

Gainesville - Hall Metropolitan Planning Organization

GHMPO

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

CITIZENS ADVISORY COMMITTEE

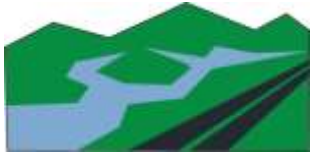
Thursday, July 30, 2015

4:00 PM

Hall County Government Center, 2nd Floor Training Room

AGENDA

1. Welcome – Mayor James Nix, Chair
2. Approval of April 30, 2015 Meeting Minutes
3. Public Comments
4. Recommend Approval of the Resolution Amending the FY 2016-2019 Transportation Improvement Program
– Sam Baker, GHMPO
5. Review Update of the Title VI Program and Environmental Justice Analysis
– Zhan Shi, GHMPO
6. Jurisdiction and Agency Reports
 - City of Flowery Branch
 - City of Gainesville
 - City of Oakwood
 - Town of Braselton
 - Georgia Department of Transportation
 - Georgia Mountains Regional Commission
 - Hall Area Transit
 - Hall County
 - Jackson County
7. Election of Chairperson and Vice Chairperson
8. Upcoming Meeting Date: October 29, 2015
9. Other
10. Adjourn



Gainesville - Hall Metropolitan Planning Organization

GHMPO

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

CITIZENS ADVISORY COMMITTEE

Hall County Government Center, 2nd Floor Conference Room
Minutes of April 30, 2015 Meeting

Voting Members Present:

Mayor James Nix, Hall County
Charles Alvarez, Hall County
Renee Gerrell, Hall County
Brent Hoffman, Hall County
Wayne Stradley, Hall County
Jamie Hitzges, Jackson County
Ron Petrie, City of Flowery Branch
Ike Swofford, City of Flowery Branch
Mary Jardine, City of Gainesville
Berlinda Lipscomb, City of Gainesville
Diane O'Kelley, City of Gainesville
Connie Propes, City of Gainesville
Emory Turner, City of Gainesville
Charles Mensinger, City of Oakwood
Tony Millwood, City of Oakwood

Voting Members Absent:

Trey Bell, Hall County
Bill Hall, Hall County
Rob Strickland, Hall County
Terry Turner, Town of Braselton

Others Present:

Richard Fangmann, Pond & Company
Eric Lusher, Pond & Company
Connie Daniels, Hall County

Sam Baker, GHMPO
David Fee, GHMPO

1. Welcome

Mayor Nix called the meeting to order and welcomed everyone.

2. Approval of January 29, 2015 Meeting Minutes

MOTION: Ms. Propes made a motion to approve the minutes of the January 29, 2015, meeting with a second from Mr. Turner, and the motion passed by a unanimous vote.

3. Public Comments

There were no public comments.

4. Recommend Approval of the Resolution Adopting the Gainesville-Hall Regional Transportation Plan: 2015 Update, Associated FY 2016–2019 Transportation Improvement Program (TIP), and Related Conformity Determination Report (CDR)

Mr. Baker suggested that the CAC recommend adoption of the Gainesville-Hall RTP: 2015 Update, associated FY 2016–2019 TIP, and related CDR to the Policy Committee.

Mr. Fangmann and Mr. Lusher presented an overview of the steps taken to develop the financially constrained project list presented in the Gainesville-Hall RTP update.

Mr. Stradley spoke regarding the Hall County Trails initiative and expressed his concerns regarding lack of lighting, security and parking. He also read a statement regarding the importance of the Lee Gilmer Memorial Airport to Hall County and asked that such statement be added to the Gainesville-Hall RTP: 2015 Update.

MOTION: Mr. Stradley made a motion to add a statement regarding the importance of the Lee Gilmer Memorial Airport to the Gainesville-Hall RTP: 2015 Update with a second from Ms. Proves, and the motion passed by a unanimous vote.

MOTION: Mr. Petrie made a motion to recommend approval of the resolution adopting the Gainesville-Hall RTP: 2015 Update, associated FY 2016–2019 TIP and related CDR with the addition of the statement regarding the Lee Gilmer Memorial Airport, with a second from Ms. Gerrell, and the motion passed by a unanimous vote.

5. Recommend Approval of the Resolution Adopting the FY 2016 Unified Planning Work Program (UPWP)

Mr. Baker explained the UPWP highlights the work the MPO has accomplished in FY 2015 and outlines the tasks the MPO plans to undertake in the upcoming fiscal year.

MOTION: Mr. Hoffman made a motion to recommend approval of the FY 2016 Unified Planning Work Program with a second from Ms. Jardine, and the motion passed by a unanimous vote.

6. Recommend Approval of an Amendment to the Title VI Program and Environmental Justice Analysis (EJ)

Mr. Fee relayed that this amendment was made to conform to Federal Transit Administration (FTA) guidelines. Changes include the bilingual language added to public notices and the complaint form written in both English and Spanish.

MOTION: Mr. Petrie made a motion to recommend approval of the amendment to the Title VI Program and EJ Analysis with a second from Mr. Alvarez, and the motion passed by a unanimous vote.

7. Recommend Approval of Complete Streets Policy for the Gainesville-Hall Metropolitan Planning Organization

Mr. Baker explained this policy gives public notice that the GHMPO values multiple modes of transportation and will consider the needs of all users including pedestrians, bicyclists, and transit users, not only drivers.

MOTION: *Mr. Petrie made a motion to recommend approval of the Complete Streets Policy for the GHMPO with a second from Ms. Lipscomb and the motion passed by a unanimous vote.*

8. Transportation Funding Act

Mr. Baker briefed the committee on HB170, which was passed by the Georgia legislators on March 31 and goes in to effect on July 1, 2015. Potentially, this will provide \$900 million in additional funds annually that will be distributed throughout the State.

9. Hall County Trails Initiative

Mr. Baker discussed the involvement of the Greater Hall Chamber of Commerce (GHCC) Vision 2030 Green Space Committee in the Hall County Trails initiative, the proposed names (“Highlands to Islands”, “Foothills Greenway” or “Foothills Trail”) and the proposed designs of the logo.

MOTION: *Ms. Lipscomb made a motion to recommend approval of the proposed name Foothills Trail and logo with a second from Mr. Millwood, and the motion passed by a unanimous vote.*

MOTION: *Ms. Gerrell made a motion to recommend that they consider ways to include local involvement in naming the spurs of the Hall County Trails with a second from Mr. Hoffman, and the motion passed by a unanimous vote.*

10. Jurisdiction and Agency Reports

A list of projects being completed by each jurisdiction and agency was provided.

11. Upcoming Meeting Date

The next CAC meeting will be July 30, 2015.

12. Other

As discussed briefly in the meeting, Mr. Hoffman asked Mr. Baker to clarify with GDOT that the bridge (Exit 12) across I-985 is included in the Spout Springs Road project.

Per earlier discussion on the Hall County Trails Initiative Mr. Stradley made a motion.

MOTION: *Mr. Stradley made a motion that trailheads parking be built at each end of Chicopee Trail and that dialogue be initiated with University of North Georgia (UNG) personnel regarding connecting the South Trail and the UNG Trail. The motion received a second from Mr. Petrie and passed by a unanimous vote.*

13. Adjourn

MOTION: *Mr. Hoffman made a motion to adjourn the meeting at 5:35 p.m. with a second from Mr. Petrie and the motion passed by a unanimous vote.*

James Nix, Chairman

Connie Daniels, Secretary



A Resolution by the Gainesville-Hall Metropolitan Planning Organization Policy Committee Adopting Amendment #1 to the 2016-2019 Transportation Improvement Program

WHEREAS, the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP) meet the requirement of Title 23 of the U.S. Code; 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 2016-2019 TIP has been amended, per Attachment 1, to modify the amount of right-of-way funds and schedule for the addition of a center turn lane on SR 347/Lanier Islands Parkway, from McEver Road to Lake Lanier Islands, as follows:

- Increase federal funds for right-of-way acquisition from \$4,014,720 to \$8,200,000.
- Increase state funds for right-of-way acquisition from \$503,680 to \$1,550,000.
- Change total right-of-way cost from \$5,018,400 to \$10,250,000.
- Move up right-of-way acquisition to FY 2016.

WHEREAS, Hall County is in the Atlanta Nonattainment Area for particulate matter (PM_{2.5}), for which the Atlanta Regional Commission (ARC) performs the technical evaluation for conformity; and

WHEREAS, ARC is also currently developing an Amendment #2 to the Atlanta TIP for adoption in August 2015; and

WHEREAS, prior to ARC releasing the Atlanta NAA technical evaluation for conformity for formal public comment in June and prior to GHMPO releasing its TIP Amendment for formal public comment, ARC and GHMPO received concurrence through the Interagency Consultation process that the ARC TIP Amendment does consist of changes that necessitate a new technical evaluation for conformity and the GHMPO TIP Amendment does not; and

WHEREAS, through this technical evaluation, ARC has demonstrated conformity with the applicable State Implementation Plan (SIP) for air quality; and

WHEREAS, the GHMPO TIP Amendment went through the required 15-day minimum public comment period from June 28, 2015 through July 12, 2015.

NOW, THEREFORE, BE IT RESOLVED that the GHMPO PC adopts the attached Amendment #1 to the TIP.



Gainesville - Hall Metropolitan Planning Organization

BE IT ALSO RESOLVED that GHMPO concurs with the technical evaluation for conformity for the Atlanta Nonattainment Areas developed by the Atlanta Regional Commission in June 2015 in support of Atlanta TIP Amendment #2.

A motion was made by PC member _____ and seconded by PC member _____ and approved this the 11th of August, 2015.

Mayor Mike Miller, Chair
Policy Committee

Subscribed and sworn to me this the 11th of August, 2015.

Notary Public

My commission expires _____

GHMPO No.	GDOT No.	Segment Location	\$ Thousands															
			FY 2016				FY 2017				FY 2018				FY 2019			
			PE	ROW	CST	UTL	PE	ROW	CST	UTL	PE	ROW	CST	UTL	PE	ROW	CST	UTL
GH-008	122150	SR 11/US 129 from SR 332 to SR 323			\$26,572	\$557												
GH-015	0000425	I-985 New Interchange North of SR 13 Crossover Near Martin Rd		\$15,921				\$27,162	\$240									
GH-016	0003626	Sardis Rd Connector from SR 60 to Sardis Rd Near Chestatee Rd													\$19,967			
GH-020	122060	SR 11/US 129 from Limestone Pkwy to South of Nopone Rd													\$14,278			
GH-021	132950	SR 13 from Sawnee Ave to SR 347			\$4,279													
GH-023	0009679	Spout Springs Rd. from I-985 to south of Thompsons Mill Rd.									\$12,734				\$18,997			
GH-029	122064	Bridge on SR 11 @ Chattahoochee River		\$750				\$11,924	\$126									
GH-030	122066	Bridge on SR 11 @ East Fork Little River		\$3,581				\$7,462	\$126									
GH-057	122012	Bridge on SR 369 @ Chattahoochee River/Lake Lanier		\$77			\$5					\$8,074						
GH-069	0013322	SR 53 Connector/SR 60 @ SR 60/SR 369	\$216					\$579				\$1,002						
GH-078	0007319	SR 347 from McEver Rd to Lake Lanier Islands		\$10,250				\$8,163	\$130									
GH-084	0001821	McEver Rd from SR 347 to Jim Crow Rd												\$3,357				
GH-085	0010212	Bridge on SR 53 Westbound @ Chattahoochee River								\$1,149					\$234			
GH-102	0013086	I-85 New Interchange @ SR 60	\$874															
GH-110	110630	I-85 from North of SR 53 to North of SR 11/US 129/Lee St								\$442								
GH-115	0008434	SR 53 from I-85 to Tapp Wood Rd												\$3,125				
TOTAL			\$1,090	\$30,579	\$30,851	\$557	\$5	\$579	\$54,711	\$622	\$1,590	\$12,734	\$9,076	\$0	\$6,481	\$53,476	\$0	\$0

FY 16-19	\$ Thousands
PE	\$9,167
ROW	\$97,367
CST	\$94,638
UTL	\$1,179
TOTAL	\$202,351

Yellow areas denote most recent changes.

ATTACHMENT 1

GHMPO 2016-2019 DRAFT TIP AMENDMENT #1

6/11/2015

GHMPO #	PI #	Year	Project Name	Improvement Type	Phase	Federal	State	Other	Total	FHWA Program Code/Local	Change Requested By	Purpose of Amendment	Network Year
GH-078	0007319	Auth. 2016	SR 347/Lanier Islands Parkway – McEver Road to Lake Lanier Islands	Add Center Turn Lane	ROW	\$4,014,720	\$503,680	\$500,000	\$5,018,400	M231	GDOT	Over 20% more in funding	N/A
						\$8,200,000	\$1,550,000	\$500,000	\$10,250,000				

Amendment date: August 11, 2015

Yellow areas denote most recent changes. Bold font for new figures.

Notes

M231 STP- Areas with Population Over 5K to 200K

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

Regional Transportation Plan: **GHMPO 2040 RTP: 2015 Update**

Transportation Improvement Program: **FY 2016-2019**

Nature of Action:

- Administrative Modification
- Amendment - Number **1**
 - Planning Action Only
 - New Emissions Analysis Required

A full list of all proposed changes is attached to this form. Administrative Modifications and Planning Action Amendments do 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 the Georgia Department of Transportation. 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.

Date of Last Conforming Emissions Analysis:

March 2015

The above dated Conformity Determination Report was found by FHWA and EPA to meet the transportation requirements of the Clean Air Act set forth in 40 Code of Federal Regulations Part 93. The Atlanta Nonattainment Area meets all motor vehicle emissions budgets and conformity tests established through the State Implementation Plan and via Interagency Consultation for both the 1997 annual PM2.5 and the 2008 eight-hour ozone standards.

Proposed Approval Dates:

Short Form CDR Released to Interagency	June 12, 2015
Interagency Concurrence	June 26, 2015
Public Comment Period Opens	June 28, 2015
Public Comment Period Closes	July 12, 2015
GHMPO Transportation Coordinating Committee	July 15, 2015
GHMPO Citizens Advisory Committee	July 30, 2015
GHMPO Policy Committee	August 11, 2015

Report Preparation:

Prepared by: **Sam Baker**
Title: **Senior Transportation Planner**
Contact Email: **sbaker@hallcounty.org**
Contact Phone: **770-297-2604**
Date: **June 10, 2015**

Title VI Program and Environmental Justice Analysis



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



Proposed Adoption: August 11, 2015

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**A Resolution by the
Gainesville-Hall Metropolitan Planning Organization Policy Committee
Updating the Title VI Program and Environmental Justice Analysis**

WHEREAS, the federal regulations, Moving Ahead for Progress in the 21st Century (MAP-21), mandate that Metropolitan Planning Organizations develop a Title VI Program and Environmental Justice Analysis; and

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, 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

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Gainesville-Hall Metropolitan Planning Organization update the Title VI Program and Environmental Justice Analysis.

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

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

This 11th day of August 2015

Chairperson, Mayor Mike Miller
MPO Policy Committee

Attest:
Connie Daniels, GHMPO Secretary

Title VI and Environmental Justice

Civil Rights Laws

Discrimination is defined as “That act (action or inaction), whether intentional or unintentional, through which a person in the United States solely because of their race, color, national origin, sex, age, disability, etc. is subjected to disparate/unequal treatment or impact, in any program or activity receiving Federal financial assistance.” (FHWA 23 U.S.C)

Title VI of the 1964 Civil Rights Act states that “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.” (42 U.S.C. 2000d). The Civil Rights Restoration Act of 1987 broadened protection to all programs and activities of federal aid recipients, sub-recipients, consultants, and contractors, whether or not a program and activities are federally assisted or not.

How Title VI Applies to the GHMPO

The GHMPO is a sub-recipient of federal funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) via the Georgia Department of Transportation (GDOT). In addition, by providing services to the community in the form of transportation planning including transit planning for Hall Area Transit (HAT), the GHMPO is obligated to follow Title VI requirements. The GHMPO is required to:

1. **Sign Title VI Assurances (USDOT Regulation 49 CFR 21, FHWA 23 CFR 200) updated every three years.** Assurances serve primarily two major purposes: 1) they remind prospective recipients of their nondiscrimination obligations, and 2) they provide a basis for the Federal government to sue to enforce compliance with these statutes. If an applicant for Federal assistance refuses to sign a required assurance, the agency may deny assistance only after providing notice of the noncompliance, an opportunity for a hearing, and other statutory procedures.
2. **Create a Title VI Plan or sign GDOT’s nondiscrimination agreement.** FHWA deems it a best practice for local governments serving 100,000 or more persons to develop a Title VI Plan and update it annually.

FHWA “Title VI Non-discrimination in the Federal Highway Highway-Aid Program” Data Collection: Sub-recipients are required to keep accurate and complete records necessary to ascertain whether they are complying with Title VI. The reports should be submitted in a timely manner. In addition, sub-recipients should have available racial and ethnic data showing the extent to which members of minority groups are beneficiaries of programs receiving Federal financial assistance (49 CFR § 21.9(b)).

Title VI Notice and Posting Locations

The Title VI Public Notice is included as Appendix A to this document. At a minimum, the notice will be posted in public areas of the GHMPO including the lobby of the Hall County Government Center and on the GHMPO website at www.ghmpo.org.

Instructions to Submit a Title VI Complaint

The “Complaint Resolution Procedure to Ensure Non-Discrimination in Federally Assisted Programs or Activities Participated in by the Gainesville-Hall Area Metropolitan Planning Organization” containing the purpose, scope, responsibilities and complaint form is included as Appendix B to this document. At a minimum, the complaint form will be posted in public areas of the GHMPO including the lobby of the Hall County Government Center and on the GHMPO website at www.ghmpo.org.

Title VI Investigations, Complaints, and Lawsuits

There have been no investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transportation planning programs or in transit-related activities since the creation of the GHMPO in 2004.

Designated Title VI Liaisons

GHMPO Title VI Liaisons deal with issues and complaints as part of Title VI implementation and monitoring of activities receiving federal financial assistance.

Key duties of the Title VI Liaisons 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. GHMPO staff attended Title VI/Americans with Disabilities Act (ADA) training sessions sponsored by GDOT in 2009, 2010, 2013 and 2015.
- 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.

Title VI Liaison

Shamsul Baker
GHMPO
770-297-2604
2875 Browns Bridge Road
Gainesville, GA 30504

Alternate Title VI Contact

David Fee
GHMPO
770-297-5541
2875 Browns Bridge Road
Gainesville, GA 30504

Environmental Justice

On February 11, 1994, President Bill Clinton signed executive Order 12898 (Federal Action to Address Environmental Justice in Minority Populations and Low Income Populations). The aim of the executive order was to avoid, minimize, or mitigate uneven negative environmental, social and economic effects on minority and low income populations. The executive order focused attention on Title VI by providing that “each 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 and low-income populations.” In support of Executive Order 12898, the U.S. Department of Transportation issued Order on Environmental Justice U.S. DOT Order 5610.2, which clarifies and reinforces Title VI responsibilities, as well as addresses the effects on low-income populations.

In general, this means that for any program or activity for which any federal funds will be used, the agency receiving the federal funds:

- Must make meaningful effort to involve low income and minority populations in the processes established to make the decision about the use of the federal funds, and
- Must evaluate the nature, extent, and incidence of probable favorable and adverse human health or environmental impacts of the program or activity upon minority or low-income populations.

Participation Plan

The GHMPO’s latest Participation Plan is a separate document and was approved by the Policy Committee on November 12, 2014. The Plan outlines how the GHMPO will actively engage the public in order to create transportation plans that will serve the area’s transportation needs. The document includes statutory requirements for non-discrimination for those covered under the Civil Rights Act of 1964, those with disabilities, and low-income populations. The Limited English Proficiency (LEP) Plan was approved in 2010 and is updated and included in Appendix C of this document.

Committee Participation

The GHMPO bylaws determine membership makeup of the three GHMPO committees. The GHMPO Technical Coordinating Committee (TCC) sixteen voting members represent staff members of: GHMPO, Hall County, Jackson County, City of Gainesville, City of Oakwood, City of Flowery Branch, Town of Braselton, GDOT, Hall Area Transit (HAT), and Georgia Mountains Regional Commission (GMRC). The twenty non-voting members represent staff from: the towns of Clermont and Gillsville, the cities of Lula, Buford and Hoschton, FHWA, FTA, GDOT, Citizens Advisory Committee (CAC), Northeast Georgia Medical Center (NEGMC), Greater Hall Chamber of Commerce (GHCC), area law enforcement departments, and area school districts. The nineteen GHMPO CAC members are appointed by the elected officials of the member jurisdictions within the GHMPO. Member representation is as follows: eight from Hall County, five from the City of Gainesville, two from the City of Oakwood, two from the City of Flowery Branch, one from Jackson County, and one from the Town of Braselton. The CAC functions as a public information and involvement committee. The CAC is entrusted with informing the GHMPO Policy Committee (PC) of the community’s perspective while providing information to the community about transportation policies and issues. All the GHMPO plans and programs go through these two committees for review and comments before they can be adopted by the Policy Committee. The six voting GHMPO Policy Committee members represent: Hall County, Jackson County, the City of Gainesville, the City of Oakwood, the City of Flowery Branch, and GDOT. The fourteen non-voting members represent: the Town of Braselton, the cities of Buford, Clermont, Gillsville, Lula and Hoschton, GHMPO, CAC, TCC, FHWA, FTA, GDOT Intermodal, GDOT District One, and HAT.

Committee Makeup

The following table shows the racial/gender makeup of the GHMPO standing committees as of the date of 8/11/15:

Committee	Total	Female	% Female	Minority	% Minority
PC	21	4	19%	4	19%
TCC	36	9	25%	5	14%
CAC	19	5	29%	3	16%

As the committees expand and/or membership changes occur, the makeup will be subject to change.

Outreach Methods

GHMPO involves the community through public meetings and three standing committees in each step of the Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP) -- our most recent is the Gainesville-Hall Regional Transportation Plan: 2015 Update (RTP Update), Unified Planning Work Program (UPWP), EJ and Participation Plan development processes. GHMPO staff presents information to the public and committees at their respective

meetings, invites comments, and answers questions. Comments from both the committees and public are investigated in the plan development process and incorporated into the plans.

The public participation residents within the GHMPO planning area includes a combination of the following methods: public meetings, sending draft plans to the reviewing agencies, publishing public notices and media coverage in the newspaper, *Gainesville Times*, local governments through their participation in the committees, advertising the meeting notices on GHMPO's website (<http://www.ghmpo.org/default.asp>), and mass mailings based on a database of interested parties.

Information Presentation Methods

Besides giving formal presentations with visualization tools, GHMPO prepares information boards with maps and pertinent information, answers questions, and conducts one-on-one conversations with participants at public meetings. GHMPO distributes comment sheets and/or surveys that participants can either write down their responses at the meeting or return them at a later time.

Demographic Profile of GHMPO Area

Demographic Terms

Low-Income means a person whose median household income is at or below the Department of Health and Human Services' poverty guidelines.

Minority means a person who is (1) Black (a person having origins in any of the black racial groups of Africa); (2) Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race); (3) Asian American (a person having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); (4) American Indian and Alaskan Native (a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition); and (5) Native Hawaii or Other Pacific Islanders (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands). Additionally, any person who responded to the US Census as being either solely or a mix of one of these minority groups qualifies as being in the minority population.

Elderly population means individuals age 65 and over.

Disabled Population means individuals with mobility limitation, self-care limitation, or people with both mobility limitation and self-care limitation.

Title VI and EJ Populations

The following maps show relevant demographic characteristics of population in the planning area, including poverty status, racial and ethnic background, vehicle ownership, age, and

physical condition. It should be noted that unincorporated and incorporated areas of Hall and Jackson Counties do not necessarily follow census tract boundaries.

Figure 1 shows that the densest concentration of households below the poverty level is in central Gainesville stretching outward to the north and south of Hall County. Somewhat less dense poverty level populations can be found in eastern Gainesville into East Hall.

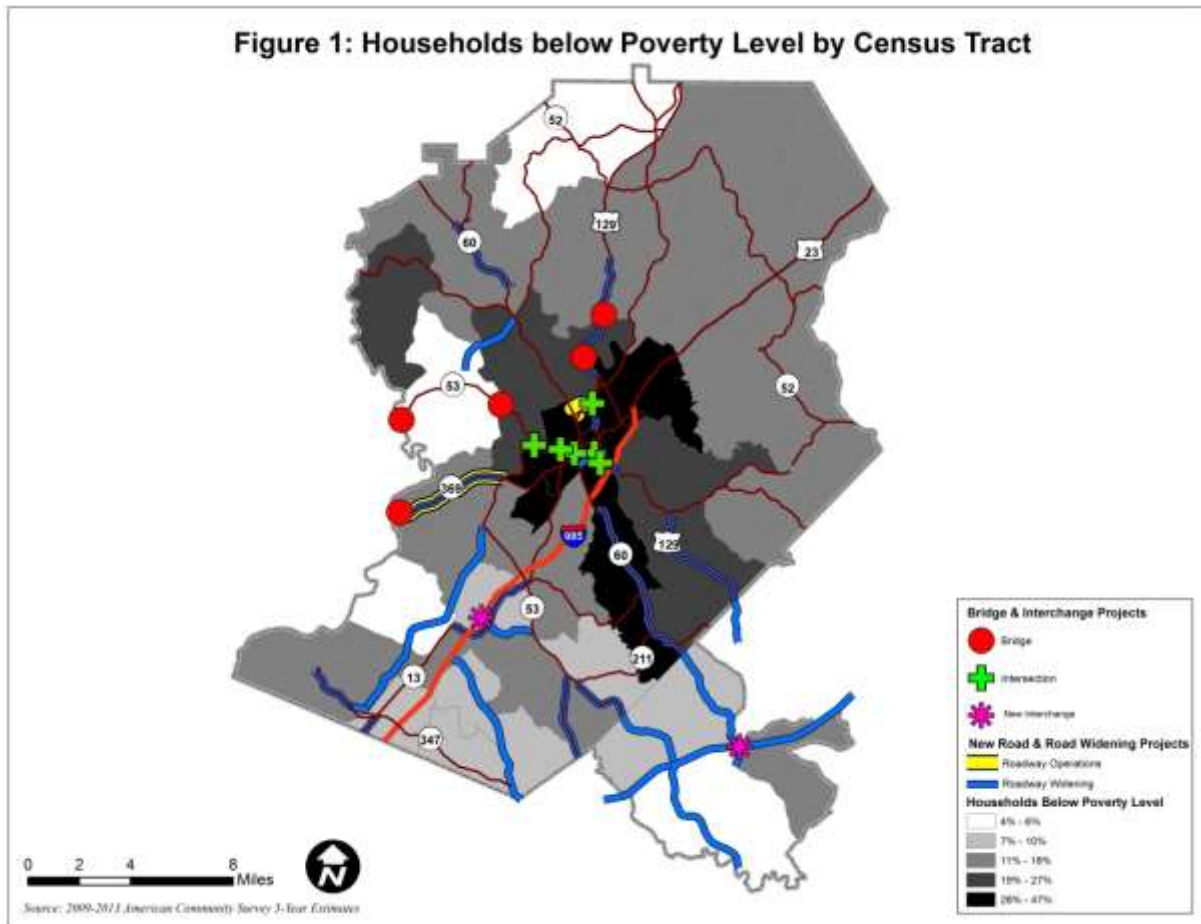


Figure 2 reveals a pattern similar to Figure 1 where households without vehicles map has a correlation to households below poverty level.

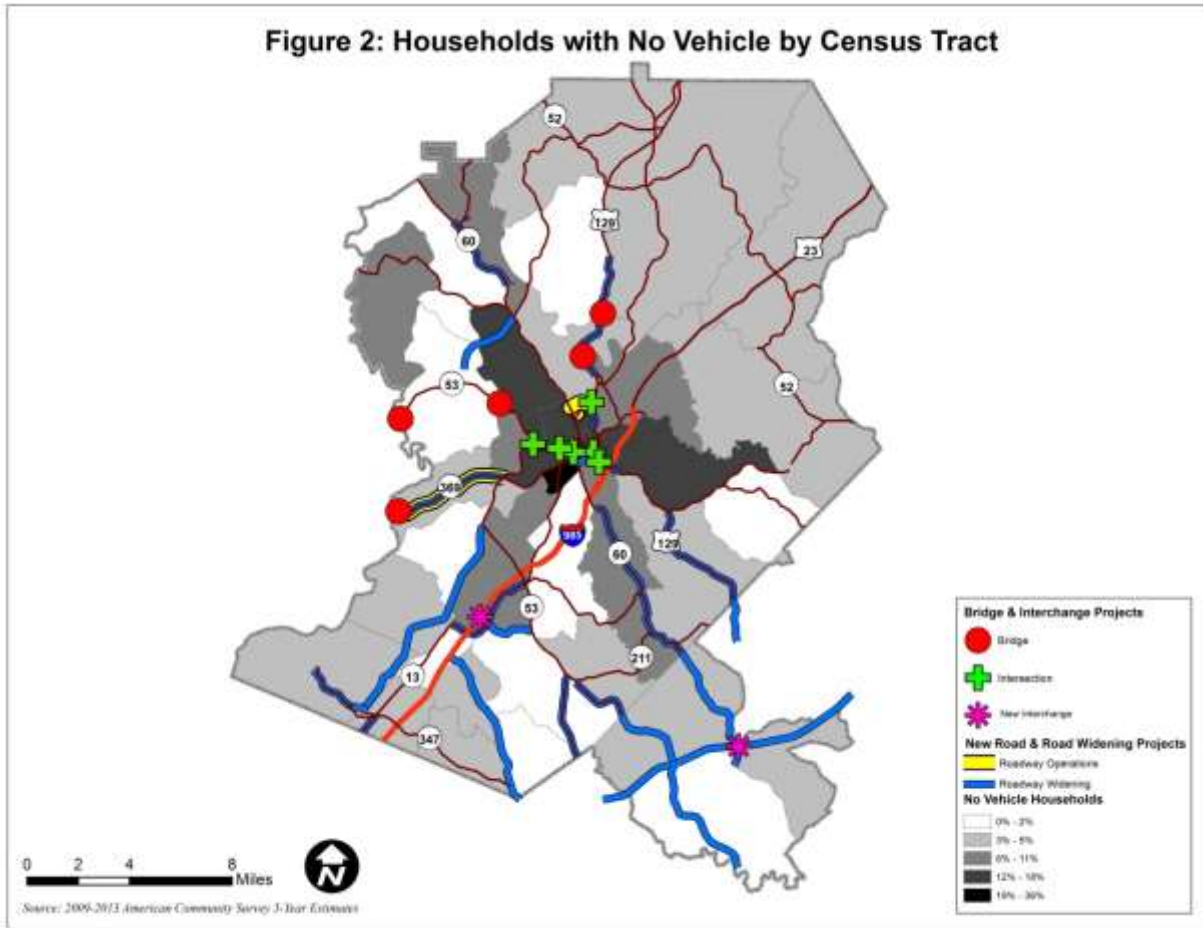
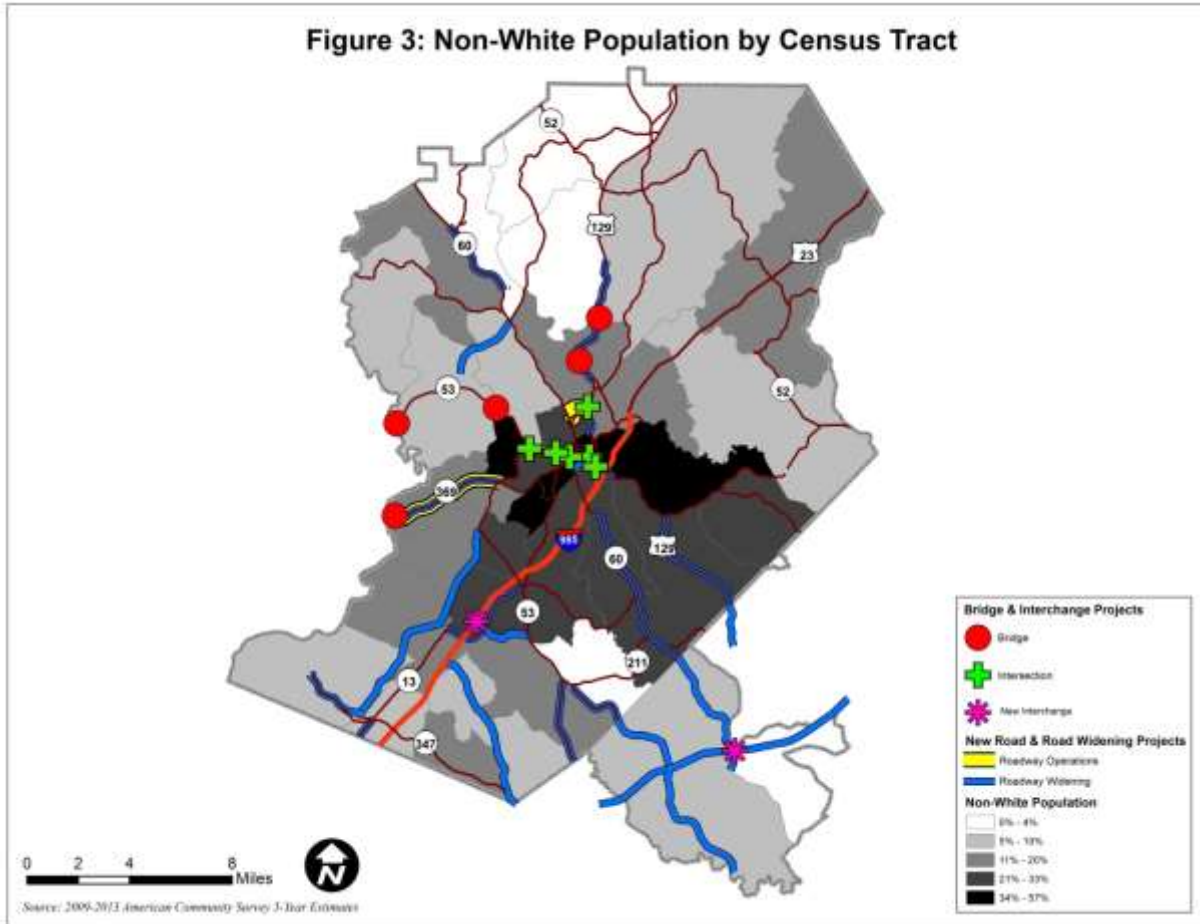


Figure 3 shows that the non-White population is concentrated in Gainesville, with fewer racial and ethnic minorities living in North Hall, South Hall near Flowery Branch, and a portion of western Jackson County.



Title VI also requests information on the national origin of residents served by a governmental entity. Due to the diversity of the GHMPO planning area, only those residents born outside the United States are enumerated and mapped. Approximately 18% of residents in the GHMPO area are foreign born. Table 1 indicates the majority of residents born abroad are from Latin America. Figure 4 shows the most populated areas for Hispanic or Latino People are central Gainesville and Southeast Hall. Somewhat less dense areas for Hispanic or Latino population extend to eastern and southern Hall.

Table 1: World Region of Birth of Foreign Born

Birth Region	Hall County	Jackson County	GHMPO Area
Europe	4%	5%	6%
Asia	9%	24%	13%
Africa	1%	0%	2%
Oceania	0%	0%	0%
Latin America	85%	69%	77%
Northern America	1%	2%	2%

Source: U.S. Census Bureau, 2009-2013 American Community Survey.

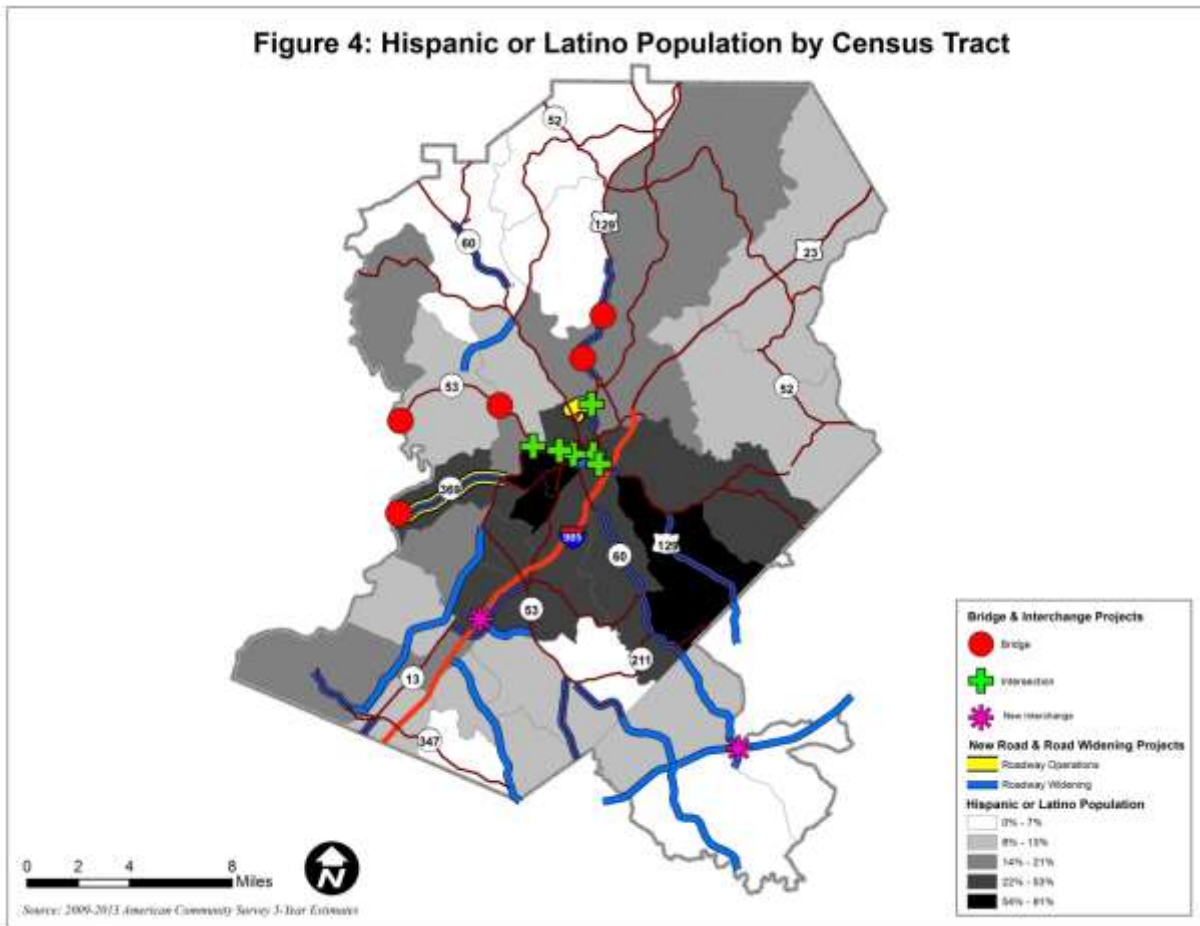


Figure 5 and Figure 6 show the elderly and disabled population in the GHMPO area. According to 2009-2013 American Community Survey 5-year Estimates, 12% of the population is elderly people, and 11% of the population is disabled. The most populated area for elderly and disabled people is North Hall.

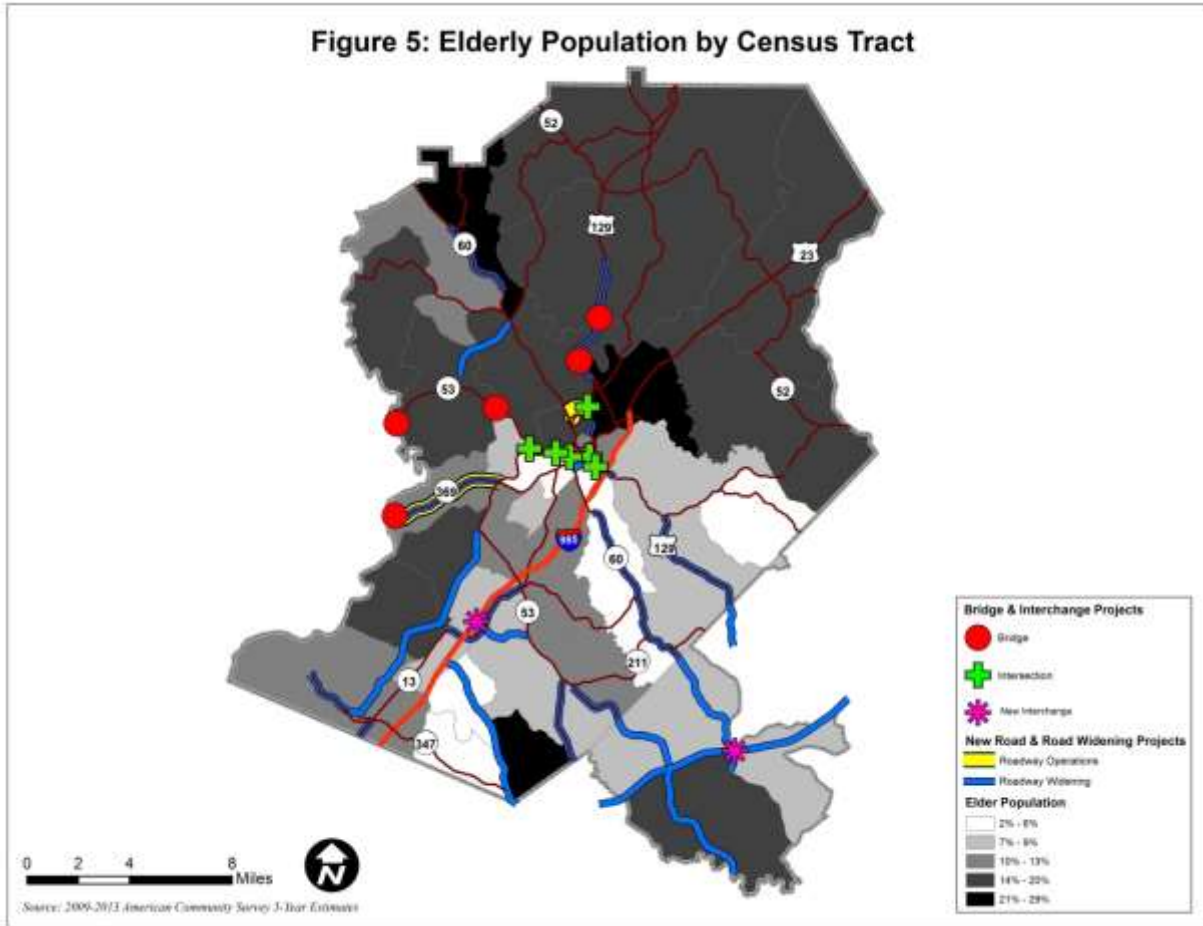
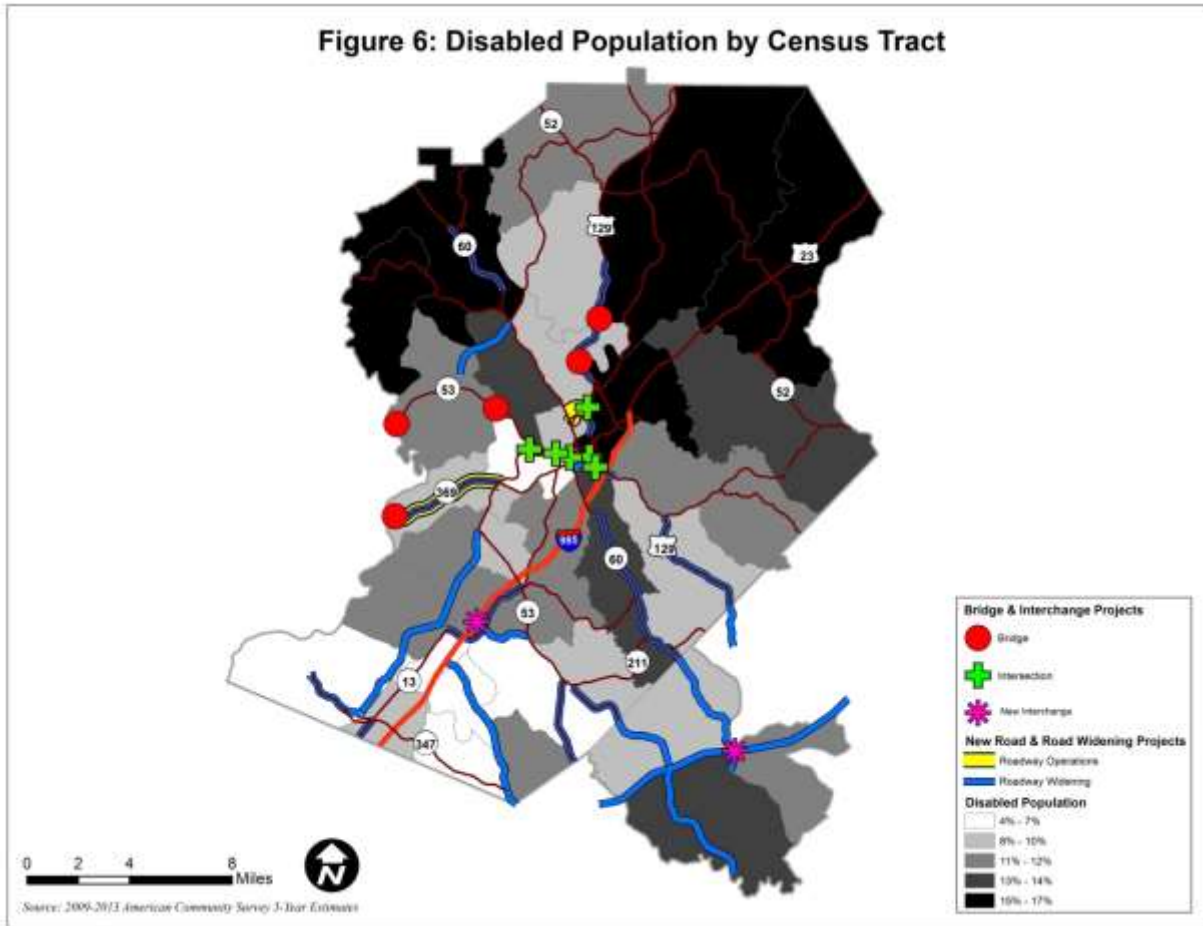


Figure 6: Disabled Population by Census Tract



Title VI and EJ Target Population in GHMPO Planning Area

The target populations in the GHMPO transportation planning area primarily include minorities (Blacks, Hispanic populations, Asian Americans, American Indians and Alaskan Natives, Native Hawaiian or Other Pacific Islanders, people with two or more races) and low-income population (persons below poverty). In addition, elderly and disabled populations are also displayed for consideration. This information is used for the equitable participation process and for planning other related transportation improvements. The thresholds used for defining target populations are the percent of a population of a census tract that exceeds countywide averages for given category.

Table 2 summarizes thresholds for determining Title VI target populations and environmental justice populations in the GHMPO planning area. When these parameters are applied to each tract, 23 of 40 census tracts or 70% of the target population meets one or more thresholds. Of course, within each tract, the distribution of target populations will vary.

Table 2: Summary of Demographic Profile

U.S. Census Categories (2009-2013)	Hall County	Jackson County	GHMPO Area
White	82%	89%	83%
Hispanic or Latino (of any race)	27%	6%	22%
Black or African American	8%	7%	8%
Asian	2%	2%	2%
American Indian and Alaska Native	0%	0%	0%
Native Hawaiian and Other Pacific Islander	0%	0%	0%
Some Other Race*	7%	1%	6%
Two or More Races	2%	1%	1%
Families below Poverty Level** (2009-2013)	19%	16%	17%
Households with No Vehicle	6%	4%	5%
Elderly	12%	12%	12%
Disabled	10%	13%	11%

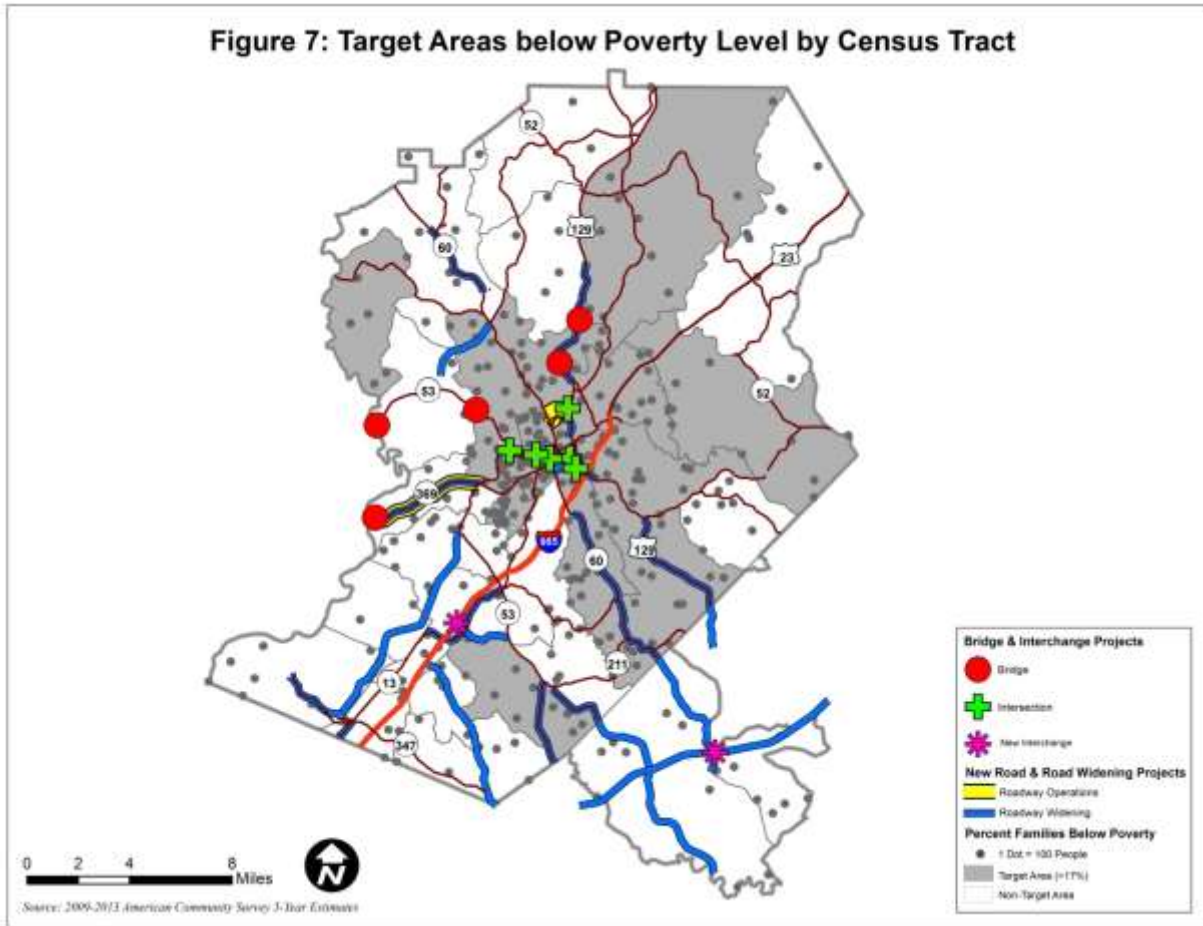
Source: U.S. Census Bureau, 2009-2013 American Community Survey.

* “Some Other Race” includes all other responses not included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories described above. Respondents reporting entries such as multiracial, mixed, interracial, or a Hispanic or Latino group (for example, Mexican, Puerto Rican, Cuban, or Spanish) in response to the race question are included in this category.

U.S. CENSUS BUREAU Overview of Race and Hispanic Origin: 2010

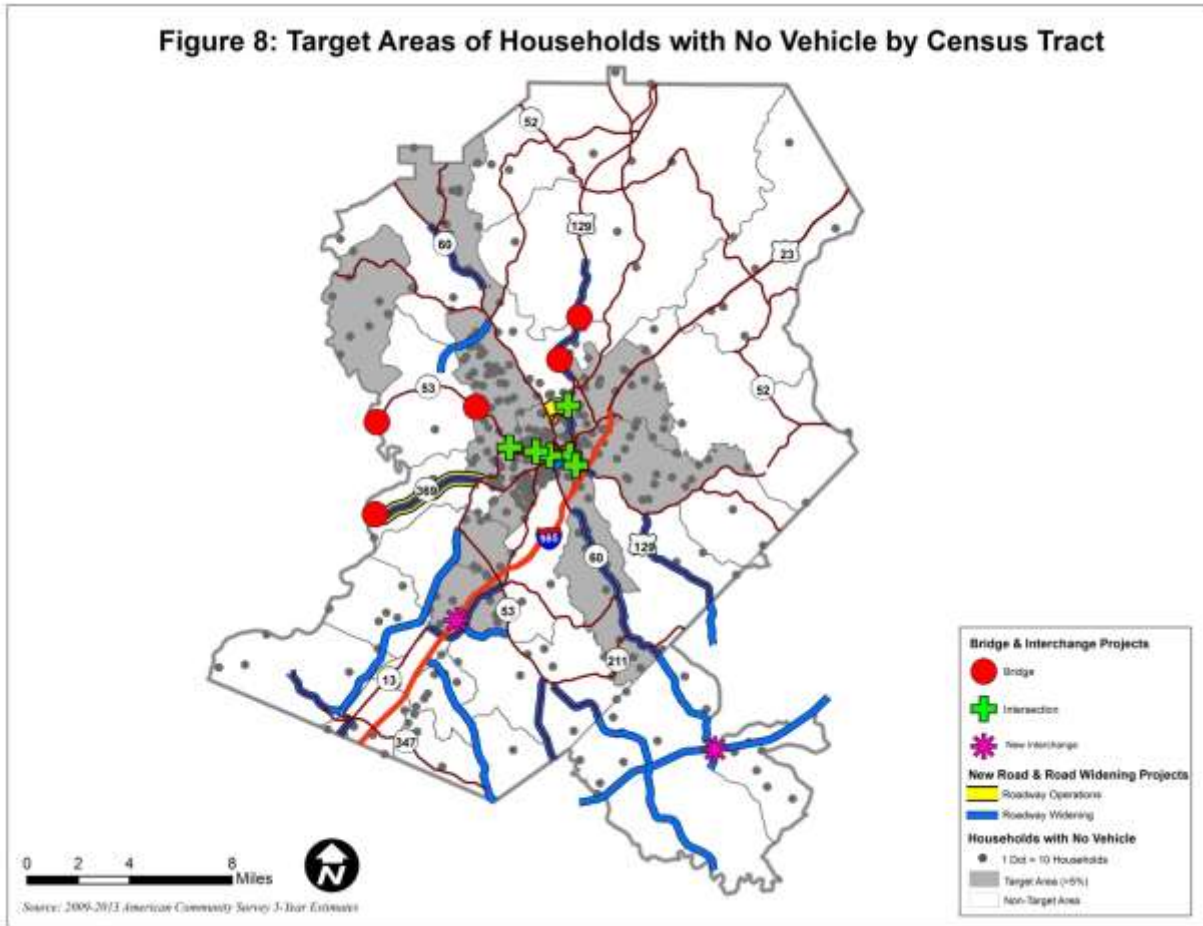
**Percentage of families and whose income in the past 12 months is below the poverty level.

Figure 7: Target Areas below Poverty Level by Census Tract



Figures 7 and 8 show tracts that have above average concentrations of people living below the poverty line and those without vehicles in the household. Spatial distribution of the populations is also displayed in the figures. Most of the target populations are clustered in the center of Hall County.

Figure 8: Target Areas of Households with No Vehicle by Census Tract



The target area threshold for racial or ethnic minorities is 17% because 17% of the population in GHMPO area, on average, is of a racial or ethnic minority. In the target areas, the minority population is higher than this average. Figure 9 shows that southeast of Hall County is the minority population target area.

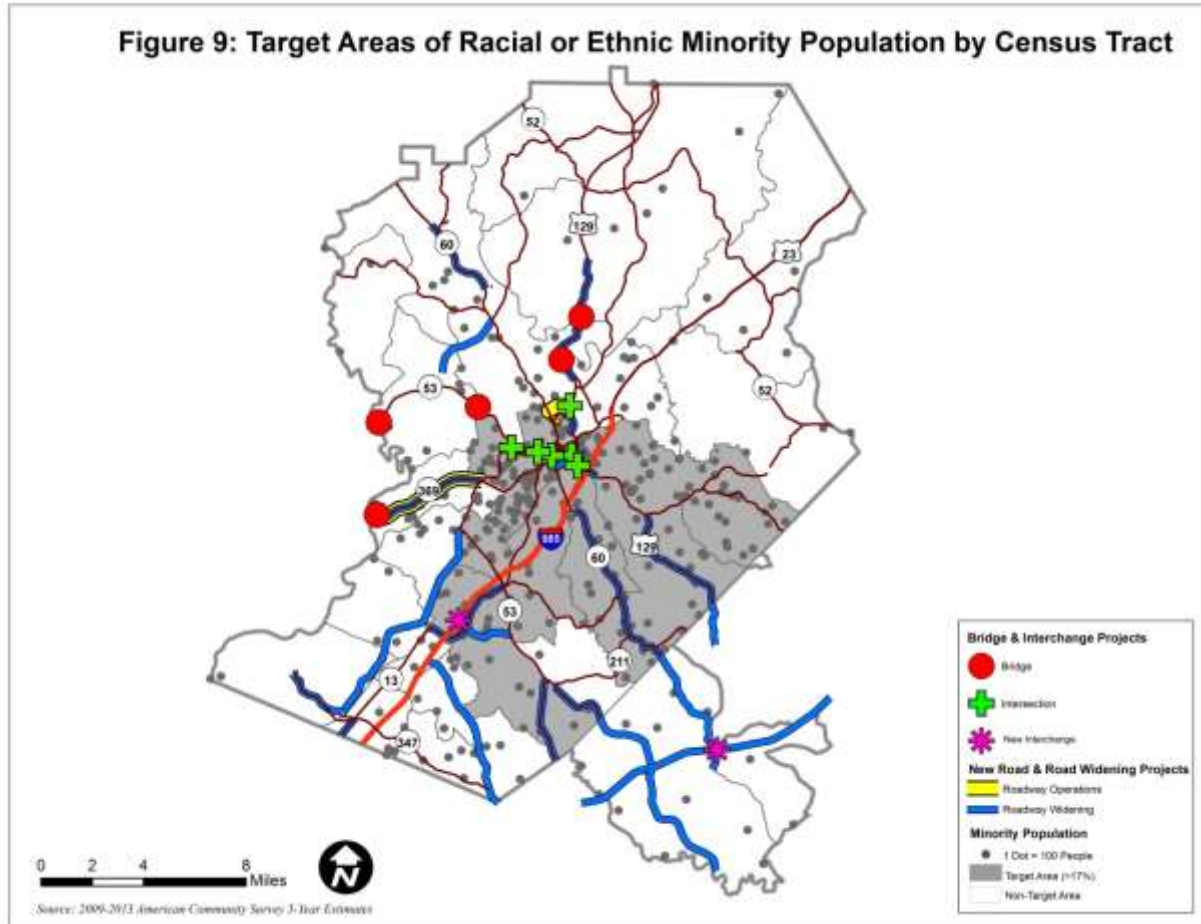
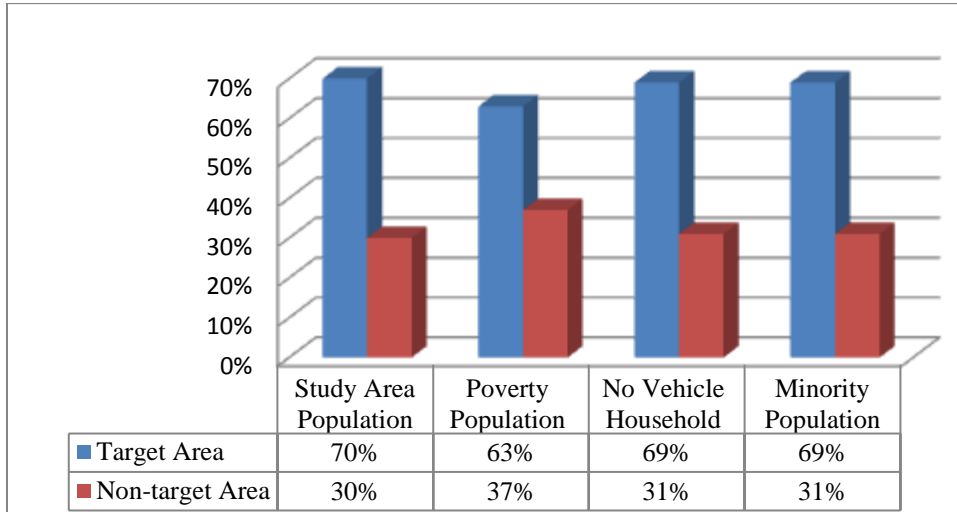


Table 3 reveals that the majority of the planning area has been identified as a target area (not including the target areas of elderly and disabled population), with 70% of the total population in a target area. Such a large proportion of the planning area being target areas indicates its diversity. 63% of the poverty population, 69% of the no-vehicle households, and 69% of the minority population reside in the target areas shown in Figures 7-9 respectively.

Table 3: Percent of Population in Target Areas



Source: U.S. Census Bureau, 2009-2013 American Community Survey.

Figures 10 and 11 show tracts that have above average concentrations of elderly and disabled populations. Spatial distribution of the populations illustrates that the common target area for both populations is North Hall. According to Table 4, the two target areas incorporate 68% of the total population. 57% of elderly population resides in the target areas in Figure 10, and 52% of disabled population resides in the target areas in Figure 11.

Figure 10: Target Areas of Elderly Population by Census Tract

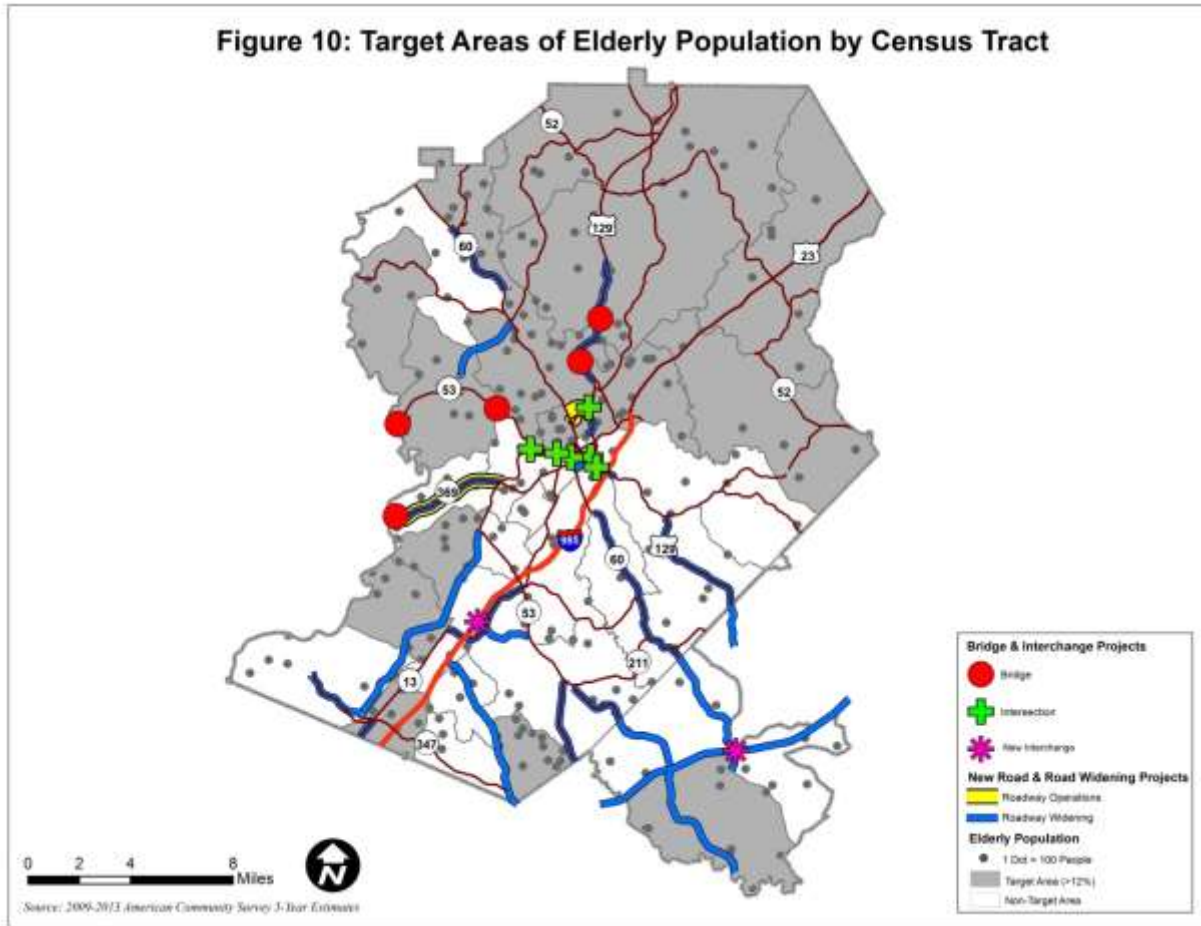
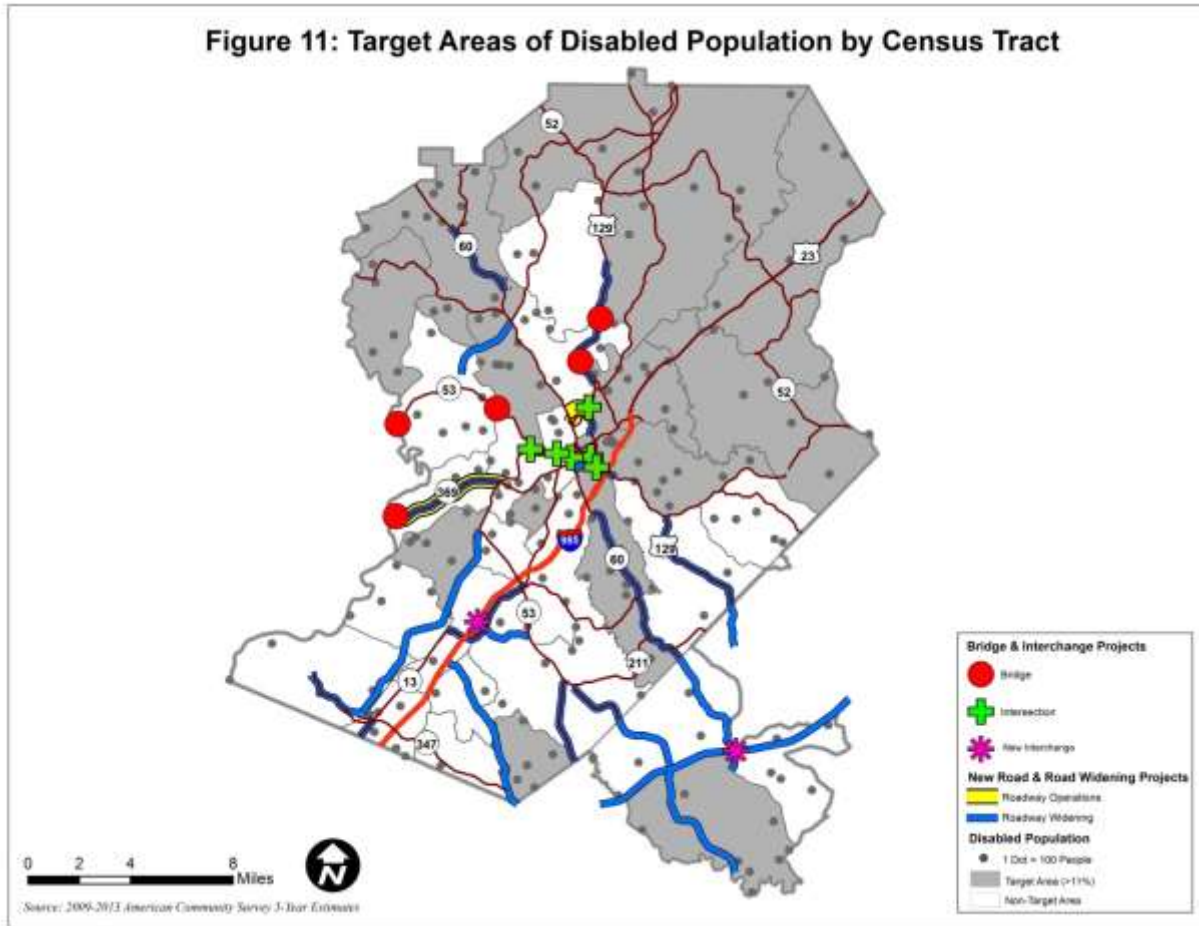


Table 4: Percent of Population in Target Areas of Elderly and Disabled Populations

	Study Area Population	Elderly Population	Disabled Population
Target Area	68%	57%	52%
Non-target Area	32%	43%	48%

Source: U.S. Census Bureau, 2009-2013 American Community Survey.

Figure 11: Target Areas of Disabled Population by Census Tract



Title VI and Environmental Justice Analysis

The GHMPO Title VI Program and EJ Analysis are based partially upon the GDOT draft EJ planning guidelines issued in 2005. The document has been updated per FTA Circular 4703.1, Environmental Justice Policy Guidance for Federal Transit Administration Recipients and FTA Circular 4702.1B, Title VI Guidelines for FTA Recipients. The process includes the following:

- Identify the potential burdens and benefits.
- Identify the target populations within the planning area.
- Correlate the identified burdens and benefits to the target populations.
- Note possible mitigation strategies for identified disproportionate burdens.
- Determine which participation methodologies to use.
- Make environmental justice recommendations.
- Evaluate the implementation of the EJ process.

Objective

GHMPO determined to assess the impacts of the transportation planning process for the RTP and TIP on minority and low-income populations.

GHMPO incorporated five principles to ensure that environmental justice considerations are properly integrated into the transportation planning process. They are:

- Ensuring adequate participation of the target populations (low-income and racial/ethnic minorities) in regional transportation decision-making.
- Assessing whether there are disproportionately high adverse impacts on the target populations.
- Assuring that the target populations receive a proportionate share of benefits of federal transportation investments.
- Identifying potential burdens and benefits.
- Establishing objectives and goals.

The first step in identifying and addressing potential burdens and benefits on target populations occurs during the establishment of goals and objectives in the planning process. The GHMPO developed its EJ objectives and goals corresponding to the FHWA guidelines (Publication NHI-02-034), thus the overall goals that address EJ in the planning process include the following:

- Enhance accessibility and mobility
- Promote system preservation
- Enhance quality of life and health
- Improve safety
- Promote economic development, and
- Improve operational efficiency
- Identification of performance measures

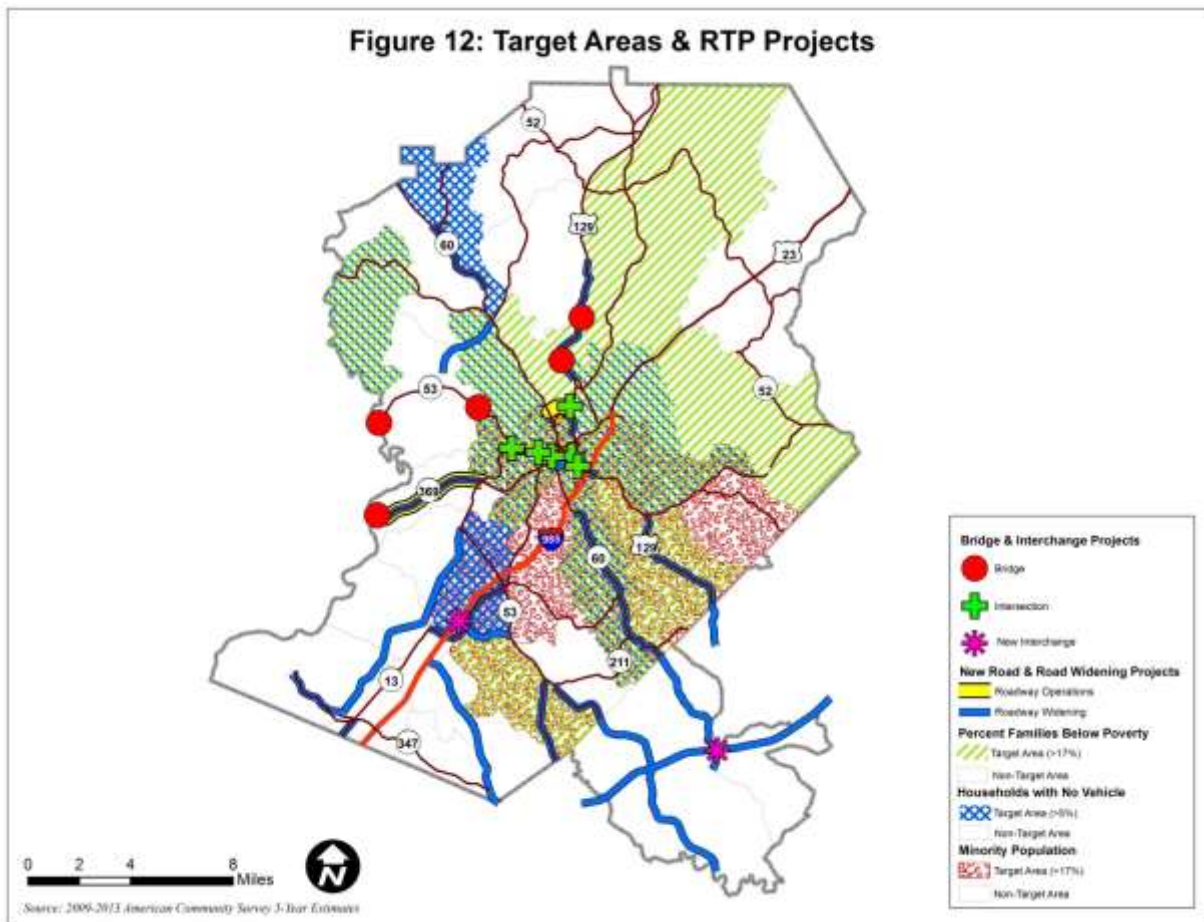
The next step involves establishing meaningful performance measures to determine burdens and benefits. These measures are developed to test against the planning goals defined above.

The GDOT, “EJ Guidelines” define some performance measures such as average number of jobs within 20 minutes by driving, average number of jobs within 40 minutes by bus, transit ridership per capita, frequency of transit service, number of high-accident locations, accidents per year, average travel time for home-based work trip, average travel time for home-based other trips, percent of population close to a hospital, percent of population close to a college and percent of population close to a major retail destination.

Even though these measures are comprehensive, it is hard to determine how some of them can be correlated solely to the EJ target populations. GHMPO decided to perform the EJ analysis by ensuring fair public participation and by comparing the total proposed improvements within and

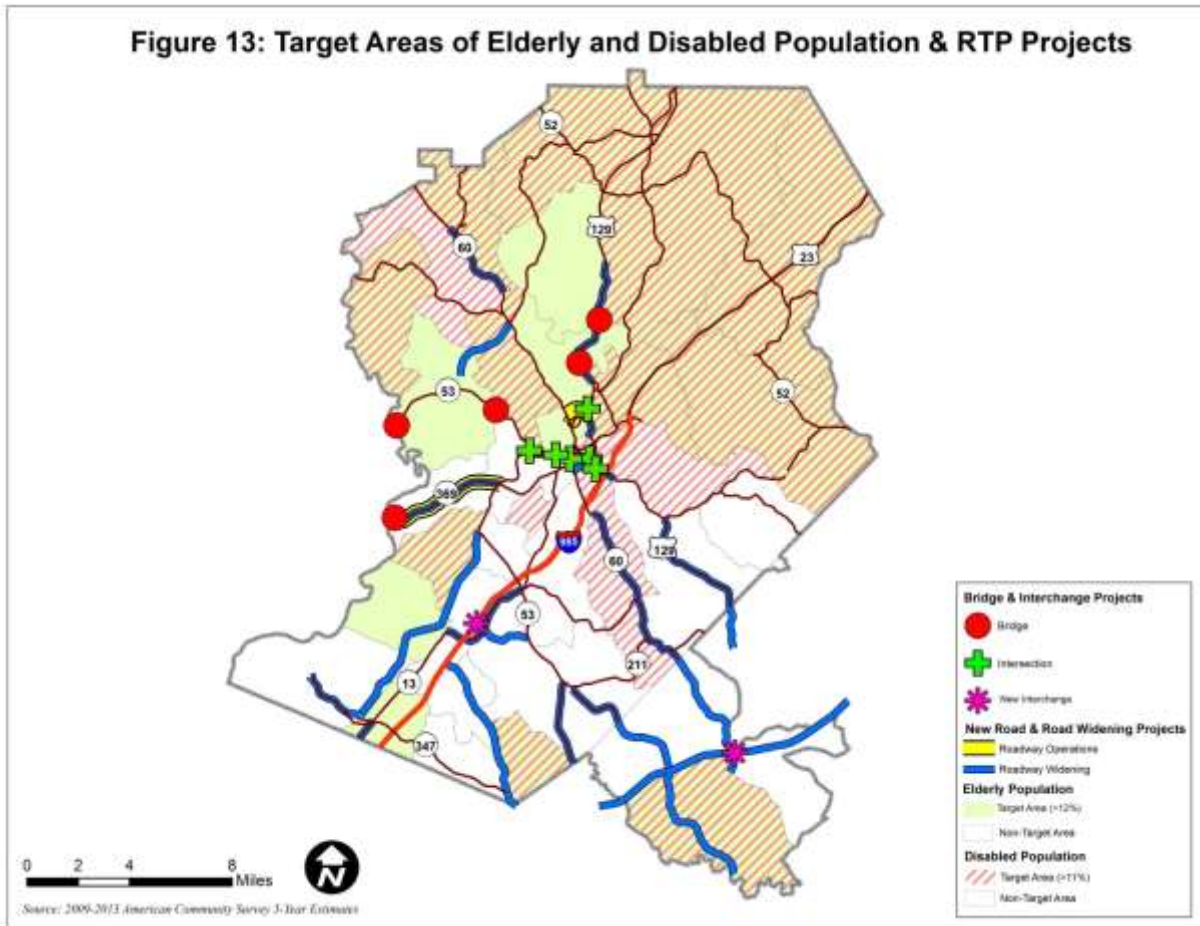
outside of the EJ target areas. Specifically, the performance measures include the following transportation modes:

- Highway
- Highway investments
- Displacement from highway projects
- Public transit
- Fixed route bus service
- On-demand public transportation service



The overlay of the three demographic target areas (population of poverty, no-vehicle, and minority) has been displayed in Figure 12 for Title VI and Environmental Justice Evaluation. Figure 12 shows the location of the Gainesville-Hall 2040 Regional Transportation Plan (RTP): 2015 Update's transportation projects in relation to target areas for Title VI and Environmental Justice. According to Table 6, 74% of the projects from RTP fall within or intersect environmental justice tracts and serve 70% of the total population in the GHMPO area.

Figure 13 shows the overlapping target areas of elderly and disabled population and the RTP projects in relation to the target areas. According to Table 6, 67% of the RTP projects fall within or intersect the target tracts and serve 68% of the total population in the GHMPO area.



Identification of Benefits and Burdens in the Planning Area

With the performance measures established, the potential benefits and burdens can be identified and measured. Table 5 provides the possible benefits and burdens associated with various types of transportation projects and possible mitigation measures.

Table 5: Potential Benefits and Burdens

Proposed Project Type	Possible Benefits	Possible Burdens	Possible Mitigation Strategies
Highway System			
New Road	<p>Enhance accessibility and mobility.</p> <p>Promote economic development.</p> <p>Improve safety.</p> <p>Improve operational efficiency.</p>	<p>Benefits limited to populations with motor vehicles.</p> <p>Increase in noise and air pollution.</p> <p>Might impact existing neighborhoods.</p>	<p>Signal synchronization, pedestrian crosswalks, bike lanes, bus route addition, etc.</p> <p>Select ROW for minimum impacts.</p> <p>Try to incorporate context-sensitive design to maintain the neighborhoods.</p>
Resurface/Upgrade of Existing Roadways	<p>Promote system preservation</p> <p>Improve safety.</p> <p>Improve operational efficiency.</p>	<p>Expansion of shoulder width impinges on residential property.</p> <p>Diverted traffic during project construction causes heavy traffic and dangerous conditions on city streets.</p> <p>Noise and air pollution during construction.</p>	<p>Build curbing and sidewalks rather than shoulders.</p> <p>Close large section of roadways on weekends to increase resurfacing productivity.</p> <p>Reroute traffic to major streets if possible.</p>
Pedestrian			

<p>Addition of Pedestrian Amenities and/or Safety Provisions</p> <p>Addition of Bike Routes on Existing Roads</p>	<p>Improve quality of life, health and environment by encouraging people to use the bike/pedestrian facilities.</p> <p>Improve safety to pedestrians and bike riders.</p> <p>Provide an alternative to motor vehicles.</p>	<p>“Bump-outs” and traffic calming measures make commercial deliveries difficult.</p> <p>Bike routes takes space for passing turning cars at intersections and reduce on-street parking.</p>	<p>Need to come up with some original improvement plans to accommodate both motor vehicle traffic and bike/pedestrian usage.</p>
<p>Other Transportation Projects</p>			
<p>Multi-Modal Connection</p> <p>ITS Improvements</p> <p>CMS Strategies</p>	<p>Enhance mobility and accessibility.</p> <p>Improve safety.</p> <p>Enhance system preservation and operational efficiency.</p>	<p>Some ITS projects might be expensive to implement</p>	<p>Multi-modal incorporates transit stations and other modes.</p> <p>Have a comprehensive design before any ITS projects are implemented.</p>

The ultimate result of the MPO planning process is the long-range transportation plan, 2040 Gainesville-Hall Regional Transportation Plan: 2015 Update (RTP Update). The TIP is the subset or short-range of the RTP Update that has specific funding identified and is scheduled over the next four years. In the GHMPO EJ analysis, funding or investments have been applied to the set of projects in the RTP and TIP and comparing the relative treatment of and the impacts on the target populations versus non-target populations in the planning area. This should provide some information on whether or not the transportation investments being made in the region are having disproportionately high adverse impacts on the target populations and if the benefits from these investments are equally distributed.

For the measures to be meaningful and capable of being applied, GHMPO determined to use the following indexes. Of the 38 projects listed in the RTP Update, 29 lie in target areas while 10 are in non-target areas. Fixed route transit reached 16 out of 36 total County census tracts but some routes only border a census tract boundary and do not provide service to entire census tracts.

- Number of roadway project in target and non-target areas.
- Public transportation in target and non-target areas.

Target Population Mobility Needs

Mobility needs of target populations are identified through both public outreach and technical analysis in the transportation planning process. Public outreach functions have been held and will be in locations accessible to target populations. Venues include: The Georgia Mountains Center, Gainesville Civic Center, Hall County libraries, Fair Street Neighborhood Center, and the Hall County Government Center.

Locations in Gainesville and part of the City of Oakwood are accessible via the fixed route of the Gainesville Connection of the Hall Area Transit (HAT). Figure 14 highlights the seven fixed routes of HAT in relation to target area populations. Routes do not extend far beyond the City of Gainesville and have a single route to the University of North Georgia campus. Table 6 indicates 61% of the target areas have some access to fixed route transit. The other locations within Hall County are served via HAT's Dial-A-Ride on-demand transit service. HAT complies with the Americans with Disabilities Act (ADA) with its Mobility Plus buses with a $\frac{3}{4}$ of a mile route deviation for eligible paratransit passengers to Gainesville Connection routes or direct service to several human service destinations.

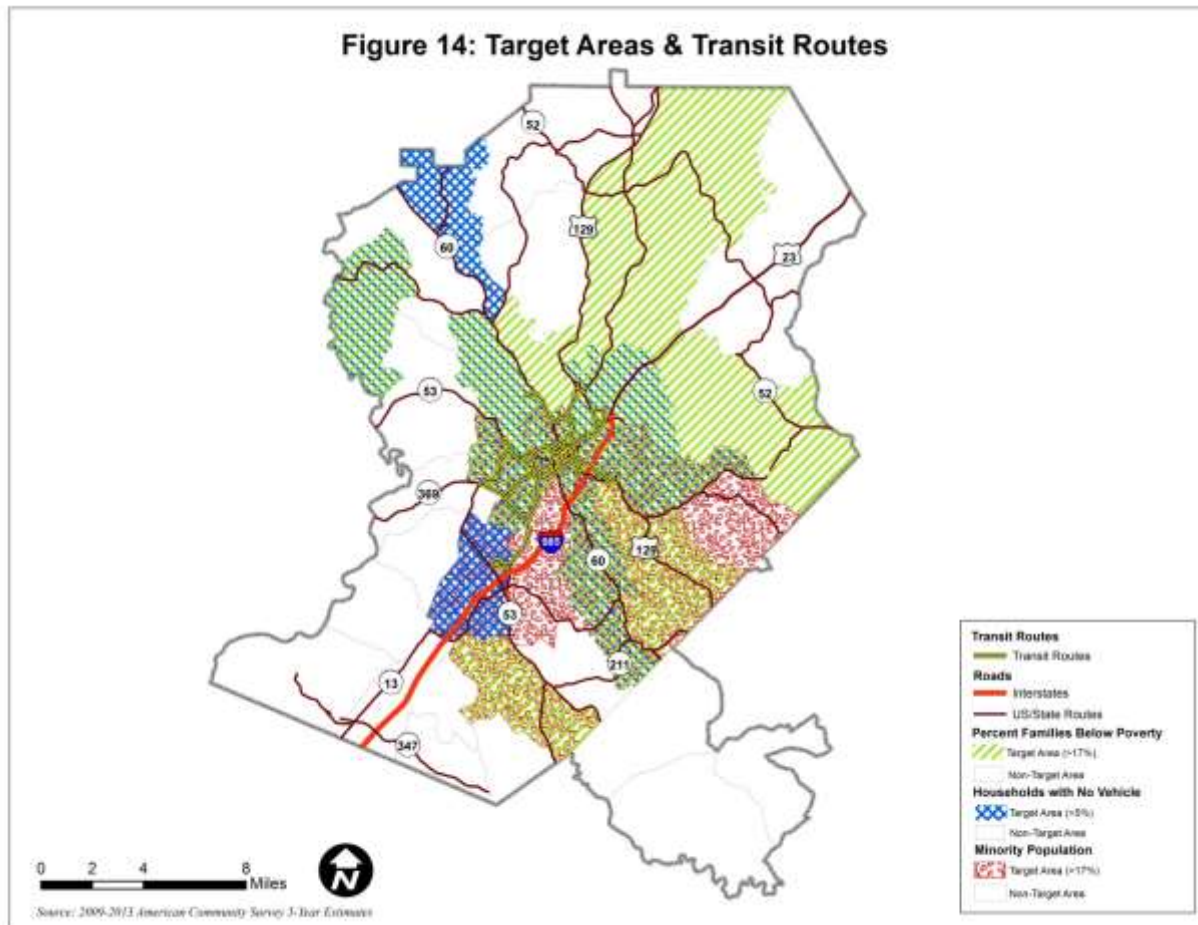


Table 6: Programmed Transportation Investments

	Population	RTP Roadway Project	Fixed Route (Gainesville Connection)	On-Demand Transit (Dial-A-Ride)
Target Area	70%	74%	61%	100%
Non-Target Area	30%	26%	39%	100%
Target Area (Elderly & Disabled)	68%	67%	31%	100%
Non-Target Area (Elderly & Disabled)	32%	33%	69%	100%

Source: U.S. Census Bureau, 2009-2013 American Community Survey.

Specific electronic and paper copy surveys are also available to those who cannot attend public workshops or committee meetings. Surveys have been used for the RTP Update as well as for the Transit Development Plan, the City of Gainesville Transportation Master Plan, and the Park and Ride Lot Study.

Travel Demand Analysis

Table 7 reflects the general travel demand for working people within or without Environmental Justice Target Areas (EJTAs) by describing the conditions of vehicles available, trips generated by mode, and time for leaving from home to work. Categories in Table 7 are defined as:

- Single-occupant vehicle: a privately operated motorized vehicle whose only occupant is the driver.
- High-occupancy vehicle: a motorized vehicle that includes a driver and at least one or more passengers.
- Peak hour trip: a trip originating between 7-9 a.m.
- Off-peak hour trip: trip originating a time other than 7-9 a.m.

Table 7: Travel Demand Analysis (for Working People Only)

Demographics	EJTAs	Non-EJTAs
Population	70%	30%
Households	38%	62%
Areas (square miles)	41%	59%
Employment	37%	63%
Vehicles available	EJTAs	Non-EJTAs
Households with zero vehicles	67%	33%
Households with one vehicle	48%	52%
Household with two vehicles	32%	68%
Households with three or more vehicles	34%	66%
Trips generated (by mode)	EJTAs	Non-EJTAs

Car trips	37%	63%
Single-occupant vehicle trips	35%	65%
High-occupancy vehicle trips	52%	48%
Transit trips	83%	17%
Time for leaving home to work	EJTAs	Non-EJTAs
Peak hour trips (7:00-9:00 a.m.)	43%	45%
Off-peak hour trips	57%	55%

Source: U.S. Census Bureau, 2009-2013 American Community Survey.

Table 7 reveals that although EJTAs contain a little more than half of working people as non-EJTAs, the number of working people with zero vehicles in EJTAs is twice of non-EJTAs, and almost equal number of working people travel during peak hour (7:00-9:00 a.m.) in the morning in both areas. According to this result, working people residing in EJTAs have less access to vehicles but greater demand on public transit, which also indicates that improving transit system is still necessary in EJTAs, especially toward East and Southeast Hall.

GHMPO Process

In order to provide better transportation services to the target populations in the GHMPO planning area, the following actions have been taken:

- Notification of target populations of meetings.
- Membership on GHMPO committees is diverse.
- Respond to requests for EJ population size/density, makeup and locations on specific projects with Geographic Information System (GIS) mapping with available data.

Long Range Transportation Plan and Transportation Improvement Program Process

In addition to documenting needs of Title VI and EJ populations, impacts of transportation system investments proposed in the MPO's transportation plans are assessed. Furthermore, impacts to target populations are considered during the LRTP, TIP and other major studies' development process in line with the Participation Plan. GIS can be used to overlay target population locations with proposed improvements.

The RTP Update addressed EJ concerns by mainly focusing on the potentially adverse impacts caused by regionally significant street and highway construction projects. The construction of new roadways along new right-of-ways received special attention due to their potential to split or isolate parts of the community. Widening of existing roadways was considered not as critical, but was still scrutinized for potential impacts. Alternative mode investments in transit service and bicycle and pedestrian facilities were considered to provide positive impacts to the minority and low-income populations of the region. For those locations that do not currently have multimodal transportation facilities, alternative mode services and facilities were considered to

provide additional, lower-cost transportation options to increase the mobility of these populations and their access to the community.

Possible Mitigation Strategies

At this time, there appear to be proportionate impacts in the planning area.

There are various strategies to move traffic more efficiently, be it highway, transit, or other modes. With regards to EJ, there are generally four mitigation strategies, including avoidance of projects, minimize the impacts, mitigation strategies for unavoidable impacts, and offsetting enhancements. In the GHMPO planning area, these strategies are all explored. The GHMPO target areas include the majority of the study area and almost all of the developed areas.

Development of increased public transportation options as part of the multi-modal system is another mitigation strategy. The GHMPO planning area has some bicycle and pedestrian facilities and continues to enhance alternate modes of travel with the partial update to the Bicycle and Pedestrian Plan. Additionally, the fixed route and route deviation public transportation in the target area increase mobility options for target populations. Similarly, the rural on-demand transit service is a benefit for target populations.

Overall Findings, Conclusions, and Recommendations

The benefits and burdens of transportation projects cannot be clearly divided when any project can be favored by some residents and not by their neighbors depending on individual circumstances and disposition of parcels. The improved roadway is open to all but some residents may bear the burden of changed conditions.

At the time of writing, the largest road projects under way are in South Hall or bridge projects in more rural and less densely populated areas; therefore, reducing impacts commonly found in more developed areas. Overall, Table 6 shows that 70% of the population is within the target area, and 74% of regional transportation projects are in the target area. The number of projects is not inordinately disproportionate to either the EJ target areas or the non-target EJ areas when compared to the total population.

HAT's Gainesville Connection serves the more densely populated urban areas of the City of Gainesville and is accessible to a majority of citizens in the target population areas while the Dial-A-Ride buses extend their reach throughout Hall County, but still needs improvement to access the EJTA's in the East and the Southeast Hall areas.

Appendix A: Title VI Notice to the 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, national origin age, sex, religion or disability 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 770-297-2625, (TTY 800-255-0056); email sbaker@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, origen nacional edad, sexo, religion o discapacidad en acuerdo 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 770-297-2625, (TTY 800-255-0056); correo electronico sbaker@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.

Appendix B: Complaint Resolution Procedure

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

Purpose, Scope, Responsibilities and Complaint Form

Purpose

This procedure covers all formal complaints and informal charges filed by an individual or group of individuals under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by Gainesville-Hall Area Metropolitan Planning Organization (GHMPO) or its sub-recipients, consultants, and contractors. Intimidation or retaliation of any kind is prohibited by law.

Definitions

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

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

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

Informal charges and formal complaints should be filed within 120 calendar days of the event which forms the basis of the claim; or if the concern is an ongoing one, the charge/complaint should be filed within 120 calendar days of the last occurrence.

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

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

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

Responsibility

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

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

The Director of GHMPO is responsible for tracking the complaints to ensure that the affected department(s) has taken the recommended action to remedy any determination of discrimination and communicating findings to the complainant. The Director of GHMPO is also responsible for reporting trends, action plans, and non-compliance to the Policy Committee.

Processing Informal Charges

Intake

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

Any GHMPO staff (or its sub-recipients, consultants, and contractors) who receives an inquiry or complaint of this type shall direct the complainant to report the concern directly to the GHMPO Director (770) 531-3905, or by mail to GHMPO, P.O. Box 1435, Gainesville, GA, 30503.

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

Processing of Charge and Resolution

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

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

Appeal

There is no right to appeal resolution of an informal charge. However, the party reserves the right to file a formal complaint within 120 business days.

Processing Formal Complaints

Intake

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

Processing

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

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

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

Investigation, Determination, and Recommendation

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

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

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

Communication of Findings and Complaint Resolution

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

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

Appeal

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

GAINESVILLE-HALL METROPOLITAN PLANNING ORGANIZATION (GHMPO)

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

Section V	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature _____ Date

Please submit this form in person at the address below, or mail this form to:

GAINESVILLE-HALL METROPOLITAN PLANNING ORGANIZATION (GHMPO)
Shamsul Baker
2875 Browns Bridge Road
Gainesville, GA 30504

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

Appendix C: Limited English Proficiency (LEP) Plan

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:

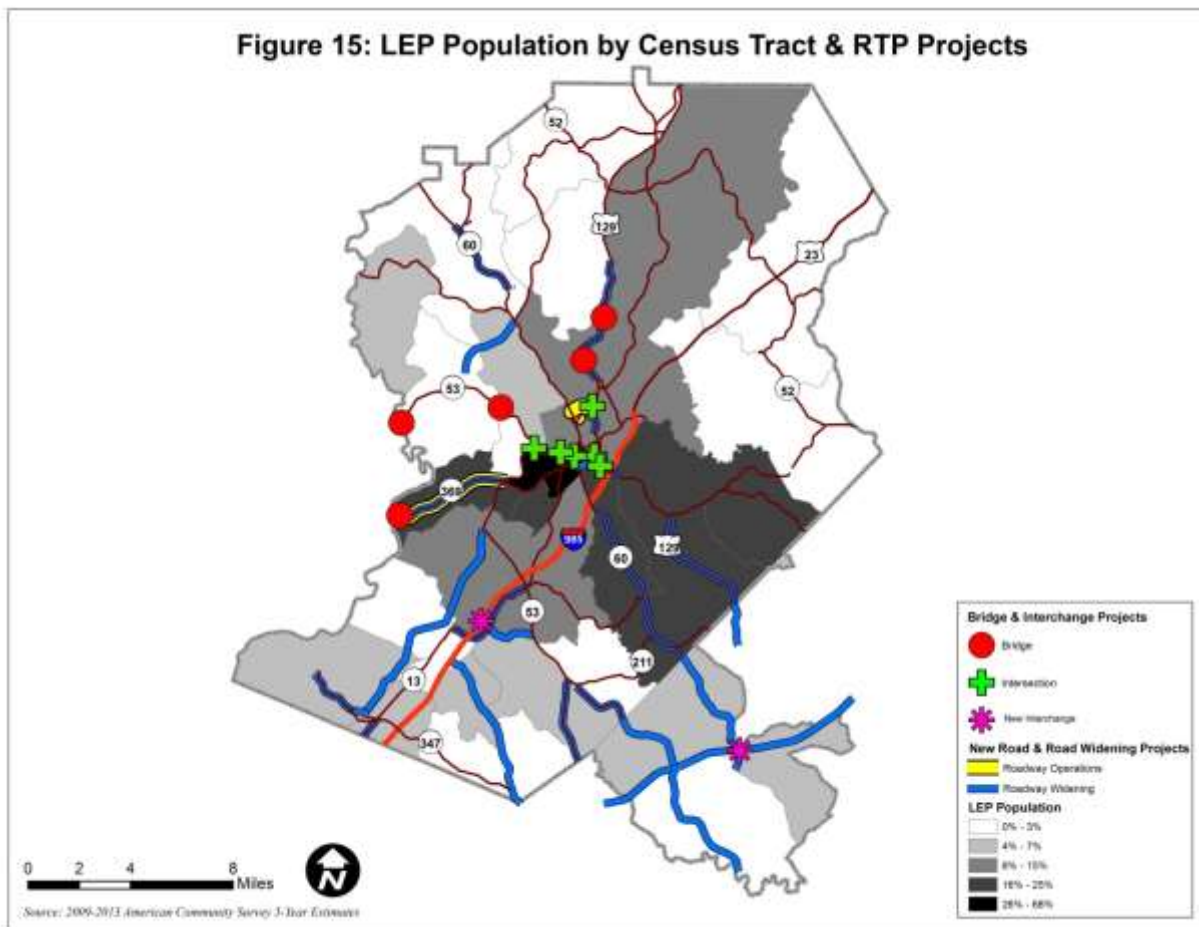
1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the MPO, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the MPO.
3. The nature and importance of the MPO, activity, or service provided by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

LEP Assessment for the GHMPO Planning Area

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, the primary language for GHMPO area is English and the second most common language spoken is Spanish at 20%. Hall County has a higher concentration of Spanish speakers with 24% identifying Spanish as their first language, and Jackson County has a much lower concentration of Spanish speakers with 6%.



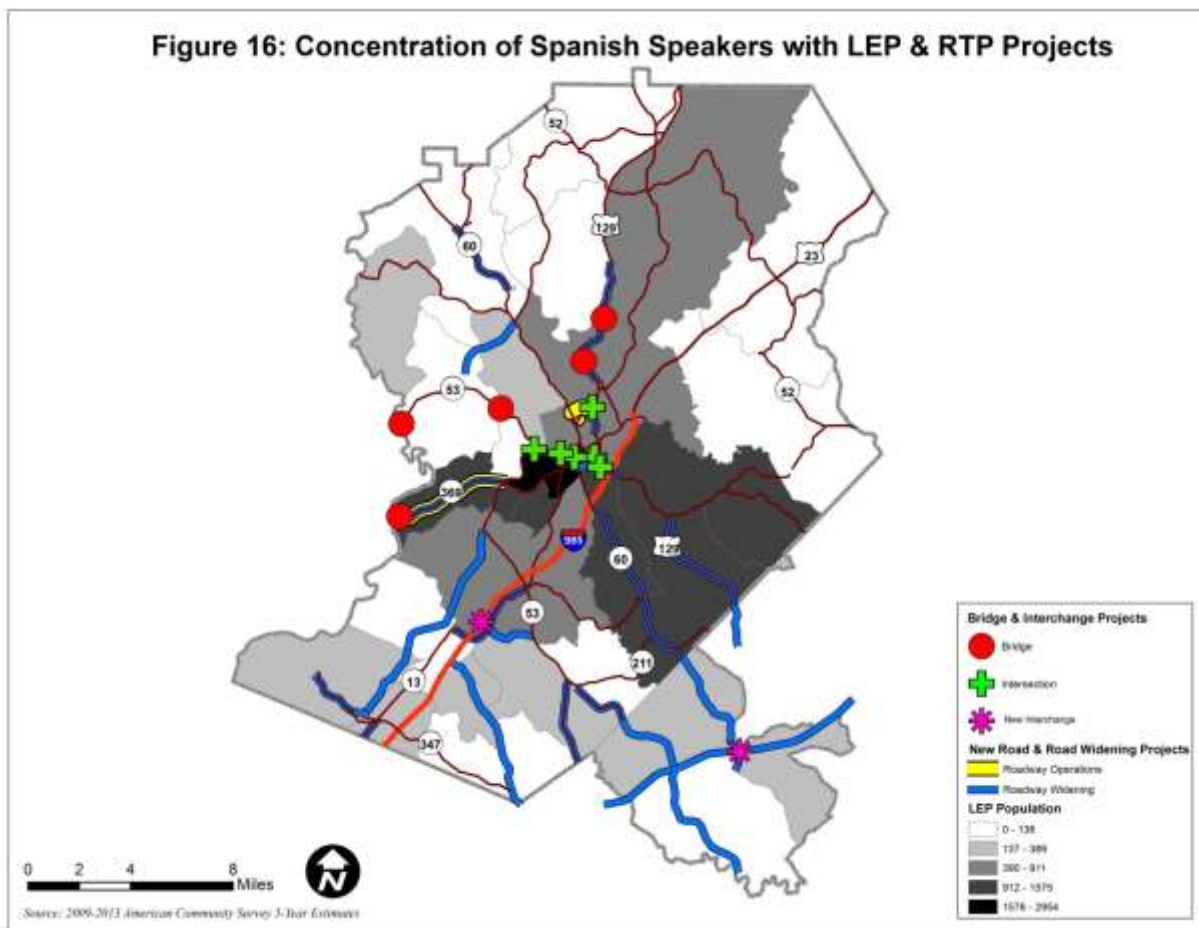
LEP persons are usually defined as those who self-identify as speaking English less than “very well” on the U.S. census. Table 8 indicates 12% of the population in the GHMPO area is not proficient in English. The bulk of those who cannot speak English very well primarily speak Spanish as their first language.

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

Population Type	Hall County	Jackson County	GHMPO area
English Only	74%	92%	77%
Language other than English	26%	8%	23%
Speak English less than “very well”	13%	4%	12%
Spanish	24%	6%	20%
Speak English less than “very well”	12%	3%	10%

Source: U.S. Census Bureau, 2009-2013 American Community Survey

Figure 16 illustrates the distribution of the primary languages targeted for assistance by census tract. Central Hall, where a great majority of the RTP projects would be conducted, is the area with the most populated LEP people for speakers of Spanish. East Hall and West Gainesville are secondarily populated areas for LEP population and with less RTP projects.



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 2040 Regional Transportation Plan: 2015 Update (RTP Update), 2016-2019 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 Long Range Transportation Plan (LRTP) 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. 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 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 does not use 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). It recognized; however, that outreach efforts may require the MPO to survey/assess the needs of the LEP population to determine whether certain critical outreach materials should be translated into other languages.

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.

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.

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.

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. 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.

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:

- How many LEP persons were encountered?
No one self-identified as an LEP person requesting language assistance.
- Were their needs met?
No additional requests for language assistance were received.
- What is the current LEP population in the GHMPO area?
13% of Hall County, 4% of Jackson County, and 12% of the GHMPO area are LEP.
- Has there been a change in the types of languages where translation services are needed?
None.

- 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.
- 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.
- Has the MPO fulfilled the goals of the LEP Plan?
Yes.
- Were any complaints received?
No.

Dissemination of the MPO Limited English Proficiency Plan

The MPO has posted the LEP Plan on its website at: www.ghmpo.org. 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:

Shamsul Baker
Gainesville-Hall MPO
P.O. Box 1435
Gainesville, GA 30503
Phone: (770) 531-2604
Fax: (770) 531-3902
sbaker@hallcounty.org

Appendix D: List of Acronyms

ADA	Americans with Disabilities Act
CAC	Citizens Advisory Committee
EJ	Environmental Justice
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GDOT	Georgia Department of Transportation
GHCC	Greater Hall Chamber of Commerce
GHMPO	Gainesville- Hall Metropolitan Planning Organization
GIS	Geographic Information Systems
GMRC	Georgia Mountains Regional Commission
HAT	Hall Area Transit
HSTP	Human Services Transportation Plan
LEP	Limited English Proficiency
L RTP	Long-Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century Act
MPO	Metropolitan Planning Organization
NEGMC	Northeast Georgia Medical Center
PC	Policy Committee
PP	Participation Plan
ROW	Right-Of-Way
RTP	Regional Transportation Plan
TCC	Technical Coordinating Committee
TDP	Transit Development Plan
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation