

# **Unified Planning Work Program**

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

**Fiscal Year 2020  
July 1, 2019 - June 30, 2020**

Adopted on February 27, 2019

**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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The opinions, findings, and conclusions in this publication are those of the author(s) and those individuals are responsible for the facts and the accuracy of the data presented herein. The contents of this report do not necessarily reflect the views or policies of the Department of Transportation, State of Georgia, the Federal Highway Administration, or the Federal Transit Administration. This report does not constitute a standard, specification of regulation.

**COASTAL REGION  
METROPOLITAN PLANNING ORGANIZATION**

**UNIFIED PLANNING WORK PROGRAM**

**FISCAL YEAR 2020**

(July 1, 2019 - June 30, 2020)

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## **RESOLUTION**

### **COASTAL REGION METROPOLITAN PLANNING ORGANIZATION**

#### **ADOPTION OF CORE MPO FY 2020 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 2020 Unified Planning Work Program as its official program of transportation planning activities for the period from July 1, 2019 to June 30, 2020.

#### **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 27, 2019.

  
\_\_\_\_\_  
Albert J. Scott, Chairman  
Coastal Region Metropolitan Planning Organization



## CORE MPO FY 2020 UPWP

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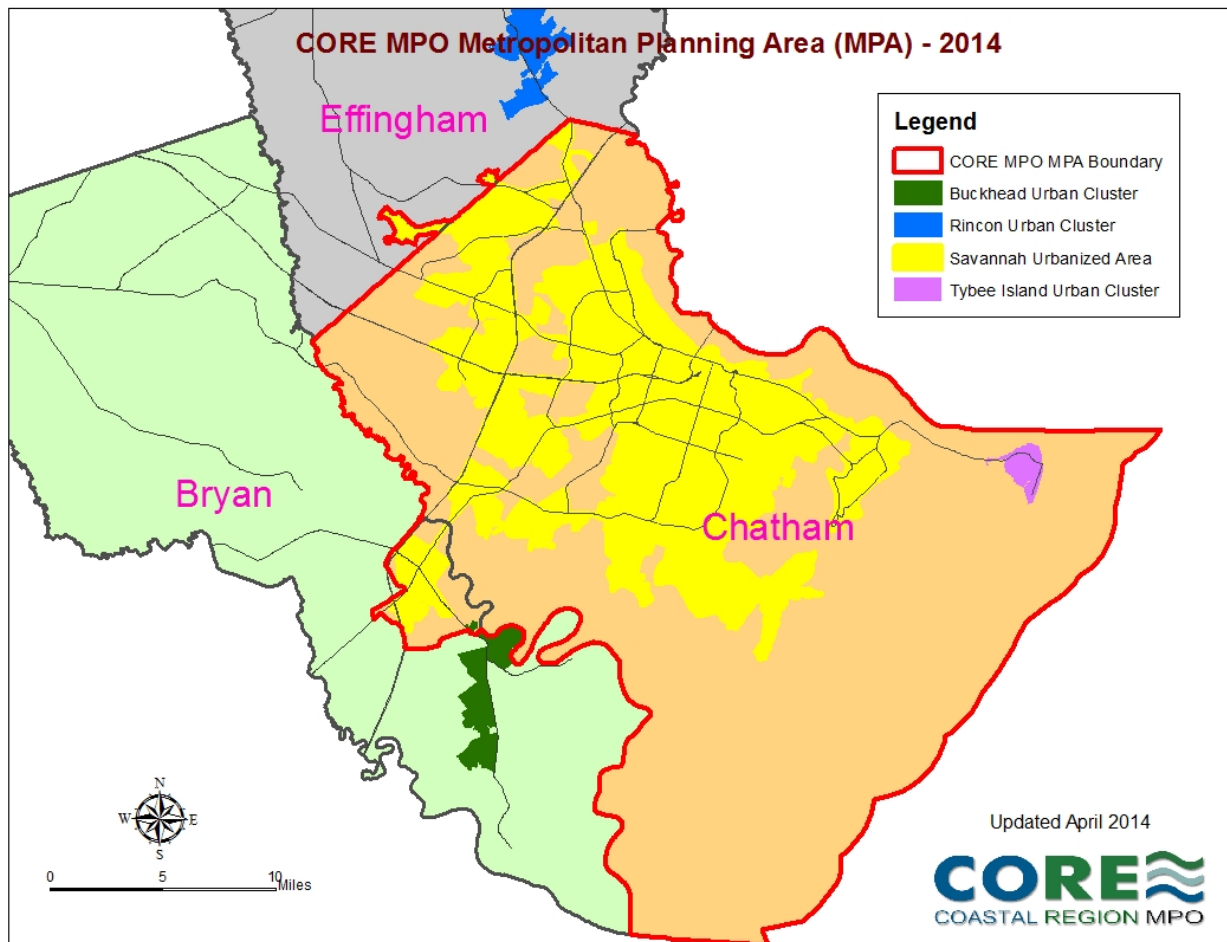
## Introduction

### Purpose of the UPWP

The FY 2020 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, 2019 to June 30, 2020 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.



## CORE MPO FY 2020 UPWP

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 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 except TCC 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 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 the 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.

## CORE MPO FY 2020 UPWP

### 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 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 the Title VI Program at <https://www.thempc.org/Core/TitleVI>. 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 2020 UPWP Task Organization

To conform with the approved FHWA/GDOT UPWP format, the FY 2020 UPWP has been organized into four major elements and then subdivided into specific tasks under each major element as shown below.

## CORE MPO FY 2020 UPWP

<b>Program Support and Administration</b>
1.1 Program Coordination
1.2 Operations and Administration
1.3 Training and Professional Development
1.4 Equipment and Supplies
1.5 Contracts and Grants
1.6 Unified Planning Work Program
<b>Public Involvement</b>
2.1 Community Outreach/Education
2.2 Environmental Justice/Title 6/Anti-Poverty
<b>Data Collection</b>
3.1 Socio-economic Data
3.2 Traffic Impact Analysis/land Use Monitoring
<b>Systems Planning</b>
4.1 Congestion Management Process Update
4.2 Transit / Paratransit Planning
4.5 Bicycle and Pedestrian Planning
4.6 Model Development and Applications
4.10 Freight Planning
4.11 Long Range Plan
4.12 Transportation Improvement Program
4.13 Strategic Planning Studies

The FY 2020 UPWP work tasks revolve around the following major planning priorities.

### MTP Development and Maintenance

The FY 2020 UPWP will guide CORE MPO's transportation planning activities in a performance-based approach toward implementing the goals and objectives established in the 2045 Metropolitan Transportation Plan (2045 MTP).

CORE MPO will continue to work on development of the 2045 MTP which is expected to be adopted in August 2019. After its adoption, maintenance of and updates to the 2045 MTP become 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 2045 MTP will also be amended where necessary to incorporate updated targets for the performance-based planning and programming.

### TIP Maintenance, Update and Development

Maintenance of and updates to the FY 2018 - 2021 TIP and development of the FY 2021 - 2024 TIP with a performance-based approach will be priority work for staff in FY 2020. This is necessitated by the need to keep the TIP consistent with ongoing project implementation activities by GDOT and other project sponsors, and to satisfy the federal requirements for performance-based planning and programming.

## CORE MPO FY 2020 UPWP

As a part of the TIP maintenance and update, the MPO staff will continue to utilize a web-based tool called E-TIP. 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 through E-TIP, thus improving the TIP's accessibility and relevance to a broader cross section of the public.

### Continued FAST Act Implementation

The planning programs in the FY 2020 UPWP will emphasize continuation of the Performance Based Planning and Programming Process (PBPP) outlined in the current federal transportation legislation – Fixing America's Surface Transportation Act (FAST Act). PBPP has been fully integrated into the CORE MPO's planning process and will require periodic updates, maintenance and reporting. GDOT is the lead in updating highway performance targets and providing reports on them - Safety Targets are updated annually; and Pavement & Bridges or System Performance targets are updated every 2 years and 4 years respectively. GDOT Intermodal and CAT are taking the lead in updating transit targets and providing reports on them annually. CORE MPO will coordinate with GDOT and CAT, review the updated targets for consistency, and make necessary amendments or administrative modifications to the 2045 MTP or FY 2018 – 2021 TIP as needed. The MPO will complete all necessary system performance reports and make them available to our planning partners.

### FY 2020 UPWP Tasks and FAST Act Planning Factors

The FY 2020 UPWP work tasks correlate directly to the FAST Act planning factors. The Metropolitan Planning program under FAST Act provides funding for the integration of transportation planning processes in the 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) describes Federal Planning Factors issued by Congress to emphasize the planning factors from a national perspective. The following summarizes these planning factors and how CORE MPO incorporates them into the transportation planning process.

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.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

## CORE MPO FY 2020 UPWP

The planning factors have been incorporated into the 2045 MTP's goals.

**Goal 1:** A safe, secure, and resilient transportation system for all types of users and for freight.

**Goal 2:** An efficient, reliable, multi-modal transportation system that supports economic competitiveness and enhances tourism.

**Goal 3:** Access and mobility, equitably and reliably available, for people and for freight, through a range of travel options and an integrated, connected transportation system.

**Goal 4:** A healthy, sustainable environment through the compatible integration with land use and transportation while taking into consideration the impact of transportation, including that of stormwater.

**Goal 5:** Maintain a state of good repair.

**Goal 6:** Wise use of public funds through coordination and a performance-based planning process.

Besides incorporating these planning factors into the 2045 MTP goals and objectives, CORE MPO has been working on addressing the planning factors in its various work programs, including but not limited to coordinating with various agencies in development of the MPO's plans and programs; working with the environmental groups 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; working with the various City of Savannah departments and Bike/Pedestrian communities to develop strategies to promote tourism and multi-modal connections; working with various implementation agencies to program projects to achieve a state of good repair; etc.

The MPO work to address the FAST Act planning factors will continue in FY 2020. 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 ten planning factors and underscore the strong alignment between the CORE MPO's planning activities and the federal transportation planning priorities.

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



## CORE MPO FY 2020 UPWP

The summary below explains how the FY 2020 UPWP work tasks are related to the FAST Act planning factors.

- 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.
- 1.2 Operations and Administration: MPO staff will provide necessary support to all planning activities and interagency coordination.
- 1.3 Training and Professional Development: MPO staff will actively seek out training opportunities in performance-based planning and best practices that facilitate the transportation planning process.
- 1.4 Equipment and Supplies: Maintaining specialized computer hardware, software and other supplies is necessary to support the transportation planning functions of the MPO.
- 1.5 Contracts and Grants: This task provides the necessary funding stream to support FAST Act implementation and interagency coordination.
- 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 and interagency coordination.
- 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.
- 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.
- 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.
- 3.2 Traffic Impact Analysis / Land Use Monitoring: MPO staff will work collaboratively with the MPC's Comprehensive Planning Department, City of Savannah and Chatham County staff to conduct unified traffic impact review, thus monitoring the land use changes and traffic growth concurrently.
- 4.1 Congestion Management Process Update: MPO staff will collect and analyze traffic data that will inform the development of performance targets. The MPO 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 service.
- 4.2 Transit / Paratransit Planning: MPO staff will coordinate with CAT and assist in the development of transit plans and transit asset management. Staff will assist CAT in implementing priorities of the Transit Development Plan (TDP), thereby improving transit service and access to jobs.

## CORE MPO FY 2020 UPWP

- 4.5 Bicycle and Pedestrian Planning: 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.
- 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 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.
- 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.
- 4.11 Long Range Plan: New candidate projects considered for inclusion will be evaluated against identified goals, objectives and performance measures. Development and ongoing maintenance of the updated long-range 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 as well.
- 4.12 Transportation Improvement Program: Performance measurements will be evaluated for each transportation project and program included in the TIP as necessary. The TIP funds CAT's priority projects and programs.
- 4.13 Strategic Transportation Studies: Studies vary. However, they will be developed on an as-needed basis to facilitate MTP and TIP development.



## **TASK # 1 Administration**

### **Sub-element 1.1 Program Coordination**

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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, CRC, AMPO, GAMPO, TRB and other transportation stakeholders.

Previous Work: This is a continuing annual activity. The FY 2019 staff activities are listed below.

- CORE MPO staff carried out the 3-C transportation planning process for the Savannah Metropolitan Planning Area (MPA).
- CORE MPO staff participated in the activities of 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 coordinated with the neighboring MPOs (the Lowcountry Area Transportation Study (LATS) and the Hinesville Area Metropolitan Planning Organization (HAMPO)) to carry out regional transportation planning activities.
- 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 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 and long- and short-range planning efforts through various trainings, webinars, workshops and teleconferences.
- CORE MPO staff worked with FHWA, GDOT, GAMPO and the local planning partners in updating and adopting Written Procedures on Performance Based Planning and Programming for the Savannah Metropolitan Area for various Performance Measures to outline roles and responsibilities as a part of the procedures to comply with Performance Measures under FAST Act. The FY 2019 activities focused on establishing the agreements on incorporating targets of Pavement/Bridge Performance Measures, System Performance Measures (freight and congestion), as well as Transit Asset Management (TAM).

Project Description and Schedule: This task involves a variety of coordinating activities of the CORE MPO staff in FY 2020.

## CORE MPO FY 2020 UPWP

### TASK # 1 Administration

#### Sub-element 1.1 Program Coordination

<b>FY 2020 Activities</b>	<b>Schedule (July 1, 2019 - June 30, 2020)</b>
Attend various meetings and carry out routine coordination activities with federal, state, regional and local planning partners and various relating agencies.	Ongoing
Ad hoc committees may 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. <sup>1</sup>	As needed
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, CRC, Effingham County, Bryan County and other government jurisdictions in the region <sup>2</sup> .	Ongoing
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.	Ongoing
Continue to coordinate with FHWA, FTA, GDOT, CAT as well as regional and local planning partners to continue implementation of FAST Act according to published final rules, such as consultation with other planning officials responsible for other types of planning activities.	Ongoing

#### Product:

- Routine study emails, letters, meeting summaries, correspondence, presentations, policy recommendations, white papers, information flyers and the like.
- Continuation of 3-C process.<sup>3</sup>

<sup>1</sup> 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.

<sup>2</sup> Addresses planning factors 1-10.

<sup>3</sup> Addresses planning factors 1-10.

## CORE MPO FY 2020 UPWP

### TASK # 1 Administration

#### Sub-element 1.1 Program Coordination

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<b>Transportation Planning Related Activities of Agencies</b>	
<b>Organization</b>	<b>Activities</b>
CORE MPO	Coordination work to maintain the 3-C transportation planning process
FHWA, FTA, GDOT	Webinars, Conference Calls, Workshops
GDOT	Quarterly Pre-Construction Meetings and Workshops
GDOT, Chatham County, City of Savannah	Project Concept Meetings and Public Information Open Houses
GAMPO	Semi-Annual Work Sessions; PL Funds Review Committee Meetings
Other MPOs, CAT, GPA, CRC, Governments, and Agencies	Coordinating Meetings

<b>Funding Source</b>	<b>Amount</b>
FHWA Formula PL	\$47,541.06
MPO Dues Formula PL Match	\$11,885.27
FTA Section 5303	\$0.00
GDOT 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
<b>TOTAL FUNDS</b>	<b>\$59,426.33</b>

## CORE MPO FY 2020 UPWP

### TASK # 1 Administration

#### Sub-element 1.2 Operations and Administration

**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 2019 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, notifications, presentations and staff reports. Committees staffed included the CORE MPO Board (MPO), the Technical Coordinating Committee (TCC), TCC sub-committees, the Economic Development and Freight Advisory Committee (EDFAC), the Citizens Advisory Committee (CAC), and the Advisory Committee on Accessible Transportation (ACAT).
- CORE MPO staff worked with the new MPC Executive Director to revise the MPO's work programs, budgets, and other related administrative activities.

**Project Description and Schedule:** This task involves a variety of administrative activities of the MPO staff in FY 2020.

<b>FY 2020 Activities*</b>	<b>Schedule (July 1, 2019 - June 30, 2020)</b>
Provide staff support for and host all CORE MPO Board and advisory committee meetings, including preparation of agendas, minutes, mailings, notifications, presentations and staff reports <sup>4</sup> . Committees staffed include the CORE MPO Board (MPO), the Technical Coordinating Committee (TCC), TCC sub-committees, the Citizens Advisory Committee (CAC), the Advisory Committee on Accessible Transportation (ACAT), and the Economic Development and Freight Advisory Committee (EDFAC). 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. <sup>5</sup>	August 2019 October 2019 December 2019 February 2020 April 2020 June 2020 As needed for ad hoc committees
Continue to conduct other administrative duties in support of the 3-C transportation planning process.	Ongoing

\*Please note that the meeting support and general administrative duties for transit planning tasks in FY 2020 will be administered under Task 4.2 per request from GDOT Intermodal.

<sup>4</sup> Addresses planning factors 1-10.

<sup>5</sup> Addresses planning factors 1-10.

## CORE MPO FY 2020 UPWP

### TASK # 1 Administration

#### Sub-element 1.2 Operations and Administration

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##### Product:

- Meeting agendas, minutes, recordings, notifications and mailings for the bi-monthly regularly scheduled meetings and specially called ad hoc meetings.
- Presentations and staff reports for the bi-monthly regularly scheduled meetings and specially called ad hoc meetings.
- Study files and records as well as correspondences.

<b>Transportation Planning Related Activities of Agencies</b>	
<b>Organization</b>	<b>Activities</b>
CORE MPO	Conduct administrative work to maintain the 3-C transportation planning process.
FHWA and FTA	Conference calls, attending and participating at MPO meetings
GDOT	Conference calls, attending and participating at MPO meetings
MPC, Local Municipalities, County Governments, CAT, GPA and Airport	Attending and participating at MPO meetings

<b>Funding Source</b>	<b>Amount</b>
FHWA Formula PL	\$75,200.00
MPO Dues Formula PL Match	\$18,800.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
<b>TOTAL FUNDS</b>	<b>\$94,000.00</b>

TASK # 1 Administration

## Sub-element 1.3 Training and Professional Development

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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 2019.

- Staff attended the TRB Annual Meeting and the ADA20 Metropolitan Policy, Planning, and Processes Committee meeting.
- Staff attended the AMPO Annual Conference and the mid-year Policy Committee and Working Group meetings.
- Staff attended the AMPO Planning Tools & Training Symposium.
- Staff attended various webinars hosted by FHWA, FTA, GDOT, NTI and NHI that are pertinent to the MPO's transportation planning process.
- Staff attended the NTI Workshop on Performance Based Planning and Programming.
- Staff attended the Office of Management and Budget's training on Managing Grant Under the Uniform Grant Guidance.
- Staff attended the NTI Advanced-Level Environmental Justice Workshop.
- Staff attended the NHI/NTI training on Public Involvement in Transportation Decision-making.

Project Description and Schedule: 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 2020. 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 travels), and staff time to participate in the training 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), FHWA, FTA, GDOT, 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 process are listed below.<sup>6</sup>

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<sup>6</sup> Addresses planning factors 1-10.

## CORE MPO FY 2020 UPWP

### TASK # 1 Administration

#### Sub-element 1.3 Training and Professional Development

<b>FY 2020 Training Opportunities</b>	<b>Schedule (July 1, 2019 - June 30, 2020)</b>
TRB annual and mid-year meetings and committee meetings <ul style="list-style-type: none"> <li>▪ MPO staff – Director of Transportation Planning</li> <li>▪ Location - Washington DC</li> </ul>	January 2020
ITE annual and summer meetings and chapter luncheons <ul style="list-style-type: none"> <li>▪ MPO staff – Director of Transportation Planning</li> <li>▪ Location – To be available</li> </ul>	As available
AMPO annual conference, Policy meetings, Technical Committee and Working Group meetings <ul style="list-style-type: none"> <li>▪ MPO staff – Director of Transportation Planning and/or designated staff member</li> <li>▪ Location – Baltimore, MD</li> </ul>	October 2019
GAMPO annual, mid-year and ad-hoc meetings <ul style="list-style-type: none"> <li>▪ MPO staff – Director of Transportation Planning and/or designated staff member</li> <li>▪ Location – Atlanta or other MPO host cities in GA</li> </ul>	September 2019 March 2020
APA annual conference/meeting, and APA and FHWA/FTA sponsored AICP credit trainings <ul style="list-style-type: none"> <li>▪ MPO staff, location – to be available</li> </ul>	As available
GPA Spring and Fall Conferences <ul style="list-style-type: none"> <li>▪ MPO staff, location – to be available</li> </ul>	As available
FHWA/FTA/GDOT sponsored trainings and workshops <ul style="list-style-type: none"> <li>▪ MPO staff, location – to be available</li> </ul>	As available
Trainings on Performance Based Planning and Programming <ul style="list-style-type: none"> <li>▪ MPO staff – Transportation Planner (responsible for PBPP compliance and implementation)</li> <li>▪ Location – to be available</li> </ul>	As available
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, the Congress for New Urbanism, Georgia Bikes, Association of Pedestrian and Bicycle Professionals and others <sup>7</sup> . <ul style="list-style-type: none"> <li>• MPO staff, location – to be available</li> </ul>	As available

<sup>7</sup> Addresses planning factors 1-10.

## CORE MPO FY 2020 UPWP

### TASK # 1 Administration

#### Sub-element 1.3 Training and Professional Development

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

Transportation Planning Related Activities of Agencies	
Organization	Activities
CORE MPO	Attend training opportunities to enhance staff's knowledge and competency.
TRB, AMPO, GAMPO, APA, GPA, ITE	Conduct Annual Conferences, Mid-year Meetings, Working Group Meetings, Technical Meetings, Committee Meetings, Webinars
NHI, NTI, TTI, ITRE, NaCO, NADO, NARC, RDC, other training institutions	Conduct Trainings, Workshops, Webinars
FHWA, FTA, GDOT, other state DOTs	Conduct Trainings, Workshops, Webinars

Funding Source*	Amount*
FHWA Formula PL	\$18,000.00
MPO Dues Formula PL Match	\$4,500.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
<b>TOTAL FUNDS</b>	<b>\$22,500.00</b>

\*Please note that payments for trainings related to transit planning tasks in FY 2020 will be covered under Task 4.2 per request from GDOT Intermodal.



## CORE MPO FY 2020 UPWP

### TASK # 1 Administration

#### Sub-element 1.4 Equipment and Supplies

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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 2019 CORE MPO staff reviewed the software and hardware needs and paid the license and maintenance fees for ArcGIS, AutoCAD, E-TIP, MS Project, Go-To-Meeting and Survey Monkey.

Project Description: This task includes the following activities for FY 2020.

- Maintain current licenses for ArcGIS, AutoCAD, CUBE, TSIS, Synchro and other transportation related software packages as needed<sup>8</sup>.
- Purchase new technical manuals and computer equipment for use by CORE MPO staff as needed.<sup>9</sup>
- Maintain the current license of the software for Electronic TIP (E-TIP).
- Maintain the current licenses of the software for MS Project, Go-To-Meeting and Survey Monkey.

Product: Computer software (ArcGIS, AutoCAD, CUBE, E-TIP, Go-to-Meeting, Survey Monkey, MS Project, etc.) and hardware (computers, printers, etc.), technical manuals, purchase records.

Transportation Planning Related Activities of Agencies	
Organization	Activities
CORE MPO/MPC	Acquire and maintain equipment and supplies to conduct the 3-C transportation planning process.

Target Start and End Dates	July 1, 2019– June 30, 2020	Lead Agency	MPC
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Funding Source	Amount
FHWA Formula PL	\$12,000.00
MPO Dues Formula PL Match	\$3,000.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
<b>TOTAL FUNDS</b>	<b>\$15,000.00</b>

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<sup>8</sup> Addresses planning factors 1-10

<sup>9</sup> Addresses planning factors 1-10

## CORE MPO FY 2020 UPWP

### TASK # 1 Administration

#### Sub-element 1.5 Contracts and Grants

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**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. Actively pursue and administer other grants for transportation planning as they become available. Develop and maintain a grant planning schedule based upon GDOT and FHWA administrative schedule requirements.

**Previous Work:** This is a continuing annual activity. In FY 2019, 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 the Section 5303 Transit Planning Contract for FY 2019 and 2020.
- Staff prepared proper study documentation for FY 2019 grant reimbursement including development of Annual and Quarterly Progress Reports.

**Project Description and Schedule:** This is a continuing annual activity. Staff will do the following in FY 2020.

<b>FY 2020 Activities*</b>	<b>Target Schedule (July 1, 2019 - June 30, 2020)</b>
Provide adequate administrative support to prepare, process and track annual and quarterly grant documentation in support of the MPO's operating budget.	Ongoing
Assist the state in the preparation of the Metropolitan Planning Services Contract. <sup>10,11</sup>	July – August 2019 April – June 2020
Prepare proper study documentation for grant reimbursement including development of Annual and Quarterly Progress Reports.	July 2019 October 2019 January 2020 April 2020

\*Please note that contract execution assistance and grant administration for Section 5303 funds in FY 2020 will be covered under Task 4.2 per request from GDOT Intermodal.

GDOT will assist the MPO in preparation of timely PL planning services contracts for FY 2020, and review work accomplished quarterly on the FY 2020 PL contracts to authorize timely payment.<sup>12</sup>

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<sup>10</sup> Please refer to the summary budget table at the end of this document for a full listing of tasks funded by this source. Please refer to individual task descriptions for further information on planning activities funded by this source.

<sup>11</sup> Addresses planning factors 1-10

<sup>12</sup> Addresses planning factors 1-10

## CORE MPO FY 2020 UPWP

### TASK # 1 Administration

#### Sub-element 1.5 Contracts and Grants

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##### Product:

- Planning services contracts for FY 2020 PL and FY 2021 PL.
- Routine annual and quarterly progress reports and reimbursement requests for FY 2020 PL grant.

<b>Transportation Planning Related Activities of Agencies</b>	
<b>Organization</b>	<b>Activities</b>
CORE MPO	Administration of contracts and reimbursement requests
GDOT	Contract and reimbursement processing

<b>Funding Source</b>	<b>Amount</b>
FHWA Formula PL	\$16,000.00
MPO Dues Formula PL Match	\$4,000.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
<b>TOTAL FUNDS</b>	<b>\$20,000.00</b>

## CORE MPO FY 2020 UPWP

### TASK # 1 Administration

#### Sub-element 1.6 Unified Planning Work Program

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**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 2019 staff activities are listed below.

- The FY 2020 Unified Planning Work Program was developed.
- Administrative modifications and amendments to the FY 2019 UPWP were processed as needed.
- Budget adjustments to FY 2019 UPWP were processed as needed.

**Project Description and Schedule:** This is an annual activity. MPO staff will do the following in FY 2020.

<b>FY 2020 Activities*</b>	<b>Target Schedule (July 1, 2019 - June 30, 2020)</b>
Staff will maintain the FY 2020 UPWP and prepare budget adjustments and amendments or administrative modifications as necessary. <sup>13</sup>	As needed
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 2021 Unified Planning Work Program. <sup>14</sup>	October 2019 – June 2020
<ul style="list-style-type: none"><li>• GDOT provides PL and Section 5303 funding information to CORE MPO for draft FY 2021 UPWP development.</li></ul>	October 2019
<ul style="list-style-type: none"><li>• MPO staff develops draft FY 2021 UPWP.</li></ul>	October – November 2019
<ul style="list-style-type: none"><li>• 30-day FHWA, FTA and GDOT review of the draft FY 2021 UPWP.</li></ul>	December 2019 - January 2020
<ul style="list-style-type: none"><li>• MPO staff addresses FHWA, FTA and GDOT comments and develops revised draft FY 2021 UPWP.</li></ul>	January 2020
<ul style="list-style-type: none"><li>• CORE MPO Board and advisory committees review and comment on revised draft FY 2021 UPWP with FHWA/FTA/GDOT comments incorporated and endorse/adopt the UPWP.</li></ul>	February 2020
<ul style="list-style-type: none"><li>• MPO staff incorporates the MPO Board and advisory committee comments, finalize the FY 2021 UPWP, and send the finalized document to FHWA, FTA and GDOT.</li></ul>	February - March 2020
<ul style="list-style-type: none"><li>• FHWA/FTA approve the final FY 2021 UPWP.</li></ul>	April - June 2020

\*Please note that UPWP development, maintenance and update activities for transit planning tasks in FY 2020 will be covered under Task 4.2 per request from GDOT Intermodal.

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<sup>13</sup> Addresses planning factors 1-10.

<sup>14</sup> Addresses planning factors 1-10.

## CORE MPO FY 2020 UPWP

### TASK # 1 Administration

#### Sub-element 1.6 Unified Planning Work Program

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GDOT will assist in the preparation of the FY 2021 Unified Planning Work Program by providing timely financial projections. FHWA/FTA/GDOT will assist in the FY 2021 UPWP development by reviewing the draft document and providing comments and input.<sup>15</sup>

#### Product:

- FY 2021 UPWP published on CORE MPO website and in print upon request.
- Budget adjustments and amendments or administrative modifications to FY 2020 UPWP as needed.

<b>Transportation Planning Related Activities of Agencies</b>	
<b>Organization</b>	<b>Activities</b>
CORE MPO	Lead agency for UPWP development and maintenance
FHWA/FTA	Review draft UPWP and provide comments, and approve final document.
GDOT	Provide revenue projections for UPWP development; review draft UPWP and provide comments; assist the MPO in processing UPWP amendments and budget adjustment requests.

<b>Funding Source</b>	<b>Amount</b>
FHWA Formula PL	\$13,600.00
MPO Dues Formula PL Match	\$3,400.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
<b>TOTAL FUNDS</b>	<b>\$17,000.00</b>

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<sup>15</sup> Addresses planning factors 1-10.

## TASK # 2 Public Involvement

### Sub-element 2.1 Community Outreach and Education

**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 2019 staff activities are listed below.

- Staff maintained the Participation Plan (PP) document and recorded meeting attendance to measure participation effectiveness.
- Staff started the revisions/amendments to the Participation Plan based on the participation process assessments of the 2045 MTP Update and other public involvement activities since 2016.
- Staff continued to support the Citizen's Advisory Committee (CAC).
- 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.
- Staff worked on re-design and re-launch of the MPC and MPO websites.
- Staff continually updated the MPO website to provide the most current planning documents and meeting materials.<sup>16</sup>

**Project Description and Schedule:** This is an annual activity. MPO staff will do the following in FY 2020.

FY 2020 Activities	Target Schedule (July 1, 2019 - June 30, 2020)
<p>Provide the interface between the metropolitan transportation planning process and the local community as stated in the CORE MPO PP.<sup>17</sup> This includes</p> <ul style="list-style-type: none"> <li>○ raising citizens' level of understanding of the CORE MPO transportation planning process through continued education and outreach; and</li> <li>○ ensuring that the citizens have been provided with adequate, appropriate and meaningful opportunities to participate in the decision-making process.</li> </ul>	Ongoing

<sup>16</sup> 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.

<sup>17</sup> Note that major planning initiatives such as the Metropolitan Transportation Plan Update and strategic planning studies typically include an extensive public participation effort that is often separate from this task.

## CORE MPO FY 2020 UPWP

Promote and protect the CORE MPO name and mark to enhance public understanding of the MPO and its purpose.	Ongoing
Conduct periodic assessments of the CORE MPO Participation Process as prescribed by the CORE MPO PP in coordination with the CORE MPO Board and advisory committees.	As needed
Finalize the revisions/amendments to the Participation Plan based on the participation process assessments of the 2045 MTP Update and other public involvement activities since 2016.	July – September 2019
Provide orientations for new MPO Board and advisory committee members to promote the understanding of the CORE MPO's planning process.	As needed
Provide transportation-related data and analyses at the request of local government agencies, developers and the general public.	As needed
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.	As needed
Participate in public information meetings on transportation projects.	As needed
Continue to maintain and update the CORE MPO website with the latest planning documents and meeting materials.	Ongoing
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.	As needed
Support the Citizen's Advisory Committee (CAC).	Ongoing
Continue to implement FAST Act requirements for public involvement. 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.	Ongoing

### 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

## CORE MPO FY 2020 UPWP

### TASK # 2 Public Involvement

#### Sub-element 2.1 Community Outreach and Education

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- Orientation materials for MPO Board and advisory committees
- Updated public involvement Measure of Effectiveness (MOE) forms
- CAC meeting agendas, minutes, staff reports, recordings, etc.
- Correspondences to document consultation work

Transportation Planning Related Activities of Agencies	
Organization	Activities
CORE MPO	Conduct public involvement activities to support the 3-C transportation planning process.
FHWA and GDOT	Provide federal and state legislations, guidance and trainings regarding public participation.

Funding Source	Amount
FHWA Formula PL	\$15,000.00
MPO Dues Formula PL Match	\$3,750.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
<b>TOTAL FUNDS</b>	<b>\$18,750.00</b>



TASK # 2 Public Involvement

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

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 CORE MPO 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 fixed route and CAT Mobility operations to identify needed refinements.

Previous Work: This is an ongoing annual activity. The FY 2019 MPO activities are listed below.

- Staff completed the annual Title VI Data Collection and Reporting for FY 2019.
- Staff coordinated with the GDOT Title VI office regarding CORE MPO's Title VI Plan.
- Staff started the revisions/amendments to the Title VI Program based on the participation process assessments and Title VI analysis of the 2045 MTP Update, newly available data, and other public involvement activities related to Title VI since 2016.
- 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 programs, projects and studies.
- Staff learned from peers on Title VI compliance.
- Staff researched and prepared Title VI/EJ analysis in support of the 2045 MTP public involvement process.
- Staff hosted MTP public meetings at the EJ locations.
- Staff conducted Title VI/EJ analysis for the MTP and TIP.
- Staff prepared for the NTI Advanced-Level Environmental Justice Workshop.

Project Description, Schedule, Product and Funding: At the request from GDOT Intermodal, all of the EJ/Title VI/Anti-poverty planning activities, products and funding in FY 2020 will be covered under Task 4.2.

## TASK # 3 Data Collection

### Sub-element 3.1 Socio-Economic Data

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**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. 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.<sup>18</sup>

**Previous Work:** In FY 2019 CORE MPO staff coordinated with GDOT to revise the 2015 socio-economic data (base year data) and the 2045 socio-economic data (horizon year data) for 2045 travel demand model input.

GDOT and their on-call consultant provided review and feedback during the model development and calibration process, and worked with CORE MPO for corrections and adjustments to the socio-economic data for model development. GDOT also provided socio-economic data for areas outside of the CORE MPO MPA.

**Project Description and Schedule:** The budget for this task is for socio-economic (SE) data development in support of the 2045 MTP Update. The SE data development and refinement were completed in FY 2018 and 2019. No further data development is expected in FY 2020.

**Product:** None

Transportation Planning Related Activities of Agencies	
Organization	Activities
CORE MPO	Review and utilize collected SE data
MPC Comprehensive Planning Department	Prepare population, employment, housing and other Socio-economic data for use by transportation planning
GDOT	Review and utilize collected SE data, provide SE data outside of CORE MPO MPA

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
<b>TOTAL FUNDS</b>	<b>\$0.00</b>

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<sup>18</sup> Addresses planning factors 1 - 10.

TASK # 3 Data Collection

Sub-element 3.2 Traffic Impact Analysis/Land Use Monitoring

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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 task 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 being integrated into the New Zoning Ordinances (NewZO).

The FY 2019 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 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 2019.

Project Description and Schedule: This is an ongoing activity to coordinate the land use planning activities of the MPC with the transportation planning activities of CORE MPO. The following activities are expected in FY 2020.

## CORE MPO FY 2020 UPWP

### TASK # 3 Data Collection

#### Sub-element 3.2 Traffic Impact Analysis/Land Use Monitoring

FY 2020 Activities	Target Schedule (July 1, 2019 - June 30, 2020)
<p>Continue to work with the City of Savannah, Chatham County and MPC and request developers to prepare traffic impact analysis reports for developments which are anticipated to generate a significant number of trips which will affect the traffic network surrounding the developments.</p> <ul style="list-style-type: none"> <li>• Request a scoping meeting with the developer to review the scope of the traffic impact analysis study.</li> <li>• Once the scope is defined and approved the developer is responsible for conducting the analysis.</li> <li>• The final analysis is submitted to CORE MPO and the City of Savannah or Chatham County staff for review and approval.</li> <li>• 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.<sup>19</sup>.</li> </ul>	Ongoing
<p>Continue to assist with review of site plans, Developments of Regional Impact (DRIs) and traffic studies in conjunction with the development review process initiated by MPC and CRC.</p>	Ongoing
<p>Continue to conduct land use monitoring and planning to provide a linkage between land use and transportation planning. Example activities might include but are not limited to the following.</p> <ul style="list-style-type: none"> <li>• Create an inventory of present land uses and examine future land use trends as necessary to integrate with the transportation planning process.</li> <li>• Track changes in land use based on review of subdivision plans, site plans, zoning cases and building permit activity as they may impact the transportation network.</li> <li>• Compile and update a spatial data analysis for changes in current land use, and certificates of occupancy for residential and commercial development.</li> <li>• Update zoning and land use GIS data collected from regional partners.</li> <li>• Collect building permit and Certificate of Occupancy data for 2020 and allocate to SE data by TAZs.</li> <li>• Consolidate data into single regional land use GIS layer.</li> </ul>	Ongoing

<sup>19</sup> Addresses planning factors 1-2, and 5-8.

## CORE MPO FY 2020 UPWP

### TASK # 3 Data Collection

#### Sub-element 3.2 Traffic Impact Analysis/Land Use Monitoring

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##### Product:

- Traffic studies, reports and review comments based on current development proposals
- Land Development Growth Trends Report
- GIS map shape files maintained in the transportation system database

<b>Transportation Planning Related Activities of Agencies</b>	
<b>Organization</b>	<b>Activities</b>
CORE MPO	Assist in TIA and DRI review
MPC Comprehensive Planning Department	Land Use Planning linking to Transportation Planning
City of Savannah	Site Plan Review
Chatham County	Site Plan Review
Coastal Regional Commission (CRC)	DRI Review

<b>Funding Source</b>	<b>Amount</b>
FHWA Formula PL	\$30,000.00
MPO Dues Formula PL Match	\$7,500.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
<b>TOTAL FUNDS</b>	<b>\$37,500.00</b>

## TASK # 4 Systems Planning

### Sub-element 4.1 Congestion Management Process Update

**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. The FY 2019 work continued to maintain the CMP. The specific tasks include the following.

- data collection to update and fill data gaps as available;
- corridor analysis;
- congestion reduction performance measures target setting and incorporation of FAST Act reliability targets;
- identification of specific strategies and projects for the CORE MPO Board's consideration of programming and funding in support of 2045 MTP Update; and
- reviewing/evaluating information on car sharing programs' impacts on congestion relief.

**Project Description and Schedule:** The CMP is a process that is ongoing and requires updates and maintenance. The tasks for FY 2020 will focus on maintaining and updating the CMP process based on the FAST Act federal legislation and guidance as needed.

<b>FY 2020 Activities</b>	<b>Target Schedule (July 1, 2019 - June 30, 2020)</b>
Continue data collection to update and fill data gaps as available.	Ongoing
Update the CMP report card.	As needed
Conduct corridor analysis to evaluate congestion at specific locations.	As needed
Implement travel demand reduction strategies for congestion management (FAST Act implementation).	As needed
Update the CMP strategies and projects for the CORE MPO Board's consideration of programming and funding.	Ongoing
Develop regional goals for reducing peak hour vehicle miles traveled (FAST Act implementation).	Ongoing
Identify existing services and programs that support access to jobs in the Savannah region, and identify proposed projects and programs to reduce congestion and increase job access opportunities (FAST Act implementation).	Ongoing

## CORE MPO FY 2020 UPWP

### TASK # 4 Systems Planning

#### Sub-element 4.1 Congestion Management Process Update

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##### Product:

- Updated CMP data as available
- CMP data analysis, memoranda and presentations
- Updated CMP report card
- CMP regional goals and congestion reduction targets
- Identified projects, strategies, services and programs that support congestion reduction

<b>Transportation Planning Related Activities of Agencies</b>	
<b>Organization</b>	<b>Activities</b>
CORE MPO	Maintain and update CMP
FHWA	Provide data
GDOT	Provide data; report performance management process
Local municipalities, CAT and agencies	Assist in additional data collection

<b>Funding Source</b>	<b>Amount</b>
FHWA Formula PL	\$1,600.00
MPO Dues Formula PL Match	\$400.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
<b>TOTAL FUNDS</b>	<b>\$2,000.00</b>

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 and identifying alternative transportation improvements.*

Previous Work: This is a continuing planning activity.

The FY 2019 CORE MPO work included the following.

- MPO staff has provided general transit planning and coordination services.
- MPO staff processed grant application for FY 2020 Section 5303 funds.
- MPO staff has assisted Chatham Area Transit (CAT) on various planning studies such as Transit Development Plan update and System Re-design, and incorporated priority projects recommended in these studies into the MPO's plans and programs.
- MPO staff has provided letters of support for CAT's grant applications and assisted CAT in accessing the awarded grant funds by processing plan and program amendments.
- MPO staff has coordinated with CAT and GDOT Intermodal on FAST Act implementation through
  - development of the Transit Asset Management/State of Good Repair (TAM/SGR) plans;
  - setting regional transit performance management targets;
  - development and adoption of Written Procedures on Performance Based Planning and Programming for the Savannah Metropolitan Area for TAM and SGR; and
  - processing of MTP and TIP amendments to incorporate TAM/SGR targets.
- MPO staff has coordinated with 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.
- MPO staff has conducted field work for transit – orientated development (TDP).

In FY 2019 CAT did the following using 5307 funds.

- CAT developed and adopted Transit Asset Management/State of Good Repair (TAM/SGR) plan and shared TAM targets with CORE MPO.
- CAT continued to develop the analysis of its current transit system to determine what, if any, service refinements can be implemented to enhance operational efficiency of the system.
- CAT started to develop the 2020 Transit Development Plan.
- CAT continued to coordinate with CORE MPO for transit planning.

Project Description and Schedule: Transit planning is a continuing activity.

In FY 2020 CORE MPO will do the following.



## CORE MPO FY 2020 UPWP

### TASK # 4 Systems Planning

#### Sub-element 4.2 Transit / Paratransit Planning

ALI 44.24.00

FY 2020 Activities	Target Schedule (July 1, 2019 - June 30, 2020)
Continue to coordinate with CAT staff through attendance at CAT board meetings and regular check in and coordination meetings.	Monthly
Provide general planning services and assist Chatham Area Transit (CAT) on various planning studies. <sup>20</sup>	As needed
Coordinate with 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. <sup>21</sup>	As needed
Continue to implement FAST Act regarding transit/paratransit planning.	Ongoing
Provide staff support for CORE MPO Board and advisory committee meetings related to transit planning tasks, including preparation of agendas, minutes, mailings, notifications, presentations and staff reports.	August 2019 October 2019 December 2019 February 2020 April 2020 June 2020
Continue to conduct administrative and program coordination activities in support of the 3-C transportation planning process.	Ongoing
Attend necessary trainings on transit planning, paratransit planning, Title VI and environmental justice that are hosted by FTA, FHWA, GDOT, NTI, NHI and other agencies in support of the 3-C metropolitan transportation planning process.	As needed
Maintain and update the FY 2020 Unified Planning Work Program.	Ongoing
Process grant application for FY 2021 Section 5303 funds.	October – November 2019
Develop the FY 2021 Unified Planning Work Program - identify priority transit planning work tasks in coordination with the CORE MPO Board and advisory committees, 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 2021 Unified Planning Work Program.	October 2019 – June 2020

<sup>20</sup> Addresses planning factors 1-10.

<sup>21</sup> Addresses planning factors 1 and 4-8.

**CORE MPO FY 2020 UPWP**

Assist the state in the preparation of the Section 5303 Planning Services Contracts.	July – August 2019, April – June 2020
Prepare proper study documentation for Section 5303 grant reimbursements including development of Annual and Quarterly Progress Reports.	July 2019 October 2019 January 2020 April 2020
Conduct public outreach and education to involve the public in transit/paratransit planning to facilitate the two-way exchange of information between CORE MPO and the general public.	Ongoing
Conduct Title VI/EJ/Anti-poverty planning.	Ongoing
<ul style="list-style-type: none"> <li>Continue to involve traditionally underserved communities within the CORE MPO 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).</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>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.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>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.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Provide staff support in the continuing functioning of ACAT by arranging for ACAT meetings and preparing and distributing meeting agendas and minutes.</li> </ul>	August 2019 October 2019 December 2019 February 2020 April 2020 June 2020
<ul style="list-style-type: none"> <li>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.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Finalize the revisions/amendments to the Title VI Program based on the participation process assessments and Title VI analysis of the 2045 MTP Update, newly available data, and other public involvement activities related to Title VI since 2016.</li> </ul>	July – August 2019

## CORE MPO FY 2020 UPWP

<ul style="list-style-type: none"> <li>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.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Continue to monitor the Environmental Justice implementation and update GIS data analysis or benefits/burden analysis as needed relative to access to essential services, transportation improvement projects and capital public transit projects implemented within the MPO area.</li> </ul>	As needed
<ul style="list-style-type: none"> <li>Provide annual Title VI Data Collection and Reporting.</li> </ul>	July 2019
Plan for transit – oriented development.	Ongoing
<p>Conduct other short-range transit projects depending upon CAT’s strategic priorities, including but not limited to:</p> <ul style="list-style-type: none"> <li>Continue to coordinate and work with CAT on defining transit and mobility priorities for the region;</li> <li>Continue to assist CAT in efforts to track and coordinate federal funding;</li> <li>Assist CAT to identify new sources of transit funding;</li> <li>Assist CAT with grant opportunities through letters of support as well as plan and program amendments;</li> <li>Assist CAT with development, public involvement and implementation of the 2020 TDP and system re-design;</li> <li>Assist CAT and Mobility Management Board with short range transit projects as needed;</li> <li>Continue to coordinate with CAT on Performance Based Planning and Programming regarding transit*;</li> <li>Assist CAT in efforts to coordinate with the City of Savannah to implement TSP and other ITS tools;</li> <li>Continue to assist CAT in efforts to coordinate with the Savannah Convention and Trade Center for ferry service;</li> <li>Continue to assist CAT in efforts to expand the transit service area and the implementation of park and ride lots; and</li> <li>Conduct analysis in partnership with CAT using a transit data and planning tool that will allow for the development and evaluation of regional transit services using a performance-based project selection methodology. **</li> </ul>	Ongoing

## TASK # 4 Systems Planning

**Sub-element 4.2 Transit / Paratransit Planning****ALI 44.24.00**

CAT will do the following using Section 5307 funds.

- Complete the 2020 TDP and implement strategies identified in the plan;
- Complete the System-Redesign and implement recommendations;
- Apply for Section 5303 discretionary grant funds for purchase of data, transit planning tools (such as Remix), and public engagement software to assist the development and implementation of TDP and System-Redesign;
- Report on the TAM/SGR;
- Coordinate with CORE MPO in conducting general transit/paratransit planning;
- Monitor the operations of CAT Mobility services and develop recommendations for modifications where appropriate;
- Provide detailed planning and updating to allow for the implementation of the recommendations in the Paratransit Plans; and
- Participate in the ACAT meetings and furnishing information pertaining to the operations of the CAT Mobility services.

GDOT will assist the MPO in preparation of timely Section 5303 planning services contract for FY 2020, and review work accomplished quarterly on the FY 2020 Section 5303 contract to authorize timely payment.<sup>22</sup> GDOT will also assist the MPO in the preparation of the FY 2021 Unified Planning Work Program by providing timely financial projections.

FHWA/FTA/GDOT will assist the MPO in the FY 2021 UPWP development by reviewing the draft document and providing comments and input.<sup>23</sup>

FTA and GDOT will provide guidance and technical support to CORE MPO for conducting transit planning and paratransit planning.

**Product:**

- Planning support, analysis, mapping, presentation materials, memoranda, reports, and other information as required.
- ACAT meeting agendas, staff reports, recordings and minutes.
- Meeting agendas, minutes, recordings and mailings related to transit planning tasks.
- Presentations and staff reports related to transit planning tasks.
- Annual Title VI Data Collection and Reporting.
- GIS analysis.
- CAT Mobility 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.
- Study files and records as well as correspondences.
- Section 5303 grant application and planning services contracts for Section 5303 funds.
- Routine annual and quarterly progress reports and reimbursement requests for Section 5303 grants.
- FY 2021 UPWP published on CORE MPO website and in print upon request (focus on transit elements).
- Budget adjustments and amendments to FY 2020 UPWP as needed (focus on transit elements).
- The development and evaluation of regional transit services using a performance-based project selection methodology. \*\*

<sup>22</sup> Addresses planning factors 1-10.

<sup>23</sup> Addresses planning factors 1-10.

# CORE MPO FY 2020 UPWP

TASK # 4 Systems Planning

Sub-element 4.2 Transit / Paratransit Planning

ALI 44.24.00

Transportation Planning Related Activities of Agencies	
Organization	Activities
CORE MPO	Transit and paratransit planning, general coordination and administration, provide staff support for ACAT, Section 5303 grant application, transit contract and grant administration, UPWP development and maintenance, PBPP implementation regarding transit, public outreach, and Title VI/EJ planning activities to support the 3-C transportation planning process.
MPC Comprehensive Planning Department	Transit – oriented development to link land use with transit planning
CAT	Service expansion; TDP development and implementation; system-redesign and implementation; Ferries and dockside facilities; Passenger amenities; Transit Studies; Grant applications; provide staff support for ACAT; coordinate with CORE MPO; and provide information on transit and paratransit services.
CAT and GDOT Intermodal	Conference calls; attending and participating at MPO meetings; Transit Asset Management/State of Good Repair development, target setting and reporting; coordination with CORE MPO on PBPP implementation.
GDOT Intermodal	Transit contract and grant reimbursement processing; technical assistance; review draft UPWP and provide comments.
FTA	Conference calls; attending and participating at MPO meetings; provide federal and state legislations, guidance and trainings regarding Title VI/EJ and transit/paratransit planning.
FHWA and FTA	Review draft UPWP and provide comments, and approve final document.

Funding Source	Amount
FHWA Formula PL	\$0.00
MPO Dues Formula PL Match	\$0.00
FTA Formula Section 5303	\$80,626.00
GDOT Formula 5303 Match	\$10,078.25
MPO Dues Formula 5303 Match	\$10,078.25
FTA Additional 5303**	\$21,600.00
GDOT Additional 5303 Match**	\$2,700.00
Local Additional 5303 Match**	\$2,700.00
<b>TOTAL FUNDS</b>	<b>\$127,782.50**</b>
<b>TR FY 2021 Estimates</b>	<b>Amount</b>
FTA Formula Section 5303	\$80,626.00
GDOT Formula 5303 Match	\$10,078.25
MPO Dues Formula 5303 Match	\$10,078.25
<b>TOTAL FUNDS</b>	<b>\$100,782.50</b>

## CORE MPO FY 2020 UPWP

### TASK # 4 Systems Planning

#### **Sub-element 4.2 Transit / Paratransit Planning**

**ALI 44.24.00**

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\*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 requested additional Section 5303 funding for FY 2020 to purchase a transit planning tool and data. The total project cost of \$27,000 includes \$21,600 (80% federal share), \$2,700 (10% state share) and \$2,700 (10% local match). CAT would be paying the balance of the local match for the additional funds in the amount of \$2,700.

## TASK # 4 System Planning

**Sub-element 4.5 Bicycle and Pedestrian Planning**

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**Objective:** This activity helps to *address MPO core functions related to evaluating alternatives in the MTP and the TIP* by obtaining and analyzing 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 2019 MPO activities are listed below.

- MPO staff coordinated with Bike Walk Savannah (formerly Savannah Bicycle Campaign) in collecting bicycle/pedestrian counts at various locations.
- MPO staff reviewed bicycle and pedestrian planning information and activities in the Savannah region.
- MPO staff provided information on walking and bicycling activity, plans, and potential solutions when relevant for MPO plans or studies, or for other agencies' documents.
- MPO staff maintained GIS data on existing and planned bicycle and pedestrian facilities and worked with SAGIS staff to publish updated layer.
- MPO staff coordinated with Bike Walk Savannah and East Coast Greenway Alliance to evaluate and update the Non-motorized Transportation Plan, as needed, in conjunction with the development of the 2045 Metropolitan Transportation Plan.
- MPO staff assisted the Coastal Regional Commission in the efforts to designate US Bike Route 1.
- MPO staff participated in the Savannah Community Health Workshop.

**Project Description and Schedule<sup>24</sup>:** This is a continuing activity. In FY 2020, MPO staff will do the following.

<b>FY 2020 Activities*</b>	<b>Target Schedule (July 1, 2019 - June 30, 2020)</b>
Continue to maintain, evaluate and update the Non-motorized Transportation Plan. This may include research, analysis, and revision or creation of GIS data.	Ongoing
Coordinate with Bike Walk Savannah to collect pedestrian and bicycle counts at various locations within the planning area, as part of the National Bicycle and Pedestrian Documentation Project (NBPDP).	September 2019
Conduct Bicycle and Pedestrian Planning activities and link them to land use planning and healthy living initiatives.	Ongoing
Provide information on walking and bicycling activity, plans, and potential solutions when relevant for MPO plans or studies, or for other agencies' documents.	As needed

\*To consolidate planning tasks as requested by GDOT Intermodal, FY 2020 bicycle and pedestrian planning activities related to transit improvements are covered under Task 4.11.

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<sup>24</sup> Address planning factors 1-10.

## TASK # 4 Systems Planning

**Sub-element 4.5 Bicycle and Pedestrian Planning**

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Product:

- Non-motorized Transportation Plan;
- Recommendations for bicycle and pedestrian strategies and projects for other plans and documents;
- Bike/pedestrian counts;
- Reports, GIS data, and maps.

<b>Transportation Planning Related Activities of Agencies</b>	
<b>Organization</b>	<b>Activities</b>
CORE MPO	Lead in Bicycle and Pedestrian Planning
MPC Comprehensive Planning Department	Healthy Living Initiatives
GDOT and Local Jurisdictions & Agencies	Implement Bicycle and Pedestrian Projects; coordinate with CORE MPO in Bicycle and Pedestrian Planning

<b>Funding Source</b>	<b>Amount</b>
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
<b>TOTAL FUNDS</b>	<b>\$5,000.00</b>



## CORE MPO FY 2020 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 2019 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, consultants and developers at request.
- Staff worked with GDOT to update and refine the MPO travel demand model in support of the 2045 MTP update.

Project Description and Schedule: The expected FY 2020 MPO staff activities are listed below.

<b>FY 2020 Activities</b>	<b>Target Schedule (July 1, 2019 - June 30, 2020)</b>
Continue to work with GDOT to update and refine the MPO travel demand model in support of performance-based planning requirements under FAST Act.	Ongoing
Continue to provide traffic model data and expertise in support of MTP and TIP amendments, development review, and strategic transportation studies.	Ongoing
Socio-economic forecasts and trip tables will continue to be updated based on new development activity as appropriate.	Ongoing

Product:

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

<b>Transportation Planning Related Activities of Agencies</b>	
<b>Organization</b>	<b>Activities</b>
CORE MPO	Prepare traffic forecast for projects and studies
GDOT	Lead in developing basic Travel Demand Model

<b>Funding Source</b>	<b>Amount</b>
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
<b>TOTAL FUNDS</b>	<b>\$5,000.00</b>

## 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 2019 MPO staff completed the following activities.

- Continued the freight planning activities by learning the freight developments that were not covered in the CORE MPO Freight Transportation Plan, by keeping track of new freight issues and developments, and by continued coordination with the freight communities;
- Attended various workshops, webinars and other training opportunities related to freight data and freight planning;
- Reviewed the CORE MPO Freight Transportation Plan in support of the 2045 MTP development.
- Re-activated the Economic Development and Freight Advisory Committee (EDFAC) to provide freight input on 2045 MTP development.
- Adopted to support the state Freight performance targets.

**Project Description and Schedule:** The expected FY 2020 MPO staff activities are listed below.

<b>FY 2020 Activities</b>	<b>Target Schedule (July 1, 2019 - June 30, 2020)</b>
Continue the freight planning activities by learning the freight developments by keeping track of new freight issues and developments, and by continued coordination with the freight communities.	Ongoing
Continue to support the Economic Development and Freight Advisory Committee (EDFAC).	Ongoing

**Product:**

Reports and documentation on freight findings and recommendations; EDFAC agendas, staff reports, presentations, recordings and minutes, and updated bylaws; resolutions for freight targets adoption.

<b>Transportation Planning Related Activities of Agencies</b>	
<b>Organization</b>	<b>Activities</b>
CORE MPO	Lead in freight planning
FHWA and GDOT	Provide guidance and data

<b>Funding Source</b>	<b>Amount</b>
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
<b>TOTAL FUNDS</b>	<b>\$10,000.00</b>

## TASK # 4 Systems Planning

**Sub-element 4.11 Long Range Transportation Plan**

ALI 44.23.01

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) by adopting, maintaining and revising the CORE MPO Mobility 2045.*

Previous Work: This is a core MPO function. The FY 2019 work activities are listed below.

- MPO staff processed various amendments and addenda for the 2040 MTP. 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.
- MPO staff monitored the federal rule-makings and state performance target settings, and worked on FAST Act compliance integrating performance measures, target setting, new planning factors and emphasis areas. In particular, the CORE MPO adopted the targets for safety, bridge and pavement conditions, system performance, and transit asset management. The MPO adopted amendments to the 2040 MTP to incorporate these performance measures and adopted targets, and incorporated the PBPP elements into the 2045 MTP Update.
- MPO staff worked on the 2045 MTP Update. Specific activities included the following:
  - Worked with GDOT to refine the 2045 MTP development schedule;
  - Finalized goals, objectives and performance measures for the 2045 MTP update;
  - Refined and finalized base year socio-economic data and planning horizon year socio-economic data forecasts;
  - Coordinated with GDOT for travel demand model development and inputs and outputs for the expanded CORE MPO Metropolitan Planning Area; and finalized the 2045 MTP travel demand model;
  - Conducted public meetings, speaker's bureau sessions and a transportation planning survey to collect public input on the 2045 MTP update;
  - Coordinated with FHWA, GDOT, local governments, modal agencies, and other consultation agencies on 2045 MTP update planning activities;
  - Developed the project prioritization process to evaluate new projects;
  - Evaluated status of projects in the 2040 MTP;
  - Evaluated alternate transportation projects proposed by the transportation committees, local officials and citizens, or GDOT officials;
  - Reviewed, revisited and incorporated findings from completed studies and plans (CMP update, Freight Transportation Plan, Non-Motorized Transportation Plan, etc.);
  - Developed revenue projections and projects' cost estimates, and developed the fiscally constrained 2045 MTP financial plan;
  - Worked with the 2045 MTP Update Working Group to review and comment on the content of MTP and guide the 2045 MTP update process; and
  - Developed the draft 2045 MTP and sent the document to FHWA, GDOT and the public review agencies for comment.

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

ALI 44.23.01

Project Description and Schedule: 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.<sup>25</sup> This long-range plan task involves a variety of planning activities shown below.

<b>FY 2020 Activities</b>	<b>Target Schedule (July 1, 2019 - June 30, 2020)</b>
Finish the 2045 MTP update: <ul style="list-style-type: none"> <li>• address comments received from FHWA, FTA, GDOT, the planning partners as well as the general public;</li> <li>• host public meetings;</li> <li>• finalize and publish the 2045 MTP.</li> </ul>	July – October 2019
Maintain and amend the adopted 2045 MTP as needed: <ul style="list-style-type: none"> <li>• undertake work necessary to refine and incorporate the recommendations of special traffic studies into the 2045 MTP.</li> <li>• prepare periodic updates to the 2045 MTP financial plan and project cost estimates to assure the continued validity of the financial forecast and financial constraint analysis.</li> <li>• prepare 2045 MTP amendment reports and addenda for any project changes.</li> <li>• continue to implement FAST Act according to published FHWA/FTA final rules as needed*.</li> </ul>	November 2019 – June 2020
Perform other activities related to the long-range planning: <ul style="list-style-type: none"> <li>• assist CAT in strategic transit initiatives as identified in the latest CAT TDP;</li> <li>• assist CAT and the Mobility Management Board with long-range transit planning projects as needed;</li> <li>• conduct bicycle/pedestrian planning that provide connections to transit/paratransit services;</li> <li>• continue updates and refinements to project databases; and</li> <li>• continue pursuit of improved methods of disseminating project information to constituents and the public.</li> </ul>	Ongoing

Product:

- Final 2045 MTP in compliance with the FAST Act requirements.
- Final 2045 documentation of public input process and collected input, documentation of socio-economic data, documentation of travel demand model, documentation of project prioritization methodology, documentation of revenue forecast methodology, and other documentation related to 2045 MTP development.
- 2045 MTP amendment reports and addenda.

<sup>25</sup> Addresses planning factors 1-10.

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

ALI 44.23.01

Transportation Planning Related Activities of Agencies	
Organization	Activities
CORE MPO	Lead in MTP development and maintenance
GDOT	Assist in developing traffic projections, project cost estimates, revenue projections and financial analysis.
Local Municipalities and governments	Assist in developing project information and priorities.
Various agencies	Consultation

Funding Source	Amount
FHWA Formula PL	\$52,000.00
MPO Dues Formula PL Match	\$13,000.00
FTA Formula Section 5303	\$29,000.00
GDOT Formula 5303 Match	\$3,625.00
MPO Dues Formula 5303 Match	\$3,625.00
<b>TOTAL FUNDS</b>	<b>\$101,250.00</b>
TR FY 2021 Estimates	Amount
FTA Formula Section 5303	\$29,000.00
GDOT Formula 5303 Match	\$3,625.00
MPO Dues Formula 5303 Match	\$3,625.00
<b>TOTAL FUNDS</b>	<b>\$36,250.00</b>

\*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)]

**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)]

## 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 Transportation Improvement Program (TIP), including the projects which are prioritized by the CORE MPO in the 2045 Metropolitan Transportation Plan for short term implementation.*

**Previous Work:** FY 2019 activities included the following.

- MPO staff kept track of projects' implementation status and processed FY 2018 – 2021 TIP amendments and administrative modifications as projects' implementation status or financial information changed.
- MPO staff updated and maintained the database for the Electronic Transportation Improvement Program (E-TIP).
- CORE MPO conducted Calls for Projects to re-allocate unused Z230 and Z301 funds.
- CORE MPO adopted the performance targets for safety, bridge and pavement conditions, system performance, and transit asset management; and adopted amendments to the FY 2018 – 2021 TIP to incorporate these performance measures and targets.
- MPO staff attended various concept meetings and public information meetings regarding TIP projects.

**Project Description and Schedule:** The development and maintenance of this core MPO planning product is an ongoing activity. The FY 2020 activities will include the following.

<b>FY 2020 Activities</b>	<b>Target Schedule (July 1, 2019 - June 30, 2020)</b>
Maintain the FY 2018 – 2021 TIP, keep track of projects' implementation status, modify the program and update it as necessary to incorporate priority projects, to reflect changes in project cost, scope and schedule.	Ongoing
Conduct the public involvement process related to TIP developments and amendments.	Ongoing
Continue to update and refine project databases and pursue improved methods of disseminating project information to constituents and the public. <sup>26</sup>	Ongoing
Maintain and update the E-TIP to improve dissemination of project information via internet.	Ongoing
Attend projects' concept meetings and public information meetings.	As needed
Continue to implement FAST Act related to TIP.	Ongoing
Develop the performance-based FY 2021 – 2024 TIP and its annual element by programming those projects which are prioritized by the MPO for implementation in the 2045 Metropolitan Transportation Plan.	February - June 2020
<ul style="list-style-type: none"> <li>• GDOT makes revenue projections available.</li> </ul>	February 2020
<ul style="list-style-type: none"> <li>• Update Call for Projects materials (if needed).</li> </ul>	February 2020
<ul style="list-style-type: none"> <li>• Initiate TIP development by conducting Call for Projects (if needed).</li> </ul>	February – March 2020

<sup>26</sup> Addresses planning factors 1-10.

## CORE MPO FY 2020 UPWP

<ul style="list-style-type: none"> <li>Priority project list is developed based on competitive project selection process. Continue TIP development by coordinating with various agencies to finalize the list of projects to be programmed in the TIP.</li> </ul>	March 2020
<ul style="list-style-type: none"> <li>Prepare draft TIP for FHWA, FTA and GDOT review.</li> </ul>	March – April 2020
<ul style="list-style-type: none"> <li>30-day FHWA, FTA and GDOT review of draft TIP.</li> </ul>	April – May 2020
<ul style="list-style-type: none"> <li>Address FHWA, FTA and GDOT comments on draft TIP; develop revised draft TIP for public review.</li> </ul>	May 2020
<ul style="list-style-type: none"> <li>30-day public review of and comment on revised draft TIP.</li> </ul>	May – June 2020
<ul style="list-style-type: none"> <li>Adopt TIP for the next four fiscal years. Finalize the TIP document by incorporating all comments.</li> </ul>	June 2020
<ul style="list-style-type: none"> <li>Submit Final TIP to FHWA, FTA and GDOT.</li> </ul>	End of June 2020

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. GDOT will also assist CORE MPO in the efforts to implementing PBPP regarding TIP.

Other local agencies will assist CORE MPO in identifying projects and in developing information to support expenditures programmed in the TIP.

### Product:

- Multiple copies of the published FY 2021 – 2024 TIP
- Presentation materials and illustrations related to TIP
- FY 2018 – 2021 TIP amendment and administrative modification reports
- Public involvement documentation for TIP developments and amendments
- MPO website and E-TIP database with all related TIP project information

<b>Transportation Planning Related Activities of Other Agencies</b>	
<b>Organization</b>	<b>Activities</b>
CORE MPO	Development and maintenance of TIP
GDOT	Financial analysis, programming
Local Municipalities and governmental agencies	Assist in developing project information and priorities.

<b>Funding Source</b>	<b>Amount</b>
FHWA Formula PL	\$30,000.00
MPO Dues Formula PL Match	\$7,500.00
FTA Formula Section 5303	\$20,000.00
GDOT Formula 5303 Match	\$2,500.00
MPO Dues Formula 5303 Match	\$2,500.00
<b>TOTAL FUNDS</b>	<b>\$62,500.00</b>
<b>TR FY 2021 Estimates</b>	<b>Amount</b>
FTA Formula Section 5303	\$20,000.00
GDOT Formula 5303 Match	\$2,500.00
MPO Dues Formula 5303 Match	\$2,500.00
<b>TOTAL FUNDS</b>	<b>\$25,000.00</b>



## TASK # 4 Systems Planning

**Sub-element 4.13 Strategic Transportation Studies**

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**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:** 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 studies were kicked off in FY 2018 and continued in FY 2019. The MPO staff did the following for the two studies in FY 2019.

- Reviewed study deliverables;
- Continued coordination with the study committees, calling special meetings if needed;
- Coordinated with the consultants to prepare and send documentation regarding the PL Funds Studies contract reimbursement and Annual and Quarterly Reports;
- Prepared the report for the PL Funds Review Committee to provide briefing of the studies' progress.

**Project Description and Schedule:** CORE MPO will continue to manage the two strategic transportation studies listed above and see to their completion. The programmed budget (regular planning funds) for this task as shown below is for the MPO staff project oversight. The awarded Discretionary Planning Funds will be used to cover the consultant work. Specific MPO staff activities may include but will not be limited to the following.

<b>FY 2020 Activities</b>	<b>Target Schedule (July 1, 2019 – December 31, 2019)</b>
Review study deliverables.	July – December 2019
Continue coordination with the study committees, calling special meetings if needed.	July – December 2019
Coordinate with the consultants to prepare and send documentation regarding the PL Funds Studies contract reimbursement and Annual and Quarterly Reports.	October 2019 January 2020
Prepare the report for the PL Funds Review Committee to provide briefing of the studies' progress.	September 2019

Other 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 MPO Board approval. The initiation and programming of any new study will follow the FHWA procurement process as outlined in Appendix D of this document.



## CORE MPO FY 2020 UPWP

### TASK # 4 Systems Planning

#### Sub-element 4.13 Strategic Transportation Studies

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<b>Transportation Planning Related Activities of Agencies</b>	
<b>Organization</b>	<b>Activities</b>
CORE MPO	Study oversight
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
GDOT and FHWA	Project coordination

<b>Funding Source</b>	<b>Amount</b>
FHWA Formula PL	\$28,800.00
MPO Dues Formula PL Match	\$7,200.00
FTA Formula Section 5303	\$0.00
GDOT Formula 5303 Match	\$0.00
MPO Dues Formula 5303 Match	\$0.00
<b>TOTAL FUNDS</b>	<b>\$36,000.00</b>

## **Budget Summary**

The table on the next page is the summary of the FY 2020 budget for CORE MPO to carry out the various activities of the 3-C transportation planning process.

CORE MPO FY 2020 UPWP

CORE MPO FY 2020 UPWP FUNDING SOURCE BY TASK PERFORMING AGENCY - February 27, 2019														
Funding Source	Task No.	Task Description	FHWA Formula PL	State PL	Local Formula PL Match (MPO Dues)	Formula PL Total	FTA-SEC 5303	State 5303 Match	Local 5303 Match (MPO Dues)	5303 Total	Federal Total	State Total	Total MPO Match (MPO Dues)	Total Program
FHWA PL, Local	1.1	Program Coordination	\$47,541.06	\$0.00	\$11,885.27	\$59,426.33	\$0.00	\$0.00	\$0.00	\$0.00	\$47,541.06	\$0.00	\$11,885.27	\$59,426.33
FHWA PL,Local	1.2	Operations and Administration	\$75,200.00	\$0.00	\$18,800.00	\$94,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,200.00	\$0.00	\$18,800.00	\$94,000.00
FHWA PL, Local	1.3	Training and Professional Development	\$18,000.00	\$0.00	\$4,500.00	\$22,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,000.00	\$0.00	\$4,500.00	\$22,500.00
FHWA PL, Local	1.4	Equipment and Supplies	\$12,000.00	\$0.00	\$3,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$3,000.00	\$15,000.00
FHWA PL, Local	1.5	Contracts and Grants	\$16,000.00	\$0.00	\$4,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,000.00	\$0.00	\$4,000.00	\$20,000.00
FHWA PL, Local	1.6	Unified Planning Work Program	\$13,600.00	\$0.00	\$3,400.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,600.00	\$0.00	\$3,400.00	\$17,000.00
FHWA PL, Local	2.1	Community Outreach/Education	\$15,000.00	\$0.00	\$3,750.00	\$18,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$3,750.00	\$18,750.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FHWA PL, Local	3.1	Socio-economic Data	\$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, Local	3.2	Traffic Impact Analysis/Land Use Monitoring	\$30,000.00	\$0.00	\$7,500.00	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$7,500.00	\$37,500.00
FHWA PL, Local	4.1	Congestion Management Process	\$1,600.00	\$0.00	\$400.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$400.00	\$2,000.00
FTA 5303, State, Local	4.2	Transit / Paratransit Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$80,626.00	\$10,078.25	\$10,078.25	\$100,782.50	\$80,626.00	\$10,078.25	\$10,078.25	\$100,782.50
FHWA PL, Local	4.5	Bicycle and Pedestrian Planning	\$4,000.00	\$0.00	\$1,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$1,000.00	\$5,000.00
FHWA PL,Local	4.6	Model Development and Applications	\$4,000.00	\$0.00	\$1,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$1,000.00	\$5,000.00
FHWA PL, Local	4.10	Freight Planning	\$8,000.00	\$0.00	\$2,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$2,000.00	\$10,000.00
FHWA PL, FTA 5303, State, Local	4.11	Long Range Plan	\$52,000.00	\$0.00	\$13,000.00	\$65,000.00	\$29,000.00	\$3,625.00	\$3,625.00	\$36,250.00	\$81,000.00	\$3,625.00	\$16,625.00	\$101,250.00
FHWA PL, FTA 5303, State, Local	4.12	Transportation Improvement Program	\$30,000.00	\$0.00	\$7,500.00	\$37,500.00	\$20,000.00	\$2,500.00	\$2,500.00	\$25,000.00	\$50,000.00	\$2,500.00	\$10,000.00	\$62,500.00
FHWA PL, Local	4.13	Strategic Planning Studies	\$28,800.00	\$0.00	\$7,200.00	\$36,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,800.00	\$0.00	\$7,200.00	\$36,000.00
Grand Total			\$355,741.06	\$0.00	\$88,935.27	\$444,676.33	\$129,626.00	\$16,203.25	\$16,203.25	\$162,032.50	\$485,367.06	\$16,203.25	\$105,138.52	\$606,708.83

**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 <sup>[1]</sup>
- (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: Federal Certification**

**Appendix D: FHWA Procurement Process for Georgia MPOs**

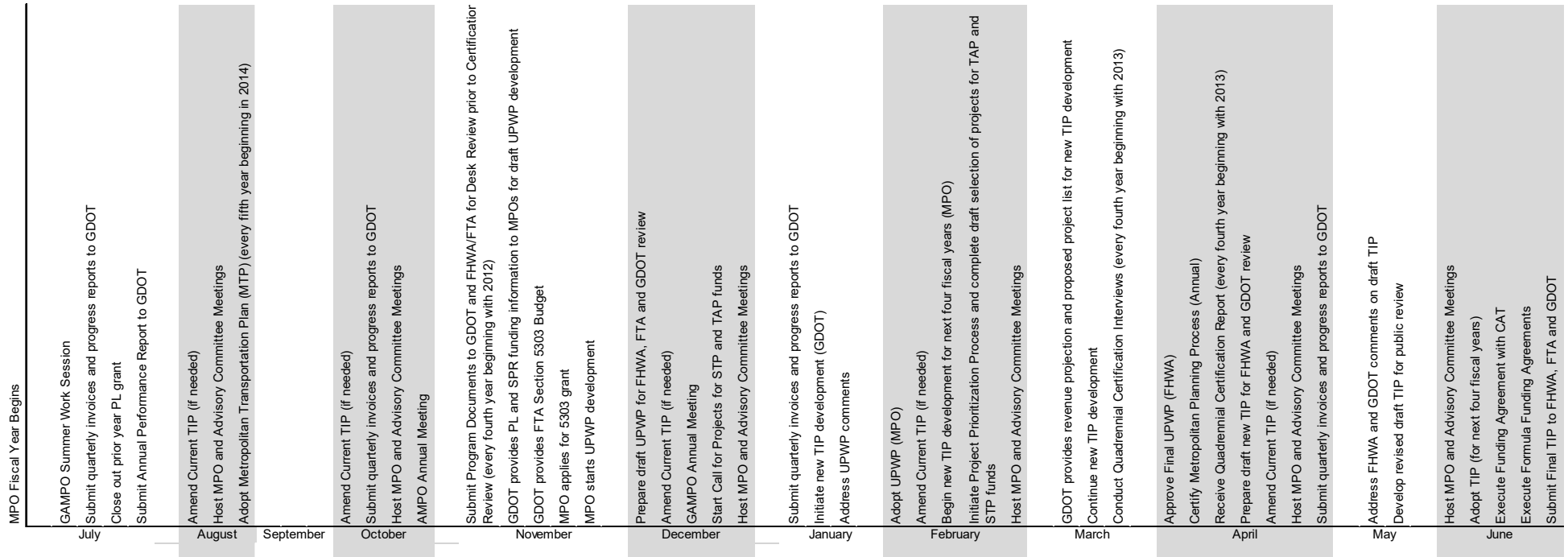
**Appendix E: CORE MPO MOU**

**Appendix F: Transportation Glossary**

**Appendix G: Comments and Responses**

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

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 B: Specific Timeline for Planning Products Deliverables

[illegible]

## CORE MPO FY 2020 UPWP

[illegible]



## Appendix C: Federal Certification



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

Georgia Division

March 31, 2017

61 Forsyth Street  
Suite 17T100  
Atlanta, Georgia 30303  
Phone: 404-562-3630  
Fax: 404-562-3703  
GA.fhwa@dot.gov

In Reply Refer To:  
HIP-GA

Ms. Melony West  
Acting Executive Director  
Coastal Region Metropolitan Planning Organization  
110 East State Street  
Savannah, GA 31412

Dear Ms. West:

The Federal Highway Administration and Federal Transit Administration have completed their Certification Review of the transportation planning process in the Savannah metropolitan area as required by 23 USC 134(i)(5) and 49 USC 5305(e). The Certification Report summarizes the findings, notable strengths, and recommendations that resulted from the review held May 23-27, 2016 in Savannah, GA. The Federal review team identified two corrective actions which have been satisfactorily addressed as of the issuance of this certification.

In consideration of ongoing and proposed planning activities for the Savannah region, the metropolitan planning process is certified until March 31, 2021. If you have any questions, please contact Ms. Tamara N. Christion, FHWA, at (404) 562-3690 or Mr. Keith Melton, FTA, at (404) 865-5614.

Sincerely,

Yvette G. Taylor  
Regional Administrator  
Federal Transit Administration

Rodney N. Barry, P.E.  
Georgia Division Administrator  
Federal Highway Administration

Cc: Tom McQueen, GDOT  
Keith Melton, FTA

## Appendix D: 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 E: 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.

However, nothing contained herein shall be construed to prohibit any party's undertaking any act, project, study, analysis, or any other activity which the party is required by law or contract to undertake as part of any other program which fulfills some function shown herein as intended to be performed by the party undertaking such act, project, study, analysis, or other activity.

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

CITY OF SAVANNAH

Kehutete FCO

Witness

[Signature]  
Mayor

[Signature]  
Notary Public





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

COUNTY OF CHATHAM

  
Witness

  
Commission Chairman

  
Notary Public



CORE MPO FY 2020 UPWP

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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

Virginia Key  
Witness

[Signature]  
Mayor

Diane Proudfoot

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

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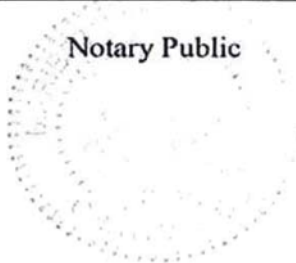
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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 4<sup>th</sup> day of May, 2015.

CITY OF POOLER

  
Witness

   
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

G. C. J. Miriam B. Jordan  
Mayor Notary Public  
My Comm. Exp. July 10, 2015  
NOTARY PUBLIC  
FAM COUNTY, GA

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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. Arette

Mayor

Ky McQuinn

Notary Public



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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

Sharon Hynes  
City Attorney -  
Witness  
Don L. Schopf  
John Buckner      Janet R. Leviner  
Mayor      Notary Public

JANET R. LEVINER  
Notary Public, Chatham County GA  
My Commission Expires Oct. 16, 2018



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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

Paul C. Thompson  
Witness

[Signature]  
Mayor

M. Burke Wimbish Nadeau  
Notary Public

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



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

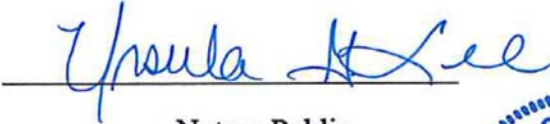
CITY OF RICHMOND HILL



Witness



Mayor



Notary Public



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**MAY 07 2015**

**METROPOLITAN PLANNING  
COMMISSION**

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

EFFINGHAM COUNTY

Toss Allen

Witness

[Signature]

Commission Chairman

S. Johnson

Notary Public





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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 25<sup>th</sup> 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 7<sup>th</sup> day of May, 2015.

SAVANNAH AIRPORT COMMISSION

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Executive Director

  
\_\_\_\_\_  
Notary Public




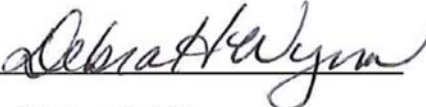
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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 15<sup>th</sup> day of May, 2015.

GEORGIA PORTS AUTHORITY

  
Witness

   
Executive Director                      Notary Public

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

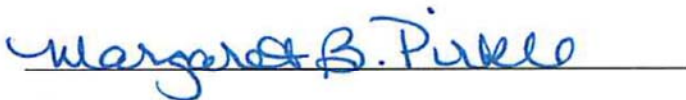


GEORGIA DEPARTMENT OF TRANSPORTATION

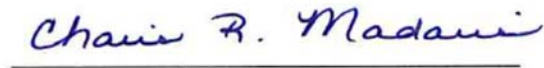
RECOMMENDED:



Director of Planning  
Georgia Department of Transportation



Chief Engineer  
Georgia Department of Transportation



Witness



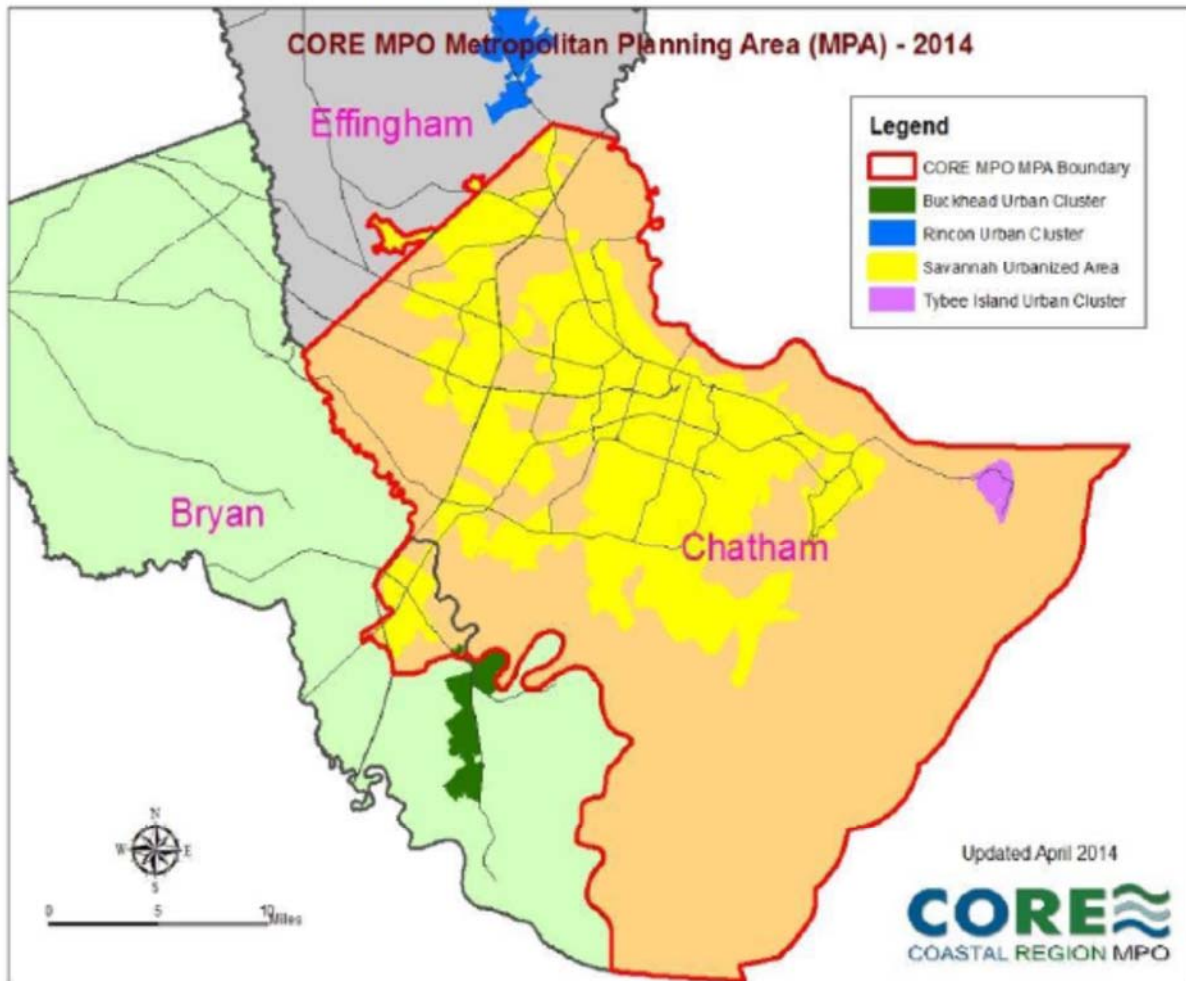
Commissioner



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.

CORE MPO FY 2020 UPWP

**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%	
<b>Total CORE MPO MPA Population</b>	<b>276,406</b>	<b>100.00%</b>	
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 F: 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, which is the formalized public participation venue to assist the CORE MPO's transportation planning process.
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.
CAT Mobility	The local paratransit services operated by the Chatham Area Transit Authority (CAT).
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



## CORE MPO FY 2020 UPWP

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	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.
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.
FTA	Federal Transit Authority, an agency of the U.S. DOT with jurisdiction over public transportation.

## CORE MPO FY 2020 UPWP

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, which is a system designed to capture, store, manipulate, analyze, manage, and present spatial or geographic data.
GPS	Global Positioning System uses satellite technology for accuracy in computer mapping.
GDOT	Georgia Department of Transportation, which administers the state-wide transportation planning and implementation 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 (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.
LRTP	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.
Z230 funds	The funding code, used within Georgia, to indicate Urban Area Attributable funds, which is a type of funding in the Surface Transportation Block Grant (STBG) 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 <sup>st</sup> 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 the subsequent reauthorization - FAST Act.
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 mode's portion of a total number of trips.
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.

## CORE MPO FY 2020 UPWP

MPC	Chatham County-Savannah Metropolitan Planning Commission, an agency which staffs CORE MPO, as well as other boards, and administers the CORE 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 is an early phase in a project’s development process and normally includes field surveys, project concepts and designs.
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 event 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.

## CORE MPO FY 2020 UPWP

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 <sup>st</sup> Century (TEA-21). SAFETA-LU in turn has been replaced by subsequent reauthorizations.
SAGIS	Savannah Area Geographical Information System, which is an MPC department focused on providing access to geospatial data in a standardized format to all interested parties in the greater Savannah – Chatham County area.
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 Chatham County, Bryan County and Effingham 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.
STBG	Surface Transportation Block Grant Program, which replaced the long-standing Surface Transportation Program (STP) and 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 MAP-21 and continued in the FAST Act as Transportation Alternatives (TA), and which 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

## CORE MPO FY 2020 UPWP

Program, which was no longer a ten percent set-aside. The FAST Act continued the Transportation Alternatives Program.

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.
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 G: Comments and Responses

**From:** Day, Ann-Marie (FHWA) <ann-marie.day@dot.gov>

**Sent:** Wednesday, January 23, 2019 2:56 PM

**To:** Wykoda Wang <wangw@thempc.org>

**Cc:** Mark Wilkes <wilkesm@thempc.org>; Green, Nedric D <NGreen@dot.ga.gov>; Delgadillo Canizares, Marlene V. (mcanizares@dot.ga.gov) <mcanizares@dot.ga.gov>; Edwards, Andrew (FHWA) <andrew.edwards@dot.gov>

**Subject:** FHWA Comments - FY 20 Work Program

Good afternoon Wykoda:

FHWA completed its review of the Savannah MPO's FY 2020 work program and have the following comments;

### **FY 2020 UPWP Task Organization and Planning Focus Areas/Priorities**

- Please remove this section. These PEAs are dated. Furthermore, these emphasis areas should now be a part of the MPO's planning process through the planning factors, performance management, and the FAST Act.

CORE MPO response: references to the focus areas/PEAs have been deleted from this section.

### **FY 2020 UPWP Tasks and FAST Act Planning Factors**

- There are only 10 Planning factors. Please revise by combining #9 & #10 to read, *Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation;*

CORE MPO response: this section has been revised as suggested.

### **FY 2020 UPWP Tasks and Federal Planning Emphasis Areas**

- Please remove this section. These PEAs are dated.

CORE MPO response: this section has been removed as suggested.

### **General Comments**

- Under each subsection, the actual Product(s) should be tangible items. Please revise accordingly
- Please revise all Activities tables to say, FYXX Activities

CORE MPO response: the UPWP document has been updated to list the actual products under each planning task where appropriate. The activities tables have been updated where appropriate to demonstrate the specific fiscal year for the activities.

### **Appendices**

-Some of these pages make the document too large. Consider removing and/or revising

- C: These PEAs are dated
- F: This is not relevant to the document. Consider removing
- H: This page needs updating. It appears dated

-I: It is important that MPO staff utilize this page to track comments received and how these comments were addressed and incorporated into the final product

CORE MPO response: Appendices C and F have been removed. Appendix H has been updated where appropriate. Comments received and CORE MPO's responses have been added to Appendix I.

Please do not hesitate to contact me if you have questions regarding these comments.



As always,

Ann-Marie Day  
Community Planner,  
Federal Highway Administration  
61 Forsyth Street, Suite 17T100  
Atlanta, GA 30303  
Office (404) 562-3639  
Fax (404) 562-3703  
[ann-marie.day@dot.gov](mailto:ann-marie.day@dot.gov)

## CORE MPO FY 2020 UPWP

**From:** Green, Nedric D <NGreen@dot.ga.gov>

**Sent:** Thursday, January 24, 2019 1:00 PM

**To:** Wykoda Wang <wangw@thempc.org>; Day, Ann-Marie (FHWA) <ann-marie.day@dot.gov>

**Cc:** Mark Wilkes <wilkesm@thempc.org>; Delgadillo Canizares, Marlene V. <mcanizares@dot.ga.gov>; Edwards, Andrew (FHWA) <andrew.edwards@dot.gov>; McQueen, Thomas <tmcqueen@dot.ga.gov>

**Subject:** RE: FHWA Comments - FY 20 Work Program

Good afternoon Wykoda,

GDOT Planning agrees with the comments submitted by FHWA, in particular removing/revising Appendices C & F.

CORE MPO response: Appendices C and F have been removed from the FY 2020 UPWP document.

In addition, we also have the following comments:

Sub-element 4.11 Long Range Plan – The task has a large sum budgeted. The 2045 MTP should be adopted in August 2019, two months into the Fiscal year. Does the MPO need this much money for maintenance of the MTP? Or can the budget be adjusted to allocate this money to other tasks like the TIP (maintenance, TIP amendments and administrative modifications to FY 18-21 TIP, as well as development of a FY 2021 -2024 TIP)

CORE MPO response: we have reviewed the budget for the 4.11 Long Range Plan. The budget takes into consideration the intensive public involvement that is to take place in July – August 2019 as well as the finalization of the 2045 MTP document and follow up items after the plan adoption in August. The budget looks reasonable to cover 4 months of intensive MTP development activities by all four MPO staff members. We will review the budget after the 2<sup>nd</sup> quarter of FY 2020 and make budget adjustments as needed.

Performance Based Planning Process – incorporate the work done to implement the performance based planning process within the sub-tasks (make sure that amendments, setting and monitoring targets, etc., are all accounted for in the document).

CORE MPO response: A lot of the sub-tasks (4.1, 4.2, 4.11, 4.12, etc.) have already included the PBPP work that took place in FY 2019. We have reviewed all of the sub-tasks in the UPWP per GDOT comment and made some revisions per PBPP as appropriate for other sub-tasks as well.

Thanks and please let me know if you have any questions.

**Ned Green**

*Transportation Planning Specialist*



Office of Planning  
600 West Peachtree Street NW  
Atlanta, GA, 30308  
404.631.1806 office

## CORE MPO FY 2020 UPWP

**From:** Webb, Aviance (FTA) <[aviance.webb@dot.gov](mailto:aviance.webb@dot.gov)>  
**Sent:** Thursday, February 14, 2019 11:29 AM  
**To:** Wykoda Wang <[wangw@thempc.org](mailto:wangw@thempc.org)>  
**Subject:** RE: Reminder - UPWP Comments

Good morning Wykoda,

My apologies for the delayed response. Thank you for providing your draft UPWP for FTA review. FTA reviews and approves the UPWP as the basis for awarding planning grants, and the UPWP should provide adequate project narrative and budget detail to support that action. Sufficient detail should be provided for proposed work activities to confirm eligibility for funding through 49 U.S.C. 5305(d), as well as the reasonableness of Federal and non-Federal match assumptions. Beyond that, UPWP tasks should support advancement of the quality of planning in the metropolitan area in coordination with transit operators and the State DOT (23 CFR 450.308(c)), while addressing the critical transportation issues of the region and national planning priorities. General review comments are provided below:

1. If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP. (*FTA Circular 9030.1E, p. IV-1*)

CORE MPO Response: CORE MPO is not expecting any MPO transit planning activities to be funded with Section 5307 funds in fiscal year 2020. Most of the MPO's transit planning activities in the upcoming fiscal year will be funded by Section 5303 funds with match funds and they are divided into three categories in the FY 2020 UPWP – Task 4.2 Transit/Paratransit Planning, 4.11 Long Range Planning and 4.12 Transportation Improvement Program. Specific activities are listed under each task. We do include some Discretionary Section 5303 funds in the UPWP Task 4.2 and those funds will be used by CAT to purchase software to support the transit system. The CAT's transit planning activities funded by Section 5307 funds are listed under Task 4.2 for reference. However, Section 5307 funds are not a part of the FY 2020 UPWP budget.

2. If funding is being carried over from the prior-year UPWP, carryover amounts should be listed in the document. (*FTA Circular 8100.1C (p. II-4, item e)*)

CORE MPO Response: At the close of the FY 2018 Section 5303 contract, we did not have any carryover funds for inclusion in the current FY 2019 UPWP. Based on this experience and the current MPO staffing level, we are not expecting any 5303 carryover funds from FY 2019 to be added to the FY 2020 transit planning budget.

Also note that if the programmed 5305(d) funds are estimates, coordination with your State DOT may be required for UPWP modification or amendment after the release of the FTA Apportionment Notice.

CORE MPO Response: CORE MPO does not receive 5305 funds to conduct transit planning activities. If we are notified in FY 2020 that we are eligible to receive some of those funds, we will process necessary UPWP amendments or administrative modifications.

Please feel free to contact me using the information below if there are any questions.

Aviance C. Webb  
Student Community Planner  
FTA Region IV  
230 Peachtree St., Suite 1400  
Atlanta, GA 30303  
404.865.5489 Direct  
[www.fta.dot.gov](http://www.fta.dot.gov)