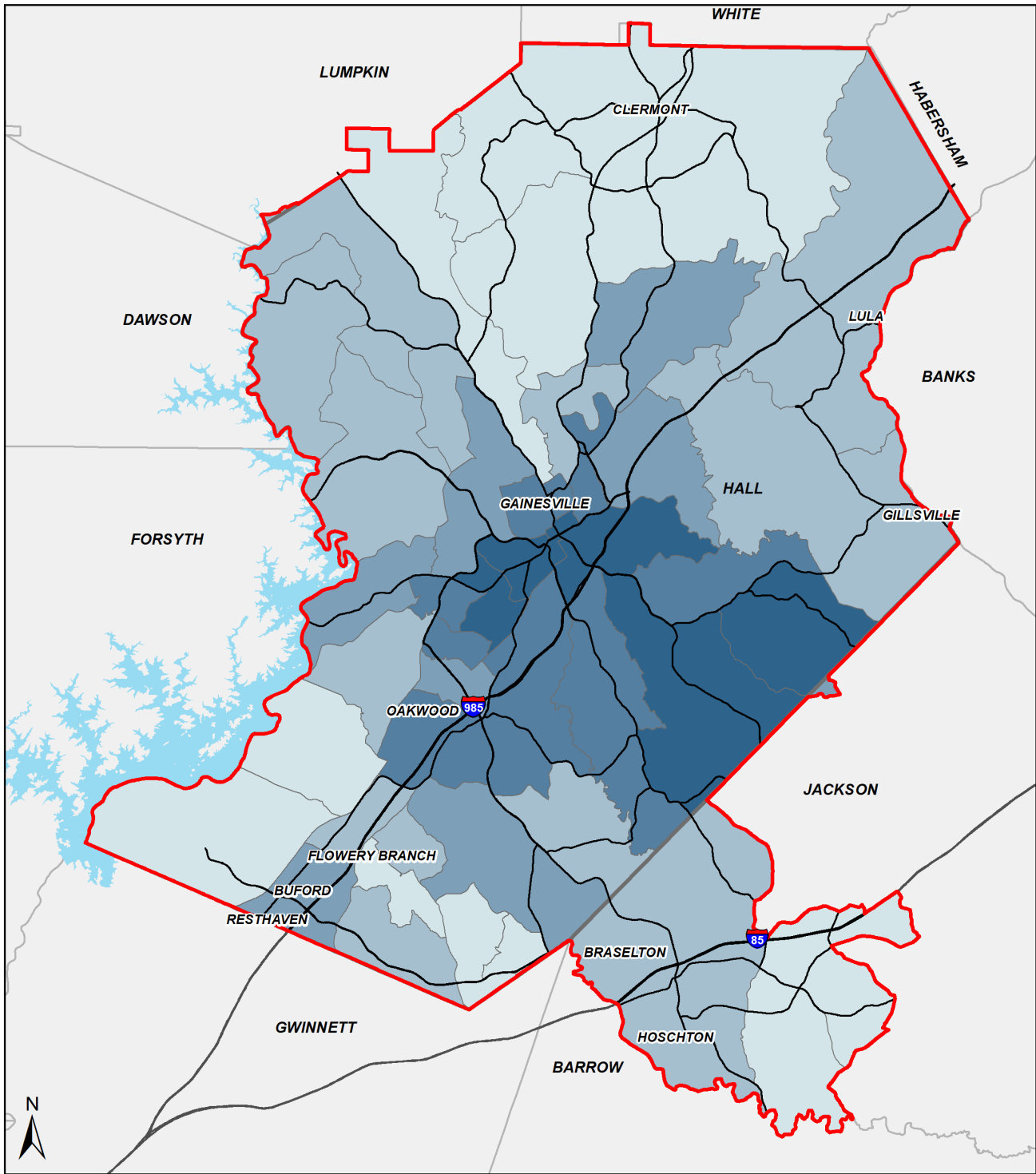
0 5 10 Miles

Legend	
Percent Poverty Households	
	1.96% - 5.00%
	5.01% - 10.00%
	10.01% - 15.00%
	15.01% - 25.00%
	25.01% - 41.30%



Source: US Census Bureau's 2017-2021 American Community Survey (ACS) 5-Year Estimates

Figure 4: Percentage of Racial and Ethnic Minority Population by Census Tract



0 5 10 Miles

Legend	
Percent Minority Population	
[Light Blue]	6.06% - 15.00%
[Medium-Light Blue]	15.01% - 30.00%
[Medium Blue]	30.01% - 40.00%
[Dark Blue]	40.01% - 70.00%
[Darkest Blue]	70.01% - 95.86%



Source: US Census Bureau's 2017-2021 American Community Survey (ACS) 5-Year Estimates

2024 GHMPO Title VI Environmental Justice Analysis

Appendix I: Title VI Equity Analysis

The Gainesville-Hall MPO has not performed a Title VI Equity Analysis.

10. Other

- Update on the Metropolitan Transportation Plan: 2025 Update
- Update on the Bicycle and Pedestrian Plan: 2025 Update
- Hoschton Transportation Plan PL Application Update
- State Route 13 / Atlanta Highway Corridor Study Update
- Hall County Safe Streets for All (SS4A) Grant Update

11. Jurisdiction and Agency Reports

- City of Flowery Branch
- City of Gainesville
- City of Oakwood
- City of Buford
- City of Hoschton
- Town of Braselton
- Federal Highway Administration
- Georgia Department of Transportation
- Georgia Mountains Regional Commission
- Northeast Georgia Regional Commission
- Hall Area Transit
- Hall County
- Jackson County

12. Public Comment

13. Upcoming Meeting Date: August 13, 2024

14. Adjourn

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