

Unified Planning Work Program

**of Transportation Planning Activities
for the Coastal Region Metropolitan Planning Organization
(CORE MPO)**

**Fiscal Year 2018
July 1, 2017 - June 30, 2018**

Adopted on February 22, 2017
Amended on June 28, 2017
Amended on October 25, 2017

**Administered by the Chatham County-Savannah Metropolitan Planning Commission in
cooperation with the Georgia Department of Transportation**

The format of this document as well as the particular work tasks and subtasks were determined through a cooperative effort between the Federal Highway Administration (FHWA), the Georgia Department of Transportation (GDOT) and the Georgia Metropolitan Planning Organizations (MPOs). In 2001/2002, a series of four separate meetings were held in Atlanta over the course of several months at the request of FHWA staff. The object of these four meetings, which included attendees from FHWA, GDOT and the Georgia MPOs was to standardize the format and work tasks of all of the Georgia UPWPs in order to facilitate a more efficient review process by FHWA. The Coastal Region MPO, by convention, continues to follow this FHWA and GDOT approved format.

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**COASTAL REGION
METROPOLITAN PLANNING ORGANIZATION**

UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR 2018

(July 1, 2017 - June 30, 2018)

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RESOLUTION

COASTAL REGION METROPOLITAN PLANNING ORGANIZATION

ADOPTION OF CORE MPO FY 2018 UNIFIED PLANNING WORK PROGRAM

WHEREAS, in accordance with the joint Federal Transit Administration - Federal Highway Administration regulations on urban transportation planning (23 CFR Parts 420 and 450, and 49 CFR Part 613), a Unified Planning Work Program is required to be developed; and

WHEREAS, the Coastal Region Metropolitan Planning Organization (CORE MPO) has been designated by the Governor of Georgia as the Metropolitan Planning Organization for the Savannah urbanized area; and

WHEREAS, the Coastal Region Metropolitan Planning Organization, in accordance with Federal requirements for a Unified Planning Work Program, and in cooperation with area planning, implementation, and operating transportation agencies, has developed a total transportation planning program for the Savannah urbanized area for the upcoming fiscal year which is specific by planning element and costs, and which combines all applicable funding sources; and

WHEREAS, the Unified Planning Work Program is consistent with all plans, goals, and objectives of the Coastal Region Metropolitan Planning Organization; and

WHEREAS, the Coastal Region Metropolitan Planning Organization Board is in support of all planning work tasks contained herein, acknowledges and confirms that MPO Dues match is available for all listed tasks.

NOW, THEREFORE BE IT RESOLVED, that the Coastal Region Metropolitan Planning Organization adopts the CORE MPO FY 2018 Unified Planning Work Program as its official program of transportation planning activities for the period from July 1, 2017 to June 30, 2018.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Coastal Region Metropolitan Planning Organization Board at a meeting held on February 22, 2017.



Albert J. Scott, Chairman

Coastal Region Metropolitan Planning Organization



METROPOLITAN PLANNING ORGANIZATION

Resolution to Amend the FY 2018 Unified Planning Work Program of the Coastal Region Metropolitan Planning Organization (CORE MPO)

WHEREAS, the Coastal Region Metropolitan Planning Organization (CORE MPO) has been designated by the Governor of Georgia as the Metropolitan Planning Organization for the Savannah urbanized area; and

WHEREAS, the Georgia Department of Transportation (GDOT), in a letter dated May 29, 2015, outlined the “PL Funding Formula, Distribution and Review Committee Process”; and

WHEREAS, in September 2017 CORE MPO was awarded discretionary federal highway planning (PL) funds for two studies - Interstate 16 at Little Neck Road/Jimmy DeLoach Parkway Interchange Study (Chatham County will provide the local match), and Interstate 95 at Airways Avenue/Pooler Parkway Interchange Study (the Savannah Airport Commission will provide the local match); and

WHEREAS, CORE MPO would like to amend the FY 2018 Unified Planning Work Program (UPWP) to include the two special studies in Task 4.13 Strategic Transportation Studies; and

WHEREAS, the proposed UPWP amendments have been vetted by the CORE MPO’s Advisory Committees and comments received have been incorporated into the revised amendment report; and

WHEREAS, CORE MPO desires to complete the amendment process to incorporate the proposed changes into the FY 2018 UPWP.

NOW, THEREFORE, BE IT RESOLVED THAT, the Coastal Region Metropolitan Planning Organization approves the proposed amendments to the FY 2018 Unified Planning Work Program as shown in the summary of UPWP amendment report with any corrections based upon the motion of October 25, 2017.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Coastal Region Metropolitan Planning Organization at a meeting held on October 25, 2017.

A handwritten signature in blue ink that reads "Albert J. Scott". The signature is written in a cursive style and is positioned above a horizontal line.

Albert J. Scott, Chairman

Coastal Region Metropolitan Planning Organization

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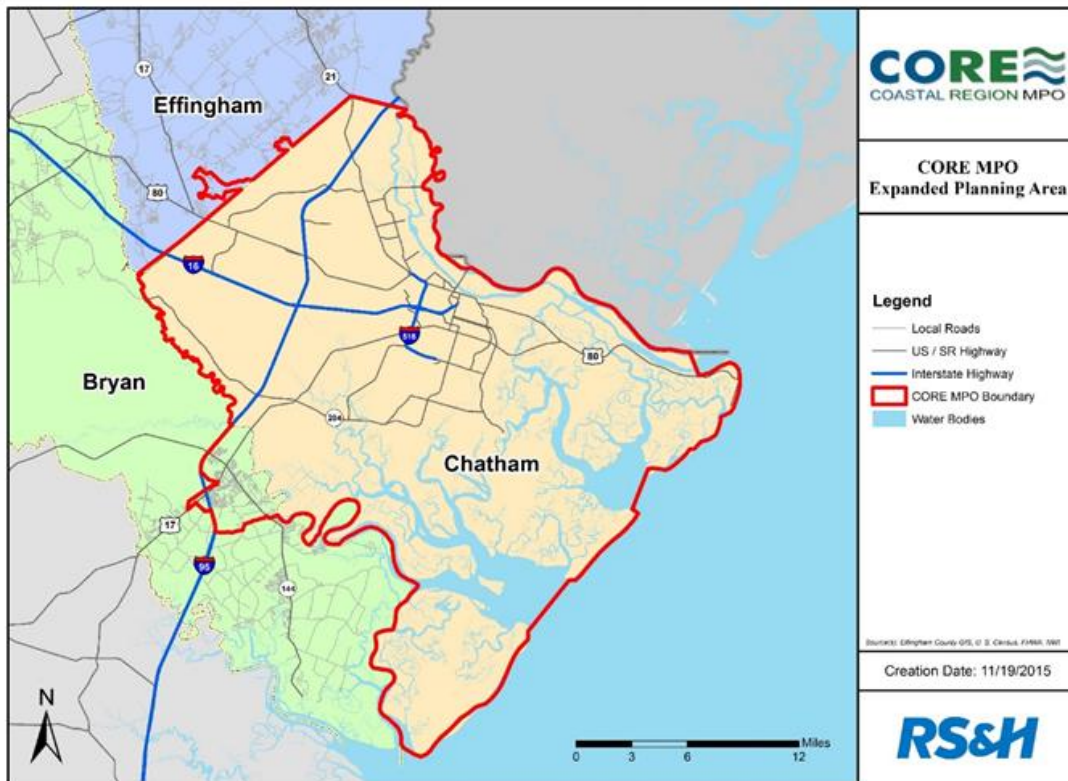
Introduction

Purpose of the UPWP

The FY 2018 Unified Planning Work Program (UPWP) for the Coastal Region Metropolitan Planning Organization (CORE MPO) describes the transportation planning activities supporting the development and update of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) to be performed from July 1, 2017 to June 30, 2018 with funds provided under Title 23 U.S.C. 134 and the Federal Transit Act, with regulations included in 23 C.F.R. 450. Since 1962, federal law has mandated that metropolitan transportation plans and programs be developed through a continuing, cooperative and comprehensive (3-C) planning process

Overview of the MPO Planning Process

CORE MPO is the designated Metropolitan Planning Organization (MPO) for the Savannah Urbanized Area which includes all of Chatham County and portions of Bryan and Effingham Counties. The CORE MPO Metropolitan Planning Area (MPA) is depicted below.



The MPO is the organization designated by the governor to administer the federally-required transportation planning process in an urbanized area with a population over 50,000. The MPO oversees the transportation planning process for the Metropolitan Planning Area, which

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encompasses the existing Census designated urbanized area and the area expected to become urbanized in the next 20 years.

MPOs are required to have a decision-making “policy body”. For CORE MPO, this is the CORE MPO Board, which is primarily composed of key local elected and appointed officials, as well as modal representatives and advisory committee representatives. Beyond this, there is no required structure. However, in the interest of carrying out the 3-C planning process with maximum inclusivity and effectiveness, the CORE MPO also includes:

- MPC Executive Director and professional staff
- CORE MPO Technical Coordinating Committee (TCC)
- CORE MPO Economic Development and Freight Advisory Committee (EDFAC)
- CORE MPO Citizens Advisory Committee (CAC)
- CORE MPO Advisory Committee on Accessible Transportation (ACAT)

Each CORE MPO advisory committee is comprised of representatives at the local and sometimes state level who possess expertise in a particular aspect of transportation relevant to the CORE MPO. Each advisory committee has a voting representative on the CORE MPO Board. The Chatham County – Savannah Metropolitan Planning Commission (MPC) provides staff and administrative support to the CORE MPO planning process.

CORE MPO is responsible for developing the 20 plus year Metropolitan Transportation Plan (MTP – also known as Long Range Transportation Plan or LRTP) and the short-range Transportation Improvement Program (TIP). The MTP evaluates transportation system performance and is a source of policies, projects and actions that implement community vision of transportation improvements needed to reach the community goals. The TIP is a detailed capital program or a list of funded highway, transit and other multi-modal projects for the MPO planning area over the next four years. The TIP must be consistent with the MTP.

In 2002 CORE MPO was designated a Transportation Management Area (TMA) when the Savannah Urbanized Area population first exceeded 200,000. MPOs which are designated as TMAs take on greater responsibility and authority in the areas of congestion management and project selection, and are required to undergo a certification review with the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) every four years.

TMA MPOs are required to develop a Congestion Management Process (CMP). The CMP outlines how congestion will be managed through a series of recommendations and tools to be continuously implemented to enhance mobility across the multimodal transportation system.

The UPWP Development and Participation Process

The UPWP lists proposed funding sources for each project as well as the agencies that participate in these projects. The Chatham County-Savannah Metropolitan Planning Commission (MPC) Transportation Department staff serves as lead staff to CORE MPO and receives federal funding

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for both highway and transit planning. The Georgia Department of Transportation (GDOT) is an active participant in the transportation planning process, and receives federal funding for planning.

The Chatham Area Transit Authority (CAT) and the MPC, through an ongoing annual agreement, collaborate on defining and programming transit planning projects for listing in the UPWP. FHWA, FTA as well as other local agencies in the CORE MPO MPA participate in the process as well.

CORE MPO continues to emphasize participation of all interested parties. All CORE MPO Board and advisory committee meetings are open to the public, with meeting agendas and materials published well in advance. In addition, all planning products are prepared with multiple opportunities for participation throughout the process. For specific details, please refer to the CORE MPO Participation Plan and Title VI Program at www.corempo.org. Other components of the transportation planning process which include study organization/management and responsibilities are addressed in the Memorandum of Understanding (MOU) and Bylaws, which were adopted in 2015.

Development of the UPWP is carried out by the CORE MPO staff. The review and adoption process follows the CORE MPO Board and advisory committee process, and includes a minimum of four public meetings with opportunity for comment, and response to all comments. These public meetings coincide with the regular bi-monthly CORE MPO Board and advisory committee meetings. In advance of any public review, or review by CORE MPO Board and advisory committees, FHWA and GDOT conduct a separate thirty-day review and comment period with changes and comments submitted to CORE MPO staff for execution prior to dissemination to the CORE MPO Board and advisory committees, and the public for review and approval. Once the CORE MPO Board has adopted the UPWP it is again submitted to FHWA for re-review and approval.

FY 2018 UPWP Task Organization and Planning Focus Areas

The overall planning program of FY 2018 UPWP is designed to comply with the requirements of the U.S. Department of Transportation (USDOT) Fixing America's Surface Transportation Act (FAST Act), which was signed into law on December 4, 2015. FAST Act is the first federal law in over ten years to provide long-term (five year) funding certainty for surface transportation. FAST Act supersedes the Moving Ahead for Progress in the 21st Century (MAP-21) which was signed into law on July 6, 2012. FAST Act preserves ISTEA's, TEA-21's and SAFETEA-LU's emphasis on the local transportation planning process. FAST Act also continues MAP-21's performance management approach - it requires metropolitan planning organizations, in coordination with state DOTs, to set performance measure targets and report on progress in a number of areas including safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project delivery delays.

As of January 2017, FHWA has released all of the final rules for the national performance management measure regulations (see list below).

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- March 2016 - FHWA published rules on safety performance measures and integration of performance management into the Highway Safety Improvement Program (HSIP).
- May 2016 - FHWA and FTA published a rule implementing changes to the planning process.
- October 2016 - FHWA published a rule on asset management plans.
- January 2017 - FHWA published two final rules. One rule establishes regulations to assess the condition and performance of bridges on the National Highway System (NHS) and of pavements on the Interstate and non-Interstate NHS. The other establishes regulations to assess the performance of the NHS, Freight Movement on the Interstate System, and the Congestion Mitigation and Air Quality Improvement (CMAQ) Program.

These final rules aim at establishing the performance management framework introduced by MAP-21 and continued by the FAST Act. CORE MPO will work with GDOT in implementing the requirements outlined in the rules in the upcoming fiscal years through various work activities outlined in the UPWP.

In addition, 23 CFR 450.308 (d) requires that the MPO should include a detailed discussion of priorities in, and issues facing the MPO area for the fiscal year. For example, if the MPO area is experiencing a significant rate of growth, appropriate planning priorities should be identified to address increased development, traffic volumes, and planning for the area's future transportation system.

The Savannah metropolitan area has experienced both population growth and continued economic development. The region's economy expanded through much of 2016 (state fiscal years 2016 and 2017) and the pace is expected to continue into 2017 (state fiscal years 2017 and 2018). The underlying diversification of the region's economy contributes to its economic vitality and stability. The diversification is provided by the strength of such economic drivers as manufacturing, the port, tourism, health care, the military, and real estate development. Both population growth and expanded economic development will impact the infrastructure improvements of the area to which CORE MPO's work is closely related. The job growth rate is faster than the population growth rate, which will impact commuting patterns. Addressing the infrastructure improvement needs will be CORE MPO's planning priorities in fiscal year 2018 and the work will be reflected in the MPO's FY 2018 UPWP via tasks such as economic development and freight planning, non-motorized transportation improvements, transportation – land use integrated planning, congestion management process, socio-economic data projections, update of the Metropolitan Transportation Plan and Transportation Improvement Program, etc.

The CORE MPO FY 2018 Unified Planning Work Program takes into consideration the MPO core functions and planning products, the FAST Act final rules and expanded planning factors, the federal planning emphasis areas, the MPO's planning priorities, as well as the 2016 federal certification review findings. The UPWP work tasks are developed through an open and inclusive process through the CORE MPO Board and advisory committees with input from transportation stakeholders and the public. To conform with the approved FHWA/GDOT UPWP format, the FY 2018 UPWP has been organized into four major elements and then subdivided into specific tasks under each major element as shown below.

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Program Support and Administration
Program Coordination
Operations and Administration
Training and Professional Development
Equipment and Supplies
Contracts and Grants
Unified Planning Work Program
Public Involvement
Community Outreach/Education
Environmental Justice/Title 6/Anti-Poverty
Data Collection
Socio-economic Data
Traffic Impact Analysis/land Use Monitoring
Bicycle and Pedestrian Demand
Systems Planning
Congestion Management Process Update
Transit / Paratransit Planning
Model Development and Applications
Freight Planning
Long Range Plan
Transportation Improvement Program
Strategic Planning Studies

The FY 2018 UPWP work tasks revolve around the following major planning focus areas.

FAST Act Compliance

The planning programs in the UPWP emphasize addressing the requirements of the FAST Act. The FAST Act includes provisions to support and enhance the reforms outlined in MAP-21, and includes some new requirements for the MPOs.

- The FAST Act continues requirements for a long-range plan and a short-term transportation improvement program (TIP), with the long-range plan now required to include facilities that support intercity transportation, including intercity buses. The metropolitan long-range plan must describe the performance measures and targets that States and MPOs use in assessing system performance and progress in achieving the performance targets. In addition, the FAST Act requires the planning process to consider projects/strategies to: improve the resilience and reliability of the transportation system, stormwater mitigation, and enhance travel and tourism.
- Public involvement remains a hallmark of the MPOs' planning process under FAST Act. In an effort to engage all sectors and users of the transportation network, the FAST Act requires that the planning process include public ports and private transportation providers, and further encourages MPOs to consult during this process with officials of other types of planning activities, including tourism and natural disaster risk reduction. The FAST Act

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also changes criteria for MPO officials to provide transit provider representatives with equal authority and allow the representative to also serve as the representative of a local municipality.

MTP Development, Maintenance and Update

The FY 2018 UPWP will guide CORE MPO's transportation planning activities in a performance based approach toward implementing the goals and objectives established in the Total Mobility Plan /2040 Metropolitan Transportation Plan (MTP) (August 2014), the annual list of Planning Emphasis Areas (PEAs), and additional FAST Act requirements.

CORE MPO has previously identified specific preliminary measures to assess progress toward achieving the goals of the 2040 MTP, and is awaiting further direction and guidance at the federal and state level in the form of establishment of state performance targets so that CORE MPO can establish consistent performance targets to assess progress in achieving the established goals.

Maintenance of the 2040 Total Mobility Plan (MTP) is a priority due to the federal requirement to maintain ongoing consistency between the TIP and the MTP. Numerous TIP amendments occur throughout the year necessitating concomitant modifications to the MTP in the form of amendments and addenda so that the documents match.

The MPO will work on development of 2045 MTP which is expected to be adopted in August 2019. This activity involves several sub-tasks such as Model Development and Applications for performance measurement, Socio-economic Data preparation, Community Outreach to collect input, Program Coordination with various agencies and organizations, and multi-modal planning (highway, transit, bike, pedestrian, freight), etc.

TIP Development, Maintenance and Update

Maintenance of the FY 2018-2021 TIP and development of the FY 2019-2022 TIP will be priority work for staff in FY 2018. This is necessitated by the need to keep the TIP consistent with ongoing project implementation activities by GDOT and other project sponsors, and to follow the GDOT convention of developing a new TIP and STIP each year.

As a part of the TIP maintenance and update, the MPO staff will utilize a web-based tool. As the world continues to transition from printed media toward web based and mobile applications, CORE MPO will bring the TIP into the modern age, thus improving its accessibility and relevance to a broader cross section of the public.

CMP Development, Maintenance and Update

Congestion Management Process (CMP) is a priority for TMA MPOs such as CORE MPO. This task has been emphasized in the FHWA/FTA Certification Review findings. While there is no federally prescribed update schedule for the CMP as there is for the MTP, it is important to periodically update and reassess the CMP and congestion mitigation strategies. The FY 2018 CMP

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maintenance and update will build upon previously-completed CMP reports and recommendations.

FY 2018 UPWP Tasks and FAST Act Planning Factors

The FY 2018 UPWP work tasks correlate directly to the FAST Act planning factors. The Metropolitan Planning program under SAFETEA-LU provided funding for the integration of transportation planning processes in the Metropolitan Planning Organizations (MPOs) into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation plan for the MPO. Title 23 of the United States Code, section 134(f) (revised in SAFETEA-LU section 6001(h)) describes Federal Planning Factors issued by Congress to emphasize eight (8) planning factors from a national perspective. Under Map-21 these planning factors remain unchanged, however the FAST Act added three (3) new planning factors. The following summarizes these planning factors and how CORE MPO incorporates them in the transportation planning process.

Existing Planning Factors that are carried forward to FAST Act:

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

These eight planning factors have been incorporated into the adopted CORE MPO 2040 MTP goals.

- 1) **Economic Activity:** Support the economic vitality of the region, matching the community's goals, especially by enabling local, regional and global competitiveness, productivity and efficiency.
- 2) **Safety:** Ensure and increase the safety of the transportation system for all users, including motorized vehicles, bicyclists and pedestrians.
- 3) **Security:** Ensure and increase the security of the transportation system for all users, including motorized vehicles, bicyclists and pedestrians.
- 4) **Accessibility, Mobility and Connectivity:** Ensure and increase the accessibility, mobility and connectivity options available to people and freight, and ensure the integration of modes, where appropriate.
- 5) **Environment and Quality of Life:** Protect, enhance and sustain the environment and quality of life, promote energy conservation and address climate change.

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- 6) **System Management and Maintenance:** Assess the transportation system to determine what works well, what does not work well, and potential improvement options.
- 7) **Intergovernmental Coordination:** Ensure coordination in the transportation planning process between intra- and inter-regional partners, including both state and local agencies.

New Planning Factors established under FAST Act:

9. Improve transportation system resiliency and reliability.
10. Reduce or mitigate the storm water impacts of the surface transportation system.
11. Enhance travel and tourism.

CORE MPO has already been working on addressing the three additional planning factors in its various work programs, including but not limited to coordinating with various environmental agencies in development of the MPO's plans and programs; working with the Resource Protection staff of MPC to identify environmental concerns including storm water impacts and obtain guidance on best practices and techniques for certain types of mitigation; identifying transportation system reliability measures in freight transportation plan and CMP update; and working with the various City of Savannah departments and Bike/Ped communities to develop strategies to promote tourism and multi-modal connections.

The MPO work to address the FAST Act planning factors will continue in FY 2018. Pursuant to the FHWA approved Georgia UPWP template, the following table serves as a visualization tool which shows how the proposed transportation planning tasks relate to the eleven planning factors and underscore the strong alignment between CORE MPO's planning activities and federal transportation planning priorities.

Task No.	Task Description	Metropolitan Planning Factors Addressed										
		1	2	3	4	5	6	7	8	9	10	11
1	Program Support and Administration											
1.1	Program Coordination	X	X	X	X	X	X	X	X	X	X	X
1.2	Operations and Administration	X	X	X	X	X	X	X	X	X	X	X
1.3	Training and Professional Development	X	X	X	X	X	X	X	X	X	X	X
1.4	Equipment and Supplies											
1.5	Contracts and Grants	X	X	X	X	X	X	X	X	X	X	X
1.6	Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X	X
2	Public Involvement											
2.1	Community Outreach/Education				X	X	X					
2.2	Environmental Justice/Title 6/Anti-Poverty Planning				X	X	X		X			
3	Data Collection											
3.1	Socio-economic Data	X				X						X
3.2	Traffic Impact Analysis/Land Use Monitoring	X	X			X	X	X	X		X	X
3.6	Bicycle and Pedestrian Demand	X	X		X	X	X	X	X	X		X
4	Systems Planning											
4.1	Congestion Management System Update	X	X	X		X	X	X	X	X		X
4.2	Transit / Paratransit Planning	X	X	X	X	X	X	X	X	X		X
4.6	Model Development and Applications	X			X	X	X	X	X			X
4.10	Freight Planning	X	X	X	X	X	X	X		X		
4.11	Long Range Plan	X	X	X	X	X	X	X	X	X	X	X
4.12	Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X	X

FY 2018 UPWP Tasks and Federal Planning Emphasis Areas

The FY 2018 UPWP work tasks also correlate to the federal planning emphasis areas. On March 18th, 2015, a letter was sent to Executive Directors of Metropolitan Planning Organizations by FHWA/FTA requesting that they reiterate and emphasize the federal planning emphasis areas

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(PEAs) in their work programs for fiscal year 2016. These PEAs have been carried forward to FY 2017 and FY 2018 and are listed below.

A. FAST Act Implementation/Transition to Performance Based Planning and Programming (PBPP)

Transition to Performance Based Planning and Programming. The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

B. Models of Regional Planning Cooperation

Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. Cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means.

C. Ladders of Opportunity

Access to Essential Services - as part of the transportation planning process, identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

CORE MPO has been working on integrating the federal emphasis areas into various work programs and will continue this effort in FY 2018. The following table serves as a visualization tool which shows how the proposed transportation planning tasks relate to the Planning Emphasis Areas (PEAs) and underscores the strong alignment between CORE MPO's planning activities and federal transportation planning priorities.

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Task No.	Task Description	FAST ACT Implementation /Transition to Performance Based Planning and Programming	Models of Regional Planning Cooperation	Ladders of Opportunity
1	Program Support and Administration			
1.1	Program Coordination		X	X
1.2	Operations and Administration	X	X	X
1.3	Training and Professional Development	X		X
1.4	Equipment and Supplies			
1.5	Contracts and Grants	X	X	X
1.6	Unified Planning Work Program	X	X	X
2	Public Involvement			
2.1	Community Outreach/Education		X	X
2.2	Environmental Justice/Title 6/Anti-Poverty Planning		X	X
3	Data Collection			
3.1	Socio-economic Data	X	X	
3.2	Traffic Impact Analysis/land Use Monitoring		X	
3.6	Bicycle and Pedestrian Demand		X	X
4	Systems Planning			
4.1	Congestion Management Process Update	X	X	X
4.2	Transit / Paratransit Planning		X	X
4.6	Model Development and Applications	X	X	
4.10	Freight Planning	X	X	
4.11	Long Range Plan	X	X	X
4.12	Transportation Improvement Program	X	X	X

Summary of CORE MPO FY 2018 Work Tasks to Address Planning Factors and Emphasis Areas

The summary below explains the relationship between the FY 2018 UPWP work tasks and the FAST Act planning factors and federal planning emphasis areas in more detail.

- 1.1 Program Coordination - MPO staff will actively coordinate with both traditional partners (GDOT, FHWA, FTA, HAMPO, LATS, AMPO, GAMPO, CRC and all local governments and modal providers) and non-traditional partners (tree foundations, EJ communities, etc.) in the execution of the 3-c transportation planning process.
 - Planning factors addressed: 1 - 11
 - Planning emphasis areas addressed: B, C

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- 1.2 Operations and Administration – MPO staff will provide necessary support to all planning activities and interagency coordination, including those implementing FAST Act and planning emphasis areas as well as those implementing Ladders of Opportunity.
 - Planning factors addressed: 1 - 11
 - Planning emphasis areas addressed: A, B, C

- 1.3 Training and Professional Development - MPO staff will actively seek out training opportunities in performance based planning and best practices. MPO staff will actively seek out training opportunities in approaches to building Ladders of Opportunity.
 - Planning factors addressed: 1 - 11
 - Planning emphasis areas addressed: A, C

- 1.5 Contracts and Grants – This task provides the necessary funding stream to support FAST Act implementation, interagency coordination, and provision of Ladders of Opportunity.
 - Planning factors addressed: 1 - 11
 - Planning emphasis areas addressed: A, B, C

- 1.6 Unified Planning Work Program – This task defines the necessary programmatic structure and organization of activities and assigns funding to support FAST Act implementation, interagency coordination, and pursuit of Ladders of Opportunity.
 - Planning factors addressed: 1 - 11
 - Planning emphasis areas addressed: A, B, C

- 2.1 Community Outreach / Education - MPO staff will continue to inform, educate and solicit input to the 3-c transportation planning process through the operations of the CAC and ACAT, and by maintaining communications with local governments, interest and advocacy groups, media contacts and interested citizens.
 - Planning factors addressed: 4, 5, 6
 - Planning emphasis areas addressed: B, C

- 2.2 Environmental Justice / Title VI / Anti-Poverty Planning - MPO staff will coordinate with ACAT and EJ communities on implementation and monitoring of the revised Title VI plan and comments received, and providing transportation to traditionally-underserved communities for job access, thus providing means for Ladders of Opportunity.
 - Planning factors addressed: 4, 5, 6, 8
 - Planning emphasis areas addressed: B, C

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- 3.1 Socio-economic Data – This is a necessary component of the travel demand model, which is used to estimate the performance of transportation improvements. The preparation of the socio-economic data requires cooperation and coordination by various federal, state and local agencies.
 - Planning factors addressed: 1, 5, 11
 - Planning emphasis areas addressed: A, B
- 3.2 Traffic Impact Analysis / Land Use Monitoring - MPO staff will work collaboratively with City of Savannah and Chatham County staff to conduct unified traffic impact review, thus monitoring the land use changes and traffic growth concurrently.
 - Planning factors addressed: 1, 2, 5, 6, 7, 8, 10, 11
 - Planning emphasis areas addressed: B
- 3.6 Bicycle and Pedestrian Demand – MPO staff will work to provide multi-modal transportation choices, involve coordination and cooperation of various agencies, promote tourism in the area, explore less environmental impact, and provide job-access means for low-income populations.
 - Planning factors addressed: 1, 2, 4, 5, 6, 7, 8, 9, 11
 - Planning emphasis areas addressed: B, C
- 4.1 Congestion Management Process Update – MPO staff will collect and analyze traffic data that will inform the development of performance targets. Process will evaluate congestion mitigation strategies' success in meeting performance targets. The CMP update will include coordination for data collection and findings with various agencies (GDOT, the City of Savannah, Chatham County, GPA, CAT, etc.). CORE MPO plans multi-modally. Integration of CMP findings into the MTP and TIP will improve performance of the local transit system, and technology improvements such as signal pre-emption will enable express bus.
 - Planning factors addressed: 1, 2, 3, 5, 6, 7, 8, 9, 11
 - Planning emphasis areas addressed: A, B, C
- 4.2 Transit / Paratransit Planning – MPO staff will coordinate with CAT and assist in the development of transit plans. Staff will assist CAT in implementing priorities of the Transit Development Plan (TDP), thereby improving transit service and access to jobs.
 - Planning factors addressed: 1 – 9, 11
 - Planning emphasis areas addressed: B, C
- 4.6 Model Development and Applications – This task is to use the model to predict the effectiveness of alternative improvement strategies relative to identified performance measures. MPO staff coordinates dissemination of model data to consultants, project

CORE MPO FY 2018 UPWP

managers, developers and other interested parties on a request basis. Staff may assist Chatham County, GDOT or municipalities in the preparation and review of project traffic.

- Planning factors addressed: 1, 4, 5, 6, 7, 8, 11
 - Planning emphasis areas addressed: A, B
- 4.10 Freight Planning - MPO staff will continue to maintain the CORE MPO Freight Transportation Plan and monitor readily available sources of data on freight and goods movement. Staff will actively coordinate with freight and economic development stakeholders through the operation of the standing EDFAC committee. EDFAC in turn, will inform the CORE MPO Board.
 - Planning factors addressed: 1 – 7, 9
 - Planning emphasis areas addressed: A, B
- 4.11 Long Range Plan - New candidate projects considered for inclusion will be evaluated against identified performance measures. Ongoing maintenance of the existing long-range plan and development of the updated plan will require close coordination with MPO members and interest groups in three different counties in the state of Georgia. Projects may also require coordination with LATS MPO in South Carolina. This task maintains CAT's eligibility for federal funding.
 - Planning factors addressed: 1 - 11
 - Planning emphasis areas addressed: A, B, C
- 4.12 Transportation Improvement Program - Performance measurements will be evaluated for each transportation project and program included in the TIP during annual updates as necessary. The TIP funds CAT's priority projects and programs.
 - Planning factors addressed: 1 - 11
 - Planning emphasis areas addressed: A, B, C

CORE MPO FY 2018 UPWP

TASK # 1 Administration

Sub-element 1.1 Program Coordination

ALI 44.21.00

Objective: *Establish a setting for effective decision-making* by coordinating the activities of the CORE MPO with other MPOs, MPC, City of Savannah, Chatham County and its municipalities, portions of Effingham and Bryan Counties, Richmond Hill, CAT, GDOT, SRTA, CRC, AMPO, GAMPO, TRB and other transportation stakeholders.

Previous Work: This is a continuing annual activity. The FY 2017 staff activities are listed below.

- CORE MPO staff worked with the revised membership to carry out the 3-C process for the expanded Metropolitan Planning Area (MPA) as called for under the revised Memorandum of Understanding (MOU).
- CORE MPO staff participated in the Association of Metropolitan Planning Organizations (AMPO), AMPO Policy Committee, Georgia Association of Metropolitan Planning Organizations (GAMPO) and Transportation Research Board (TRB) Standing Committee on Metropolitan Policy, Planning and Processes (ADA20).
- CORE MPO staff coordinated with Bryan County, Richmond Hill and Effingham County staff, as well as Chatham County and its municipalities.
- CORE MPO staff provided the necessary consultation, analysis and staff support to conduct the federally mandated metropolitan transportation planning process, and coordinated the transportation planning process and products with the efforts of other MPOs, the Metropolitan Planning Commission (MPC), Georgia Department of Transportation (GDOT), Chatham County and its municipalities, Chatham Area Transit (CAT), Georgia Ports Authority (GPA), State Road and Toll Authority (SRTA), Coastal Regional Commission (CRC), Effingham County, Bryan County and other government jurisdictions in the region.
- CORE MPO staff coordinated with the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and GDOT for FAST Act implementation through various trainings, webinars, workshops and teleconferences.

Project Description: This task involves a variety of coordinating activities of the CORE MPO staff in FY 2018.

- Attend various meetings and carry out routine coordination activities with federal, state and local planning partners and various relating agencies.
- Ad hoc committees may also be formed as needed to examine specific technical issues and to serve as a liaison to the standing MPO committees regarding key recommendations and decisions.¹

¹ Due to their very nature, ad hoc committees function under guidelines and procedures particular to the planning process for which they are formed. Due to the wide range of tasks which may be required, no attempt is made to address the functions of specific ad hoc committees which might be formed in the future in the MPO Participation Plan (PP), but CORE MPO staff, its project managers and consultants use best management practices proactively to ensure that the guiding tenets of the PP, the MOU and applicable federal planning regulations are observed and upheld to the highest standards.

- Provide the necessary consultation, analysis and staff support to conduct the federally mandated metropolitan transportation planning process, and to coordinate the transportation planning process and products with the efforts of other MPOs, MPC, GDOT, Chatham County and its municipalities, CAT, GPA, SRTA, CRC, Effingham County, Bryan County and other government jurisdictions in the region².
- Prepare for and attend transportation related meetings, as well as inter-staff and inter-agency coordination meetings that may be required, including meetings with city, county, GDOT, FHWA, FTA and other MPOs.
- Prepare for and attend annual and semi-annual meetings of professional societies concerned with Metropolitan Transportation Planning issues, including AMPO, AMPO Policy Committee, AMPO Technical Committee, GAMPO, TRB and others³, including travel costs, because these are key professional organizations concerned with metropolitan transportation planning which conduct the types of meetings and events where other MPOs are represented, where current and proposed transportation policy and practices are presented and discussed, and where CORE MPO staff can become better versed in such topics in order to better coordinate activities of the MPO with MPC, City of Savannah, Chatham County, portions of Effingham and Bryan Counties, Richmond Hill, CAT, GPA, GDOT, SRTA, CRC, ITE and other transportation stakeholders.
- Continue to implement FAST Act according to published FHWA/FTA final rules. FAST Act compliance and implementation is a federal requirement for MPOs. CORE MPO will continue to proactively coordinate with the federal, state, regional and local governments and organizations to implement FAST Act. FAST Act includes the following provisions regarding MPOs' program coordination:
 - Selection of MPO officials - the FAST Act clarifies that metropolitan planning organization (MPO) representation is selected by an MPO according to its bylaws/enabling statute. It also changes the selection criteria for MPO officials to—grant a representative of a transit provider authority equal to that of other MPO officials; and allow a representative of a transit provider to also represent a local community. [23 U.S.C. 134(d)(3)]
 - Consultation with other planning officials - the FAST Act continues to encourage MPOs to consult with officials responsible for other types of planning activities. It adds to the list of such activities tourism and the reduction of risk of natural disasters. [23 U.S.C. 134(g)(3)(A)]
- Provide support and assistance to and host the 2017 AMPO annual conference. The 2017 AMPO Annual Conference will be held in Savannah from October 17th to the 20th. CORE MPO staff will assist AMPO in preparing the conference agenda and with local details as the host city. Staff will attend the annual conference and provide support as needed.

² Addresses planning factors 1-11 and emphasis area B.

³ Addresses planning factors 1-11.

CORE MPO FY 2018 UPWP

TASK # 1 Administration

Sub-element 1.1 Program Coordination

ALI 44.21.00

Product: Routine study emails, letters, correspondence, memoranda, bylaws, presentations, policy recommendations, white papers, information flyers and the like. Continuation of 3C process.⁴

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
FHWA and FTA	Webinars, Conference Calls, Workshops
GDOT	Quarterly Pre-Construction Meetings
GDOT, Chatham County, City of Savannah	Project Concept Meetings and Public Information Open Houses
GAMPO	Semi-Annual Work Sessions; PL Funds Review Committee
AMPO	Annual Conferences, Mid-year Meetings, Working Group Meetings
ITE	Technical Meetings
TRB	Webinars, Conference, Committee Meetings
Other MPOs, CAT, GPA, Governments, and Agencies	Coordinating Meetings

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$28,000.00
MPO Dues Formula PL Match	\$7000.00
FTA Section 5303	\$12,000.00
GDOT 5303 Match	\$1,500.00
MPO Dues Formula 5303 Match	\$1,500.00
TOTAL FUNDS	\$50,000.00

⁴ Addresses planning factors 1-11.

CORE MPO FY 2018 UPWP

TASK # 1 Administration

Sub-element 1.2 Operations and Administration

ALI 44.21.00

Objective: *Establish a setting for effective decision-making* by managing the CORE MPO work program, maintaining study records, documenting meetings, and undertaking general administrative activities.

Previous Work: This is a continuing annual activity. The FY 2017 staff activities are listed below.

- CORE MPO staff provided support for and hosted all MPO board and advisory committee meetings, including preparation of agendas, minutes, mailings, presentations and staff reports. Committees staffed included the CORE MPO Board (MPO), Technical Coordinating Committee (TCC), Economic Development and Freight Advisory Committee (EDFAC), Citizens Advisory Committee (CAC), Advisory Committee on Accessible Transportation (ACAT), and Transportation Staff (a subcommittee of the TCC).
- CORE MPO worked with FHWA/FTA to address the findings from the federal certification review. Some of these activities might be carried forward to FY 2018.

Project Description: This task involves a variety of administrative activities of the MPO staff in FY 2018.

- Provide staff support for and host all CORE MPO Board and advisory committee meetings, including preparation of agendas, minutes, mailings, presentations and staff reports⁵. Committees staffed include the CORE MPO Board (MPO), Technical Coordinating Committee (TCC), Citizens Advisory Committee (CAC), Advisory Committee on Accessible Transportation (ACAT), Economic Development and Freight Advisory Committee (EDFAC) and Transportation Staff (a subcommittee of the TCC). Ad hoc committees may also be staffed if needed to address emerging issues as determined by the CORE MPO Board, its standing advisory committees and/or staff.⁶
- Continue to implement FAST Act according to published FHWA/FTA final rules. FAST Act compliance and implementation is a federal requirement for MPOs.
- Continue to address federal certification review findings. Staff will continue to work with FHWA and FTA to address the 2017 certification review findings to ensure that the CORE MPO's planning process is fully certified.

Product: Meeting agendas, minutes, recordings and mailings. Presentations and staff reports. Study files and records as well as correspondences.

⁵ Addresses planning factors 1-11.

⁶ Addresses planning factors 1-11.

CORE MPO FY 2018 UPWP

TASK # 1 Administration

Sub-element 1.2 Operations and Administration

ALI 44.21.00

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
FHWA and FTA	Conference calls, webinars
GDOT	Conference calls, attending and participating at MPO meetings
Local Municipalities, County Governments, CAT and Airport	Attending and participating at MPO meetings

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$80,000.00
MPO Dues Formula PL Match	\$20,000.00
FTA Formula Section 5303	\$20,800.00
GDOT Formula 5303 Match	\$2,600.00
MPO Dues Formula 5303 Match	\$2,600.00
TOTAL FUNDS	\$126,000.00

CORE MPO FY 2018 UPWP

TASK # 1 Administration

Sub-element 1.3 Training and Professional Development ALI 44.21.00

Objective: *Effectively address all MPO core functions* by maintaining professional competency in transportation planning and traffic analysis methods and procedures, and enhancing the technical capacity of the planning process.

Previous Work: This is a continuing annual activity though the specific trainings attended vary each year. The following are the trainings attended by CORE MPO staff in FY 2017.

- Staff participated in the TRB Annual Meeting and ADA20 Metropolitan Policy, Planning, and Processes Committee, the AMPO Annual Conference and mid-year Policy Committee and Working Group meetings, as well as local American Society of Civil Engineers (ASCE) Chapter meetings.
- Staff attended various webinars hosted by FHWA, FTA, GDOT and NHI that are pertinent to the MPO's transportation planning process.

Project Description: This is a continuing annual activity. To enhance the technical capacity of the planning process, CORE MPO staff will actively participate in various organizations and attend conferences, trainings, seminars, meetings, workshops, webinars and other training opportunities in FY 2018. The funding for this task is to cover all federally eligible expenses such as registration costs, travel expenses (both in-state and out-of-state travel), and staff time to participate in the activities. The organizations and trainings might include but are not limited to the following.

- Organizations - Transportation Research Board (TRB), Institute of Transportation Engineers (ITE), Association of Metropolitan Planning Organizations (AMPO), Georgia Association of Metropolitan Planning Associations (GAMPO), American Planning Association (APA), Georgia Planning Association (GPA), American Society of Engineers (ASCE), etc. These are well-established entities involved with MPO planning, and CORE MPO staff hold office or serve on standing committees in many of them.
- Trainings to enhance the technical capacity of the planning process⁷.
 - TRB annual and mid-year meetings and committee meetings;
 - ITE annual and summer meetings and chapter luncheons;
 - AMPO annual meeting, Policy meetings, Technical Committee and Working Group meetings;
 - GAMPO annual, mid-year and ad-hoc meetings;
 - APA annual conference/meeting, and APA and FHWA/FTA sponsored AICP credit trainings;
 - GPA Spring and Fall Conferences.
 - Other conferences, meetings, workshops, webinars and trainings relevant to Metropolitan Transportation Planning provided by qualified sponsors such as, but not limited to, FHWA, FTA, GDOT, Other State DOTs, other MPOs, NHI, NTI, TTI, ITRE, NaCO, NADO, NARC, RDC, Citilabs, Trafficware and others⁸.

⁷ Addresses planning factors 1-11.

⁸ Addresses planning factors 1-11.

CORE MPO FY 2018 UPWP

TASK # 1 Administration

Sub-element 1.3 Training and Professional Development

ALI 44.21.00

Product: Travel documentation and trip reports, training materials, etc.

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
TRB, AMPO, GAMPO, APA, GPA, ITE	Meetings, Conferences
NHI, NTI, TTI, ITRE, NaCO, NADO, NARC, RDC, other training institutions	Trainings
FHWA, FTA, GDOT, other state DOTs	Trainings, Workshops, Webinars

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$16,000.00
MPO Dues Formula PL Match	\$4,000.00
FTA Formula Section 5303	\$4,000.00
GDOT Formula 5303 Match	\$500.00
MPO Dues Formula 5303 Match	\$500.00
TOTAL FUNDS	\$25,000.00

CORE MPO FY 2018 UPWP

TASK # 1 Administration

Sub-element 1.4 Equipment and Supplies

Objective: *To effectively address all MPO core functions* purchase and maintain specialized computer hardware, software and other supplies to support the transportation planning functions of the MPO.

Previous Work: In FY 2017 software used by CORE MPO staff was reviewed and updated as necessary using MPC (non-federal) funds.

Project Description: This task includes the following.

- Maintain current licenses in ArcGIS, ArcView, TP+, Viper, CUBE, AutoCAD, TSIS, Synchro and other transportation related software packages as needed⁹.
- Purchase new technical manuals and computer equipment for use by CORE MPO staff as needed.¹⁰

It is not anticipated that any federal funds will be expended for this task in FY 2018.

Product: Computer software and hardware, technical manuals, purchase records.

Transportation Planning Related Activities of Other Agencies	
Organization	Activities

Target Start and End Dates	July 1, 2017– June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$0.00
MPO Dues Formula PL Match	\$0.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
TOTAL FUNDS	\$0.00

⁹ Addresses planning factors 1-11

¹⁰ Addresses planning factors 1-11

CORE MPO FY 2018 UPWP

TASK # 1 Administration

Sub-element 1.5 Contracts and Grants

ALI 44.21.00

Objective: *To effectively address all MPO core functions* provide adequate administrative support to prepare, process and track annual and quarterly grant documentation in support of the MPO’s operating budget. Assist the state in the preparation of the Metropolitan Planning Services Contract and Section 5303 Transit Planning Contracts. Actively pursue and administer other grants for transportation planning as they become available. Develop and maintain a grant planning schedule based upon GDOT, FHWA and FTA administrative schedule requirements.

Previous Work: This is a continuing annual activity. In FY 2017, CORE MPO staff provided adequate administrative support to prepare, process and track annual and quarterly grant documentation in support of the MPO’s operating budget.

- Staff assisted the state in the preparation of the Metropolitan Planning Services Contract and Section 5303 Transit Planning Contracts for FY 2018.
- Staff prepared proper study documentation for FY 2017 grant reimbursement including development of Annual and Quarterly Progress Reports.

Project Description: This is a continuing annual activity. Staff will do the following in FY 2018.

- Provide adequate administrative support to prepare, process and track annual and quarterly grant documentation in support of the MPO’s operating budget.
- Assist the state in the preparation of the Metropolitan Planning Services Contract and Section 5303 Transit Planning Contracts.^{11,12}
- Prepare proper study documentation for grant reimbursement including development of Annual and Quarterly Progress Reports.

Product:

- Planning services contracts for FY 2019 PL and Section 5303 funds.
- Routine annual and quarterly progress reports and reimbursement requests for FY 2018 PL and Section 5303 grants.

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
GDOT	Contract and reimbursement processing

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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¹¹ Please refer to the summary budget table at the end of this document for a full listing of tasks funded by each of these sources. Please refer to individual task descriptions for further information on planning activities funded by these sources.

¹² Addresses planning factors 1-11

CORE MPO FY 2018 UPWP

TASK # 1 Administration

Sub-element 1.5 Contracts and Grants

ALI 44.21.00

Funding Source	Amount
FHWA Formula PL	\$15,000.00
MPO Dues Formula PL Match	\$3,750.00
FTA Formula Section 5303	\$4,800.00
GDOT Formula 5303 Match	\$600.00
MPO Dues Formula 5303 Match	\$600.00
TOTAL FUNDS	\$24,750.00

CORE MPO FY 2018 UPWP

TASK # 1 Administration

Sub-element 1.6 Unified Planning Work Program

ALI 44.21.00

Objective: *To effectively address all MPO core functions by developing and maintaining the annual Unified Planning Work Program.*

Previous Work: This is an annual activity. The FY 2017 staff activities are listed below.

- The FY 2018 Unified Planning Work Program was developed.
- Administrative modifications and amendments to the FY 2017 UPWP were processed as needed.
- Budget adjustments to FY 2017 UPWP were processed as needed.

Project Description: This is an annual activity. MPO staff will do the following in FY 2018.

- CORE MPO staff, in coordination with the CORE MPO Board and advisory committees, will identify priority transportation planning work tasks, prepare descriptive narrative for each work task as well as cost estimates, develop project schedules based upon timelines for key planning deliverables, coordinate input from other agencies and prepare the FY 2019 Unified Planning Work Program.¹³
- Staff will maintain the FY 2018 UPWP and prepare budget adjustments and amendments as necessary.¹⁴

GDOT will assist in the preparation of the FY 2019 Unified Planning Work Program, provide timely financial projections, prepare timely PL and Section 5303 planning services contracts for FY 2019, and review work accomplished quarterly on the FY 2018 PL and Section 5303 contracts to authorize timely payment.¹⁵

Product:

- FY 2019 UPWP published on CORE MPO website and in print upon request.
- Budget adjustments and amendments to FY 2018 UPWP as needed.

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
FHWA	Review draft UPWP and approve final document.
GDOT	Provide revenue projections for UPWP development and review draft UPWP.

¹³ Addresses planning factors 1-11.

¹⁴ Addresses planning factors 1-11.

¹⁵ Addresses planning factors 1-11.

CORE MPO FY 2018 UPWP

TASK # 1 Administration

Sub-element 1.6 Unified Planning Work Program

ALI 44.21.00

Target Start and End Dates*	July 1, 2017 – June 30, 2018*	Lead Agency	MPC
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*Amendments or budget adjustments to FY 2018 UPWP will be conducted as needed throughout FY 2018.

*Estimated FY 2019 UPWP development schedule is listed below.

- October 2017 – GDOT provides PL and Section 5303 funding information to CORE MPO for draft FY 2019 UPWP development.
- October to November 2017 – MPO staff develops draft FY 2019 UPWP.
- December 2017 – 30-day FHWA and GDOT review of the draft FY 2019 UPWP.
- January 2018 – MPO staff addresses FHWA and GDOT comments and develops revised draft FY 2019 UPWP.
- February 2018 – CORE MPO Board and advisory committee review and comment on revised draft FY 2019 UPWP with FHWA/GDOT comments incorporated, and endorse/adopt the UPWP.
- End of February to beginning of March 2018 – MPO staff incorporates the MPO Board and advisory committee comments, finalize the FY 2019 UPWP, and send the finalized document to FHWA and GDOT.
- April to June 2018 – FHWA approves the final FY 2019 UPWP.

Funding Source	Amount
FHWA Formula PL	\$16,000.00
MPO Dues Formula PL Match	\$4,000.00
FTA Formula Section 5303	\$3,000.00
GDOT Formula 5303 Match	\$375.00
MPO Dues Formula 5303 Match	\$375.00
TOTAL FUNDS	\$23,750.00

TASK # 2 Public Involvement

Sub-element 2.1 Community Outreach and Education

ALI 44.21.00

Objective: *To involve the public in all of the MPO core functions* continue to facilitate the two-way exchange of information between CORE MPO and the general public on transportation matters as outlined in the adopted CORE MPO Participation Plan (PP) and Title VI Program. Maintain the CORE MPO website. Make available transportation planning data and information for the general public; provide data and analysis on request to local government agencies; meet with community groups and individuals on request; prepare newsletters, flyers and newspaper inserts for free distribution and web posting.

Previous Work: This is an ongoing annual activity. The FY 2017 staff activities are listed below.

- Staff maintained the Participation Plan (PP) document and recorded meeting attendance to measure participation effectiveness.
- Staff hosted a series of public outreach meetings on TIP and MTP amendments as well as major studies.
- Staff continued to support the Citizen’s Advisory Committee (CAC) and the Advisory Committee on Accessible Transportation (ACAT).
- Staff hosted orientation sessions for new MPO Board and advisory committee members.
- Staff continued to maintain neighborhood and media contact information.
- Staff provided various planning and project information at the request of the general public and various local governments and agencies.
- The MPO website, corempo.org, was continually updated to provide the most current planning documents and meeting materials.¹⁶

Project Description: This is an annual activity. MPO staff will do the following in FY 2018.

- Provide the interface between the metropolitan transportation planning process and the local community as stated in the CORE MPO PP.¹⁷ This includes
 - raising citizens’ level of understanding of the CORE MPO transportation planning process through continued education; and
 - ensuring that the citizens have been provided with adequate, appropriate and meaningful opportunities to participate in the decision-making process.
- Conduct any periodic assessments of the CORE MPO Participation Process as prescribed by the CORE MPO PP.
- Promote and protect the CORE MPO name and mark to enhance public understanding of the MPO and its purpose.
- Provide orientation for new MPO Board and advisory committee members to promote the understanding of the CORE MPO’s planning process.

¹⁶ Note that final plan documents are posted on the website as soon as they are completed. In some instances, changes made due to comments received during the public review and comment period may require minor revisions that do not affect the substance of the plan after plan adoption. This is noted on the website and is not a deficiency of the website, but a reflection of a robust public involvement process and the exemplary responsiveness of the CORE MPO and its staff to an inclusive 3-C planning process.

¹⁷ Note that major planning initiatives such as the Metropolitan Transportation Plan Update, Corridor and Sector Studies and the like will typically include an extensive public participation effort that is often separate from this task.

CORE MPO FY 2018 UPWP

TASK # 2 Public Involvement

Sub-element 2.1 Community Outreach and Education

ALI 44.21.00

- Provide transportation-related data and analyses at the request of local government agencies, developers and the general public.
- Meet with community groups and individuals as well as the media to provide information on the current CORE MPO planning program, identified transportation deficiencies and specific project details and to discuss community issues and concerns related to transportation.
- Participate in public information meetings on transportation projects.
- Continue to maintain and update the MPO website with the latest planning documents and meeting materials.
- Develop and publish newsletters and newspaper inserts to document the status of transportation planning and implementation in the CORE MPO Metropolitan Planning Area (MPA) as well as other public information materials, such as brochures, newsletters, flyers, and media kits, etc. as needed.
- Continue to implement FAST Act. Public involvement remains a hallmark of the MPOs' planning process under FAST Act. In an effort to engage all sectors and users of the transportation network, the FAST Act requires that the planning process include public ports and private transportation providers, and further encourages MPOs to consult during this process with officials of other types of planning activities, including tourism and natural disaster risk reduction. The FAST Act also changes criteria for MPO officials to provide transit provider representatives with equal authority and allow the representative to also serve as the representative of a local municipality.

Product:

- Public information reports.
- Printed copies of CORE MPO Participation Plan, newsletters and flyers along with other public information materials.
- Project files and documents, and presentation materials.
- CORE MPO website.

Transportation Planning Related Activities of Other Agencies	
Organization	Activities

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$8,000.00
MPO Dues Formula PL Match	\$2,000.00
FTA Formula Section 5303	\$4,000.00
GDOT Formula 5303 Match	\$500.00
MPO Dues Formula 5303 Match	\$500.00
TOTAL FUNDS	\$15,000.00

CORE MPO FY 2018 UPWP

TASK # 2 Public Involvement

Sub-element 2.2 Environmental Justice/Title VI/Anti-Poverty

Transportation Planning

ALI 44.21.00

Objective: Environmental Justice/Title VI/Anti-Poverty Planning is an integral aspect of all interactions between the CORE MPO and the public. *To involve the public in all of the MPO core functions* this task will include work efforts which help ensure the full and fair participation by all potentially affected communities in the transportation decision-making process and prevent the denial of, reduction in, or significant delay in the receipt of benefits by Title VI populations (minority, low-income, elderly, disabled, limited-English proficiency, etc.).

This program element builds upon the work of the Advisory Committee on Accessible Transportation (ACAT) to encourage representation of the traditionally underserved communities in the Metropolitan Planning Area (MPA) (those communities with high concentrations of minority, low-income, disabled or elderly populations) and their involvement in the CORE MPO transportation planning process.

This program provides further detailing of the Title VI Program, provides assistance in the implementation of the recommendations, and monitors CAT and TELERIDE operations to identify needed refinements.

Previous Work: This is an ongoing annual activity. The FY 2017 MPO activities are listed below.

- CORE MPO made some minor amendments to the Title VI Program documents and obtained Title VI Concurrence from GDOT.
- Staff completed the FTA Title VI Data Collection and Reporting for FY 2017.
- Staff continued to support the ACAT Committee, and ACAT continued to provide advice and recommendations regarding transportation planning for the transportation disadvantaged.
- Staff coordinated with the local EJ organizations in various projects and studies.

Project Description: This task was specifically called out as a separate work task by FHWA and Georgia MPO staffs during the development of the Georgia/FHWA UPWP template in 2003, and is closely related to Ladders of Opportunity which is a federal planning emphasis area. The following staff activities are expected in FY 2018.

- MPO staff will continue to involve traditionally underserved communities within the CORE MPO Metropolitan Planning Area (MPA) in the MPO's transportation planning process as identified in the MPO Participation Plan and Title VI Program through the use of public involvement and analytical techniques (e.g. using Geographic Information Systems (GIS) mapping to locate Title VI populations within the MPA).
- MPO staff will continue to identify potential transportation barriers and gaps to essential services and assess the benefits and burdens of existing and planned transportation system investments on the identified target populations.¹⁸

¹⁸ Addresses planning factors 4, 5, 6 and 8.

CORE MPO FY 2018 UPWP

TASK # 2 Public Involvement

Sub-element 2.2 Environmental Justice/Title VI/Anti-Poverty Transportation Planning ALI 44.21.00

- MPO staff will undertake significant steps, through the increased involvement of ACAT, to publicize the efforts mentioned above and involve the public, and will ensure that the EJ communities are represented as members of ACAT.
- MPO staff will provide staff support in the continuing functioning of ACAT by arranging for ACAT meetings, and preparing and distributing meeting agendas and minutes.
- MPO staff will maintain the Title VI Program documents including the Environmental Justice (EJ) Report and the Limited English Proficiency (LEP) Plan. LEP Plan is a requirement when a target population reaches 5% of the total population, which occurred in the 2010 Census for the Savannah area for the Hispanic population.
- MPO Staff will continue to evaluate the MTP, TIP, and other programs and plans for Title VI compliance, and continue to pursue partnerships with service and non-profit groups that could assist the MPO to engage minority, low income and LEP persons both through ACAT and other forms of outreach.¹⁹
- MPO Staff will attend necessary Title VI and EJ trainings hosted by FTA, FHWA and GDOT as opportunities arise.
- CAT staff will participate in the ACAT meetings and will monitor the operations of TELERIDE services and develop recommendations for modifications where appropriate.
- CAT staff will provide detailed planning and updating to allow for the implementation of the recommendations in the Paratransit Plans.
- TELERIDE staff will participate in the ACAT meetings and furnish information pertaining to the operations of the TELERIDE Service.

Product:

- ACAT meeting agendas and minutes
- GIS analysis
- TELERIDE ridership tables and graphs, occasional memoranda and recommendations.
- Periodic updates to the EJ and LEP plans, the Title VI process and other documents required by Title VI.

¹⁹ Addresses planning factors 4, 5, 6 and 8.

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TASK # 2 Public Involvement

Sub-element 2.2 Environmental Justice/Title VI/Anti-Poverty Transportation Planning ALI 44.21.00

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
CAT	Staff support for ACAT, coordination with CORE MPO
TELERIDE	Staff support for ACAT

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$0.00
MPO Dues Formula PL Match	\$0.00
FTA Formula Section 5303	\$6,000.00
GDOT Formula 5303 Match	\$750.00
MPO Dues Formula 5303 Match	\$750.00
TOTAL FUNDS	\$7,500.00

TASK # 3 Data Collection

Sub-element 3.1 Socio-Economic Data

Objective: The CORE MPO must update the Metropolitan Transportation Plan (MTP) every five years. The MTP development requires the use of an analytical tool, such as the travel demand model. Development of base year and horizon year socio-economic data is essential to the development of the travel demand model and thus, the MTP update.

Previous Work: In FY 2017 the Comprehensive Department of MPC started to work on socio-economic data preparation in support of the CORE MPO's 2045 MTP development.

Project Description: This effort will include preparation of base year socio-economic data and planning horizon year socioeconomic data forecasts by the Comprehensive Department of MPC for the CORE MPO Metropolitan Planning Area (MPA) in support of an update and recalibration of the travel demand model. Data will be prepared in a format as prescribed by GDOT and/or their on-call traffic modeling consultant per published guidance current at the time of model development. It is expected that data will be prepared based upon the current traffic analysis zone (TAZ) structure, and consistent with Census Bureau geography.

GDOT and/or their on-call consultant will provide review and feedback during the model development and calibration process, and may require corrections and adjustments to the socio-economic data as needed for model development. GDOT will also provide socio-economic data for areas outside of the CORE MPO MPA.

Development of the CORE MPO travel demand model supports the development of the MTP and the implementation of performance based planning by providing a robust analytical tool with which to assess proposed transportation projects against established performance targets.²⁰

The budget for this task is for CORE MPO staff oversight and coordination for the socio-economic data development, and does not cover the data preparation work by the Comprehensive Department of MPC.

Product: Base year and horizon year socio-economic data in a format appropriate to support the development of the updated CORE MPO travel demand model and the next MTP update.

²⁰ Addresses planning factors 5 and 11.

CORE MPO FY 2018 UPWP

TASK # 3 Data Collection

Sub-element 3.1 Socio-Economic Data

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
GDOT	Oversight and assistance, socio-economic data preparation for areas outside of CORE MPO MPA
MPC Comprehensive Department	Socio-economic data preparation for CORE MPO MPA

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$4,000.00
MPO Dues Formula PL Match	\$1,000.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
TOTAL FUNDS	\$5,000.00

CORE MPO FY 2018 UPWP

TASK # 3 Data Collection

Sub-element 3.2 Traffic Impact Analysis/Land Use Monitoring

Objective: This is an ongoing activity helping to *address MPO core functions related to evaluating alternatives in the MTP and the TIP* by coordinating the land use planning activities of the MPC with the comprehensive transportation planning activities of CORE MPO. This project is intended to provide the MPC with feedback on the transportation impacts of development proposals, and ensure that the land use decisions of the MPC are fully integrated into the MPO's transportation plans and programs by analyzing the travel demand impacts of major development proposals in order to document transportation needs, identify appropriate mitigation, facilitate developer participation in the costs of improvements and maintain the functional integrity of the surface transportation network.

Previous Work: This is an ongoing annual activity. Throughout each year, CORE MPO staff reviews the transportation impacts of development proposals on an ongoing basis and coordinates findings with the Development Services staff, Chatham County, City of Savannah and the MPC Board. A unified traffic impact analysis methodology has been developed and is currently being integrated into the New Zoning Ordinances (NewZO - formerly the Unified Zoning Ordinance or UZO) which is a multi- year effort under ongoing development. The FY 2017 MPO staff activities are listed below.

- MPO staff assisted with review of site plans, Developments of Regional Impact (DRIs) and traffic studies in conjunction with the development review process initiated by the MPC and CRC.
- MPO staff worked with the City of Savannah and Chatham County and requested developers to prepare traffic impact analysis reports for developments which were anticipated to generate a significant number of trips which would affect the traffic network surrounding the development. The MPO first requests a scoping meeting with developer to review the scope of the traffic impact analysis study. Once the scope is defined and approved the developers are responsible for conducting the analysis. The final analysis is submitted to CORE MPO, the City of Savannah or Chatham County staff for review and approval. The CORE MPO reviewed and approved several traffic analysis studies in FY 2017.

Project Description: This is an ongoing activity to coordinate the land use planning activities of the MPC with the comprehensive transportation planning activities of CORE MPO. The following MPO staff activities are expected in FY 2018.

- MPO staff will continue to review site plans, Developments of Regional Impact (DRIs) and traffic studies in conjunction with the development review process initiated by the MPC and CRC.

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TASK # 3 Data Collection

Sub-element 3.2 Traffic Impact Analysis/Land Use Monitoring

- MPO staff will continue to work with the City of Savannah and Chatham County and request developers to prepare traffic impact analysis report for developments which are anticipated to generate a significant number of trips which will affect the traffic network surrounding the development. The MPO first requests a scoping meeting with the developer to review the scope of the traffic impact analysis study. Once the scope is defined and approved the developer is responsible for conducting the analysis. The final analysis is submitted to CORE MPO and the City of Savannah or Chatham County staff for review and approval. The results of the traffic impact analyses inform the decision-making processes of MPC, City of Savannah and Chatham County, and aids in determining needed improvements and responsible parties.²¹ The number of traffic impacts studies submitted for review can vary year to year based on the number of developments taking place in the region.
- MPO staff will assist with review of DRIs in coordination with CRC.

Product: Traffic studies, reports and review comments based on current development proposals.

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
City of Savannah	Site Plan Review
Chatham County	Site Plan Review
Coastal Regional Commission (CRC)	DRI Review

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$38,000.00
MPO Dues Formula PL Match	\$9,500.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
TOTAL FUNDS	\$47,500.00

²¹ Addresses planning factors 1-2, and 5-8.

CORE MPO FY 2018 UPWP

TASK # 3 Data Collection

Sub-element 3.6 Bicycle and Pedestrian Demand

ALI 44.24.00

Objective: This activity helps to *address MPO core functions related to evaluating alternatives in the MTP and the TIP* by obtaining information on current levels of observed bicycle and pedestrian demand for use in short range and long range planning activities, such as needs analysis, prioritization, and performance measurement.

Previous Work: This is an ongoing annual activity. The FY 2017 MPO activities are listed below.

- MPO staff collected bicycle/pedestrian counts at various locations, and entered these field data into spreadsheets for current and future use.
- Staff provided information on walking and bicycling activity when relevant for MPO plans or studies, or for other agencies' documents.
- Staff mapped routes regularly used by bicycle clubs in the area in GIS.

Project Description: In FY 2018 MPO staff will manage the collection of pedestrian and bicycle counts at several locations within the planning area, as part of the National Bicycle and Pedestrian Documentation Project (NBPDP). Activity also includes updating geographical information on existing bicycle and pedestrian facilities and routes in the area.²²

Counts will be collected on two or three days within the same week at locations previously monitored. Because of the known limitations of data from short-duration and manual counts, staff also will research the literature and practices for bicycle and pedestrian traffic monitoring in order to identify advanced data collection methods and equipment that may be needed for the program in the future.

MPO staff will select count locations, prepare count forms, obtain and train volunteers, research regular bicycle touring club routes, submit data and compile reports and/or maps, and research alternative data collection methods for possible future implementation.

Product: Counts, reports, and maps.

Transportation Planning Related Activities of Other Agencies	
Organization	Activities

Target Start and End Dates	Lead Agency
July 1, 2017 – June 30, 2018	MPC

Funding Source	Amount
FHWA Formula PL	\$8,000.00
MPO Dues Formula PL Match	\$2,000.00
FTA Formula Section 5303	\$4,000.00
GDOT Formula 5303 Match	\$500.00
MPO Dues Formula 5303 Match	\$500.00
TOTAL FUNDS	\$15,000.00

²² Addresses planning factors 1-2, 4-9 and 11.

TASK # 4 Systems Planning

Sub-element 4.1 Congestion Management Process Update ALI 44.23.01

Objective: *This task addresses core MPO functions by measuring congestion in the CORE MPO planning area, assesses the effectiveness of congestion mitigation strategies undertaken since the 2017 CMP, and identifies strategies to alleviate current observed and future projected congestion, which supports the maintenance of and updates to the MTP and the TIP.*

Previous Work: The congestion management process is an on-going activity of CORE MPO. In FY 2017, the MPO finished a CMP update. The outline of the CMP update included the following tasks.

Task 1: Background and study purpose

- Federal regulations
- Federal guidance
- Previous MPC CMP reports 2004 (2007) & 2009
 - Key findings
 - Strategies identified
 - Strategies implemented to alleviate congestion (corridor studies, constructions projects, etc.)

Task 2: Develop Regional Objectives (review existing objectives, refine)

Task 3: Define the CMP Network (review existing CMP network and refine)

- Study limits: Chatham County and Richmond Hill (no significant sections of the arterial network are in the Effingham County portion of the CORE MPO Metropolitan Planning Area (MPA).
- Study timeframe: Base year 2015 (where data is available)
- Roadway network: Major Arterials and higher, transit routes, non-motorized network and ferry system²³.

Task 4: Development of Multimodal Performance Measures (review performance measures used in the past and refine. Incorporate system performance measure from FAST Act)

- Reliability Measures (95th percentile, Buffer index, etc.)
- Level of service

Task 5: Collect Data/Monitor System performance

- Roadway Mapping
- Model Data
- Travel Time
- CAT Data
- Non-Motorized data

²³ Data subject to availability

CORE MPO FY 2018 UPWP

TASK # 4 Systems Planning

Sub-element 4.1 Congestion Management Process Update

ALI 44.23.01

Task 6: Analyze Congestion Problems and needs (identify areas of congestion based on data collection and performance measures)

Task 7: Identify and Assess Strategies (link areas of congestion to possible strategies)

Task 8: Program and Implement Strategies (identify strategies, programs and projects. Document in-process projects in the TIP. Conduct call for projects for future TIP development.)

Task 9: Evaluate Strategy Effectiveness (Identify previous projects and programs in place and evaluate effectiveness of improving congestion. Look back at previous CMP reports, strategies implemented and progress/effectiveness)

Task 10: Summary report and final report

- Key findings
- Strategies
- Anticipated future issues (growth/develop) that can be noted from population, employment and modeling forecasts

Task 11: Next steps

- Identify route/links to be addressed in a future CMP update
- Next CMP update and maintenance
- Other related/supporting future planning tasks and studies.

Project Description: The CMP is a process that is ongoing and requires updates and maintenance. The tasks for FY 2018 will focus on maintaining and updating the CMP process based on FAST Act*, the federal legislation and guidance, and the FY 2017 CMP update findings. These include:

- additional data collection, potentially in concert with GAMPO's efforts to coordinate a group data purchase for all Georgia MPOs;
- additional corridor analysis;
- congestion reduction performance measures target setting;
- integration of travel demand reduction and job-access strategies into the CMP update process; and
- identification of specific strategy and project for the MPO board's consideration of programming and funding.

MPO staff will coordinate with FHWA, GDOT and the local municipalities/agencies in the CMP update.

Product: Updated data as available, data analysis, memoranda and presentations.

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TASK # 4 Systems Planning

Sub-element 4.1 Congestion Management Process Update

ALI 44.23.01

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
FHWA	Provide data
GDOT	Provide data, Set performance targets
Local municipalities, CAT and agencies	Assist in additional data collection

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$28,500.00
MPO Dues Formula PL Match	\$7,125.00
FTA Formula Section 5303	\$4,000.00
GDOT Formula 5303 Match	\$500.00
MPO Dues Formula 5303 Match	\$500.00
TOTAL FUNDS	\$40,625.00

*The FAST Act adds examples of travel demand reduction strategies for congestion management in a transportation management area (TMA). While retaining the requirement for a congestion management process for MPOs that serve a TMA, the law also allows an MPO that serves a TMA to develop a congestion management plan (distinct from the congestion management process) that will be considered in the MPO’s transportation improvement program. Any such plan must include regional goals for reducing peak hour vehicle miles traveled and improving transportation connections must identify existing services and programs that support access to jobs in the region, and must identify proposed projects and programs to reduce congestion and increase job access opportunities. The FAST Act specifies certain consultation requirements MPOs must use in developing the plan. [23 U.S.C. 134(k)(3)]

TASK # 4 Systems Planning

Sub-element 4.2 Transit / Paratransit Planning

ALI 44.24.00

Objective: Transit and paratransit planning activities will provide support for the improvement of public transit services in the CORE MPO Metropolitan Planning Area (MPA). *This task addresses all of the core MPO functions as they relate to transit and paratransit planning by establishing a setting for effective decision making and public participation, identifying alternative transportation improvements and preparing and maintaining the MTP and the TIP.*

Previous Work: This is a continuing planning activity. The FY 2017 CORE MPO work includes the following.

- MPO staff has provided general planning services and assisted Chatham Area Transit (CAT) on various planning studies such as the origin and destination study, coordinated with ferry services, provided letters of support for CAT's grant applications, and coordinated on FAST Act performance measure target setting and implementation.
- MPO staff has coordinated and assisted CAT with technical support such as mapping, analysis, and other various projects related to the transit system and new transit services in the Savannah area.

Project Description:

In FY 2018 CORE MPO will do the following.

- MPO staff will provide general planning services and assist Chatham Area Transit (CAT) on various planning studies.²⁴
- MPO staff will coordinate and assist CAT with technical support such as mapping, analysis, and other various projects related to the transit system and new transit services in the Savannah area.²⁵
- MPO will continue to implement FAST Act regarding transit/paratransit planning in developing MTP and TIP*.
- MPO will conduct other short-range transit projects in task 4.2 depending upon CAT's strategic priorities, including but not limited to:
 - Continue to coordinate and work with CAT on defining transit and mobility priorities for the region (attending CAT board meetings and quarterly check-in meetings);
 - Assist CAT with an Alternative Transit Modes Study;
 - Assist CAT to promote new transit oriented development;
 - Assist CAT to identify new sources of transit funding;
 - Assist CAT to carry out strategic transit planning initiatives as identified in the 2013 CAT TDP;
 - Assist CAT and Mobility Management Board with short range transit projects as needed;
 - Assist CAT with the development of an Origin-Destination Study to better understand travel patterns in the region and to identify whether existing transit routes are meeting the needs of the community;
 - Assist CAT with the development of an Asset Management Plan;

²⁴ Addresses planning factors 1-9 and 11.

²⁵ Addresses planning factors 1 and 4-8.

- Coordinate with CAT on Performance Based Planning target setting;
- Assist CAT with grant opportunities and letters of support;
- Assist CAT in efforts to coordinate with the City of Savannah to implement TSP and other ITS tools;
- Continue to assist CAT in efforts to track and coordinate federal funding;
- Continue to assist CAT in efforts to coordinate with the Savannah Convention and Trade Center for ferry service; and
- Continue to assist CAT in efforts to expand the transit service area.

In FY 2018 CAT will do the following using 5307 funds.

- Chatham Area Transit will develop an analysis of its current transit system to determine what, if any, service refinements can be implemented to enhance operational efficiency of the system. This project will include four major tasks/milestones:
 - Obtain Travel Data: Identifying and accessing robust travel data is a critical first step. CAT will review the Traffic Analysis Zone (TAZ) structure from the most recent travel demand model and will eliminate zones that have little or no population or employment. CAT will then define the attributes of the travel data before purchasing the final dataset.
 - Data Review and Analysis: CAT will analyze the dataset and tabulate the origins and destinations of trips and identify the travel patterns during weekday periods. The origins and destinations of these trips will be categorized by the industry standard trip patterns included in the travel demand model (i.e. Home to Work; Work to Home; Other). Once the data has been tabulated and the origin destination analysis completed, the results will be compared to the travel demand model socio-economic data as a check to ensure the analysis results are logical.
 - Transit Suitability Analysis: CAT will complete a transit suitability analysis to identify the transit propensity within the study area. This analysis will utilize data from the US Census and other sources. The results will be compared to the existing service, as well as the origin-destination results to identify areas that may be underserved by transit and/or overserved.
 - Recommendations: Based on the results of the analysis, recommendations for service adjustments will be developed. These recommendations will be structured to enhance the operational efficiency of the current system, as well as potential expansions of service.

Product: Planning support, analysis, mapping, presentation materials, memoranda, reports, and other information as required.

CORE MPO FY 2018 UPWP

TASK # 4 Systems Planning

Sub-element 4.2 Transit / Paratransit Planning

ALI 44.24.00

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
CAT	Service Expansion, Including West Chatham
CAT	TDP Implementation
CAT	Ferries and Dockside Facilities
CAT	Passenger Amenities
CAT	Origin-Destination Study

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$0.00
MPO Dues Formula PL Match	\$0.00
FTA Formula Section 5303	\$35,000.00
GDOT Formula 5303 Match	\$4,375.00
MPO Dues Formula 5303 Match	\$4,375.00
FTA Formula 5307	\$113,151.00
CAT Formula 5307 Match	\$28,288.00
TOTAL FUNDS	\$185,189.00

*The FAST Act continues to require metropolitan transportation plans and transportation improvement programs (TIPs) to provide for facilities that enable an intermodal transportation system, including pedestrian and bicycle facilities. It adds to this list other facilities that support intercity transportation (including intercity buses, intercity bus facilities, and commuter vanpool providers). The FAST Act also requires that the metropolitan long-range plan include identification of public transportation facilities and intercity bus facilities. [23 U.S.C. 134(c)(2) & (i)(2)]

CORE MPO FY 2018 UPWP

TASK # 4 Systems Planning

Sub-element 4.6 Model Development and Applications

Objective: *This task addresses core MPO functions by creating a tool to assist in identifying alternative transportation improvement through performance measurements which support the preparation and maintenance of the MTP and the TIP. Develop and apply CUBE, Synchro, CORSIM, and other models in Metropolitan Transportation Plan updates, corridor studies and other transportation planning applications.*

Previous Work: The FY 2017 MPO staff activities are listed below.

- Staff prepared traffic forecasts for road projects and planning studies.
- Staff provided models and related data to the City of Savannah, Chatham County and developers.

Project Description: The expected FY 2018 MPO staff activities are listed below.

- Staff will continue to work with GDOT to update and refine the MPO travel demand model in support of the next MTP update and emerging performance based planning requirements under FAST Act.
- Staff will continue to provide traffic model data and expertise in support of MTP and TIP amendments, development review, and strategic transportation studies.
- Socio-economic forecasts and trip tables will continue to be updated based on new development activity as appropriate.

Product:

- Enhanced computer models.
- Operational analyses and test results.
- Computer files, printouts and plots.

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
GDOT	Lead in developing basic Travel Demand Model

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$4,000.00
MPO Dues Formula PL Match	\$1,000.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
TOTAL FUNDS	\$5,000.00

CORE MPO FY 2018 UPWP

TASK # 4 Systems Planning

Sub-element 4.10 Freight Planning

Objective: Provide for safe and efficient goods movement in support of local and state economic objectives and in compliance with FAST Act requirements. *This task addresses all of the core MPO functions as they relate to freight planning by establishing a setting for effective decision making and public participation, identifying alternative transportation improvements and preparing and maintaining the MTP and the TIP.*

Previous Work: In FY 2017 MPO staff continued the freight planning activities by learning the freight developments that were not covered in the 2016 CORE MPO Freight Transportation Plan and by continued coordination with the freight communities.

Project Description: This task will support the ongoing staffing of the Economic Development and Freight Advisory Committee (EDFAC), as well as any follow-up activities prescribed by the completed CORE MPO Freight Transportation Plan.²⁶

Product: Reports and documentation.

Transportation Planning Related Activities of Other Agencies	
Organization	Activities

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$8,000.00
MPO Dues Formula PL Match	\$2,000.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
TOTAL FUNDS	\$10,000.00

²⁶ Addresses planning factors 1-7, 9 and 11.

Objective: *This task addresses the MPO core function of preparing and maintaining the Metropolitan Transportation Plan (MTP), also called the Long-Range Transportation Plan (LRTP). Maintain and revise the CORE MPO 2040 Total Mobility Plan as needed. Begin the update of the 2045 MTP. Continue to work on supporting plans and studies.*

Previous Work: This is a core MPO function. The FY 2017 work activities are listed below.

- MPO staff processed various amendments and addenda for the 2040 MTP.
- MPO staff monitored the federal rule-makings, and worked on FAST Act compliance integrating performance measures, target setting, new planning factors and emphasis areas.
- GDOT staff continued the activities necessary to assist MPO staff in maintaining the 2040 MTP including the provision of project cost estimates and revenue projections.

Project Description: Federal planning regulations require that MPO Metropolitan Transportation Plans (MTPs) be updated at least every five years, and that a twenty-year planning horizon be maintained.²⁷ This long-range plan task involves a variety of planning activities shown below.

- Assist in evaluating alternate transportation projects proposed by the transportation committees, local officials and citizens, or GDOT officials.
- Undertake work necessary to refine and incorporate the recommendations of special traffic studies into the 2040 MTP.
- Prepare periodic updates to the 2040 MTP financial plan and project cost estimates to assure the continued validity of the financial forecast and financial constraint analysis.
- Prepare 2040 MTP amendment reports and addenda for any project changes.
- Continue to implement FAST Act according to published FHWA/FTA final rules*. Incorporate FAST Act targets, performance measures and expanded planning factors. This effort involves coordination with GDOT and CAT.
- Begin working on the 2045 MTP update. Activities will include developing goals and objectives for the 2045 plan update in coordination with the target setting process under Fast Act; coordinating with GDOT in preparation of base year socio-economic data and planning horizon year socioeconomic data forecasts; coordinating with GDOT for travel demand model development and outputs for the expanded CORE MPO Metropolitan Planning Area; coordinating with GDOT and local governments on future revenue projections; conducting public meetings and work sessions to collect input on the 2045 MTP update; coordinating with local governments and modal agencies on planning activities; evaluating status of projects in the 2040 MTP; reviewing, revisiting and incorporating findings from completed studies and plans (CMP update, Freight Transportation Plan, Non-Motorized Transportation Plan, etc.); and initiating development of financial plan and 2045 MTP document.

²⁷ Addresses planning factors 1-11.

CORE MPO FY 2018 UPWP

TASK # 4 Systems Planning
Sub-element 4.11 Long Range Plan

ALI 44.23.01

- Perform other activities related to the long-range planning: assist CAT in strategic transit initiatives as identified in the 2013 CAT TDP, assist CAT and the Mobility Management Board with long-range transit planning projects as needed, continue updates and refinements to project databases, continue pursuit of improved methods of disseminating project information to constituents and the public.

Product:

- Amended 2040 Total Mobility Plan/MTP in compliance with the FAST Act requirements.
- 2040 MTP amendment reports and addenda.
- Detailed scope of work for 2045 MTP update.
- Draft goals and objectives for the 2045 MTP update.
- Documentation of public input process and collected input for the 2045 MTP update.
- Documentation of socio-economic data, model development and financial information findings as well as issues.

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
GDOT	Assist in developing traffic projections, project cost estimates and financial analysis.
Local Municipalities and governments	Assist in developing project information and priorities.
Various agencies	Consultation

Target Start and End Dates	July 1, 2017 – June 30, 2018	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$51,696.58
MPO Dues Formula PL Match	\$12,924.15
FTA Formula Section 5303	\$15,000.00
GDOT Formula 5303 Match	\$1,875.00
MPO Dues Formula 5303 Match	\$1,875.00
TOTAL FUNDS	\$83,370.73

***The following are some provisions in the FAST Act related to MTP.**

Support for intercity bus and commuter vanpools - The FAST Act continues to require metropolitan transportation plans and transportation improvement programs (TIPs) to provide for facilities that enable an intermodal transportation system, including pedestrian and bicycle facilities. It adds to this list other facilities that support intercity transportation (including intercity buses, intercity bus facilities, and commuter vanpool providers). The FAST Act also requires that the metropolitan long-range plan include identification of public transportation facilities and intercity bus facilities. [23 U.S.C. 134(c)(2) & (i)(2)]

CORE MPO FY 2018 UPWP

TASK # 4 Systems Planning

Sub-element 4.11 Long Range Plan

ALI 44.23.01

Scope of planning process - The FAST Act expands the scope of consideration of the metropolitan planning process to include improving transportation system resiliency and reliability; reducing (or mitigating) the stormwater impacts of surface transportation; and enhancing travel and tourism. [23 U.S.C. 134(h)(1)(I) & (J)]

Capital investment and other strategies - The FAST Act continues to require a metropolitan transportation plan to include strategies to meet current and projected transportation infrastructure needs. [23 U.S.C. 134(i)(2)(G)]

Resilience and environmental mitigation activities - The FAST Act expands the focus on the resiliency of the transportation system as well as activities to reduce stormwater runoff from transportation infrastructure. In addition, it newly requires strategies to reduce the vulnerability of existing transportation infrastructure to natural disasters. [23 U.S.C. 134(d)(3) & (i)(2)(G)]

Transportation and transit enhancement activities - The FAST Act continues to require a metropolitan transportation plan to include transportation and transit enhancement activities. When proposing these activities, the plan must now include—

- consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner; and
- strategies and investments that preserve and enhance intercity bus systems (including those that are privately owned and operated. [23 U.S.C. 134(i)(2)(H)]

CORE MPO FY 2018 UPWP

TASK # 4 Systems Planning

Sub-element 4.12 Transportation Improvement Program ALI 44.25.00

Objective: *This task addresses the MPO core function of preparing and maintaining the TIP by developing the annual Transportation Improvement Program (TIP) update including the projects which are prioritized by the CORE MPO in the 2040 Metropolitan Transportation Plan for short term implementation.*

Previous Work: FY 2017 activities included the following.

- The current FY 2015 - 2018 TIP was modified and amended as needed.
- Electronic Transportation Improvement Program (E-TIP) development was completed.
- The FY 2018 – 2021 TIP was developed and adopted in FY 2017*. In support of the TIP development and to address the federal certification review findings, CORE MPO established a competitive projects selection process for STBG urban attributable (Z230) funds and Transportation Alternatives (Z301) funds. The process was proposed by MPO staff, analyzed and updated by the Technical Coordinating Committee, and approved by the CORE MPO Board.

*This FY 2018 UPWP was developed in November 2016 – February FY 2017, before completion of the annual TIP development (in later half of FY 2017).

Project Description: The development and maintenance of this core MPO planning product is an ongoing activity. The FY 2018 activities will include the following.

- CORE MPO will develop the FY 2019 – 2022 TIP and its annual element by programming those projects which were prioritized by the MPO for implementation in the 2040 Total Mobility Plan. Staff will conduct Transportation Alternatives (TA) and STBG Urban Attributable Funds (Z230) call for projects as needed in support of the TIP development, subject to funding availability.
- MPO Staff will maintain the FY 2018 – 2021 TIP throughout the year, modify the program and update it as necessary to incorporate priority projects, to reflect changes in project cost, scope and schedule.
- MPO Staff will continue to update and refine project databases, and pursue improved methods of disseminating project information to constituents and the public.²⁸
- MPO will maintain the E-TIP to improve dissemination of project information via internet.
- GDOT will assist CORE MPO in the preparation of the annual update of the TIP and various TIP amendments and administrative modifications throughout the year.
- Other local agencies will assist CORE MPO in identifying projects and in developing information to support expenditures programmed in the TIP.

²⁸ Addresses planning factors 1-11.

CORE MPO FY 2018 UPWP

TASK # 4 Systems Planning

Sub-element 4.12 Transportation Improvement Program

ALI 44.25.00

Product:

- Multiple copies of the published FY 2019 – 2022 TIP
- Presentation materials and illustrations
- FY 2018 – 2021 TIP amendment reports as needed
- MPO website and E-TIP with all related TIP project information

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
GDOT	Financial analysis, programming
Local Municipalities and governmental agencies	Assist in developing project information and priorities.

Target Start and End Dates*	July 1, 2017 – June 30, 2018*	Lead Agency	MPC
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*Amendments to FY 2018 – 2021 TIP will be conducted as needed throughout fiscal year 2018.

* Estimated development schedule for FY 2019 – 2022 TIP is listed below.

- December 2017 – Update Call for Projects materials (if needed).
- January 2018 – Initiate TIP development by conducting Call for Projects (if needed).
- February 2018 – GDOT makes revenue projections available. Priority project list is developed based on competitive project selection process.
- March 2018 – Continue TIP development by coordinating with various agencies to finalize the list of projects to be programmed in the TIP.
- March - April 2018 – Prepare draft TIP for FHWA and GDOT review.
- April – May 2018 – 30-day FHWA and GDOT review of draft TIP.
- May 2018 – Address FHWA and GDOT comments on draft TIP. Develop revised draft TIP for public review.
- May – June 2018 – 30-day public review of and comment on revised draft TIP.
- June 2018 – Adopt TIP for next four fiscal years. Finalize the TIP document by incorporating all comments.
- End of June 2018 - Submit Final TIP to FHWA, FTA and GDOT.

Funding Source	Amount
FHWA Formula PL	\$35,000.00
MPO Dues Formula PL Match	\$8,750.00
FTA Formula Section 5303	\$9,527.00
GDOT Formula 5303 Match	\$1,190.88
MPO Dues Formula 5303 Match	\$1,190.88
TOTAL FUNDS	\$55,658.76

CORE MPO FY 2018 UPWP

TASK # 4 Systems Planning

Sub-element 4.13 Strategic Transportation Studies

ALI 44.24.00

Objective: Conduct or participate in strategic transportation studies on an as-needed basis in response to the needs of the MPO and its transportation stakeholders. Highway, transit, bicycle, and pedestrian modes are included. *This task addresses all of the core MPO functions by establishing a setting for effective decision making and public participation, identifying alternative transportation improvements and preparing and maintaining the MTP and the TIP.*

Previous Work: The following study was completed in FY 2017:

- Victory Drive Corridor Study Phase III

Project Description: No strategic transportation studies have been identified for FY 2018 when this UPWP was adopted by the CORE MPO Board in February 2017. Studies may be added at the direction of the CORE MPO Board as needs are identified through the advisory committee process and agreed upon with the Board approval. The initiation and programming of any new study will follow the FHWA procurement process as outlined in Appendix E of this document.

In September 2017 CORE MPO was awarded discretionary federal highway planning (PL) funds for two studies - PI# 0015850, SAVANNAH MPO INTERCHANGE TRAFFIC STUDY I-16 LITTLE NECK 2018; and PI# 0015849, SAVANNAH MPO INTERCHANGE TRAFFIC STUDY I-95 AIRWAYS FY 2018. The study descriptions are listed below.

PI# 0015850, SAVANNAH MPO INTERCHANGE TRAFFIC STUDY I-16 LITTLE NECK 2018

PROJECT START DATE: March 23, 2018

PROJECT END DATE: December 31, 2019

PREVIOUS WORK ON PROJECT: A brief analysis of the interchange was completed during the preliminary engineering for the Jimmy DeLoach Parkway, Phase 2 project. This analysis used counts and projections from the Jimmy DeLoach Parkway, Phase 2 and Jimmy DeLoach Parkway at US 80 Interchange projects. The proposed detailed study will update the traffic counts, evaluate the existing operational analysis of the interchange, project new traffic volumes based on growth and land use data, evaluate the crash history of the interchange, develop alternatives to improve the operation and safety of the interchange, evaluate the alternatives using traffic projections and provide preliminary environmental screening to facilitate development of a future concept report and Interchange Modification Report (IMR), if required.

DESCRIPTION OF PROJECT BACKGROUND, NEED & GOALS: Working with Consultants, Chatham County and/or MPO staff will develop a scope of services and solicit request for proposals for the study utilizing the Quality Based Selection process.

CORE MPO FY 2018 UPWP

TASK # 4 Systems Planning

Sub-element 4.13 Strategic Transportation Studies

ALI 44.24.00

This interchange will be the future terminus of the Jimmy DeLoach Parkway, Phase 2 project. The Jimmy DeLoach Parkway, Phase 2 project is the “last section” of the Jimmy DeLoach Corridor which will provide direct, alternative access into the Georgia Ports Authority from Interstate 16. During development of the Jimmy DeLoach Parkway, Phase 2 project, FHWA required an additional analysis of the existing conventional diamond interchange at the intersection of I-16 and existing Bloomingdale Road/Little Neck Road. Using the approved counts and projections for the Jimmy DeLoach Parkway, Phase 2 and Jimmy DeLoach Parkway at US 80 Interchange, a rough analysis was performed to determine if improvements were needed at the interchange prior to construction of the Jimmy DeLoach Parkway, Phase 2 projects. The preliminary analysis showed that an interchange improvement will be needed at the existing interchange. The projected volumes in the area indicate that the ramp termini at future Jimmy DeLoach Parkway, Phase 2 will operate over capacity (LOS F) in 2038 regardless of whether or not the Jimmy DeLoach Parkway, Phase 2 is constructed. A secondary analysis was performed that included widening the roadway and bridge over I-16 to provide two thru lanes in each direction, as well as widening the I-16 off-ramps approaching Bloomingdale Road and signaling the on/off ramp intersections. This analysis showed significant improvement to the operation of the interchange, providing LOS of A, B, C, and D.

The proposed detailed traffic study would allow a more detailed analysis, including updated counts and projections, preliminary environmental screening, crash analysis and an alternatives analysis to provide direction and timing for the required improvements to Chatham County, GDOT and CORE MPO staff. The detailed traffic study will provide a preliminary analysis to facilitate a future Interchange Modification Report, if required. Staff anticipates that a preliminary engineering phase could follow depending on the results of the scoping phase.

Product: Final, detailed traffic study of recommended improvements to be utilized to program a project in the CORE MPO’s Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP).

Lead Agency and Local Sponsor: Chatham County Department of Engineering

DISCRETIONARY PL FUNDS: \$320,000 (80%)

LOCAL MATCH (CASH): \$80,000 (20%)

TOTAL COST: \$400,000

PI# 0015849, SAVANNAH MPO INTERCHANGE TRAFFIC STUDY I-95 AIRWAYS FY 2018

PROJECT START DATE: March 23, 2018

PROJECT END DATE: December 31, 2019

CORE MPO FY 2018 UPWP

TASK # 4 Systems Planning

Sub-element 4.13 Strategic Transportation Studies

ALI 44.24.00

PREVIOUS WORK ON PROJECT: An Interchange Operational Analysis Report of the interchange was completed during the preliminary engineering for the I-95/Airways Avenue Interchange Improvements project done by GDOT, SAC, SEDA, and Gulfstream. This analysis used counts and projections for the project. The proposed detailed study will update the traffic counts, evaluate the existing operational analysis of the interchange, project new traffic volumes based on growth and land use data, evaluate the crash history of the interchange, develop alternatives to improve the operation and safety of the interchange, evaluate the alternatives using traffic projections, and provide preliminary environmental screening to facilitate development of a future concept report and Interchange Modification Report (IMR), if required.

DESCRIPTION OF PROJECT BACKGROUND, NEED & GOALS: Working with Consultants, SAC and MPO staff will develop a scope of services and solicit request for proposals for the study utilizing the Quality Based Selection process.

The existing conventional diamond interchange at the intersection of I-95 and existing Airways Avenue/Pooler Parkway experiences significantly congestion and delays. Using the referenced counts and projections, a rough analysis was performed to determine if improvements were needed at the interchange. The preliminary analysis showed that an interchange improvement will be needed at the existing interchange. The projected volumes in the area indicate that the interchange will continue to operate over capacity (LOS F) unless either a DDI (Diverging Diamond Interchange), northbound to westbound flyover, or a northbound to westbound loop ramp is constructed.

The proposed scoping phase would allow a more detailed analysis, including updated counts and projections, preliminary environmental screening, crash analysis, and an alternatives analysis to provide direction and timing for the required improvements to SAC, GDOT and CORE MPO staff. The detailed traffic study will provide a preliminary analysis to facilitate a future Interchange Modification Report, if required. Staff anticipates that a preliminary engineering phase could follow depending on the results of the scoping phase.

Product: Final, detailed traffic study of recommended improvements to be utilized to program a project in the CORE MPO's Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP).

Lead Agency and Local Sponsor: Savannah Airport Commission Department of Engineering

DISCRETIONARY PL FUNDS: \$320,000 (80%)

LOCAL MATCH (CASH): \$80,000 (20%)

TOTAL COST: \$400,000

CORE MPO FY 2018 UPWP

TASK # 4 Systems Planning

Sub-element 4.13 Strategic Transportation Studies

ALI 44.24.00

Transportation Planning Related Activities of Other Agencies	
Organization	Activities
Chatham County Department of Engineering	Lead agency and local sponsor for PI# 0015850, SAVANNAH MPO INTERCHANGE TRAFFIC STUDY I-16 LITTLE NECK 2018
Savannah Airport Commission Department of Engineering	Lead agency and local sponsor for PI# 0015849, SAVANNAH MPO INTERCHANGE TRAFFIC STUDY I-95 AIRWAYS FY 2018

Target Start and End Dates	September 25, 2017 – December 31, 2019*	Lead Agency	MPC
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*CORE MPO was awarded PL discretionary funding on September 25, 2017. The time period listed above includes the consultant procuring process. Actual studies are expected to start in March 2018.

Funding Source	Amount
FHWA Formula PL	\$0.00
MPO Dues Formula PL Match	\$0.00
FHWA Discretionary PL for PI# 0015850	\$320,000.00
Local Match Discretionary PL for PI# 0015850	\$80,000.00
FHWA Discretionary PL for PI# 0015849	\$320,000.00
Local Match Discretionary PL for PI# 0015849	\$80,000.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
TOTAL FUNDS	\$800,000.00

Budget Summary

The table on the next page is the summary of the FY 2018 budget for CORE MPO to carry out the various activities of the 3-C planning process.

CORE MPO FY 2018 UPWP FUNDING SOURCE BY TASK PERFORMING AGENCY - Updated October 2017

Funding Source	Task No.	Task Description	FHWA Formula PL	Local Formula PL Match (MPO Dues)	Formula PL Total	FHWA Discretionary PL	Local Discretionary PL Match	Discretionary PL Total	FTA-SEC 5303	State 5303 Match	Local 5303 Match (MPO Dues)	5303 Total	FTA Formula 5307	CAT local Match 5307	5307 Total	Federal Total	State Total	MPO Match (MPO Dues)	CAT Local Match for 5307	Local Discretionary PL Match	Total Program
FHWA PL, FTA 5303, State, Local	1.1	Program Coordination	\$28,000.00	\$7,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$1,500.00	\$1,500.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$1,500.00	\$8,500.00	\$0.00	\$0.00	\$50,000.00
FHWA PL, FTA 5303, State, Local	1.2	Operations and Administration	\$80,000.00	\$20,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$20,800.00	\$2,600.00	\$2,600.00	\$26,000.00	\$0.00	\$0.00	\$0.00	\$100,800.00	\$2,600.00	\$22,600.00	\$0.00	\$0.00	\$126,000.00
FHWA PL, FTA 5303, State, Local	1.3	Training and Professional Development	\$16,000.00	\$4,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$500.00	\$500.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$500.00	\$4,500.00	\$0.00	\$0.00	\$25,000.00
FHWA PL, Local	1.4	Equipment and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FHWA PL, FTA 5303, State, Local	1.5	Contracts and Grants	\$15,000.00	\$3,750.00	\$18,750.00	\$0.00	\$0.00	\$0.00	\$4,800.00	\$600.00	\$600.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$19,800.00	\$600.00	\$4,350.00	\$0.00	\$0.00	\$24,750.00
FHWA PL, FTA 5303, State, Local	1.6	Unified Planning Work Program	\$16,000.00	\$4,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$375.00	\$375.00	\$3,750.00	\$0.00	\$0.00	\$0.00	\$19,000.00	\$375.00	\$4,375.00	\$0.00	\$0.00	\$23,750.00
FHWA PL, FTA 5303, State, Local	2.1	Community Outreach/Education	\$8,000.00	\$2,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$500.00	\$500.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$500.00	\$2,500.00	\$0.00	\$0.00	\$15,000.00
FTA 5303, State, Local	2.2	Environmental Justice/Title 6/Anti-Poverty Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$750.00	\$750.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$750.00	\$750.00	\$0.00	\$0.00	\$7,500.00
FHWA PL, Local	3.1	Socio-economic Data	\$4,000.00	\$1,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$5,000.00
FHWA PL, Local	3.2	Traffic Impact Analysis	\$38,000.00	\$9,500.00	\$47,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,000.00	\$0.00	\$9,500.00	\$0.00	\$0.00	\$47,500.00
FHWA PL, FTA 5303, State, Local	3.6	Bicycle and Pedestrian Demand	\$8,000.00	\$2,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$500.00	\$500.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$500.00	\$2,500.00	\$0.00	\$0.00	\$15,000.00
FHWA PL, FTA 5303, State, Local	4.1	Congestion Management Process	\$28,500.00	\$7,125.00	\$35,625.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$500.00	\$500.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$32,500.00	\$500.00	\$7,625.00	\$0.00	\$0.00	\$40,625.00
FTA 5303, State, FTA 5307, Local	4.2	Transit / Paratransit Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$4,375.00	\$4,375.00	\$43,750.00	\$113,151.00	\$28,288.00	\$141,439.00	\$148,151.00	\$4,375.00	\$4,375.00	\$28,288.00	\$0.00	\$185,189.00
FHWA PL, Local	4.6	Model Development and Applications	\$4,000.00	\$1,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$5,000.00
FHWA PL, Local	4.10	Freight Planning	\$8,000.00	\$2,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$10,000.00
FHWA PL, FTA 5303, State, Local	4.11	Long Range Plan	\$51,696.58	\$12,924.15	\$64,620.73	\$0.00	\$0.00	\$0.00	\$15,000.00	\$1,875.00	\$1,875.00	\$18,750.00	\$0.00	\$0.00	\$0.00	\$66,696.58	\$1,875.00	\$14,799.15	\$0.00	\$0.00	\$83,370.73
FHWA PL, FTA 5303, State, Local	4.12	Transportation Improvement Program	\$35,000.00	\$8,750.00	\$43,750.00	\$0.00	\$0.00	\$0.00	\$9,527.00	\$1,190.88	\$1,190.88	\$11,908.75	\$0.00	\$0.00	\$0.00	\$44,527.00	\$1,190.88	\$9,940.88	\$0.00	\$0.00	\$55,658.75
FHWA Discretionary PL, Local	4.13	Strategic Planning Study - PI# 0015850, SAVANNAH MPO INTERCHANGE TRAFFIC STUDY I-16 LITTLE NECK 2018	\$0.00	\$0.00	\$0.00	\$320,000.00	\$80,000.00	\$400,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$320,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	\$400,000.00
FHWA Discretionary PL, Local	4.13	Strategic Planning Study - PI# 0015849, SAVANNAH MPO INTERCHANGE TRAFFIC STUDY I-95 AIRWAYS FY 2018	\$0.00	\$0.00	\$0.00	\$320,000.00	\$80,000.00	\$400,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$320,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	\$400,000.00
Grand Total			\$340,196.58	\$85,049.15	\$425,245.73	\$640,000.00	\$160,000.00	\$800,000.00	\$122,127.00	\$15,265.87	\$15,265.88	\$152,658.75	\$113,151.00	\$28,288.00	\$141,439.00	\$1,215,474.58	\$15,265.88	\$100,315.02	\$28,288.00	\$160,000.00	\$1,519,343.48

Eligible Projects (23 USC Section 133 (b)— A State may obligate funds apportioned to it under section 104 (b)(2) for the surface transportation program only for the following:

- (1) Construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, or operational improvements for highways, including construction of designated routes of the Appalachian development highway system and local access roads under section 14501 of title 40.
- (2) Replacement (including replacement with fill material), rehabilitation, preservation, protection (including painting, scour countermeasures, seismic retrofits, impact protection measures, security countermeasures, and protection against extreme events) and application of calcium magnesium acetate, sodium acetate/formate, or other environmentally acceptable, minimally corrosive anti-icing and deicing compositions for bridges (and approaches to bridges and other elevated structures) and tunnels on public roads of all functional classifications, including any such construction or reconstruction necessary to accommodate other transportation modes.
- (3) Construction of a new bridge or tunnel at a new location on a Federal-aid highway.
- (4) Inspection and evaluation of bridges and tunnels and training of bridge and tunnel inspectors (as defined in section 144), and inspection and evaluation of other highway assets (including signs, retaining walls, and drainage structures).
- (5) Capital costs for transit projects eligible for assistance under chapter 53 of title 49, including vehicles and facilities, whether publicly or privately owned, that are used to provide intercity passenger service by bus.
- (6) Carpool projects, fringe and corridor parking facilities and programs, including electric vehicle and natural gas vehicle infrastructure in accordance with section 137, bicycle transportation and pedestrian walkways in accordance with section 217, and the modifications of public sidewalks to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
- (7) Highway and transit safety infrastructure improvements and programs, installation of safety barriers and nets on bridges, hazard eliminations, projects to mitigate hazards caused by wildlife, and railway-highway grade crossings.
- (8) Highway and transit research and development and technology transfer programs.
- (9) Capital and operating costs for traffic monitoring, management, and control facilities and programs, including advanced truck stop electrification systems.
- (10) Surface transportation planning programs.
- (11) Transportation alternatives.
- (12) Transportation control measures listed in section 108 (f)(1)(A) (other than clause (xvi)) of the Clean Air Act (42 U.S.C. 7408 (f)(1)(A)).
- (13) Development and establishment of management systems ^[1]
- (14) Environmental mitigation efforts relating to projects funded under this title in the same manner and to the same extent as such activities are eligible under section 119 (g).
- (15) Projects relating to intersections that—
 - (A) have disproportionately high accident rates;
 - (B) have high levels of congestion, as evidenced by—
 - (i) interrupted traffic flow at the intersection; and
 - (ii) a level of service rating that is not better than “F” during peak travel hours, calculated in accordance with the Highway Capacity Manual issued by the Transportation Research Board; and
 - (C) are located on a Federal-aid highway.
- (16) Infrastructure-based intelligent transportation systems capital improvements.
- (17) Environmental restoration and pollution abatement in accordance with section 328.
- (18) Control of noxious weeds and aquatic noxious weeds and establishment of native species in accordance with section 329.
- (19) Projects and strategies designed to support congestion pricing, including electric toll collection and travel demand management strategies and programs.
- (20) Recreational trails projects eligible for funding under section 206.
- (21) Construction of ferry boats and ferry terminal facilities eligible for funding under section 129 (c).
- (22) Border infrastructure projects eligible for funding under section 1303 of the SAFETEA-LU (23 U.S.C. 101 note; Public Law 109–59).
- (23) Truck parking facilities eligible for funding under section 1401 of the MAP–21.
- (24) Development and implementation of a State asset management plan for the National Highway System in accordance with section 119, including data collection, maintenance, and integration and the costs associated with obtaining, updating, and licensing software and equipment required for risk based asset management and performance based management, and for similar activities related to the development and implementation of a performance based management program for other public roads.
- (25) A project that, if located within the boundaries of a port terminal, includes only such surface transportation infrastructure modifications as are necessary to facilitate direct intermodal interchange, transfer, and access into and out of the port.
- (26) Construction and operational improvements for any minor collector if—
 - (A) the minor collector, and the project to be carried out with respect to the minor collector, are in the same corridor as, and in proximity to, a Federal-aid highway designated as part of the National Highway System;
 - (B) the construction or improvements will enhance the level of service on the Federal-aid highway described in subparagraph (A) and improve regional traffic flow; and
 - (C) the construction or improvements are more cost-effective, as determined by a benefit-cost analysis, than an improvement to the Federal-aid highway described in subparagraph (A).

Appendices

Appendix A: Generalized Annual Timeline of Key Planning Deliverables and Milestones

Appendix B: Specific Timeline for Planning Products Deliverables

Appendix C: FHWA/FTA Planning Emphasis Areas Letters

Appendix D: Savannah MPO Interim Certification Findings

Appendix E: FHWA Procurement Process for Georgia MPOs

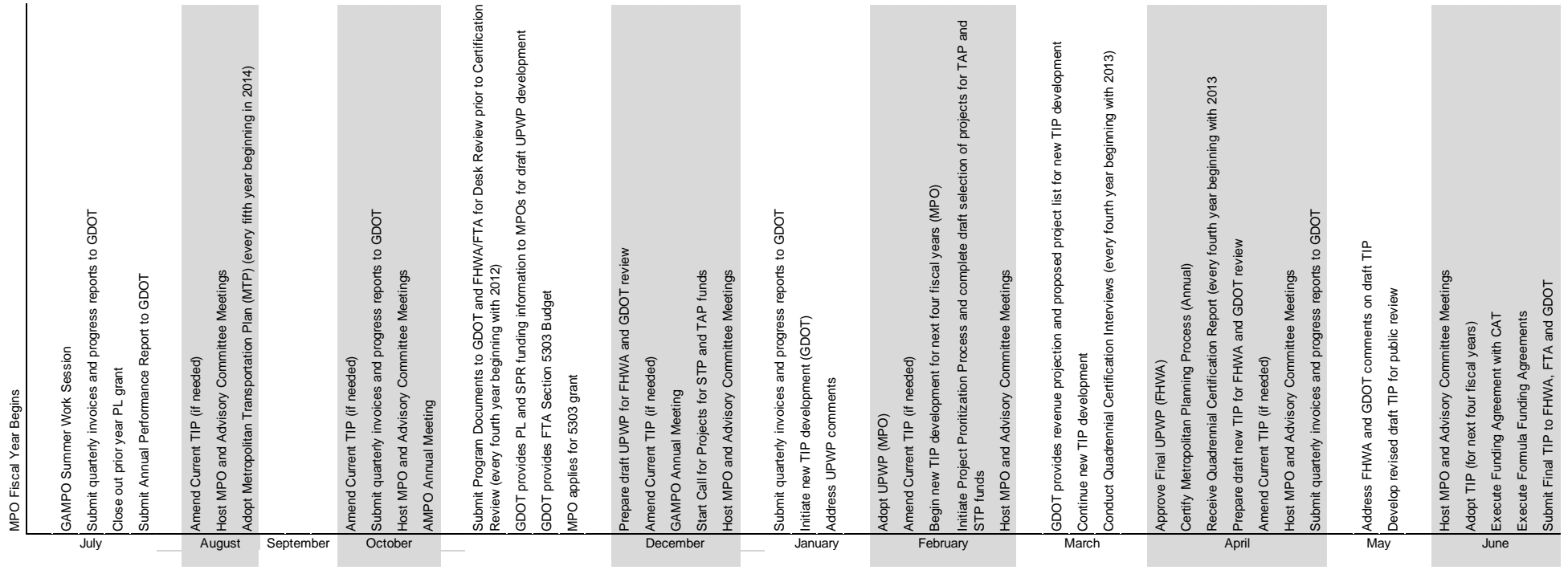
Appendix F: FHWA UPWP Template for Georgia MPOs

Appendix G: CORE MPO MOU

Appendix H: Transportation Glossary

Appendix I: Comments and Responses

Appendix A: Generalized Annual Timeline of Key Planning Deliverables and Milestones



Dates and timeframes are illustrative and actual schedules may deviate from this timeline without necessitating UPWP amendment or other planning actions. Shading indicates months when the CORE MPO Board meets.

Appendix C: FHWA/FTA Planning Emphasis Areas Letters



U.S. Department
of Transportation
**Federal Highway
Administration**

Office of the Administrator
April 23, 2014

1200 New Jersey Ave., SE
Washington, D.C. 20590

**Federal Transit
Administration**

In Reply Refer To:
HEPP-1
TPE-1

Attention: Executive Directors of Metropolitan Planning Organizations

With the renewed focus on transportation planning brought about by the MAP-21, Transportation Secretary Foxx, and the pending issuance of proposed transportation planning regulations, Federal Highway Administration (FHWA) and Federal Transit Administration's (FTA) Offices of Planning are jointly issuing Planning Emphasis Areas (PEAs). The PEAs are planning topical areas that we want to place emphasis on as the Metropolitan Planning Organizations (MPOs) and the State DOTs develop their respective planning work programs. We are asking our FHWA and FTA field offices to meet with their MPO and State DOT counterparts to discuss these emphasis areas and encourage the MPOs and the States to develop and identify work tasks associated with the planning emphasis areas for inclusion in their upcoming unified planning work programs and statewide planning and research work programs for Federal FY-2015. The planning emphasis areas for Federal FY-2015 include:

MAP-21 Implementation

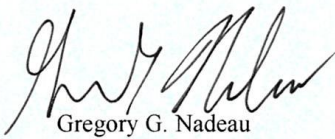
- *Transition to Performance Based Planning and Programming.* The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

Models of Regional Planning Cooperation

- *Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.* This is particularly important where more than one MPO or State serves an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

Ladders of Opportunity

- *Access to essential services - as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.* Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.



Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration

Sincerely yours,



Therese W. McMillan
Deputy Administrator
Federal Transit Administration



U.S. Department
of Transportation

Federal Highway
Administration
Federal Transit
Administration

1200 New Jersey Avenue, SE.
Washington, DC 20590

March 18, 2015

In Reply Refer To: HEPP-1/TPE-1

Attention: Executive Directors of Metropolitan Planning Organizations

In 2014, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) sent a letter to the Executive Directors of the Metropolitan Planning Organizations (MPO) and the heads of the State Departments of Transportation (State DOT) encouraging you to give priority to the following emphasis areas in your updated unified planning work programs (UPWP) and statewide planning and research programs: MAP-21 Implementation, Regional Models of Cooperation, and Ladders of Opportunity. These three priorities are included in Secretary Foxx's strategic objectives for the Surface Transportation Program. We are requesting State DOTs and MPOs reiterate and emphasize these planning emphasis areas in their respective planning work programs for Fiscal Year 2016. We are also directing our FHWA and FTA field offices to continue to work with you and your organizations to identify tasks that advance these U.S. Department of Transportation priorities.

MAP-21 Implementation

Transition to Performance-based Planning and Programming – We encourage State DOTs and MPOs to further develop their performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPOs might also explore the option to use scenario planning to develop their metropolitan transportation plan. We encourage you to use the following resources to help develop your approach: *Performance Based Planning and Programming Guidebook*; *Model Long Range Transportation Plans Guidebook* and *Small Metropolitan Areas: Performance Based Planning*.

Regional Models of Cooperation

Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries – To improve the effectiveness of transportation decisionmaking, we encourage State DOTs, MPOs, and providers of public transportation to think beyond traditional borders and adopt a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and

commerce across boundaries. Improved multi-jurisdictional coordination by State DOTs, MPOs, providers of public transportation, and rural planning organizations (RPO) can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use, and performance management. State DOTs and MPOs can explore the opportunity to partner with RPOs to conduct transportation planning in nonmetropolitan areas. We encourage you to visit FHWA's [Regional Models of Cooperation](#) and [Every Day Counts Initiative](#) Webpages for more information.

Ladders of Opportunity

Access to Essential Services – We encourage State DOTs, MPOs, and providers of public transportation, as part of the transportation planning process, to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation. Suggested UPWP work tasks include developing and implementing analytical methods to identify gaps in the connectivity of the transportation system and developing infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks could include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decisionmaking process; updating the Section 5310 Coordinated Human Service Public Transportation Plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.

Sincerely yours,



Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration



Therese W. McMillan
Acting Administrator
Federal Transit Administration

FHWA Correspondence Regarding FY 2017 Planning Emphasis Areas

RE: CORE Revised 2017 UPWP Draft Comments from FHWA

Tamara.Christion@dot.gov

Sent: Wed 3/9/2016 7:38 AM

To: Mark Wilkes

Mark,

They have not been any changes to the PEAs. The FY 2015-2016 PEAs are the same for FY 17.

From: Mark Wilkes [<mailto:wilkesm@thempc.org>]

Sent: Tuesday, March 08, 2016 3:35 PM

To: Christion, Tamara (FHWA)

Subject: RE: CORE Revised 2017 UPWP Draft Comments from FHWA

Tamara:

Are the 2017 PEAs available yet? If not, when can we expect to see them?

Mark Wilkes, P.E., AICP
Director of Transportation
Coastal Region MPO
PO Box 8246, 110 East State Street
Savannah, GA 31412-8246

(912) 651-1477
wilkesm@thempc.org
<http://www.corempo.org>

CORE MPO FY 2018 UPWP

From: Christian, Tamara (FHWA) [mailto:Tamara.Christion@dot.gov]
Sent: Tuesday, November 8, 2016 1:42 PM
To: Wykoda Wang <wangw@thempc.org>
Subject: RE: FY 2018 PEA?

No additional PEAs.

From: Wykoda Wang [mailto:wangw@thempc.org]
Sent: Tuesday, November 08, 2016 9:20 AM
To: Christian, Tamara (FHWA)
Subject: FY 2018 PEA?

Tamara,

I am developing the FY 2018 UPWP this year. I would like to include the federal planning emphasis areas (PEAs) for FY 2018 in the document. Would you please send me the information?

Thanks.

Sincerely

Zhongze (Wykoda) Wang
Transportation Administrator
Chatham County – Savannah Metropolitan Planning Commission
110 E. State Street
Savannah, GA 31401
Phone: 912-651-1466
Email: wangw@thempc.org

Appendix D: Savannah MPO Interim Certification Findings



U.S. Department
of Transportation
**Federal Highway
Administration**

Georgia Division

November 8, 2016

61 Forsyth Street S.W.
Suite 17T100
Atlanta, Georgia 30303
Phone: 404-562-3630
Fax: 404-562-3450
Georgia.fhwa@fhwa.dot.gov

In Reply Refer To:
HIP-GA

Melony West, Interim Executive Director
Metropolitan Planning Commission
110 East State Street, P.O. Box 8246
Savannah, GA 31412-8246

Dear Mrs. West:

This letter is a follow up to the Savannah Metropolitan Planning Organization's (MPO) May 2016 certification review, which was moved up 17 months due to issues in the planning process that were deemed substantial and had not been otherwise addressed. At the review closeout in May, there were 20 items that the Federal Highway Administration's (FHWA) Georgia Division Office indicated would need to be improved upon with the Congestion Management Process the lone item noted at the time as being a potential corrective action.

Attached is a list of the items discussed at the review closeout. All of the action items in the attachment have been conveyed to MPO staff, either at the Certification Review closeout or at meetings prior or after the site review. We request a reply in writing by December 16, 2016 documenting the status of these Interim findings and schedules which convey completion times and work efforts. The Savannah MPO should demonstrate progress in addressing these findings; some may be elevated to corrective actions if we observe that MPO staff is not moving forward with these items in a timely manner.

One of the biggest process gaps identified for the Savannah MPO has been the absence of a mechanism for conveying information received from the FHWA and Georgia Department of Transportation (GDOT) to the various MPO committees. Direction that is given to MPO staff by the Division and GDOT should be viewed as crucial to the MPO process, and should be adequately prioritized by MPO staff.

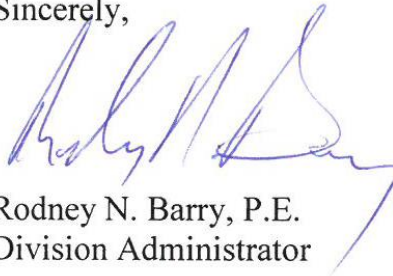
FHWA's expected date of finalization for the certification review report, which will restart the four year certification clock, is March 2017. If a date is shown for a finding in the attachment, that action must be complete before the issuance of our final report or a corrective action may result. If a date is not shown, MPO staff should develop a timeline to show when work can be undertaken, advanced and completed.

We would like to thank the MPO staff for completing the requested items of leadership rotation on the Technical Coordinating Committee and scheduling a day to educate member jurisdictions on the MPO process. It was unfortunate that no MPO representatives attended this important event.

While the Savannah MPO was found to have numerous shortcomings during the review, the new Executive Director should make it a priority to build better transportation coalitions in the region as well as value the work products of MPO staff. It is an exciting time for planning in the Savannah region, and we will continue our active involvement in that process.

If you have any questions about this correspondence, how best to move forward, or the action items contained in the attachment contact Andrew Edwards at 404-562-3659.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rodney N. Barry".

Rodney N. Barry, P.E.
Division Administrator

Attachment

Cc: Jay Roberts, GDOT
Cindy VanDyke, GDOT
Tom McQueen, GDOT
Mark Wilkes, CORE
Albert Scott, Chatham County
Mayor Deloach, City of Savannah

- Rotation of committee chairs could be a benefit to the MPO process.
- Ongoing member jurisdiction education on the MPO process should occur with all associated committees and their activities.
- MPO membership is not “pay to play.” There are several ways in which federal planning dollars can be matched one is referred to as “in-kind matching.” Ensure that all MPO member jurisdictions understand their fiduciary responsibility and ability to use in-kind match related to planning funds. Educate member jurisdiction on required dues and associated ability to utilize in-kind matching.
- The Georgia Ports Authority is an important member of the transportation community. Continue to reach out and inform them on the value of participation in the MPO process. Removal of the Port as a voting member of the MPO Policy Committee demonstrates a deficient practice by MPO leadership and staff.
- The CMP must be **updated by March 2017**. This update should include reliability measures such as travel, buffer and planning time indexes.
- Ensure the prescribed FHWA MPO Study Procurement Guidelines are understood and followed.
- There has been an observed and documented disconnect between member jurisdiction, GDOT and FHWA directives and comments received by staff and materials and information presented to the committees. Ensure that guidance, information, comments and associated staff disposition are conveyed at the TCC and PC meetings. This includes briefing the Board on discussions at other committees.
- Agenda and meeting minutes have been incorrectly reflected and revised to change information at the discretion of MPO staff. Ensure that all meeting recordings and minutes (can be draft minutes until committee approval) are available on the MPO website within 5 business days after the meeting occurrence and that all action items are noted accordingly in the written minutes. **Complete by December 2016**.
- MPO staff should research and review best practices in Long Range Plan documentation and development.
- MPO staff should ensure that all planning products have timelines to complete updates by the required deadlines. **Complete by March 2017**.
- The Quality of Life Indicators from the Coastal Georgia Communities could provide a benefit in the development of the Long Range Plan.
- MPO staff should continue to ensure good coordination for projects that are both inside and outside of the MPO boundary.
- MPO staff should subscribe to the FHWA listserv on Transportation Performance Measures and attend webinars and instructional venues when available.
- The outcome of the Price Street Road Diet should be presented either as success or falling short of desired results. This should drive the continued use of this trend through the region and help analyze benefits and burdens of proposed projects.
- MPO staff should research project prioritization methods for multimodal evaluation of projects and for STP and TAP funds.
- MPO staff should focus ongoing efforts to bring more jurisdictions and stakeholders into the transportation planning process.
- Educate MPO member jurisdictions on the availability and eligibility of STP urbanized and TAP funds. Both types of funding should have a documented call-for-projects with selection of projects made by the TCC and PC, not MPO staff. There can no longer be a STP or TAP set-aside for specific projects, e.g., planning studies. **Complete by March 2017**.
- MPO staff should have ongoing evaluation of member participation and if it lags look for ways to re-activate interest and re-invigorate jurisdictions in the MPO process. This should include a constant strive to improve working relations between jurisdictions with planning products and during project development. MPO staff should be the glue that binds transportation entities and stakeholders together.
- Member jurisdictions and stakeholders should have a clear understanding of back-up staff for MPO products and revisions. **Complete by December 2017**.
- Continue to analyze freight movements and mobility needs in the community, including evaluation of turning radii and last mile connectivity issues. A regional approach should be undertaken for this data gathering, i.e., South Carolina and the Jasper Port.

Appendix E: FHWA Procurement Process for Georgia MPOs

FHWA GA Division MPO Procurement Guidelines, February, 2016

Procurement of MPO PL-funded Planning Study Steps (All MPOs)

1. Identify and document study idea(s) through the Unified Planning Work Program (UPWP) development processes. Document when the need arose and the associated who, what, when, where and how aspects. Present and discuss the idea at the Technical Coordinating Committee (TCC) to determine justification, feasibility, comments/concerns and refinement. Address and document all TCC member comments and concerns.

2. The newly proposed or updated study information must be in the draft UPWP including the items from item 1 and a detail of proposed scope, total estimated cost, timeline/schedule and specific fund source for the local match. When an idea for a new study is generated, it must be presented to the MPO committees and move through the existing UPWP development/adoption/amendment processes, with a minimum of two iterations through the Technical Coordinating and Policy committees.

Location of the study in the UPWP should be in a special studies section and further describe the interrelationship with other task items, e.g., LRTP development.

Two iterations of study input should be used at a minimum, each step having thorough/documented committee discussions: one for a *draft UPWP*, and one for a more detailed *final draft UPWP*. Comments from the TCC should be shared with the Policy Committee (PC) for their information and disposition.

Among all issues, primary focus shall include committee consensus on the study need, as well as demonstrating how the study supports the MPO planning process and the development of the federally-required products, e.g., LRTP and TIP.

3. The proposed scope, programming in the UPWP and documentation of discussions, comment and disposition of comments must be presented to FHWA and GDOT for review and approval (FHWA action) on whether the study can proceed utilizing requested federal-aid highway funds. This approval will be based on the current status of federally-required planning products in the MPO area and focus areas defined by the GDOT and FHWA and any other planning emphasis areas. Further consideration will be given to whether MPO staff capability is responsive enough to current stakeholder and MPO member needs.

4. If approval by FHWA is received, MPO staff can develop an RFP and present this and a more detailed scope to the MPO committees soliciting discussion and formal comments, with associated documentation. This should include a discussion on whether the need is still valid. After finalization of the RFP, by MPO staff with utilization of MPO committee input, the study must be procured through an established and documented process meeting all federal and state procurement requirements, as well as, any additional guidance from FHWA and GDOT.

Concurrently, the MPO staff shall identify an RFP review committee consisting of a panel of subject matter experts (SMEs) from representatives of the MPO committees, who will come to a consensus on staff-proposed evaluation criteria and weighting for use in reviewing/scoring valid proposals. Final

consultant selection will be based on tabulation of scored results. If discrepancies exist as to who is the best candidate, another meeting of the SMEs should occur for final selection.

5. Executed contracts will be considered void if it is found that tasks have been altered or added, e.g., scope or budget changes.

Procurement of MPO STP (or other federal-aid highway) funded Planning Study Steps

1. Identification of Need by Stakeholder – Document when the need arose and the who, what, when, where and how aspects. Regardless of the cost of the proposed study, present and discuss the idea at the TCC to determine justification, feasibility, comments/concerns and refinement. Address and document all TCC member comments and concerns.

2. MPO staff develops a detailed proposed draft scope, total estimated cost (and specific fund source for the local match), and timeline/schedule for formal presentation to the TCC and PC committees. Two input iterations through the TCC and PC should be used at a minimum, each step having thorough/documented committee discussions. Comments from the TCC should be shared with the PC for their information and disposition.

Among all issues, primary focus shall include committee consensus on the study need, as well as demonstrating how the study supports the MPO planning process and the development of its federally-required products, e.g., LRTP and TIP.

3. The proposed scope, programming in the TIP and UPWP and documentation of discussions, comment and disposition of comments must be presented to FHWA and GDOT for review and approval (FHWA action) on whether the study can proceed utilizing requested federal-aid highway funds. This approval will be based on the current status of federally-required planning products in the MPO area and focus areas defined by the GDOT and FHWA and any other planning emphasis areas. Further consideration will be given to whether MPO staff capability is responsive enough to current stakeholder and MPO member needs.

4. If approval is received, the study can be amended into the TIP and UPWP via the established amendment process. For transparency the study should be added to the Special Studies section of the UPWP. After the amendment is adopted by the PC, GDOT can program the study, provide the MPO staff with a PI#, and await the contract from the MPO staff. Contracts must include detailed scope, starting with as much information as adopted by the PC (and later amended via a supplemental to include the detailed scope in the contract between the MPO and the selected consultant). Scope/need deviation from the original intent submitted for approval to FHWA and GDOT in item 3 will require the study process to start over beginning at step 1.

5. The MPO staff can then develop an RFP and presents this and a more detailed scope to the MPO committees soliciting discussion and formal comments, with associated documentation. This should include a discussion on whether the need is still valid. After finalization of the RFP, by MPO staff with

utilization of MPO committee input, the study must be procured through an established and documented process meeting all federal and state procurement requirements, as well as, any additional guidance from FHWA and GDOT.

Concurrently, the MPO staff shall identify an RFP review committee consisting of a panel of SMEs from representatives from the MPO committees, who will come to a consensus on staff-proposed evaluation criteria and weighting for use in reviewing/scoring valid proposals. Final consultant selection will be based on tabulation of scored results. If discrepancies exist as to who is the best candidate, another meeting of the SMEs should occur for final selection.

6. Executed contracts will be considered void if it is found that tasks have been altered or added, e.g., scope or budget changes.

Note:

Study – is defined as any additional work item or task to be contracted utilizing federal-aid highway funds to develop a planning related item that may or may not be required under 23 CFR Part 450. MPO staff may only undertake planning related studies. All other activities must be led by a local jurisdiction or sponsoring agency, e.g., MPO staff should not undertake an IMR or IJR since the result of this would not lead to construction as the MPO body itself is a conglomeration of local jurisdictions and not a constructing agency.

On-Board Consultant/Indefinite Delivery Indefinite Quantity services will not be allowable for MPO planning related activities or tasks. By the very nature of transportation planning, consultant needs and associated task items should be well planned out through the MPO process and as such there are no “planning emergencies” that warrant this type of contracting.

Appendix F: FHWA UPWP Template for Georgia MPOs

UPWP Template

TABLE OF CONTENTS

I. INTRODUCTION

- a. Purpose of the UPWP
- b. Discussion of MAP-21 Planning Factors
- c. Overview of MPO Planning Process, including MPO's goals and objectives

1. ADMINISTRATION

- 1.1 Program Coordination
- 1.2 Operations and Administration
- 1.3 Training/Employee Education
- 1.4 Equipment and Supplies
- 1.5 Contracts/Grants
- 1.6 UPWP

2. PUBLIC INVOLVEMENT

- 2.1 Community Outreach/Education
- 2.2 Environmental Justice/Title VI
- 2.3 Participation Plan

3. DATA COLLECTION

- 3.1 Socio-Economic Data
- 3.2 Land Use Monitoring
- 3.3 Air Quality Management
- 3.4 Transportation Surveys, Models, and Analysis
- 3.5 System Monitoring

4. SYSTEM PLANNING

- 4.1 Congestion Management
- 4.2 Transit/Paratransit
- 4.3 Intermodal (ie. airports and ports)
- 4.4 Air Quality
- 4.5 Bike/Ped
- 4.6 Model Development and Applications
- 4.7 GIS Development and Applications
- 4.8 Highway Planning
- 4.9 ITS
- 4.10 Freight Planning
- 4.11 Long Range Plan
- 4.12 Transportation Improvement Plan
- 4.13 Special Transportation Studies

5. SUMMARY BUDGET TABLES

UPWP Template

TASK #

Sub-element

➤ OBJECTIVE

What do you hope to accomplish with this task?

➤ PREVIOUS WORK

What specific work products or tasks were completed last year?

➤ PROJECT DESCRIPTION

What are you going to do this year? The more detail the better.

➤ PRODUCT

What final products do you hope to accomplish?

TRANSPORTATION RELATED PLANNING ACTIVITIES

ORGANIZATION

ACTIVITIES

TARGET START
AND END DATES

LEAD AGENCY

FUNDING SOURCE

AMOUNT

FTA

STATE 5303 MATCH

LOCAL

MATCH

UPWP Template

PROPOSED FUNDING SOURCE BY TASK PERFORMING AGENCY												
FUNDING SOURCE	TASK NO.	TASK DESCRIPTION	FHWA	FHWA-SPR	FTA - 5303	FEDERAL TOTAL	STATE PL MATCH	STATE SPR MATCH	STATE 5303 MATCH	STATE TOTAL	LOCAL	STATE

Appendix G: CORE MPO MOU

METROPOLITAN PLANNING ORGANIZATION

MEMORANDUM OF UNDERSTANDING

FOR THE

COASTAL REGION METROPOLITAN PLANNING ORGANIZATION

BETWEEN

The Counties of Chatham and Effingham, the municipalities of Bloomingdale, Garden City, Pooler, Port Wentworth, Richmond Hill, Savannah, Thunderbolt, Tybee Island, and Vernonburg, and the agencies of the Chatham County-Savannah Metropolitan Planning Commission, the Chatham Area Transit Authority, the Georgia Ports Authority, the Savannah Airport Commission, and the Georgia Department of Transportation, in cooperation with the U.S. Department of Transportation,

RELATIVE TO

The continuing, comprehensive, cooperative regional transportation planning process known as the "Coastal Region Metropolitan Planning Organization" (CORE MPO).

I. IT IS THE INTENTION OF THE PARTIES:

That the CORE MPO is to:

1. Maintain a continuing, cooperative and comprehensive transportation planning process as defined in Title 23 USC Section 134 that explicitly regards the current surface transportation act's planning factors and focus areas and results in plans and programs consistent with comprehensively planned development of the urbanized area.
2. Update and revise the 20-year multimodal Metropolitan Transportation Plan (MTP), to create a fiscally feasible transportation system that integrates thoroughfare development, public transportation, air facilities, port facilities, rail systems, intermodal facilities, bicycle and pedestrian facilities and transportation enhancements; and reflects consideration of the area's comprehensive land-use plan and overall social, economic, environmental, and energy conservation plans, goals and objectives.
3. Create a functional relationship between transportation planning and the development of cities and counties in the CORE MPO's Metropolitan Planning Area (MPA).

4. Maintain the data obtained in the original data collection phase of the study and any pertinent data collected thereafter on a current level so that existing and forthcoming recommendations may be evaluated and updated periodically.
 5. Produce all documents and studies that are necessary to maintain a federally certified transportation planning process.
- II. **IT IS FURTHER INTENDED**, that the areas of responsibility of the aforementioned counties, municipalities, and agencies shall lie within the transportation Metropolitan Planning Area (MPA) boundary established by the CORE MPO Board and the Governor of Georgia. This area includes all of Chatham County, the portion of the 2010 Savannah Urbanized Area located in Effingham County, the City of Richmond Hill, and the portion of the 2010 Savannah Urbanized Area located in unincorporated Bryan County. At this time Bryan County has not opted to join in the CORE MPO, but this agreement can be amended to include it in the future. The MPA boundary is shown in Exhibit A, CORE MPO Metropolitan Planning Area.
- III. **IT IS FURTHER INTENDED**, that the Metropolitan Planning Organization (MPO) as designated by the Governor of Georgia is the Coastal Region Metropolitan Planning Organization (CORE MPO). The CORE MPO shall have the primary responsibility for carrying out the regional transportation planning process and of developing the planning work program, transportation plan, transportation improvement program, participation plan and other studies for the CORE MPO MPA.
- IV. **IT IS FURTHER INTENDED**, that the CORE MPO shall be coordinated by a project director who shall be the executive director (Director) of the Chatham County-Savannah Metropolitan Planning Commission or his designee, and his/her staff. Additional staff resources may be provided, upon request, from the existing staff resources of the participating agencies and governments. The Director shall coordinate all requests under the direction of the CORE MPO Board.
- V. **IT IS FURTHER INTENDED**, that the CORE MPO shall continue to function to adopt appropriate goals, work programs, and plans; and to establish the need, form, and direction of future transportation improvements in the CORE MPO MPA. The CORE MPO shall be the forum for cooperative decision-making by principal elected and appointed officials of general purpose local government and intermodal transportation providers. The individuals representing the government jurisdictions involved in the CORE MPO planning process and other involved agencies shall comprise the CORE MPO Board. The membership and duties shall be enumerated in the CORE MPO Board Bylaws. The CORE MPO Board shall have final authority in the matters of policy and plan adoption for the Coastal Region Metropolitan Planning Organization.
- VI. **IT IS FURTHER INTENDED**, that the committee known as the Technical Coordinating Committee (TCC) shall continue to function to ensure the involvement of all operating departments, advisory agencies, and multimodal transportation providers concerned with, or affected by, the planning process and subsequent implementation of plans. The technical guidance and direction of the continuing CORE MPO transportation planning process shall be furnished by

the TCC. The membership and duties shall be enumerated in the Technical Coordinating Committee Bylaws.

- VII. **IT IS FURTHER INTENDED**, that the Citizens Advisory Committee (CAC) shall continue to function as a public information and involvement committee, and shall be representative of a cross-section of the community. The CAC shall keep the CORE MPO Board informed of the community's perspective and shall also provide information to the community about transportation policies and issues. The membership and duties shall be enumerated in the Citizens Advisory Committee Bylaws.
- VIII. **IT IS FURTHER INTENDED**, that the Economic Development and Freight Advisory Committee (EDFAC) shall be established to advise the freight planning efforts of the CORE MPO and to ensure economic development is considered in identifying transportation improvement projects and setting priorities. The membership and duties shall be enumerated in the Economic Development and Freight Advisory Committee Bylaws.
- IX. **IT IS FURTHER INTENDED**, that the Advisory Committee on Accessible Transportation (ACAT) shall continue to function to advise the CORE MPO and the Chatham Area Transit Authority (CAT) on accessible transportation related policies and projects. The membership and duties shall be enumerated in the Advisory Committee on Accessible Transportation Bylaws.
- X. **IT IS FURTHER INTENDED**, that the various committees meet at significant stages in the planning process in accordance with the adopted bylaws.
- XI. **IT IS FURTHER INTENDED**, that the Georgia Department of Transportation (GDOT) shall be responsible for the following per the current planning rules of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA):
1. Provide available maps, aerial photographs, charts, and records as deemed necessary to maintain the CORE MPO planning process.
 2. Update and maintain travel simulation models for use in evaluating the metropolitan area's transportation needs. Said models shall be the "official" CORE MPO's travel demand models. The Department shall also provide the expertise and computer software for the above-mentioned tasks.
 3. Aid the MPO in preparation of planning-oriented planning, scoping, preliminary engineering, right-of-way, utility and construction cost estimates where applicable for multimodal projects in the CORE MPO's 20-year multimodal Metropolitan Transportation Plan (MTP).
 4. Provide the local agencies with current information concerning the status of planning and implementation of the CORE MPO's 20-year multimodal Metropolitan Transportation Plan (MTP).
 5. Provide funding availability and proposed project schedules for federally funded projects for use in MTP and TIP development.

6. Incorporate the adopted CORE MPO's Transportation Improvement Program (TIP) into the State Transportation Improvement Program (STIP); and coordinate with the CORE MPO's multimodal transportation plan in the development of the Statewide Transportation Plan.
7. Concurrently certify with the CORE MPO, to the FHWA and the FTA that the CORE MPO's planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable federal laws based on the federal certification review schedule (currently the MPO is certified every four years); annually certify the CORE MPO's planning process with CORE MPO in conjunction with the TIP development.
8. Provide various types of traffic count data.
9. Provide other assistance as mutually agreed upon.
10. Contribute funds under FTA Section 5303 and other programs as appropriate toward the annual budget for the CORE MPO's operations, as established by the adopted UPWP and funding agreements outlined in Exhibit B, Contribution Formula of the Coastal Region Metropolitan Planning Organization.
11. Notify CORE MPO in advance of public meetings and concept meetings as well as stakeholder meetings, provide draft concept plans before their approval, so that the information can be incorporated into the CORE MPO's plans and programs.

XII. IT IS FURTHER INTENDED, that the Chatham County-Savannah Metropolitan Planning Commission (MPC), only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Prepare planning-oriented planning, scoping, preliminary engineering, right-of-way, utility and construction cost estimates, where applicable, for multimodal projects in the CORE MPO's 20-year multimodal Metropolitan Transportation Plan (MTP).
2. Make recommendations for revisions to the CORE MPO's 20-year multimodal Metropolitan Transportation Plan (MTP) to conform to new planning goals, objectives, policies, or developments.
3. Prepare and publish a fiscally constrained 20-year multimodal Metropolitan Transportation Plan (MTP) that leads to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The multimodal transportation plan shall be reviewed and updated at least every five years.
4. Prepare and maintain a financially-balanced four-year multimodal Transportation Improvement Program (TIP) which will be updated annually.
5. Prepare and publish a Participation Plan (PP) which documents how the CORE MPO will provide complete information, timely public notices, full public access to key decisions, and support early and continuing involvement of the public in the development of plans and TIPs; and meets the criteria specified in 23 CFR Part 450.
6. Prepare an annual Unified Planning Work Program (UPWP) to document planning activities and budget for the next fiscal year; in sufficient detail to indicate who will perform the work, the schedule for completion, and the products that it will produce.

7. Develop and update a Congestion Management Process (CMP) which documents the congestion areas and strategies to address them. Ensure that the CMP will be a part of the metropolitan transportation planning process and the CMP results will be considered in the development of the multimodal MTP and TIP, to the extent appropriate.
8. Update and maintain maps showing existing and proposed land use, and make appraisals of actual land use development in comparison with projections.
9. Review zoning and subdivision requests in accordance with the CORE MPO's transportation and land use plans.
10. Provide or maintain social and community development plans as they may relate to transportation needs.
11. Develop and maintain base and projected population, housing, employment, economic, vehicle, and land use data by traffic analysis zone and supply information as requested concerning special generators.
12. Periodically review traffic analysis zone boundaries and make appropriate recommendations to the Technical Coordinating Committee and cooperate with the Georgia Department of Transportation in revision of said boundaries.
13. Provide available maps, aerial photographs, charts, records, and directories to the extent possible.
14. Collect and analyze data such as traffic counts and crash statistics and distribute (if available) to the public, governmental agencies, and other parties if requested.
15. Prepare an annual performance report for the comparison of established goals in the UPWP and completed work elements.
16. Compile, maintain, and document data on existing water, air, motor freight and rail terminal and transfer facilities as identified in the UPWP.
17. Concurrently certify with the Georgia Department of Transportation, to the FHWA and the FTA that the CORE MPO's planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable federal laws based on the federal certification review schedule (currently the MPO is certified every four years); annually certify the CORE MPO's planning process with GDOT in conjunction with the TIP development.

XIII. IT IS FURTHER INTENDED, that the signatory counties and municipalities, within its official jurisdiction, be responsible for the following:

1. Collaborate with the continuing, cooperative and comprehensive transportation planning process of the CORE MPO.
2. Maintain records including crashes occurring on the roads and highways by location and description, and maintain these files on a current basis as provided by your policies and procedures and provide the data to the CORE MPO for analysis and reports upon request.
3. When requested, assist the CORE MPO to collect planning information within the counties and/or municipalities such as socioeconomic data, utility locations, land use

and zoning, street inventories, inventories of bicycle and pedestrian facilities, and other data as required for the metropolitan planning process.

4. Consider providing local funds for planning, scoping, preliminary engineering, right-of-way acquisition, utility and construction to leverage or match federal funds to further the implementation of the CORE MPO priorities per appropriate project framework agreement with the Georgia Department of Transportation.
5. Aid the MPO in developing planning-oriented planning, scoping, preliminary engineering, right-of-way, utility and construction cost estimates where applicable for the CORE MPO's 20-year multimodal Metropolitan Transportation Plan (MTP).
6. Contribute funds toward the annual budget for the CORE MPO's operations as established by the adopted UPWP and the funding contribution formula provided in Exhibit B.
7. Notify the CORE MPO in advance of public meetings and project-related neighborhood meetings and/or stakeholder meetings so that the information can be incorporated into the CORE MPO's plans and programs.

XIV. IT IS FURTHER INTENDED, that the Chatham Area Transit Authority shall:

1. Collaborate with the continuing, cooperative and comprehensive transportation planning process of the CORE MPO.
2. Make available to the CORE MPO any records, documents or information necessary to accomplish the planning objectives and to develop the CORE MPO's 20-year multimodal Metropolitan Transportation Plan (MTP) and the TIP.
3. Contribute funds toward the annual budget for the CORE MPO's operations as established by the adopted UPWP and the funding contribution formula provided in Exhibit B or by the MPC – CAT Inter-local agreement.
4. Notify CORE MPO in advance of public meetings and project-related neighborhood meetings and/or stakeholder meetings so that the information can be incorporated into the CORE MPO's plans and programs.

XV. IT IS FURTHER INTENDED, that the Savannah Airport Commission assist the MPO in gathering information and data relating to the planning process as may be necessary to ensure that the Savannah Airport Commission is adequately served by the CORE MPO.

Such data includes but is not limited to employment, land use, traffic, air traffic, and major street or enplanement changes.

The Savannah Airport Commission will contribute funds to support the CORE MPO's operations, as established by the adopted UPWP and the funding contribution formula provided in Exhibit B.

XVI. IT IS FURTHER INTENDED, that the Georgia Ports Authority (GPA) (non-voting member) provide or assist the MPO in gathering information and data relating to the planning process as may be necessary to ensure that GPA is adequately served by the CORE MPO.

Such data includes but is not limited to employment, traffic, projected port activity, and major street or gate changes.

XVII. IT IS FURTHER INTENDED, that:

1. The CORE MPO's planning process shall be of a continuing, comprehensive, cooperative nature and that all planning decisions shall be reflective of and responsive to the needs and desires of the local communities as well as the programs and requirements of the Georgia Department of Transportation and the U.S. Department of Transportation.
2. A reappraisal shall be made of the CORE MPO whenever there is a significant change in the community's goals and objectives, land use patterns, or travel characteristics or at least once every five (5) years.
3. The participating agencies shall cooperate in all phases of the CORE MPO's transportation planning process. Adequate and competent personnel shall be assigned to ensure development of adequate and reliable data.
4. All parties to this agreement shall have access to all study related information developed by the other agencies, including the right to make duplication thereof.

This document is a Memorandum of Understanding (inclusive of Exhibit A and Exhibit B) expressing the present intentions of the parties. Obligations established within any previous versions of this Memorandum of Understanding are rescinded upon the execution of this agreement. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 20 day of May, 2015.

CITY OF SAVANNAH

Kehmetech F Co

Witness

[Signature]
Mayor

[Signature]
Notary Public

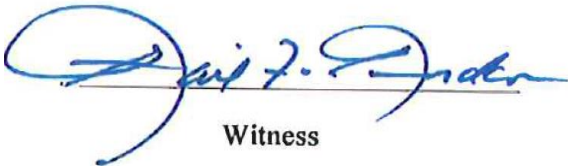


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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 8th day of May, 2015.

COUNTY OF CHATHAM


Witness


Commission Chairman


Notary Public




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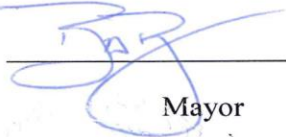
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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 7 day of May, 2015.


CITY OF BLOOMINGDALE



Witness



Mayor



Notary Public
DIANE R. PROUDFOOT
Notary Public, Chatham County GA
My Commission Expires Sept. 25, 2016

RECEIVED
MAY 18 2015
METROPOLITAN PLANNING
COMMISSION

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18 In witness whereof, the parties hereto have executed this Memorandum of Understanding, this day of MAY, 2015.


CITY OF GARDEN CITY



Witness



CITY MANAGER
~~-Mayor-~~
w/ PERMISSION



Notary Public



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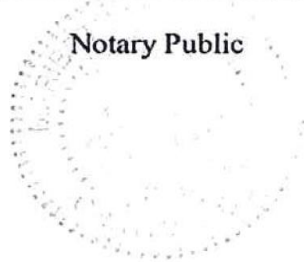
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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 4th day of May, 2015.

CITY OF POOLER

Michelle Way
Witness

Michael F. Lamb Maribeth Smith
Mayor Notary Public



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23rd In witness whereof, the parties hereto have executed this Memorandum of Understanding, this day of April, 2015.

CITY OF PORT WENTWORTH

Shirley Clifton
Witness

C. AJ
Mayor

Miriam B. Jordan


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MAY 01 2015
METROPOLITAN PLANNING
COMMISSION

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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 13 day of may, 2015.

TOWN OF THUNDERBOLT

Candice R. Nguyen

Witness

Beth E. Alette

Mayor

Ky McQuinn

Notary Public

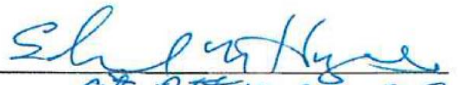


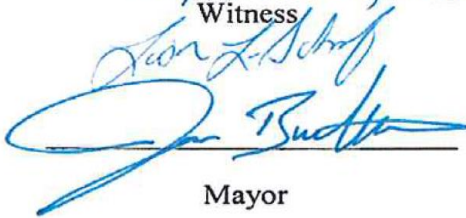
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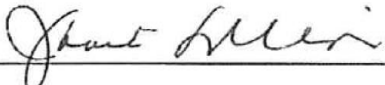
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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 23 day of April, 2015.

CITY OF TYBEE ISLAND


City Attorney, Tybee Island
Witness


Mayor


Notary Public

JANET R. LEVINER
Notary Public, Chatham County GA
My Commission Expires Oct. 16, 2016

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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 11 day of May, 2015.

TOWN OF VERNONBURG

[Signature]
Witness

[Signature]
Mayor

[Signature]
M Burke Wimbish Nadeau
Notary Public

Chatham County
State of Georgia
My Comm. Expires 03-27-2017



This document is a Memorandum of Understanding expressing the present intentions of the parties. Obligations established within any previous versions of this Memorandum of Understanding are rescinded upon the execution of this agreement. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 5th day of May, 2015.

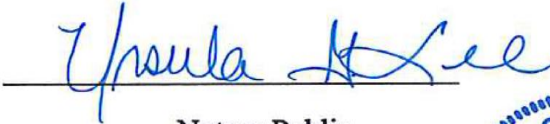
CITY OF RICHMOND HILL



Witness



Mayor



Notary Public



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**METROPOLITAN PLANNING
COMMISSION**

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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 5th day of May, 2015.

EFFINGHAM COUNTY

Toss Allen

Witness

[Signature]

Commission Chairman

S. Johnson

Notary Public




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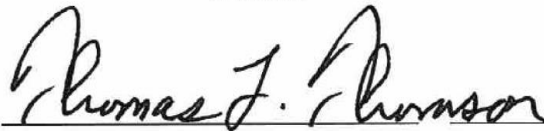
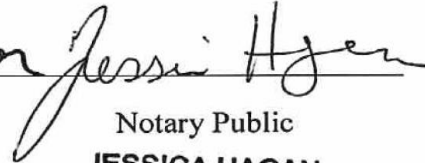
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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 28 day of April, 2015.

CHATHAM COUNTY - SAVANNAH METROPOLITAN PLANNING COMMISSION



Witness


Executive Director
Notary Public

JESSICA HAGAN
Notary Public, Chatham County GA
My Commission Expires July 19, 2017



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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 25th day of Apr. 1, 2015.

CHATHAM AREA TRANSIT AUTHORITY

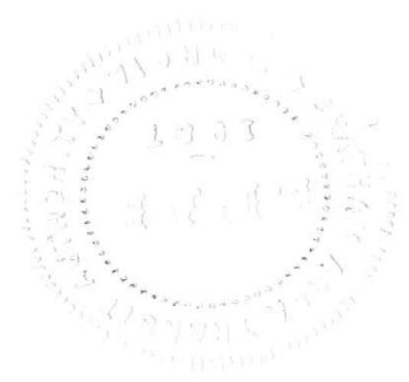


Witness

Executive Director

Notary Public
BEVERLY DUMAS
Notary Public, Chatham County GA
My Commission Expires June 3, 2018

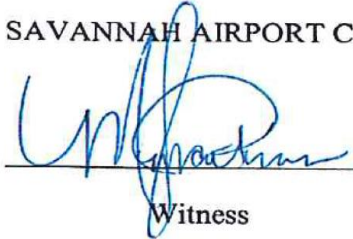


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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 7th day of May, 2015.


SAVANNAH AIRPORT COMMISSION



Witness



Executive Director



Notary Public



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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 15th day of May, 2015.

GEORGIA PORTS AUTHORITY


Witness


Executive Director


Notary Public

DEBRA H. WYNN
Notary Public, Chatham County GA
My Commission Expires Sept. 29, 2018

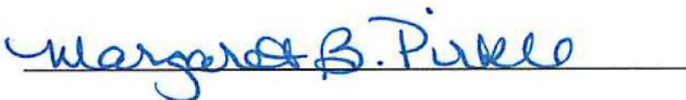


GEORGIA DEPARTMENT OF TRANSPORTATION

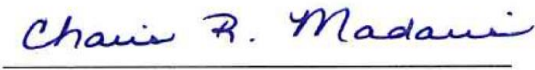
RECOMMENDED:



Director of Planning
Georgia Department of Transportation



Chief Engineer
Georgia Department of Transportation



Witness



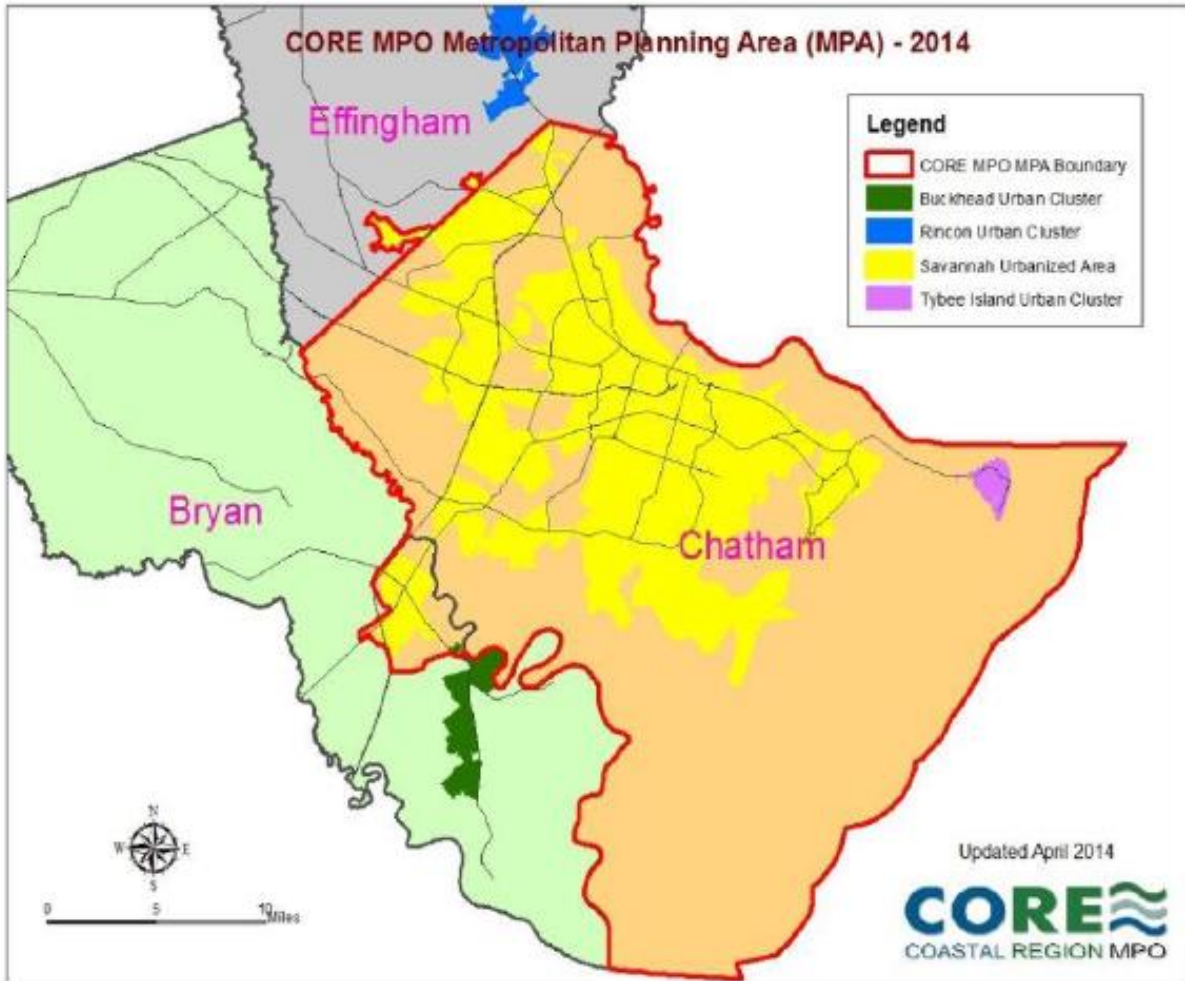
Commissioner

6/12/15 Anita Henson

Notary Public



Exhibit A –Metropolitan Planning Area (MPA) Boundary of the Coastal Region Metropolitan Planning Organization (CORE MPO)



**Exhibit B – Contribution Formula of the Coastal Region
Metropolitan Planning Organization (CORE MPO)**

Exhibit B

Coastal Region Metropolitan Planning Organization Contribution Formula

The Parties agree that it is in the best interest of the public and governmental entities that the function of CORE MPO be supported. The CORE MPO's operating functions will be funded through the federal Metropolitan Planning set aside pursuant to the provisions of 23 USC §104(f), the Metropolitan Transit Planning funds pursuant to the provisions of 49 USC §5303, the federal Urban Attributable funds, and the local membership dues to match the federal grants. This Exhibit specifies the formula for membership contributions to support the CORE MPO's transportation planning process.

In general the CORE MPO's functions will be to maintain a continuing, cooperative and comprehensive transportation planning process for the Bryan – Chatham – Effingham region within the CORE MPO's MPA boundary as defined in Title 23 USC Section 134 and Section 5303 of the Federal Transit Act. The CORE MPO's detailed staff work activities and planning procedures will be outlined in the annual Unified Planning Work Program (UPWP). The CORE MPO UPWP will include detailed budget information based on the anticipated grant funding contracts with the Georgia Department of Transportation. The local match to the federal grants for MPO's operations will be based on the UPWP budget. The local matching funds will be funded by the Parties based upon a formula as described herein. The population component of the formula will be based on the 2010 decennial census population information. The formula for dues will be as follows:

The total local funds contribution will be the dollar amount approved by the CORE MPO in the Unified Planning Work Program (and budget) annually.

1. The amount of each member's contribution would be a base of \$1,000 plus a proportion based upon population. Counties would contribute based upon their unincorporated population plus 25% of the municipalities' population. Municipalities' proportional contribution would be based upon 75% of their population. Authorities would contribute a fixed amount based upon the 70th percentile of the counties and municipalities contributions. The Authorities share and the total of the \$1,000 base amounts would be subtracted from total local fund contribution amount before applying the proportional population calculation for the county or each municipality. The Georgia Department of Transportation, the Georgia Ports Authority, the Economic Development and Freight, Citizens and Accessible Transportation Advisory groups and the Chatham County – Savannah Metropolitan Planning Commission members will not be assessed dues.
2. Invoices will be sent out to members after the approval of the Unified Planning Work Program each year and payment will be due by June 30.

2010 Census CORE MPO Planning Area Population

Jurisdiction/Agency*	Population	Percent of MPA Population	
Richmond Hill	9,281	3.36%	
Unincorporated Bryan County in MPA	542	0.20%	
Bloomingtondale	2,713	0.98%	
Garden City	8,778	3.18%	
Pooler	19,140	6.92%	
Port Wentworth	5,359	1.94%	
Savannah	136,286	49.31%	
Thunderbolt	2,668	0.97%	
Tybee Island	2,990	1.08%	
Vernonburg	122	0.04%	
Unincorporated Chatham County	87,072	31.50%	
Effingham County within Savannah UZA	1,455	0.53%	
Total CORE MPO MPA Population	276,406	100.00%	
Chatham Area Transit	N/A		
Savannah Airport Commission	N/A		
Georgia Ports Authority	N/A		

*At this time Bryan County has not opted to join in the CORE MPO, but this agreement can be amended to include it in the future.

Appendix H: Transportation Glossary

You might encounter the following terms and acronyms while participating in the transportation planning process of the Coastal Region Metropolitan Planning Organization (CORE MPO).

3C	Refers to the Continuing, Comprehensive, and Cooperative aspects of the transportation planning process.
AADT	The Average Annual Daily Traffic, which is a measure of the number of vehicles passing a roadway during a 24 hour period adjusted to represent an average day in the year the count was taken.
ACAT	Advisory Committee on Accessible Transportation, which advises Chatham Area Transit on accessibility issues with the mainline and paratransit transit systems.
Access Management	The process of providing and managing access to land development while preserving the regional flow of traffic in terms of safety, capacity and speed.
ADA	Americans with Disabilities Act, Federal legislation of 1990, which mandates changes in building codes, transportation and hiring practices to prevent discrimination against persons with disabilities. ADA requires transit operators to provide paratransit services in areas that are within 0.75 miles of the fixed route system.
Arterials	One of the functional classifications of streets, arterials are those which are primarily for through traffic and where access is carefully controlled.
Bikeway	A general term that captures many different types of bicycle facilities: paths, bike lanes, wide curb lanes, shared lanes, and others.
CAC	Citizens Advisory Committee
Capacity	A transportation facility's ability to accommodate a moving stream of people or vehicles in a given time period.
CAT	Chatham Area Transit Authority, the agency which provides fixed route public transportation services in Chatham County. Formerly called the Savannah Transit Authority.
CE	Categorical Exclusion, which is a type of action that does not individually or cumulatively have a significant impact on the human environment. A Categorical Exclusion does not require an Environmental Assessment or an Environmental Impact Statement.
Charrette	A meeting in which citizens are invited to participate in a full discussion of issues, interrelationships and impacts. Time limits challenge people to openly examine problems and produce tangible results.
Collectors	One of the functional classifications of streets, collectors are those which distribute trips from arterials and channel trips to arterials. Additionally, these roadways provide access and circulation within residential neighborhoods.
CMP	Congestion Management Process, which provides for effective management of new and existing transportation facilities through the use of travel demand reduction and operational management strategies. A CMP is required of all Transportation Management Areas (TMAs).
Complete Streets	Describes streets that are designed to accommodate not only drivers of automobiles and trucks, but also bicyclists, pedestrians, and transit users. By accommodating many modes, the streets also serve users of a wider range of ages and physical abilities (e.g. youth, elderly, wheelchair users). The term is frequently used to describe the policy for accommodation, adoption of which is often necessary to achieve the change in practice of roadway design.

CORE MPO FY 2018 UPWP

CORE MPO	Coastal Region Metropolitan Planning Organization, which conducts the transportation planning process for the area currently covering all of Chatham County and small portions of Effingham County and Bryan County, including Richmond Hill.
CSD	Context Sensitive Design, a method of design for transportation projects that includes consideration of multiple modes, land uses, and community values.
CSS	Context Sensitive Solutions, a method similar to Context Sensitive Design, but intended to also describe the participatory process of defining context and identifying appropriate design solutions.
CUTS	Chatham Urban Transportation Study, which was the name of the Metropolitan Planning Organization (MPO) for the Savannah urbanized area up until 2009.
Demand Response	A type of transit service in which passenger cars, vans or buses with fewer than 25 seats operate in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations. Typically, the vehicles do not operate over a fixed route or on a fixed schedule and typically the vehicle may be dispatched to pick up several passengers at different pick-up points before taking them to their respective destinations. Also called paratransit.
Design Speed	The maximum safe speed that can be maintained over a specific section of roadway when conditions are so favorable that the design features of the roadway govern.
EA	Environmental Assessment, which is an interim decision document prepared for an action where the significance of social, economic or environmental impact is not clearly established. If the action is determined to have significant impact, an Environmental Impact Statement (EIS) is then prepared. If no significant impact is determined, a finding of no significant impact (FONSI) is prepared.
EIS	Environmental Impact Statement, a document, required under the National Environmental Policy Act, prepared for an action that is likely to have significant impact. This document summarizes the major environmental impacts, outlines issues, examines reasonable alternatives and arrives at a record of decision, identifying the selected alternative for the project.
EJ	Environmental Justice, which is a term referring to the Federal government's commitment to avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations; to ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and to prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and low-income populations.
FAST Act	Fixing America's Surface Transportation Act, signed into law December 4, 2015, replaced MAP-21 as the congressional surface transportation authorization.
FHWA	Federal Highway Administration, an agency of the U.S. DOT with jurisdiction over highways and bridges.
Fiscally Constrained	Federal regulations require that the Metropolitan Transportation Plan be financially balanced. All projects must have an identified source of funding that is reasonably expected to be available.
Fixed Route	A type of transit service provided on a repetitive, fixed-schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each trip on a given route serves the same origins and destinations, unlike demand response service.
FONSI	Finding of No Significant Impact. A statement that follows an Environmental Assessment in which a project was found to have no significant impacts on the quality of the human environment and for which an Environmental Impact Statement will therefore not be prepared.

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FTA	Federal Transit Authority, an agency of the U.S. DOT with jurisdiction over public transportation. Formerly called the Urban Mass Transit Administration.
Functional Classification	A system used to group public roadways into classes according to their purpose in moving vehicles and providing access. The main classes are typically Arterial, Collector, and Local.
GIS	Geographic Information System
GPS	Global Positioning System uses satellite technology for accuracy in computer mapping.
GDOT	Georgia Department of Transportation, which administers the state-wide transportation planning processes in the State of Georgia.
GPA	Georgia Ports Authority, an agency that governs and directs the activities of the Port of Savannah.
HOV	High Occupancy Vehicle, which is a vehicle carrying a specified minimum number of persons, usually two or more. Freeways may have lanes designated for HOV use by carpoolers, vanpools and buses.
Intermodal	Relating to transportation by more than one means of conveyance during a single journey.
ISTEA	The Intermodal Surface Transportation Efficiency Act of 1991, a congressional transportation authorization that introduced a comprehensive approach to transportation problems by emphasizing innovation, intermodalism and flexibility. It also expanded the responsibilities of local governments, giving them a greater role to play. Subsequent reauthorizations (see TEA-21, SAFETEA-LU, MAP-21, FAST Act) have in turn replaced ISTEA but have continued much of the process.
ITS	Intelligent Transportation Systems describe technology that is designed to improve traffic flow, safety, toll collection, travel information, parking, accident/debris detection, and transit.
Land Use	The manner in which land or the structures on the land are used, i.e., commercial, residential, industrial, etc.
Local Streets	One of the functional classifications of streets, a local street is one whose primary purpose is to provide direct access to abutting properties and to roads of a higher functional classification. They provide the lowest level of mobility with through traffic movement being discouraged.
LOS	Level of Service, which is a qualitative measure describing the experience of the traveler by a given mode. (LOS A describes very good travel environment while LOS F describes a very poor one). It was first applied to motor vehicle travel, but now is applied to transit, bicycle, and pedestrian travel, with methods and measures appropriate to the mode.
L RTP	Long Range Transportation Plan. This may also be called a Metropolitan Transportation Plan (MTP). The plan identifies the transportation problems expected in a horizon period of at least 25 years and the financially constrained solutions to address those problems.
M230 funds	The funding code, used within Georgia, to indicate Urban Area Attributable funds, which is a type of funding in the Surface Transportation Program, and for which the MPO has the discretion to allocate to transportation projects in the planning area.
MAP-21	Moving Ahead for Progress in the 21 st Century, signed into law on July 6, 2012, replaced SAFETEA-LU as the congressional surface transportation authorization. MAP-21 in turn has been replaced by subsequent reauthorization.
Mitigation	To avoid, minimize, rectify or reduce an impact, and in some cases, to compensate for an impact.
Mode	A particular form of travel, e.g., walking or traveling by bicycle, automobile or bus.
Mode Share	Each modes portion of a total number of trips.

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Mode Split	The process by which the number of trips that will be made by two or more modes of transportation is surveyed or estimated.
MPC	Chatham County-Savannah Metropolitan Planning Commission, an agency which staffs the MPO, as well as other boards, and administers the MPO transportation planning process.
MPO	Metropolitan Planning Organization, designated by the governor, to serve a metropolitan area of 50,000 population.
MTP	Metropolitan Transportation Plan. This may also be called a Long-Range Transportation Plan (LRTP). The plan identifies the transportation problems expected in a horizon period of at least 25 years and the financially constrained solutions to address those problems.
Multimodal	Planning or infrastructure that reflects consideration of more than one mode to serve transportation needs in an area.
NEPA	National Environmental Policy Act, which is a law enacted in 1969 that established a national environmental policy requiring that any project using Federal funding or approval, including transportation projects, examine the effects the proposal and alternative choices have on the environment before a Federal decision is made.
NHS	National Highway System, which is composed of approximately 160,000 miles of rural and urban roads. It includes the Interstate System, other routes identified as having strategic defense characteristics, routes providing access to major ports, airports, public transportation, intermodal transportation facilities, and routes of particular importance to local governments. The federal government allocates a certain amount of transportation funding to these routes, which is not to be used on “off-system” roadways.
Non-Motorized	In transportation planning, this term typically describes bicycling and walking used as a means of travel.
Paratransit	A type of transit service in which passenger cars, vans or buses with fewer than 25 seats operate in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations. Typically, the vehicles do not operate over a fixed route or on a fixed schedule and typically the vehicle may be dispatched to pick up several passengers at different pick-up points before taking them to their respective destinations. Also called demand response service.
Park-and-Ride Lot	A parking area to which passengers drive their cars, leave them for the day and board transit vehicles or carpool for the rest of their trip.
Participation Plan	Provides an overview of the goals and objectives of the MPO participation process and the participation techniques the MPO is committed to conducting for specific transportation planning programs and products.
PE	Preliminary Engineering, which an early phase in a project’s development process.
PL funds	Planning funds apportioned from Federal Highway Administration through state DOTs to MPOs, for the purpose of carrying out activities in Section 134, Metropolitan Planning, of US Code Title 23.
Public Hearing	A formal event held prior to a decision that gathers community comments and positions from all interested parties for public record and input into decisions.
Public Meeting	A formal or informal even designed for a specific issue or community group where information is presented and input from community residents is received.
ROD	Record of Decision, which is a concise decision document for an environmental impact statement that states the decision (selected alternative or choice), other alternatives considered and mitigation adopted for the selected alternative or choice.

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ROW	Right-of-way, which is the land needed for the construction and operation of a transportation facility. ROW acquisition is a middle phase of a project's development process.
SAFETEA-LU	The Safe, Accountable, Efficient Transportation Equity Act: a Legacy for Users. Signed into law in August 2005, this was the federal re-authorization of the Transportation Equity Act for the 21 st Century (TEA-21). SAFETA-LU in turn has been replaced by subsequent reauthorizations.
SAGIS	Savannah Area Geographical Information System, a regional Geographic Information System created by the MPC, City of Savannah, and Savannah Electric (now Georgia Power).
Sec. 5303 funds	Funds apportioned by the Federal Transit Administration, through the state DOT, to the MPO, for the purpose of carrying out activities in Section 5303, Metropolitan Transportation Planning, of US Code Title 49.
SMSA	Savannah Metropolitan Statistical Area, encompasses the Savannah Urbanized Area and all of Chatham County.
SOV	Single-occupancy vehicle, in contrast to ridesharing methods such as carpooling, vanpooling, and mass transit.
SPLOST	The Special Purpose Local Options Sales Tax, which is a one percent sales tax to fund a variety of projects including drainage improvements, open space acquisition, greenways/bikeways, roadway improvements and other capital outlay projects.
SRTA	State Road and Tollway Authority, the transportation infrastructure financing arm of the State of Georgia.
STIP	State Transportation Improvement Program, prepared by GDOT, is a staged, multiyear listing of projects proposed for Federal, State and local funding encompassing the entire State of Georgia. It is a compilation of the Transportation Improvement Programs (TIPs) prepared for the metropolitan areas, as well as project information for the non-metropolitan areas of the State and for transportation between cities.
STP	Surface Transportation Program, which is described in US Code Title 23, Section 133. It is typically amended somewhat in each congressional surface transportation authorization act, along with other sections of Title 23 and of other Titles.
TAP	Transportation Alternatives Program, which is the name of a program initiated in the MAP-21 authorization act, and which also describes projects similar to the former Transportation Enhancement projects in previous authorizations (bicycle, pedestrian, and certain other types of projects).
TAZ	Transportation Analysis Zone, which is a census-based geographical unit used to spatially organize socio-economic and land use data within traditional transportation planning models.
TCC	Technical Coordinating Committee, which provides the technical guidance and direction to CORE MPO.
TDM	Transportation Demand Management, which includes various strategies to reduce demands for roadway supply, such as encouraging transit and other ride-sharing, encouraging shifts to non-motorized modes, shifts in time of travel through staggered work hours, or trip elimination through telecommuting
TE	Transportation Enhancements, a program begun under TEA-21 that provides funding for a broad range of activities that enhance natural and cultural resources related to transportation, including bicycle and pedestrian projects. TEA-21 required that ten percent of STP funds be set aside for TE projects. MAP-21 replaced Transportation Enhancements with the Transportation Alternatives Program, which was no longer a ten percent set-aside. The FAST Act continued the Transportation Alternatives Program.

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TEA-21	The Transportation Equity Act for the 21st Century, signed into law in June 1998, was the congressional reauthorization of ISTEA. TEA-21 in turn has been replaced by subsequent reauthorizations.
Teleride	The local paratransit services operated by a third party under contract with CAT
TIP	Transportation Improvement Program – the short-range transportation planning document. Projects or studies in the Long Range Transportation Plan appear in the TIP when they have been designated by the MPO to receive funding for preliminary engineering (PE), right-of-way acquisition (ROW), utilities, or construction within the next four fiscal years (four-year range required by legislation).
TMA	Transportation Management Area, which is an urbanized area with a population of over 200,000 individuals.
Traffic Calming	Measures to slow traffic speeds, which include speed bumps, narrowing streets by putting striping on each side for bikes and pedestrians, traffic islands, roundabouts and curving streets. Their purpose is to make streets safer.
Travel Demand Forecasting	A process using statistical planning models/analyses to evaluate the demand for proposed transportation facilities, the impact of development on transportation facilities and consequences of transportation policies and actions.
TSM	Transportation System Management, which includes various tactics to improve operations of the existing transportation system, such as signal synchronization and intersection improvements. TSM is an alternative way to increase capacity without constructing additional through lanes or new roads.
UPWP	Unified Planning Work Program, which outlines the MPO staff's budget and work in carrying out the transportation planning activities in a fiscal year.
USDOT	United States Department of Transportation, a federal agency created to assist state and local governments in the planning of all modes of transportation.
Vanpool	A formal travel arrangement in which a specific group of people regularly ride together in a van, usually for work commute. The riders share costs through seat "subscriptions." The driver is a commuter like the riders, and takes the van home. Often the driver is allowed limited personal use of the van and/or free or reduced seat subscription price. In some cases, employers help cover the costs of the seat subscriptions, as an employee benefit.
VMT	Vehicle Miles Traveled, which is a measure of roadway travel that totals the miles traveled by each vehicle in the region. It provides planners and decision-makers with an indication of current and future driving conditions for roadway segments.

Appendix I: Comments and Responses

FHWA and FTA Comments

FY2018 Unified Planning Work Program (UPWPs) FHWA & FTA Comments		
MPO: CORE		Date: January 11, 2017
Page/Section	FHWA Comments	MPO's Response
INTRODUCTION		
Page: iii	<p>FY 2018 UPWP Task Organization and Planning Focus Areas: Under this section at the end of the 1st paragraph, it is suggested that additional language with performance be added. This will allow the reader to understand the MPO's continued approach with FAST Act and MAP-21's performance management approach.</p> <p><i>"The FAST Act also continues MAP-21's performance management approach; it requires metropolitan planning organizations, in coordination with state DOTs, to set performance measure targets and report on progress in a number of areas including safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project delivery delays."</i></p>	<p>The quoted language has been added to the paragraph.</p> <p>The paragraph has also been revised to reflect the fact that the final rulemakings are available as of January 2017 (not so when the draft UPWP was developed in November 2016).</p>
FY 2018 Planning Priorities		
	<p>Planning Priorities- Include</p> <ul style="list-style-type: none"> The MPO should include a detailed discussion of priorities in, and issues facing the MPO area for the fiscal year. 23 CFR 450.308 (d) For example, if the MPO area is experiencing a significant rate of growth, appropriate planning priorities should be identified to address increased development, traffic volumes, and planning for the area's future transportation system. 	<p>A discussion on planning priorities and how to address them has been added under FY 2018 UPWP Task Organization and Planning Focus Areas.</p>

Page 34	Budget Summary did not have any information listed. Was this a typo? If not, please provide the information for this section. Thanks.	<p>The actual summary table is on the next page. The table is 11 by 17 (a big table format), so it cannot be displayed on this 8.5 by 11 page.</p> <p>To clarify, the following language has been added to this page – “The table on the next page is the summary of the FY 2018 budget for CORE MPO to carry out the various activities of the 3-C planning process.”</p>
WORK ELEMENTS		
ALL	Resulting Product(s)	
	<p>Each task should list resulting product(s). Revise each task and document resulting product(s).</p> <ul style="list-style-type: none"> a) A schedule of milestones or benchmarks to be used to measure progress; b) End product(s); and c) Estimated completion date(s). 	<p>This information is included in the UPWP.</p> <ul style="list-style-type: none"> • Appendix A shows a Generalized Annual Timeline of Key Planning Deliverables and Milestones. • Appendix B shows a specific timeline for planning products deliverables for the next five fiscal years. • Under each task, end products as well as target start and end dates are listed. Since most of the activities are on-going (operation and administration, program coordination, training and education, community outreach, etc.), fiscal year 2018 start and end dates are listed. <p>To make improvements, staff has added some language to tasks that have specific milestone dates or end products in FY 2018 (TIP and UPWP e.g.). Wherever applicable, the document has been revised to bullet format to add clarity.</p>
Please NOTE		
	<p>Approval Status</p> <p>The Federal Highway Administration approves the UPWP [23 C.F.R. 420.115(a)]. UPWPs include tasks funded by the Federal Transit Administration; FHWA approves the UPWP on behalf of FTA. In order for FHWA to approve the UPWP prior to the beginning of the state fiscal year on July 1, it is critical that they have adequate time to review it.</p>	<p>For the past several years, CORE MPO has been trying to meet the new requirements of FHWA. The MPO has started UPWP development earlier than before (in October or November), given FHWA and GDOT at least 30 days to review the draft UPWP and provide comments, and incorporated the received comments before presenting the revised draft to CORE MPO Board and advisory committees for review. The UPWP adoption schedule by the CORE MPO Board has been advanced to February, much earlier than the previous April adoption date. If this schedule does not work, please let us know so that we can make adjustments.</p>

GDOT Comments

Thank you for providing a draft copy of the FY 18 UPWP. Below, you will find Planning’s comments regarding the FY 18 UPWP. Please feel free to ask for any further clarification.

- Based on CFR 450.308, the UPWP should include the following information:
 - ⇒ An outline of major work activities instead of project description summary because CORE is a TMA and activities that address the 10 planning factors;
 - ⇒ Indicate who is completing the task (i.e. if the MPO and/or Consultants will complete the task and the roles for each party should be defined);
 - ⇒ A schedule for completing the work;
 - ⇒ The resulting products; and
 - ⇒ A summary of the total amounts and sources of Federal and matching funds.

Note: these 4 referenced points should be applied to all sub-element tasks.

General Response:

- **Outline of major work activities** - Project description summary included under each task is the outline of major work activities. To address this comment, the summary format has been revised where appropriate as bullet points.
- **Who is completing the task** - This information is included in the UPWP – CORE MPO staff activities are listed under project description, and activities by other agency’s staff are listed in in a table outlining who is doing what (MPC, GDOT, FHWA, CAT, local governments, etc.). Since CORE MPO is not expecting to use any consultants in FY 2018, no consultant work is listed. To address this comment, MPO staff revisited the information listed in each task to ensure accurate information is presented.
- **Schedule** - This information is included in the UPWP in a table under each task showing the expected start and end date. Most of the work is ongoing (program coordination, operation and administration, etc.), so the start and end dates correspond to the start and end of fiscal year 2018 (July 1, 2017 – June 30, 2018). To address this comment, staff has added some additional information related to specific expected milestone dates where specific product is concerned (TIP and UPWP for a specific fiscal year, e.g.).
- **Resulting product** - This information is included in the UPWP under each task. To address this comment, staff added some specific information where appropriate (e.g. specify the fiscal year of the TIP) and change the format to bullet points to add clarity.
- **Financial summary** – This information is included in both the financial summary table and the funding table for each task.

Page #	GDOT’s Comments	CORE Staff Responses
7 (on PDF)	Formatting. Delete “API 44.21.00” from the Table of Content (is repeated 13 times). “API 44.21.00” is also depicted in sub-element headings, if not need it, please delete.	The API numbers are for reference of the Section 5303 grant funds and thus should be kept in the UPWP. They are identifying numbers for the MPO to apply for, manage and get reimbursements for the 5303 grant funds. FTA and GDOT Intermodal reference these numbers to manage the 5303 grant.

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i	<p>Under “FY 2018 UPWP Task Organization and Planning Focus Areas”, please clarify within the first paragraph the rulemaking implementation. For example: “While final rulemakings are still pending for MAP-21, CORE MPO is actively implementing FAST Act requirements to the maximum extent possible while awaiting further guidance on FAST Act and MAP-21’s final rulemakings with an eye toward implementation activities under this program while awaiting final rulemakings on MAP-21 for implementation.” (suggestion).</p>	<p>The paragraph has been revised to reflect the fact that the final rulemakings are available now as of January 2017 (not so when the draft UPWP was developed in November 2016).</p>
ii	<p>New Planning Factors. Per the published 23 CFR 450.306 on May 27, 2016; there are a total of 10 planning factors. Planning Factor #9 includes “Improve transportation system resiliency and reliability and reduce o mitigate storm water impacts of surface transportation” and #10 includes “Enhance travel and tourism”. Please update the “Metropolitan Planning Factors Addressed” table and the “Summary of CORE MPO FY 2018 Work Tasks to Address Planning Factors and Emphasis Areas” section on pages ix, x, xi, and xii*.</p>	<p>The derivation of 11 planning factors instead of 10 is from the FHWA guidance on FAST Act implementation (https://www.fhwa.dot.gov/fastact/) which separates transportation system resiliency and reliability from storm water impacts as these are two different issues. MPO staff revisited the website and consulted the FHWA Georgia Division for confirmation.</p>
2	<p>Formatting. Revise footnotes to address up to 10 planning factors. Same comment for pages 3, 4, 6, 8, 9, 10, 16, 22, 24, 27, 28, and 31.</p>	<p>The derivation of 11 planning factors instead of 10 is from the FHWA guidance on FAST Act implementation (https://www.fhwa.dot.gov/fastact/) which separates transportation system resiliency and reliability from storm water impacts as these are two different issues. MPO staff revisited the website and consulted the FHWA Georgia Division for confirmation.</p>
1	<p>Sub-element 1.1 Program Coordination Under the previous work, “In FY 2017, CORE MPO staff worked with the revised membership to carry out the 3-C Process for the expanded Metropolitan Planning Area (MPA) as called for under the revised Memorandum of Understanding (MOU) approved by the Governor.” The MPA boundary was signed by the governor in May 2015, per your link: http://www.thempc.org/docs/lit/CoreMpo/PlanningAreaBound.pdf Please remove paragraph.</p> <p>Also, revise and/or delete “Continue the necessary consultation with representatives of Chatham, Bryan and Effingham Counties and current member organizations and individuals as required by the reapportionment process to expand the MPA to include appropriate urbanized and urbanizing areas of the three counties.”, on page 2.</p>	<p>The MOU was approved by the Governor in May 2015. However, the work listed here is for staff activities conducted per the MOU. To address this comment, staff deleted “approved by the Governor”.</p> <p>CORE MPO will not conduct another reapportionment process until the next census, so the referenced paragraph has been deleted.</p>

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4	<p>Sub-element 1.2 Operations and Administration Under previous work. Consider give yourself credit addressing the certification review by establishing a projects selection process for STP urbanized and TAP funding, proposed by MPO staff, analyzed and updated by the TCC Committee and approved by the CORE MPO Board.</p>	<p>Good suggestion! Language has been added to the previous work in the TIP development section.</p>
6-23	<p>Sub-elements. Consider using bullet format as you list Previous Work, Project Description, and Resulting Products. This comment applies to the rest of the document as well.</p>	<p>The draft UPWP document has been revisited and revised to bullet format where appropriate.</p>
13	<p>Sub-Element 2.2 Environmental Justice/Title VI/Anti-Poverty Transportation Planning Revise paragraph: “The CORE MPO staff will continue to involve traditionally underserved communities within the CORE MPO Metropolitan Planning Area (MPA) in the MPO’s transportation planning process...”</p>	<p>The sentence has been revised.</p>

*The final rules were published after the 2017 UPWP was drafted. – Various references in the UPWP has been updated to reflect this fact.

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From: Christian, Tamara (FHWA) [mailto:Tamara.Christion@dot.gov]
Sent: Monday, January 23, 2017 8:11 AM
To: Wykoda Wang <wangw@thempc.org>
Cc: Mark Wilkes <wilkesm@thempc.org>; Delgadillo Canizares, Marlene V. <mcanizares@dot.ga.gov>; Eastin, William <weastin@dot.ga.gov>
Subject: RE: Comments on CORE MPO's Draft FY 2018 UPWP due

Thank you. Please list them separately. Use all 11

From: Wykoda Wang [mailto:wangw@thempc.org]
Sent: Friday, January 20, 2017 12:21 PM
To: Christian, Tamara (FHWA)
Cc: wilkesm@thempc.org; Delgadillo Canizares, Marlene V.; Eastin, William
Subject: Comments on CORE MPO's Draft FY 2018 UPWP due

Tamara,

I am addressing the comments from you and Vivian on the FY 2018 UPWP. I have a question that needs some clarifications.

I included 11 planning factors in the UPWP. However, one of the comments from Vivian (GDOT) is as follows.

New Planning Factors. Per the published 23 CFR 450.306 on May 27, 2016; there are a total of 10 planning factors. Planning Factor #9 includes “Improve transportation system resiliency and reliability and reduce or mitigate storm water impacts of surface transportation” and #10 includes “Enhance travel and tourism”. Please update the “Metropolitan Planning Factors Addressed” table and the “Summary of CORE MPO FY 2018 Work Tasks to Address Planning Factors and Emphasis Areas” section on pages ix, x, xi, and xii*.

I double checked the FHWA website on FACT Act implementation (<https://www.fhwa.dot.gov/fastact/factsheets/metropolitanplanningfs.cfm>), and found the 3 new factors listed separately.

Scope of planning process

The FAST Act expands the scope of consideration of the metropolitan planning process to include—

- improving transportation system resiliency and reliability;
- reducing (or mitigating) the stormwater impacts of surface transportation; and
- enhancing travel and tourism. [23 U.S.C. 134(h)(1)(I) & (J)]

My question to you is – should I use 11 or 10 planning factors in the UPWP? In my opinion transportation system resiliency and reliability are very much different from storm water management, so I prefer to list them separately. However, I would like to get some clarification from FHWA before I decide what to do next.

Thanks for your assistance.

Sincerely

Zhongze (Wykoda) Wang
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