

Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS)



Title VI Plan



Final February 11, 2015

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

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

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

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

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

Signature: _____

Printed Name: _____

MACORTS Executive Director

Date: Month/Day/Year

Signature: _____

Printed Name: _____

MACORTS Policy Committee Chairperson

Date: Month/Day/Year

2.0 Introduction & Description of Services

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

MACORTS, as a part of the Unified Government of Athens-Clarke County Planning Department, is a sub-recipient of FTA funds and provides serves all of Athens-Clarke County as well as parts of Oconee County and Madison County. Tiny portions of Jackson and Oglethorpe Counties are included within the MACORTS area, but they are non-participating members of MACORTS. The only transit system that receives funding from FTA within the MACORTS area is the Athens Transit System. They have developed a Title VI Plan separate from the MACORTS Title VI Plan. A more in-depth description of MACORTS is included in Appendix B.

Title VI Liaison

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Alternate Title VI Contact

Steve Martin, Auditor
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MACORTS must designate a liaison for Title VI issues and complaints within the organization. The liaison is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Liaison include:

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

2.1 First Time Applicant Requirements

MACORTS is not a first time applicant for FTA/GDOT funding. The following is a summary of MACORTS's current and pending federal and state funding.

Current and Pending FTA Funding

1. Section 5303 Transit Planning Grant, FY 2015, \$68,000 federal share, Current

Current and Pending GDOT Funding

1. Section 5303 Transit Planning Grant, FY 2015, \$8,500 state share, Current

Current and Pending Federal Funding (non-FTA)

1. PL – Metropolitan Transportation Planning Grant, FY 2015, \$533,398.46 federal share (Federal Highway Administration - FHWA), Current
2. PL – Metropolitan Transportation Planning Grant, FY 2016, \$412,994.56 federal share (Federal Highway Administration), Pending

Current and Pending State Funding (non-GDOT)

1. None

During the previous three years, the Federal Transit Administration, Federal Highway Administration or the Georgia Department of Transportation did not complete a Title VI compliance review of MACORTS. MACORTS has not been found to be in noncompliance with any civil rights requirements.

2.2 Annual Certifications and Assurances

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

MACORTS will remain in compliance with this requirement by annual submission of certifications and assurances as required by GDOT.

2.3 Title VI Plan Concurrence and Adoption

This Title VI Plan received GDOT concurrence on January 13, 2016. The Plan was approved and adopted by the MACORTS Policy Committee during a meeting held on February 11, 2015. A copy of the meeting minutes and GDOT concurrence letter is included in Appendix C of this Plan.

3.0 Title VI Notice to the Public

3.1 Notice to Public

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

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

A sample of the notice is included in Appendix D of this Plan. The sample notice should be translated into other languages, as necessary.

3.2 Notice Posting Locations

The Notice to Public will be posted at many locations to apprise the public of MACORTS's obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice will be posted in public areas of the MACORTS / Athens-Clarke County Planning Department office including the reception desk and meeting rooms, and on the MACORTS website at www.macorts.org.

A sample version of this notice is included in Appendix D of this Plan in English and Spanish.

4.0 Title VI Procedures and Compliance

4.1 Complaint Procedure

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

Once the complaint is received, the Unified Government of Athens-Clarke County will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office within 10 calendar days of receipt.

The Unified Government of Athens-Clarke County has sixty (60) calendar days to investigate the complaint. If more information is needed to resolve the case, the Unified Government of Athens-Clarke County may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within the specified number of business days, the Unified Government of Athens-Clarke County can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has thirty (30) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on the MACORTS website (www.macorts.org).

4.2 Complaint Form

A copy of the complaint form in English and Spanish is provided in Appendix E and on the MACORTS website (www.macorts.org).

4.3 Record Retention and Reporting Policy

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

Title VI Plans to GDOT for concurrence on an annual basis or any time a major change in the Plan occurs. Appropriate compliance documentation will also be provided to the FHWA as required.

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

4.4 Sub-recipient Assistance and Monitoring

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

4.5 Sub recipients and Subcontractors

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

Nondiscrimination Clauses

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

1. **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
2. **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the subcontractor's obligations under this contract and the

Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Georgia Department of Transportation and/or the Federal Transit Administration*, to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Georgia Department of Transportation*, and/or the *Federal Transit Administration*, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MACORTS shall impose contract sanctions as appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the MACORTS, Georgia Department of Transportation, and/or the Federal Transit Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance.

Disadvantaged Business Enterprise (DBE) Policy

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

E-Verify

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

5.0 Title VI Investigations, Complaints, and Lawsuits

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

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

Table 1: Summary of Investigations, Lawsuits, and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

6.0 Public Participation Plan

The Public Participation Plan (PPP) for MACORTS, in coordination with the Limited English Proficiency Plan, was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for MACORTS. Policy decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about MACORTS services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing policies or approving planning documents. The PPP is included as Appendix F to this Title VI Plan.

Current Outreach Efforts

MACORTS is required to submit a summary of public outreach efforts made over the last three (3) years. The following is a list and short description of MACORTS recent, current, and planned outreach activities. Each of the below listed public involvement periods included the following outreach activities:

- posting information on the MACORTS and Athens Transit System (if applicable) websites
- posting information on the Athens-Clarke County Planning Department webpage and Athens-Clarke County website calendars
- announcements in Athens-Clarke County, Oconee County, and Madison County newspapers
- announcements in Spanish language publications available in the MACORTS region (if available)
- notices mailed out to interested individuals via e-mail (public mailing list)
- all committee meetings are open to the public and are publicized approximately 1 week before the meeting
- all committee meetings are recorded and are available for anyone who cannot attend the meeting in person

Public Involvement Periods & Products in 2012, 2013, and 2014 Calendar Years

- March 26 – April 9, 2012; Amendment to the FY 2012 - 2015 Transportation Improvement Program (TIP) to add construction funds to the Olympic Drive / Peter Street interchange project
- May 7 – June 5, 2012; Draft FY 2013 – 2016 TIP and FY 13 Addendum to the 2035 Long Range Transportation Plan (LRTP)
- February 25 – May 21, 2013; Amendment to FY 2013 – 2016 TIP to add preliminary engineering funding to the SR 10 Loop at Lexington Road interchange project
- April 22 – May 21, 2013; Revised MPO boundary based on new U.S. Census Bureau data
- August 26 – September 24, 2013; Draft FY 2014 – 2017 TIP and FY 2014 Addendum to the 2035 LRTP
- October 21 – December 3, 2013; Draft MACORTS / Athens Transit System Limited English Proficiency Plan and MACORTS Participation Plan (update)
- May 27 – June 10, 2014; Amendment to FY 2014 – 2017 TIP to increase the right-of-way funding for the Mars Hill Road Widening project
- July 7 – August 5, 2014; FY 2015 – 2018 TIP and FY 2015 Addendum to the 2035 LRTP
- August 25 – September 23, 2014; Draft 2040 Long Range Transportation Plan

7.0 Language Assistance Plan

MACORTS is the Metropolitan Planning Organization that provides transportation planning coordination within the Athens-Clarke County, Madison County, and Oconee County area. The Language Assistance Plan (LAP) / Limited English Proficiency Plan has been prepared to address MACORTS's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In the MACORTS area there are 5,213 residents or 2.5% who describe themselves as not able to communicate in English very well (Source: US Census). MACORTS is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. MACORTS has utilized the U.S. Department of Transportation (DOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP / LEP. The LAP / LEP Plan is included in this Title VI Plan as Appendix G.

8.0 Transit Planning and Advisory Bodies

As outlined in the MACORTS bylaws, MACORTS consists of 2 committees - the Technical Coordinating Committee and the Policy Committee. While these committees are not exclusively related to transit planning, transit planning is part of the broad transportation planning scope of the MPO. These committees include individuals based on the position they hold within their organizations including positions such as the CEO of each county, Public Works Director of each county, Transit System Director(s), Planning & Zoning Department staff of each county, and citizen advisory committee members, along with state and federal transportation planning partners. Also included are members of the designated citizen advisory committees for each of the three (3) participating counties.

Body	Caucasian	Latino	African American	Asian American	Native American	Other
MPO Area Population	66.5%	7.8%	18.5%	3.2%	0.2%	3.8%
Technical Coordinating Committee	92.1%	0%	7.9%	0%	0%	0%
Policy Committee	100%	0%	0%	0%	0%	0%

MACORTS will make efforts to encourage minority participation on the committees. However, MACORTS does not choose the people hired / appointed into the positions that are included in the MACORTS structure. Every effort will be made to encourage the participation counties of MACORTS to continue to encourage minority participation in their government structure. MACORTS will utilize the minority population demographic maps included in Appendix I in order to focus on the areas in which the committee participation information is most encouraged.

9.0 Title VI Equity Analysis

Title 49 CFR, Appendix C, Section (3)(iv) requires that “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. Since MACORTS is not directly involved in the delivery of transit services, a Title VI Equity Analysis for these types of facilities will most likely not be necessary. However, if necessary and in order to comply with the regulations, MACORTS will ensure the following:

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

MACORTS has not recently constructed any facilities nor does it currently have any facilities in the planning stage. Therefore, MACORTS does not have any Title VI Equity Analysis reports to submit with this Plan. Your Transit System will utilize the demographic maps included in Appendix I for future Title VI analysis, if necessary.

The mobility needs of the MACORTS region’s minority populations are considered during the planning process administered by MACORTS. Demographic maps showing the minority, poverty, and zero-car populations within the MACORTS region are included annually in the Transportation Improvement Plan document. This provides the members of the MACORTS committees data for use in their decision making regarding the potential Title VI impacts associated with transportation planning decisions. Included in Appendix J is the Title VI Analysis that was prepared at the program level during the preparation of the MACORTS 2040 Long Range Transportation Plan. Appendix J also includes maps for

the MACORTS area showing the public transportation system that is funded with Federal, State, and Local funds in the context of the demographics of the region.

10.0 System-Wide Service Standards and Service Policies

MACORTS is not a fixed route service provider.

11.0 Appendices

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Appendix A

FTA Circular 4702.1B Reporting Requirements for MPOs

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

General Requirements

All recipients must submit:

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

Requirements of MPOs

Metropolitan Planning Organizations and other planning entities must submit:

- All requirements set out in Chapter III (General Requirements)
- The requirements set out in Chapter IV (Transit Provider) if the MPO is a provider of fixed route public transportation
- Demographic profile of the metropolitan area
- A description of the procedures by which the mobility needs of minority populations are identified and considered in the planning process
- Demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects

- Analysis of the MPO's transportation system investments that identifies and addresses any disparate impacts
- Description of the procedures the agency uses to ensure nondiscriminatory pass-through of FTA financial assistance (if requested)
- Description of the procedures the agency uses to provide assistance to potential sub-recipients in a nondiscriminatory manner (if requested)

Appendix B

MACORTS Description

MACORTS Description

1. An overview of the organization including its mission, program goals and objectives.
The Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) is the metropolitan planning organization serving the region including all of Athens-Clarke County and portions of Madison County, Oconee County, Jackson County, and Oglethorpe County. Jackson and Oglethorpe Counties are non-participating members. MACORTS provides a continuing, comprehensive, cooperative urban transportation planning process. MACORTS strives to provide and maintain a multimodal transportation system that serves the needs of all citizens and provides efficient, safe, and convenient mobility, encourages desirable land use and development, promotes economic development, and minimizes adverse social and environmental impacts.
2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.
MACORTS staff includes the Director of the MPO, 1 Transportation Planner, 1 Associate Transportation Planner, and a small part of the Transit Planner's time (25%). MACORTS operates as a part of the Unified Government of Athens-Clarke County's Planning Department and is housed at that location. The Director of the MPO is also Director of the Planning Department.

MACORTS is made up of 2 committees – Technical Coordinating Committee (TCC) and Policy Committee (PC). The TCC is made up of staff level technical positions from each county government, the University of Georgia, transit providers, GDOT, FHWA, FTA, and other transportation entities. This group makes recommendations to the Policy Committee, which serves as the decision-making body of MACORTS. The PC is made up of the CEO of each participating county, a citizen representative from each county, a representative from the University of Georgia, and a GDOT representative.

Safety and security plans are developed and administered through the Unified Government of Athens-Clarke County.
3. Indicate if your agency is a government authority.
MACORTS operates as a part of the Unified Government of Athens-Clarke County's Planning Department.
4. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?
MACORTS does not provide any transit service.
5. Who provides vehicle maintenance and record keeping?
MACORTS does have vehicles nor provide any transit service.
6. Number of current transportation related employees
MACORTS funding includes the FHWA PL Metropolitan Transportation Planning Grant (80% federal; 20% local) and the FTA Section 5303 Transit Planning Grant (80% federal; 10% state; 10% local).

MACORTS staff include: Director (15% PL Grant funded / 85% locally funded), 1 Transportation Planner (PL Grant funded), 1 Associate Transportation Planner (PL Grant funded), and 1 Transit Planner (25% PL Grant funded / 75% Section 5303 funded).

7. Who will drive the vehicle, number of drivers, CDL certifications, etc.?
MACORTS does not provide any transit service.

8. A detailed description of service routes and ridership numbers
MACORTS does not provide any transit service.

Appendix C

Title VI Plan Adoption Meeting Minutes and GDOT Concurrence Letter

**RESOLUTION BY THE MADISON ATHENS-CLARKE OCONEE REGIONAL
TRANSPORTATION STUDY (MACORTS) POLICY COMMITTEE**

WHEREAS, federal regulations require that the MACORTS Title VI Plan for urbanized areas must be completed and periodically be updated and,

WHEREAS, the Technical Coordinating Committee of MACORTS in coordination with the Federal Highway Administration, Federal Transit Administration, and the Georgia Department of Transportation has reviewed the MACORTS Title VI Plan,

WHEREAS, the Technical Coordinating Committee at its January 28, 2015 meeting recommended the approval of the MACORTS Title VI Plan for MACORTS:

NOW, THEREFORE, BE IT RESOLVED that the MACORTS Policy Committee concurs with the recommendation of the Technical Coordinating Committee of MACORTS to approve the MACORTS Title VI Plan.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Madison Athens-Clarke Oconee Regional Transportation Study Policy Committee, at their meeting held on February 11, 2015.

Recommended by:



Brad Griffin
TCC Chairman / MPO Director

February 11, 2015



Nancy Denson
MACORTS Policy Committee Chairperson

February 11, 2015

MACORTS Policy Committee
 Athens-Clarke County Planning Department – Auditorium
 120 W. Dougherty Street - Athens
 Wednesday, February 11, 2015
 10:00 a.m.

Voting Members Present: Anthony Dove, Madison County Chairman
 Melvin Davis, Oconee County Chairman
 Nancy Denson, Athens-Clarke County Mayor
 Bob Sanders, Oconee Co. Citizen Representative
 Lucy Rowland, Athens-Clarke Co. Citizen Rep
 Phil Munro, Madison Co. Citizen Representative
 Kyle Mote, GDOT Planning

Others Present: Brad Griffin, ACC Planning
 Sherry McDuffie, ACC Planning
 Cherie Varnum, ACC Planning
 Wayne Provost, Oconee LR & Strategic Planning
 Butch McDuffie, Athens Transit
 David Ballard, Athens Transit
 Tom Caiafa, GDOT Planning
 Kim Coley, GDOT-District I
 Russ Page, Oconee County Citizen
 David Clark, ACC Transportation Public Works

I. CALL TO ORDER

Ms. Denson called the meeting to order at 10:04 am.

II. APPROVAL OF OCTOBER 8, 2014 MEETING MINUTES

Ms. Rowland made a motion to approve the minutes. Mr. Munro seconded the motion. The vote was unanimous.

III. REVIEW OF PUBLIC COMMENT RECEIVED AT TCC MEETINGS / PLANNING COMMISSION MEETINGS

Ms. Denson asked if any of the public present at the meeting wished to address the Board. None did. No comments were received at the TCC meeting or the Planning Commission meeting.

IV. REVIEW AND DETERMINATION OF FINAL DRAFT FY 2016 UNIFIED PLANNING WORK PROGRAM

Ms. McDuffie reviewed changes made to the UPWP since the last time the committee reviewed the document. These included additional discussion about

the LRTP vision and goals and Planning Emphasis Areas from FHWA to applicable work elements and the Introduction, percentages added to the funding tables, and the addition of Table V. Element 1.2 included a decrease in funding of \$217.34. Element 1.4 included an additional note that any item with a unit price of over \$5,000 will need to be approved by FHWA in addition to GDOT.

Ms. Rowland made a motion to recommend approval of the Final Draft FY 2016 Unified Planning Work Program. Mr. Dove seconded the motion. The vote was unanimous.

V. REVIEW OF DRAFT FY 15 MACORTS TITLE VI PLAN FOR SUBMISSION TO GEORGIA DEPARTMENT OF TRANSPORTATION AND FEDERAL TRANSIT ADMINISTRATION AND RECOMMENDATION TO POLICY COMMITTEE

Ms. McDuffie explained that MPOs and transit agencies are now required to annually submit a Title VI Plan to GDOT's Intermodal Office and the Federal Transit Administration. She stated that MPO staff had coordinated with GDOT staff to ensure the plan meets the requirements for MPOs and Title VI compliance required to retain eligibility for federal funding. Ms. Rowland questioned if the information is on the website. Ms. McDuffie stated the information will be posted on the website once the document is approved. She also stated that there is a section on the website now where you can receive the Title VI policy and it will be emailed to you directly in English or Spanish. This information will be enhanced with the approval of the Title VI plan. She stated the LEP Plan and Participation plan are also currently on the website.

Mr. Dove made a motion to approve the Final Draft FY15 MACORTS Title VI Plan for submission to Georgia Department of Transportation and Federal Transit Administration. Mr. Davis seconded the motion. The vote was unanimous.

VI. REVIEW OF DRAFT AMENDMENT TO FY 2015 – 2018 TRANSPORTATION IMPROVEMENT PROGRAM FOR US 441 / SR 24 SOUTH WIDENING PROJECT AND RECOMMENDATION TO POLICY COMMITTEE

Ms. McDuffie stated this amendment involves bringing \$1,000,000 in preliminary engineering funds into FY 2015 for the US 441 South Widening project. She clarified since this is an amendment it will require a 15-day public comment period. She reviewed the proposed schedule.

Mr. Davis made a motion to recommend approval of the Draft Amendment to the FY 2015 – 2018 Transportation Improvement Plan to add the US 441 / SR 24 South Widening project's preliminary engineering phase into FY 2015 in the amount of \$1,000,000 to go to the public for review and comment. Mr. Mote seconded the motion. The vote was unanimous.

VII. OLD BUSINESS

There was none.

VIII. NEW BUSINESS

Ms. Rowland asked about proposed changes to the state Transportation Funding Bill currently in process. Mr. Provost explained some aspects of the current bill as it has been proposed. Ms. Denson stated counties are concerned about the possible loss of revenues and school system SPLOST projects due to the proposed changes in the bill. Ms. Rowland questioned about the school system being affected by the changes. Ms. Denson stated the taxes on the school SPLOST projects that are in place now will continue to go to those projects until they are finished. However, future school SPLOST projects would lose that portion of taxes previously received. Mr. Davis also expressed concern about the possibility of reclassification of sales tax as excise tax and the effect the changes could have on local employment and transportation. Mr. Dove stated concern about the effect the Bill could have on appropriated funds for building projects within their school district. There was some discussion about the bill and the possible effect on the counties.

It was announced to the group that Russell McMurry had been named as the new GDOT Commissioner.

IX. ADJOURN

The meeting adjourned at 10:24 am. The next scheduled meeting is March 11, 2015.

Russell R. McMurry, P.E., Commissioner



GEORGIA DEPARTMENT OF TRANSPORTATION

One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308
Telephone: (404) 631-1000

January 13, 2016


Stephanie Maddox, Management Analyst
Madison-Athens Clarke-Oconee
301 College Avenue
Athens, GA 30601

Dear Ms. Maddox:

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

Thank you for your ongoing cooperation and compliance of the FTA Civil Rights Program requirements. Should you need assistance or have any questions, please do not hesitate to contact Ms. Nadara Wade, our FTA Title Program Liaison, directly at (404) 631-1231.

Sincerely,


Nancy Cobb, Administrator
Division of Intermodal

Cc: Nadara Wade, FTA DBE/Title VI/Drug and Alcohol Coordinator
Cc: Eileen Schwartz-Washington, Transit Planner, Section 5303 Program

Appendix D

Title VI Sample Notice to Public (English & Spanish)

Notice of Public Rights Under Title VI

ATHENS PLANNING DEPARTMENT / MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION STUDY (MACORTS)

The Athens-Clarke County Planning Department and, by extension, the Madison Athens-Clarke Oconee Regional Transportation Study operates its programs and services without regard to race, color, and / or national origin, in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Athens-Clarke County Unified Government Title VI Coordinator in the Office of the Auditor.

For more information on Athens-Clarke County Planning Department / Madison Athens-Clarke Oconee Regional Transportation Study's civil rights program, and the procedures to file a complaint, contact:

Phone: 706-613-3012

Email: auditor@athensclarkecounty.com or

Visit the Office of the Auditor at 301 College Avenue, Suite 202, Athens, GA 30601.

A complainant may file a complaint directly with the Georgia Department of Transportation by filing a complaint with:

Office of Equal Employment Opportunity Division
Attention: Title VI Program Coordinator
600 W. Peachtree Street, NW
Atlanta, Georgia 30334

If information is needed in another language, please contact 706-613-3515.

Aviso de Derechos Públicos Bajo el Título VI

ATENAS PLANIFICACIÓN DEPARTAMENTO / MADISON ATHENS-CLARKE OCONEE REGIONAL DE TRANSPORTE DE ESTUDIO (MACORTS)

El Departamento de Planificación del Condado de Athens-Clarke y, por extensión, el Estudio de Transporte de Oconee Regional de Madison Athens-Clarke opera sus programas y servicios, sin distinción de raza, color y / o el origen nacional, de conformidad con el Título VI del Acta de Derechos Civiles. Cualquier persona que cree que él o ella, ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja con el Coordinador del Título VI Gobierno Unificado del Condado de Athens-Clarke en la Oficina del Auditor.

Para obtener más información sobre el Condado de Athens-Clarke Departamento de Planificación / programa de derechos civiles del Madison Athens-Clarke Oconee Estudio Regional de Transporte, y los procedimientos para presentar una queja, comuníquese con:

Teléfono: 706-613-3012
Correo electrónico: auditor@athensclarkecounty.com o
Visite la Oficina del Auditor en el 301 College Avenue, Suite 202, Athens, GA 30601.

Un demandante puede presentar una queja directamente con el Departamento de Transporte de Georgia mediante la presentación de una queja ante:

Oficina de la División de Igualdad de Oportunidades en el Empleo
Atención: Coordinador del Programa VI Título
600 W. Peachtree Street, NW
Atlanta, Georgia 30334

Si se necesita información en otro idioma, por favor póngase en contacto con 706-613-3515.

Appendix E

Title VI Complaint Form & Procedures (English & Spanish)

The Unified Government of Athens-Clarke County, Georgia

Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Note: The following information is necessary to assist the Unified Government of Athens-Clarke County (ACCUG) in processing your complaint. Should you require any assistance in completing this form, please contact the Title VI Coordinator. Complete and return this form to Stephanie Maddox, Title VI Coordinator, City Hall, 301 College Avenue, Athens, Georgia 30605.

1. Complainant’s Name _____
2. Address _____
3. City, State and Zip Code _____
4. Telephone Number (home) _____ (business) _____
5. Person discriminated against (if someone other than the complainant)
Name _____
Address _____
City, State and Zip Code _____
6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:
 - a. Race/Color _____
 - b. National Origin _____
 - c. Other _____
7. What date did the alleged discrimination take place? _____
8. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

9. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? _____ Yes _____ No

If yes, check all that apply:

_____ Federal agency _____ Federal court _____ State agency
_____ State court _____ Local agency

10. Please provide information about a contact person at the agency/court where the complaint was filed.

Name _____
Address _____
City, State, and Zip Code _____
Telephone Number _____

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

Complainant's Signature

Date

El Gobierno Unificado del Condado de Athens-Clarke, Georgia
Formulario de Queja Título VI

Título VI de la Ley de Derechos Civiles de 1964 establece que "Ninguna persona en los Estados Unidos, por motivos de raza, color u origen nacional, ser excluida de participar en, ser negado los beneficios de, o ser objeto de discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal".

Nota: La siguiente información es necesaria para ayudar al Gobierno Unificado del Condado de Athens-Clarke (ACCUG) en la tramitación de su queja. Si necesita ayuda para completar este formulario, por favor póngase en contacto con el Coordinador del Título VI. Completar y devolver este formulario a Stephanie Maddox, Título VI Coordinador, City Hall, 301 College Avenue, Athens, Georgia 30605.

1. Nombre del demandante _____
2. Address _____
3. Ciudad, Estado y Código Postal Code _____
4. Teléfono(casa) _____ (negocio) _____
5. Persona discriminado (si alguien que no sea el demandante)
Nombre _____
Address _____
Ciudad, Estado y Código Postal _____
6. ¿Cuál de las siguientes opciones describe mejor la razón por la que cree que se produjo la discriminación? ¿Fue por su:
 - a. Raza / color _____
 - b. Nacional Origin _____
 - c. otro _____
7. ¿En qué fecha la supuesta discriminación se llevan a cabo? _____
8. En sus propias palabras, describir la supuesta discriminación. Explique lo que pasó y quien considera que fue responsable. Utilice el reverso de este formulario si necesita más espacio.

9. ¿Ha presentado esta queja con cualquier otro federal, estatal o local; o con cualquier corte federal o estatal? _____ Sí _____ No

En caso afirmativo, marque todo lo que corresponda:

_____ Agencia Federal _____ Corte Federal Agencia _____ State Corte
_____ State agencia _____ Agencia Local

10. Sírvanse proporcionar información sobre una persona de contacto en la agencia / tribunal donde se presentó la denuncia.

Name _____
 Address _____
 Ciudad, estado y código postal _____
 Número de teléfono _____

11. Por favor, firme abajo. Puede adjuntar cualquier material escrito o cualquier otra información que usted piensa que es relevante para su queja.

Del demandante Firma

Fecha

Unified Government of Athens-Clarke County's Title VI Nondiscrimination Complaint Procedures

Overview

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, and the Civil Rights Restoration Act of 1987 relating to any program or activity administered by ACCUG or its subrecipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

Right to File Complaints

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints informally at the recipient and subrecipient level. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution.

Procedures

1. Any individual, group of individuals, or entity that believes it has been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with ACCUG's Title VI Coordinator using the Title VI Complaint Form attached hereto and incorporated herein by reference. A formal complaint must be filed in writing or in person by the complainant and/or his/her representative no later than 180 calendar days after the alleged discrimination occurred or after the alleged discrimination became known to the complainant. The complaint must meet the following requirements:
 - a. Complaint shall be in writing and signed by the complainant(s).
 - b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
 - c. Present a detailed description of the issues, including but not limited to names and job titles of those individuals perceived as parties in the complained-of incident.
 - d. Generally, the Title VI Coordinator will acknowledge receipt of a complaint within 10 days of it being submitted and inform the complainant of action taken or any possible action to process the complaint; provided that the complainant must first provide the identity(ies) of the complainant(s) and affirm its intent to proceed with the complaint.
 - e. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form

will be forwarded to the complainant for him/her to complete, sign, and return to the Title VI Coordinator for processing.

Failure of the complainant to respond to requests for information may result in a dismissal of the complaint.

2. Upon receiving the written complaint, ACCUG will determine its jurisdiction, acceptability of the complaint, need for additional information, and the investigative merit of the complaint. In some situations, ACCUG may request GDOT's Office of Equal Employment Opportunity to conduct the investigation. In the event GDOT handles the investigation, GDOT will follow its adopted procedures for investigating discrimination complaints, per its current Title VI Plan.
3. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
 - c. The complainant cannot be located after reasonable attempts.
4. If the complaint is against a subrecipient, consultant, or contractor under contract with ACCUG, the appropriate sub-recipient, consultant, or contractor shall be notified of the complaint within fifteen (15) calendar days of the County receiving the complaint.
5. Once ACCUG decides its course of action, the complainant and the respondent will be notified in writing of such determination within five (5) calendar days. The complaint will be logged in the Title VI Coordinator's records along with the basis for the allegation identified and the race, color, national origin, handicap/disability, age and gender of the complainant.
6. In cases where ACCUG assumes the investigation of the complaint, the Title VI Coordinator will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days to furnish the Title VI Coordinator with his/her response to the allegations.
7. Within 60 calendar days of the acceptance of the complaint, the Title VI Coordinator (or GDOT investigator) will prepare an investigative report. Only qualified, well-trained investigators should conduct the investigations. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.
8. The investigative report shall be reviewed by the ACCUG Attorney's office (the "Attorney"). The Attorney may discuss the report and its recommendations with the Title

- VI Coordinator and other staff as appropriate. The report will be modified as needed and made final for its release to the complainant and respondent.
9. Once the investigative report becomes final, briefings will be scheduled with the complainant and respondent within fifteen (15) calendar days. Both the complainant and the respondent shall receive a copy of the investigative report during the briefings and will be notified of their respective appeal rights.
 10. A copy of the final investigative report and a copy of the complaint will be forwarded to the Georgia Department of Transportation Office of Equal Employment Opportunity within sixty (60) calendar days of the completion of the briefings.
 11. If the complainant or respondent is not satisfied with the results of the investigation of the alleged discriminatory practice(s), he or she shall be advised of his/her rights to appeal ACCUG's decision to GDOT, United States Department of Transportation (USDOT), United States Department of Justice (USDOJ), or other entity as appropriate. The complainant has thirty (30) calendar days after ACCUG's briefing to appeal. Unless new facts not previously considered come to light, reconsideration of ACCUG's opinion will not be available.
 12. A Complaints Log shall be maintained annually by ACCUG. The Complaints Log shall contain the following information for each complaint filed:
 - a. The name and address of the person filing the complaint
 - b. The date of the complaint
 - c. The basis of the complaint
 - d. The disposition of the complaint
 13. ACCUG shall not be allowed to investigate a complaint against itself.

Unified Government of Athens-Clarke County**Procedimientos de Quejas del Título VI de No Discriminación****Visión de Conjunto**

Estos procedimientos se aplican a todas las quejas presentadas en virtud del Título VI de la Ley de Derechos Civiles de 1964 según enmendada, Sección 504 de la Ley de Rehabilitación de 1973, y la Ley de Restauración de Derechos Civiles de 1987, relativa a cualquier programa o actividad administrada por ACCUG o sus beneficiarios secundarios, consultores, y / o contratistas. La intimidación o represalias de cualquier tipo está prohibida por la ley.

Derecho a Presentar Quejas

Estos procedimientos no niegan el derecho del demandante a presentar denuncias formales con otras agencias estatales o federales o de buscar un abogado privado para denuncias de discriminación. Se hará todo lo posible para resolver las quejas de manera informal en el receptor y el nivel de sub-receptor. La opción de la reunión de mediación informal (s) entre las partes afectadas y el Coordinador del Título VI se puede utilizar para su resolución.

Procedimientos

1. Cualquier persona, grupo de personas, o entidad que cree que ha sido víctima de una discriminación prohibida por disposiciones de no discriminación del Título VI, puede presentar una queja por escrito al Coordinador del Título VI de ACCUG utilizando el Formulario de Queja Título VI que se adjunta e incorporada aquí como referencia. Una queja formal debe ser presentada por escrito o en persona por el demandante y / o su representante / a más tardar 180 días naturales después de que ocurrió la supuesta discriminación o después de la supuesta discriminación se hizo conocido al demandante. La queja debe cumplir los siguientes requisitos:
 - a. Queja deberá ser por escrito y firmado por el demandante (s).
 - b. Incluya la fecha del supuesto acto de discriminación (fecha en que el denunciante (s) se dio cuenta de la supuesta discriminación, o la fecha en que se suspendió esa conducta o la última instancia de la conducta).
 - c. Presentar una descripción detallada de los temas, incluyendo pero no limitado a los nombres y cargos de las personas que se perciben como partes en el quejado de incidente.
 - d. En general, el Coordinador del Título VI acusará recibo de una queja dentro de los 10 días de que se presenta e informar al denunciante de las medidas adoptadas o cualquier acción posible procesar la queja; a condición de que el demandante debe primero proporcionar la identidad (es) de la querellante (s) y afirmar su intención de proceder con la denuncia.
 - e. Las denuncias recibidas por teléfono se reducirán a la escritura y proporcionados a la demandante para su confirmación o revisión antes de su procesamiento. Un formulario de queja será remitida a la demandante para él / ella para completar,

firmar y regresar al Coordinador del Título VI para su procesamiento. El incumplimiento de la demandante para responder a las solicitudes de información puede resultar en una desestimación de la denuncia.

2. Una vez recibida la queja por escrito, ACCUG determinará su jurisdicción, la aceptabilidad de la queja, la necesidad de información adicional, y el mérito de investigación de la queja. En algunas situaciones, puede solicitar ACCUG Oficina de Igualdad de Oportunidades en el Empleo de GDOT para llevar a cabo la investigación. En caso GDOT maneja la investigación, GDOT se seguirá sus propios procedimientos para la investigación de quejas de discriminación, por su actual plan del Título VI.
3. Las reclamaciones podrán ser desestimado por las siguientes razones:
 - a. El demandante solicita la retirada de la denuncia.
 - b. El denunciante no responde a las reiteradas solicitudes de información adicional necesaria para tramitar la denuncia.
 - c. El denunciante no puede ser localizado después de intentos razonables.
4. Si la queja es contra un sub-beneficiario, consultor o contratista bajo contrato con ACCUG, la adecuada sub-receptor, consultor o contratista serán notificadas de la reclamación dentro de los quince (15) días calendario a partir de la Provincia que reciben la queja.
5. Una vez ACCUG decide su curso de acción, el demandante y el demandado serán notificados por escrito de dicha determinación dentro de los cinco (5) días calendario. La queja se registrará en los registros del Coordinador del Título VI, junto con la base de la denuncia identificada y la raza, color, origen nacional, discapacidad / incapacidad, edad y sexo de la demandante.
6. En los casos en ACCUG asume la investigación de la queja, el Coordinador del Título VI proporcionará al demandado la oportunidad de responder a las alegaciones por escrito. El demandado tendrá 10 días naturales para amueblar el Coordinador del Título VI con su / su respuesta a las acusaciones.
7. Dentro de los 60 días naturales siguientes a la aceptación de la queja, el Coordinador del Título VI (o GDOT investigador) preparará un informe de investigación. Sólo investigadores calificados y bien entrenados deben llevar a cabo las investigaciones. El informe incluirá una descripción narrativa de los hechos, la identificación de las personas entrevistadas, hallazgos y recomendaciones para su disposición.
8. El informe de la investigación, será examinada por la oficina del Fiscal de ACCUG (el "abogado"). El Fiscal podrá discutir el informe y sus recomendaciones con el Coordinador del Título VI y el resto del personal, según corresponda. El informe se

- modificará según sea necesario y hecho final para su lanzamiento a la demandante y el demandado.
9. Una vez que el informe de la investigación se convierte en definitiva, sesiones informativas se programará con el demandante y el demandado dentro de los quince (15) días calendario. Tanto el demandante como el demandado recibirán una copia del informe de la investigación durante las sesiones informativas y será notificado de sus respectivos derechos de apelación.
 10. Una copia del informe final de investigación y una copia de la queja será remitida al Departamento de Transporte Oficina de Igualdad de Oportunidades en el Empleo de Georgia dentro de los sesenta (60) días naturales siguientes a la finalización de las sesiones informativas.
 11. Si el demandante o el demandado no está satisfecho con los resultados de la investigación de la práctica discriminatoria alegada (s), él o ella será informado de sus / sus derechos para apelar la decisión del ACCUG a GDOT, Departamento de Transporte de Estados Unidos (US DOT), los Estados Unidos Departamento de Justicia (USDOJ), u otra entidad, según corresponda. El demandante tiene treinta (30) días calendario después de la sesión informativa de ACCUG apelar. A menos que nuevos hechos que antes no considerados salen a la luz, la reconsideración de la opinión de ACCUG no estará disponible.
 12. A Quejas Login serán mantenidos anualmente por ACCUG. Las quejas Iniciar deberán contener la siguiente información para cada denuncia presentada:
 - a. El nombre y la dirección de la persona que presenta la queja
 - b. La fecha de la denuncia
 - c. La base de la queja
 - d. La disposición de la queja
 13. ACCUG no estará autorizado a investigar una denuncia contra sí mismo.

Appendix F

MACORTS Participation Plan

PARTICIPATION PLAN

MADISON ATHENS-CLARKE OCONEE
REGIONAL TRANSPORTATIONAL
STUDY



Prepared by:
ATHENS CLARKE COUNTY PLANNING DEPARTMENT

In cooperation with:

*Madison County Department of Planning and Zoning
Oconee County Planning Department
Federal Highway Administration
Federal Transit Administration
Georgia Department of Transportation*

FINAL – February 19, 2014

www.macorts.org

MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION STUDY

PARTICIPATION PLAN

Athens-Clarke County Planning Department
120 W. Dougherty Street
Athens, GA 30601
Phone: (706) 613-3515
Fax: (706) 613-3844
Email: macorts@athensclarkecounty.com
Web: www.macorts.org

The opinions, findings, and conclusions in this publication are those of the author(s) and not necessarily those of the Department of Transportation, State of Georgia, the Federal Transit Administration, or the Federal Highway Administration.

**MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION
STUDY
PARTICIPATION PLAN**

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MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION STUDY PARTICIPATION PLAN

A. PURPOSE

The Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) Participation Plan is designed to ensure timely and meaningful input into the metropolitan transportation planning process. The Participation Plan outlines the process to involve all interested parties in the regional transportation planning process and the development and amendment of major transportation studies undertaken as part of MACORTS. The overall objective is to provide a process that is proactive, provides complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. The Participation Plan replaces the MACORTS Participation Plan adopted on May 12, 2010. The update is in response to changes to the MACORTS boundary and the need to fulfill requirements outlined in the revised metropolitan transportation planning regulations. The regulations incorporated changes from the Moving Ahead for Progress in the 21st Century (MAP-21) with an effective date of July 2012.

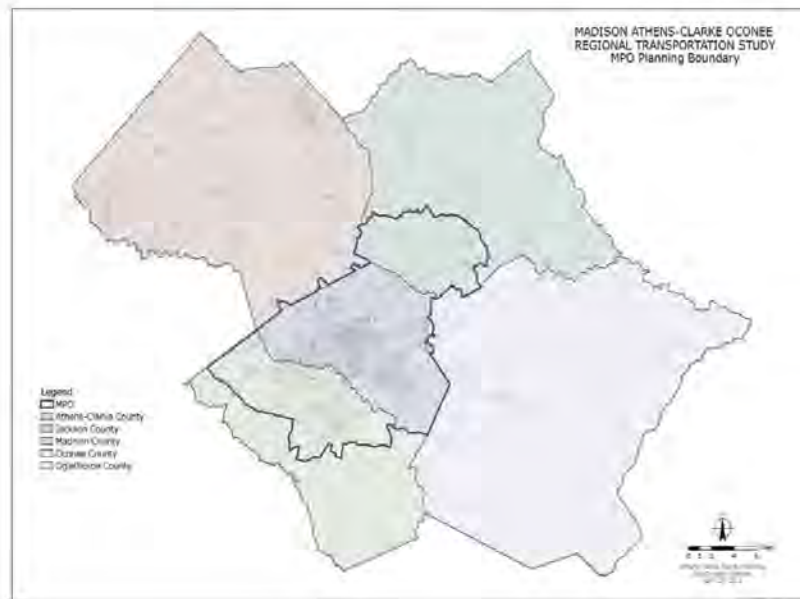
B. INTRODUCTION

The Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) is the transportation planning process established for the Athens, Georgia urbanized area. The Federal-Aid Highway Act of 1962 established the requirement for transportation planning in urban areas throughout the country. The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), the Transportation Equity Act for the 21st Century (TEA-21), adopted in 1998, the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), enacted on August 10, 2005, and MAP-21, enacted on July 6, 2012, are the most recent laws extending the federal requirement for transportation planning.

In keeping with the original federal mandate, the MACORTS planning process is cooperative, continuous, and comprehensive. The MACORTS planning process is cooperative because it brings together local elected officials, state and federal transportation personnel, citizens, and other interested parties to plan and program transportation projects. MACORTS participants continuously evaluate transportation needs and plan for long term improvements. The MACORTS process is comprehensive because it considers all modes of transportation, including cars, trucks, buses, airplanes, railroads, bicycles, and pedestrians.

The MACORTS area includes the urbanized part of the Athens region, as defined by the U. S. Bureau of Census, plus the area expected to become urbanized over the next twenty years. The study area now encompasses an area that includes all of Athens-Clarke County and portions of Oconee, Madison, Jackson, and Oglethorpe. However, Oglethorpe and Jackson Counties have chosen not to participate in the transportation planning process. Therefore, those counties are not directly included in the Participation Plan. A map showing the MACORTS boundary is included on the next page.

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MACORTS Committees

The MACORTS planning process is guided by two committees: the Policy Committee (PC) and the Technical Coordinating Committee (TCC). The Policy Committee meets monthly and is responsible for prioritizing projects and making final decisions on MACORTS planning and programming issues. The committee is comprised of local elected officials, Citizen Advisory Committee (CAC) representatives, University of Georgia representatives, representatives of the Georgia Department of Transportation (GDOT), and representatives of the Federal Highway Administration and Federal Transit Administration.

The Technical Coordinating Committee (TCC) meets monthly and is responsible for completing all technical work related to the MACORTS planning process. The TCC maintains all of the required transportation related documentation, and is a recommending body to the Policy Committee. The TCC is comprised of transportation engineers, planners, citizen representatives, transit agency representatives, and managers from the federal, state, and local levels.

The CAC, as designated in the MACORTS bylaws, provides members from each participating member county to both the PC and TCC. Currently, the CAC for Athens-Clarke County is designated as the Athens-Clarke County Planning Commission. The CAC members for Oconee County usually come from the Oconee County Advisory Committee on Land Use and Transportation and are nominated by the Chairman of the Board of Commissioners. The CAC for Madison County is designated as the Madison County Planning and Zoning Commission. Therefore, the CAC membership is comprised of citizens from throughout the urbanized area.

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MACORTS Staff

The Athens-Clarke County Planning Department is the designated Metropolitan Planning Organization (MPO) for the MACORTS. The Director of the Planning Department is the Executive Director of MACORTS and Chair of the TCC and is responsible for overall supervision of staff work on the planning process. In addition to designated staff of the Planning Department, employees of the Georgia Department of Transportation (GDOT), are directly involved in MACORTS planning activities. Planners with GDOT coordinate state-level aspects of any studies, assist with technical analysis, and play a major role in the development and utilization of the MACORTS travel demand model.

C. PARTICIPATION STRATEGY

The MACORTS Participation Plan encompasses five (5) components: Consultation, Public Access, Public Outreach and Education, Public Input and Evaluation.

CONSULTATION

OBJECTIVE: To ensure that major regional transportation documents, including the Participation Plan, are developed in consultation with the general public and other interested parties, and reflect existing and future plans for development of the region. This also involves efforts to identify and include all interested parties in the transportation planning process. The following strategies shall be used to achieve this objective:

Consultation Strategies

1. The MPO shall maintain and update a public mailing list composed of stakeholders and potential stakeholders. The purpose of the public mailing list is to disseminate information about MACORTS transportation plans and projects. Any member of the public residing within the MPO will be able to sign up for the mailing list at any MPO function, via phone, e-mail, and through the MACORTS website (www.macorts.org). Special attention shall be given to include members of potentially underserved groups.
2. The MPO has identified and involved groups that are traditionally underserved in the MACORTS area in the transportation planning process. MACORTS will create and initiate methods (through census, GIS or other similar means) to identify those communities with high concentrations of minority, low-income, disabled or elderly populations. In addition, the MPO will also identify media, where possible, that serves these communities and maintain a mailing/contact list to notify these media outlets of all MACORTS public meetings.
3. The LRTP and TIP shall be prepared and / or amended by the MPO in consultation, as appropriate, with agencies and officials responsible for other planning activities in the study area. This consultation shall include, as appropriate, contacts with State, local, Indian Tribe and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources,

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conservation and historic preservation.

During the development of the MACORTS LRTP and TIP the MPO will compare available plans, maps and inventories from state and local resource agencies to determine which resource will be directly or indirectly affected by the plan or program. The consultation process will include the following steps:

- An initial identification of the resources and responsible agencies likely to be affected by the plan or program
 - A review of available information (plans, maps and inventories) derived from agency websites
 - Consult with the responsible agency or agencies regarding the potential impact of the plan or program
 - Document action taken in the consultation process, including acknowledging the receipt of comments and suggestions from resource agencies, for inclusion in the MACORTS LRTP and TIP.
4. The LRTP and TIP shall be prepared by the MPO with due consideration of governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive federal assistance from a source other than the U.S. Department of Transportation.
 5. The procedures for processing administrative modifications and amendments to the LRTP and TIP shall be the same as those published by the Georgia Department of Transportation in August 2013 or subsequent versions and included as Appendix G (as amended in August 2013).

PUBLIC ACCESS

OBJECTIVE: To ensure that the general public and other interested parties have timely and convenient access to agendas, meetings, documents and other information related to the regional transportation planning process. The following strategies shall be used to achieve this objective:

Public Access Strategies

1. All MACORTS plans and documents shall be made available for the public to review at the MACORTS office and/or on the MACORTS website (www.macorts.org). Copies of draft documents also will be available for public review in the planning offices of the participating member counties of MACORTS (see Appendix C for locations). Copies of the current MACORTS plans and documents shall be provided free of charge upon request in digital and/or hardcopy. Copies of the Transportation Improvement Program (TIP) and Long Range Transportation Plan shall be distributed to all other participating agencies.
2. Updates to the LRTP and TIP will be available for a 30-day public review and comment period. A

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15-day public review and comment period will be provided for amendments to the LRTP and TIP documents.

3. The development of the MACORTS Participation Plan, and any future amendments to the plan, will be subject to a 45-day public review and comment period.
4. The MPO shall provide reasonable access to technical and policy information used in the development of the LRTP and TIP.
5. The MPO shall provide, upon request and 48-hour notice, assistance to those with special needs or limited English proficiency at MACORTS meetings.
6. Public meetings will be held at convenient and accessible locations and times. All meetings, public hearings and formal events of the MACORTS shall be held in facilities that are accessible by persons with disabilities. Generally speaking, meetings will be held at public facilities (see Appendix C for locations), on weekday evenings and at locations that are handicapped accessible and served by public transit, where available.

PUBLIC OUTREACH AND EDUCATION

OBJECTIVE: To use effective tools and techniques to provide information about the regional transportation plans and issues to the general public and other stakeholders. The desired outcome is that the public provides meaningful input on a transportation plan or issue based upon accurate and complete information and the potential impact of alternative actions. The following strategies shall be used to achieve this objective:

Public Outreach and Education Strategies

1. All MACORTS meeting agendas will be distributed a minimum of three (3) days in advance to all committee members, area media outlets, and other interested parties including the public mailing list. Agendas and minutes of meetings will be posted on the MACORTS web site.
2. All public meeting notices and notices of public review and comment periods will be published at least three (3) days in advance of the meeting date or the start of the review and comment period. The notices also will be posted on the MACORTS web site.
3. The MPO will provide the media with information pertaining to the adoption, revision or amendment of all MPO plans at least three (3) days prior to the date of the final action. Notice will be provided in the form of mailout materials pertaining to committee meetings.
4. The MPO will use the following tools and techniques to inform the media, general public and other interested parties about transportation plans, programs and activities:

- a. **Press Releases** – Used to announce upcoming meetings and activities and to provide

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information on specific issues related to transportation planning.

- b. **Print Display Ads** – Used to advertise public meetings and review and comment periods for transportation plans and projects. Display ads are published in area newspapers throughout the MACORTS area. When available and as time permits, advertisements will be placed in the Spanish-language publications with circulation in the MACORTS region.
- c. **Fact Sheets and Brochures**– Used to provide general information about MACORTS plans and programs, such as the LRTP, TIP, Participation Plan, Limited English Proficiency Plan, and Unified Planning Work Program. Fact sheets will be available in print and electronic format at MACORTS public meetings and on the MACORTS website. Brochures will be used to provide summary information about MACORTS and its transportation planning activities.
- d. **Direct Mailings** – Used to advertise public meetings and review and comment periods for transportation plans and projects, or to provide information to a targeted group or area.
- e. **MACORTS Website** – Used to display general information about MACORTS, copies of MACORTS transportation documents, committee meeting schedules, agendas and minutes, and other information about the MACORTS planning process. The website is also used to advertise public meetings and review and comment periods for transportation plans and projects. Comments can be sent directly from the website to MACORTS staff on an on-going basis. Individuals can sign up for the MACORTS public e-mail list directly from the website.
- f. **Speaking Engagements** – The MPO shall make staff available to speak to civic groups, neighborhood associations, and other interested parties about MACORTS transportation planning efforts and associated projects.

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PUBLIC INPUT

OBJECTIVE: To obtain meaningful and diverse input from the general public and other interested parties on regional transportation needs, plans, programs and activities. Inherent in this objective is the MPO's responsibility to provide timely response to public input, to document the input, and to recommend changes / amendments to plans based on public comment.

Public Input Strategies

1. **Identify Interested Parties** – An interested party or stakeholder is defined as any person or group that is affected by a transportation plan, program, or project, including those who may not be aware that they are affected. Stakeholders may include the general public, environmental, health, neighborhood, citizen, and civic organizations, as well as traditionally underserved communities such as people with disabilities, low income, and racial/ethnic minorities.
2. **Citizens Advisory Committee** – The MACORTS Citizens Advisory Committee representatives will continue to be a source of ongoing input on behalf of the general public.
3. **MACORTS Committee Meetings** – The MACORTS committee meetings will be a regularly-scheduled forum for the discussion of, and updates on regional transportation needs, plans, programs and activities. The TCC meeting includes a standing public comment opportunity.
4. **MACORTS Public Meetings** – MACORTS public meetings will be held in conjunction with the update or amendment of the LRTP, TIP, Participation Plan, Limited English Proficiency Plan, and the development of any special studies related to regional transportation issues.
5. **Comment Sheets** – Comment sheets will be distributed at public meetings to obtain feedback on regional transportation needs, plans, programs and activities. Comment forms will be made available on the MACORTS website and at the Planning Departments in the MACORTS region during any public comment period. A comment form is available for general comments/concerns of the public on the MACORTS website to provide continuous feedback.
6. **Surveys** – Surveys will be used to obtain information from the general public and other stakeholders as to the effectiveness of the public involvement activities. Surveys will be available at all MACORTS public meetings.
7. **Visualization Techniques** – The MPO will use GIS maps, sketches, drawings and similar tools at public meetings to both convey information and elicit public input about transportation plans and projects.
8. **MACORTS Web Pages** – The MACORTS web page will be used to provide information to the public about MACORTS and all of the transportation planning process and products. It will also provide a mechanism for dialogue with the public.

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EVALUATION OF PARTICIPATION PLAN

OBJECTIVE: To continually evaluate the effectiveness of the strategies, tools and techniques used as part of the Participation Plan. The desired outcomes include increased public involvement in, and awareness of, the regional transportation planning process, and the use of tool and techniques that generate increased public input in regional transportation plans and programs.

Evaluation Strategies – The MPO will use the following mix of quantitative and qualitative criteria to evaluate the effectiveness of public participation tools and techniques used in the regional transportation planning process. The table included as Appendix F summarizes how these criteria apply to the various public participation tools and techniques used by MACORTS.

1. Number of phone calls, letters and e-mails received inquiring about specific projects and scheduled public meetings, or requesting more information about the regional transportation planning process.
2. Number of “hits” on the MACORTS website per month, or number of “hits” on the MACORTS website during a public comment period.
3. Number and type of public comments received regarding the LRTP, TIP and special studies projects.
4. Number of issues / concerns expressed by the Citizens Advisory Committee representatives and the response to, or change resulting from, the issue or concern.
5. Number of newspaper articles / television interviews generated by press releases and other notices to the media.
6. Number or percent of public meeting attendees indicating how they became aware of the meeting (e.g. direct mail, newspaper display ad, television, website, word-of-mouth) on public participation survey form.
7. Number of people attending public meetings on the LRTP, TIP or an MACORTS special study project.
8. Number and type of plan / project changes resulting from public comments.

D. ADOPTION AND AMENDMENT OF PARTICIPATION PLAN

1. The MACORTS Participation Plan shall be adopted by the MACORTS Policy Committee only after consultation with interested parties, a 45-day public review and comment period, and the consideration of any comments received from the general public and other interested parties.
2. Amendments to the MACORTS Participation Plan shall be adopted by the MACORTS Policy Committee only after consultation with interested parties, a 45-day public review and comment period, and the consideration of any comments received from the general public and

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other interested parties.

3. Appendices to the Participation Plan include supplemental information, such as comments received about the Participation Plan and a list of locations where MACORTS plans are available for public review. Updates to the appendices are not subject to the consultation and public review and comment requirements. Revisions to appendices will be distributed to all MACORTS committees, applicable federal, state and local agencies and other interested parties.
4. The MACORTS Participation Plan, and any amendments or updates to the plan, will be made available at public facilities throughout the study area, and will also be posted on the MACORTS web site.

APPENDIX A

MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION STUDY
 RESOLUTION OF THE POLICY COMMITTEE
ADOPTION OF THE MACORTS PARTICIPATION PLAN

RESOLUTION BY THE MADISON ATHENS-CLARKE OCONEE REGIONAL
 TRANSPORTATION STUDY POLICY COMMITTEE ADOPTING THE
 MACORTS PARTICIPATION PLAN

WHEREAS, federal regulations for urban transportation planning issued in July 2012, require that the Metropolitan Planning Organization, in cooperation with participants in the planning process, develop and update as necessary the Participation Plan; and,

WHEREAS, the Athens-Clarke County Planning Department is the Metropolitan Planning Organization for the Madison Athens-Clarke Oconee Region; and,

WHEREAS, the urban transportation planning regulations require that the Participation Plan be a product of a planning process certified as in compliance with all applicable requirements of the law and regulations; and,

WHEREAS, the staff of the Athens-Clarke County Planning Department and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,

WHEREAS, the locally developed and adopted process for private sector participation has been followed in the development of the Participation Plan; and,

NOW, THEREFORE, BE IT RESOLVED that the Madison Athens-Clarke Oconee Regional Transportation Study Policy Committee adopts the Participation Plan as set forth in the document attached to this Resolution;

BE IT FURTHER RESOLVED that the MACORTS Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Planning Director to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Madison Athens-Clarke Oconee Regional Transportation Study Policy Committee.

February 19, 2014
 Date


 Chair, MACORTS Policy Committee

APPENDIX B

**COMMENTS RECEIVED ON PARTICIPATION
PLAN DURING 45-DAY PUBLIC COMMENT
PERIOD: OCTOBER 21 – DECEMBER 3, 2013**

Note: Draft Participation Plan was posted on the MACORTS Website in its entirety on October 18, 2013 along with a public comment form that could be printed or e-mailed directly to MACORTS staff. Informational handouts were also posted on the website. All materials were available on CD in pdf as well as in hardcopy at the public meetings and at the Athens-Clarke County Planning Department, Oconee County Planning Department, and Madison County Planning Department.

Athens-Clarke County Public Meeting: October 22, 2013, 4pm – 6pm	Attendance: 1
Madison County Public Meeting: October 24, 2013, 5pm – 7pm	Attendance: 1
Oconee County Public Meeting: November 12, 2013, 5pm – 7pm	Attendance: 0

Total E-mailed Comments: 2
Forms Turned In At Public Meetings: 0
Comments Mailed In: 0
Comments Faxed In: 0
Other Comments: 0

Total Comments: 2

Comments Specific to Participation Plan:

None

Other Comments Received – Not Specific to Participation Plan:

- MACORTS needs to start a pilot public transportation project in Madison County. (1)
- Public transit could be extended out of Athens via US 29 to Glenn Carrie Road with a stop at Ingles, then right onto Glenn Carrie Road to SR 72 with a stop in Hull, then back into Athens on SR 72. (1)
- Another route could be US 29 to Glenn Carrie Road with a stop at Ingles, then continue on US 29 to Diamond Hill with a stop at the ball park. From there, turn right onto Diamond Hill-Colbert Road to Colbert with a stop there, then back to SR 72 and into Athens. (1)
- Please don't raise bus fares for Athens Transit System. (1)
- It is hard for disabled or people with fixed income to get where they need to go if you don't have bus fare.(1)
- Over 1.70 is hard to come up with for bus fare. (1)

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Final MACORTS Participation Plan

www.macorts.org

February 19, 2014

**APPENDIX C
PUBLIC NOTICE OF MEETINGS & REVIEW OF MACORTS DOCUMENTS**

LOCATIONS FOR POSTING PUBLIC MEETING NOTICES

1. Athens-Clarke County Planning Department – 120 W. Dougherty Street, Athens, GA
2. Athens Transit System – 775 E. Broad Street, Athens, GA
3. Madison County Planning Department – 91 Albany Drive, Danielsville, GA
4. Oconee County Planning Department – 22 N. Main Street, Watkinsville, GA
5. MACORTS website – www.macorts.org
6. Athens-Clarke Co. Planning Dept. website – www.athensclarkecounty.com/planning
7. Oconee County website – www.oconeecounty.com/communitylinks/MACORTS

DOCUMENT LOCATIONS (DRAFT & FINAL DOCUMENTS)

1. Athens-Clarke County Planning Dept. – 120 W. Dougherty Street, Athens, GA
2. Athens-Clarke County Library – 2025 Baxter Street, Athens, GA
3. Madison County Planning Department – 91 Albany Drive, Danielsville, GA
4. Madison County Library – Highway 98, Danielsville, GA
5. Oconee County Planning Department – 22 N. Main Street, Watkinsville, GA
6. Oconee County Library – 1080 Experiment Station Road, Watkinsville, GA
7. MACORTS website – www.macorts.org
8. Athens-Clarke Co. Planning Dept. website – www.athensclarkecounty.com/planning
9. Oconee County website – www.oconeecounty.com/communitylinks/MACORTS

PUBLIC MEETING LOCATIONS

1. Athens-Clarke County Planning Department Auditorium – 120 W. Dougherty Street, Athens, GA
2. Danielsville Government Building Public Meeting Room – 91 Albany Avenue, Danielsville, GA
3. Oconee Veterans Park Community Room – 3500 Hog Mountain Road, Watkinsville, GA
4. Other community locations that are accessible and convenient and central to the affected community

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Final MACORTS Participation Plan

www.macorts.org

February 19, 2014

**APPENDIX D
EVALUATION CRITERIA AND RELATED TOOLS AND PERFORMANCE GOALS**

Public Participation Tool	Evaluation Criteria	Performance Goal(s)	Methods to Meet Goal(s)
Public Meetings	Calls, letters, and e-mails; number of attendees	Minimum people per meeting	Schedule meetings at convenient times and accessible locations. Use other public involvement tools to increase awareness of meetings
Display Ad	Calls, letters, and e-mails.; Number of persons that it reached.	Minimum of 15% of meeting attendees /survey respondents that indicated that they saw the ad.	Pursue publication in a prominent location of the paper. Increase the size or modify the layout to make ads more visible.
E-mail Announcements /Internet Announcements	Calls, letters, and e-mails.; Number of persons that it reached.	Minimum of 5% of meeting attendees /survey respondents indicated that they saw the announcement.	Increase e-mail list by advertising the availability of e-mail announcements using other public involvement tools.
Direct Mailings	Calls, letters, and e-mails.; Number of persons that it reached.	Minimum of 15% of meeting attendees /survey respondents that indicated that they received the mailing.	Increase/decrease mailing to more accurately target affected areas.
TV Message Boards	Calls, letters, and e-mails; Number of persons that it reached.	Minimum of 5% of meeting attendees / survey respondents that indicated that they saw the message	Increase frequency of use of government tv channel (only available in ACC)
Posters and Flyers	Calls, letters, and e-mails.; Number of persons that it reached.	Minimum of 15% meeting attendees /survey respondents indicated they saw flyer.	Increase distribution to common areas where posters will be more visible to the general public.
Press Releases	Calls, letters, e-mails from media and others	No standard. Press release format may be modified based on specific comments received.	Prepare and distribute press releases as necessary to advertise MACORTS meetings, review and comment periods, and milestones in specific projects.
MACORTS Citizen Advisory Committee Representatives	Calls, letters, etc.; Attendance	N/A CAC committees are part of most planning studies. Members are appointed.	The MPO staff and any consultant staff should encourage appointed members to attend meetings. Input should be gathered from the group(s) they represent.

Public Participation Tool	Evaluation Criteria	Performance Goal(s)	Methods to Meet Goal(s)
MACORTS Website	Calls, letters, and e-mails.; Number of 'hits' (visits) on the web site	Minimum of 30 hits per month with a 5% increase in hits per quarter.	Use other public involvement tools and document to increase advertisement of the web site.
Fact Sheets	Calls, letters, etc.; Number of persons reached.	Positive comments	
Surveys	Calls, letters, etc.; Number of responses	60% of contacted persons participate in the survey OR 20% of mail recipients return the survey.	Encourage responses by explaining the importance of receiving feedback. Offer incentives for returning surveys.
Participation Plan	No measure- PP should reflect the policies and practices of the MPO		Update, as needed, to incorporate the improvement strategies resulting from public involvement evaluations.

APPENDIX E

**PUBLIC PARTICIPATION CHECKLIST:
TOOLS USED IN COMPLETING SPECIFIC WORK ELEMENT**

Project: _____ Dates: _____

Public Participation Tool	Description	Method Used Yes / No
Transportation Planning web site	Public web site for dissemination of information	
Transportation Planning Feedback Database	Database that compiles feedback for evaluation	
Identify Interested Parties or Stakeholders	Method used to identify different groups that would be affected by a project	
Display Ad	Newspaper or print advertisements	
Direct Mailings	Used to more accurately target affected areas.	
Press Releases	Press releases to announce meetings, projects, et cetera.	
TV Message Boards	Government access channel announcement board. (Available in ACC only)	
Project specific web sites	Use with other tools to provide detailed information	
Citizen Advisory Committee Representatives	Committee which is part of most planning studies.	
Small Group Meetings	Meetings that are held at the request of affected groups.	
E-mail Announcements	Used with other tools to increase public announcements	
Public Hearings	Used for the adoption of documents such as the TIP or LRTP.	
Comment Forms	Used to solicit public feedback and used for evaluation purposes.	
Surveys	Used to solicit public feedback on specific issues	
Posters and Flyers	Distributed in public areas to increase visibility	
Visualization Techniques	Drawing/sketches, aerial photography, pictures, "visual choice" surveys	
Public information	Available in an electronically accessible format (e.g. PDF documents)	
Public meetings	Held at convenient and accessible locations and times.	

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APPENDIX F

LISTS OF RESOURCE AGENCIES AND CONSULTATION CONTACTS

<u>GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS</u> 60 Executive Park South Atlanta GA 30329	<u>GEORGIA DEPARTMENT OF ECONOMIC DEVELOPMENT</u> 75 Fifth Street, NW Suite 1200 Atlanta GA 30308	<u>GEORGIA FORESTRY COMMISSION</u> 5645 Riggins Mills Road Dry Branch GA 31020
<u>GEORGIA DEPARTMENT OF NATURAL RESOURCES</u> 2 Martin Luther King Jr, SE Suite 1252 East Tower Atlanta GA 30334	<u>HISTORIC PRESERVATION DIVISION, DNR</u> 34 Peachtree Street Suite 1600 Atlanta GA 30303	<u>ENVIRONMENTAL PROTECTION DIVISION, DNR</u> 2 Martin Luther King Jr, SE Suite 1152 East Tower Atlanta GA 30334
<u>WILDLIFE RESOURCE DIVISION, DNR</u> 2070 U.S. Highway 278, SE Social Circle GA 30025	<u>STATE PARKS & HISTORIC SITES, DNR</u> 2600 Highway 155, SW, Suite C Stockbridge, GA 30281	<u>GEORGIA DEPARTMENT OF TRANSPORTATION</u> Intermodal Programs 600 W. Peachtree St, NE Atlanta GA 30303
<u>NORTH EAST GEORGIA REGIONAL COMMISSION</u> 305 Research Drive Athens, Georgia 30605	<u>ACC LEISURE SERVICES</u> 705 Sunset Drive Athens GA 30606	<u>ACC ECONOMIC DEVELOPMENT</u> 150 Hancock Avenue Athens GA 30603
<u>MCLANE TRUCKING</u> P. O. Box 0208 Athens GA 30605	<u>MADISON COUNTY PLANNING DEPARTMENT</u> 91 Albany Avenue Danielsville GA 30633	<u>CSX RAILROAD</u> 173 Boulevard SE Atlanta GA 30312-2319
<u>BEN EPPS AIRPORT</u> 1010 Ben Epps Drive Athens GA 30605	<u>OCONEE COUNTY PLANNING DEPARTMENT</u> 1 North 3rd Street Watkinsville GA 30677	<u>OCONEE COUNTY CODE ENFORCEMENT</u> 10 Court Street Watkinsville GA 30677
<u>OCONEE COUNTY PUBLIC WORKS DEPARTMENT</u> 1291 Greensboro Highway Watkinsville GA 30677	<u>OCONEE COUNTY PARKS & RECREATION DEPARTMENT</u> P. O. Box 55 Watkinsville GA 30677	<u>OCONEE COUNTY STRATEGIC & LONG RANGE PLANNING DEPARTMENT</u> 23 North Main Street Watkinsville GA 30677
<u>MADISON COUNTY CODE ENFORCEMENT</u> 91 Albany Avenue Danielsville GA 30633	<u>ATHENS-CLARKE COUNTY PLANNING</u> 120 West Dougherty Street Athens GA 30601	

Appendix G

Statewide Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) Amendment Process

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued the Final Rule to revise the Statewide and Metropolitan Transportation Planning regulations incorporating changes from the Moving Ahead for Progress in the 21st Century Act (MAP-21) with an effective date of July 2012. The revised regulations clearly define administrative modifications and amendments as actions to update plans and programs. 23 Code of Federal Regulations (CFR) Part 450.104 defines administrative modifications and amendments as follows:

- Administrative modification “means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. Administrative Modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).”
- Amendment “means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving “non-exempt” projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.”

The following procedures have been developed for processing administrative modifications and amendments to the STIP and Metropolitan Planning Organizations (MPOs) TIPs and Long Range Transportation Plans (LRTPs). Processes described below detail procedures that are to be used to update an existing approved STIP or TIP and associated plan, if applicable. A key element of the amendment process is to assure that funding balances are maintained.

Administrative Modifications for Initial Authorizations

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

- A. Revise a project description without changing the project scope, conflicting with the environmental document or changing the conformity finding in nonattainment and maintenance areas (less than 10% change in project termini). This change would not alter the original project intent.
- B. Splitting or combining projects.
- C. Federal funding category change.
- D. Minor changes in expenditures for transit projects.
- E. Roadway project phases may have a cost increase less than \$2,000,000 or 20% of the amount to be authorized.
- F. Shifting projects within the 4-year STIP as long as the subsequent annual draft STIP was submitted prior to September 30.
- G. Projects may be funded from lump sum banks as long as they are consistent with category definitions.

An administrative modification can be processed in accordance with these procedures provided that:

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

The administrative modification process consists of a monthly list of notifications from GDOT to all involved parties, with change summaries sent on a monthly basis to the FHWA and FTA by the GDOT.

The GDOT will submit quarterly reports detailing projects drawn from each lump sum bank with remaining balance to the FHWA.

Amendments for Initial Authorizations

The following actions are eligible as Amendments to the STIP/TIP/LRTP:

- A. Addition or deletion of a project.
- B. Addition or deletion of a phase of a project.
- C. Roadway project phases that increase in cost over the thresholds described in the Administrative Modification section.
- D. Addition of an annual TIP.
- E. Major change to scope of work of an existing project. A major change would be any change that alters the original intent i.e. a change in the number of through lanes, a change in termini of more than 10 percent.
- F. Shifting projects within the 4-year STIP which require redemonstration of fiscal constraint or when the subsequent annual draft STIP was not submitted prior to September 30. (See Administrative Modification item F.)

Amendments to the STIP/TIP/LRTP will be developed in accordance with the provisions of 23 CFR Part 450. This requires public review and comment and responses to all comments, either individually or in summary form. For amendments in MPO areas, the public review process should be carried out in accordance with the procedures outlined in the Participation Plan. The GDOT will assure that the amendment process and the public involvement procedures have been followed. Cost changes made to the second, third and fourth years of the STIP will be balanced during the STIP yearly update process. All amendments should be approved by FHWA and/or FTA.

Notes:

- 1. The date a TIP becomes effective is when the Governor or his designee approves it. For nonattainment and maintenance areas, the effective date of the TIP is based on the date of U.S. Department of Transportation's positive finding of conformity.
- 2. The date the STIP becomes effective is when FHWA and FTA approve it.
- 3. The STIP is developed on the state fiscal year which is July 1-June 30.
- 4. Funds for cost increases will come from those set aside in the STIP financial plan by the GDOT for modifications and cost increases. Fiscal Constraint will be maintained in the STIP at all times.

~ 19 ~

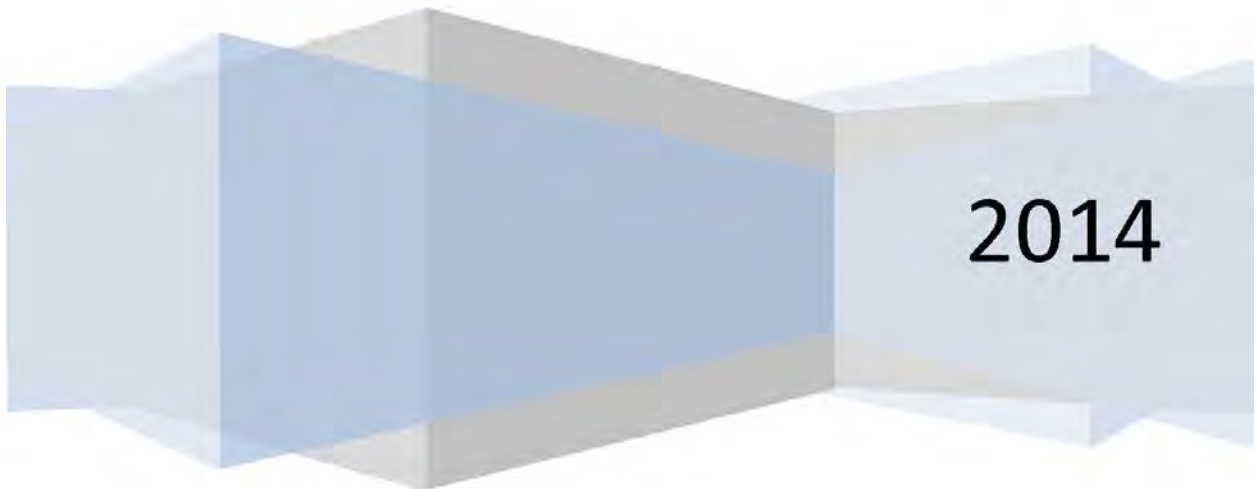
Appendix G
Language Assistance Plan (LAP) /
MACORTS Limited English
Proficiency Plan

Madison Athens-Clarke Oconee Regional Transportation Study
(MACORTS) & Athens Transit System (ATS)

Limited English Proficiency Plan

Final February 19, 2014

Prepared by Athens-Clarke County Planning Department



**Limited English Proficiency Plan
for
Madison Athens-Clarke Oconee Regional Transportation Study
and
Athens Transit System**

Final
February 19, 2014

Prepared By:
Athens-Clarke County Planning Department

The Limited English Proficiency Plan (LEP) is established pursuant to and in accordance with Title VI of the Civil Rights Act and Executive Order 13166, "Improving Access to Services for Persons With Limited English Proficiency."

The opinions, findings, and conclusions in this publication are those of the author(s) and are not necessarily those of the Federal Transit Administration, Federal Highway Administration, or Georgia Department of Transportation.

**RESOLUTION BY THE MADISON ATHENS-CLARKE OCONEE REGIONAL
TRANSPORTATION STUDY (MACORTS) POLICY COMMITTEE**

WHEREAS, federal regulations require that the Limited English Proficiency Plan for urbanized areas must be completed and periodically be updated and,

WHEREAS, the Technical Coordinating Committee of MACORTS in coordination with the Federal Highway Administration, Federal Transit Administration, and the Georgia Department of Transportation has reviewed the Limited English Proficiency Plan,

WHEREAS, the Technical Coordinating Committee at its January 22, 2014 meeting recommended the approval of the Limited English Proficiency Plan for MACORTS and the Athens Transit System:

NOW, THEREFORE, BE IT RESOLVED that the MACORTS Policy Committee concurs with the recommendation of the Technical Coordinating Committee of MACORTS to approve the Limited English Proficiency Plan.

CERTIFICATION

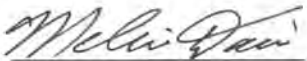
I hereby certify that the above is a true and correct copy of a Resolution adopted by the Madison Athens-Clarke Oconee Regional Transportation Study Policy Committee, at their meeting held on February 19, 2014.

Recommended by:



Brad Griffin
TCC Chairman / MPO Director

February 19, 2014



Melvin Davis
MACORTS Policy Committee Chairperson

February 19, 2014

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Introduction

On August 11, 2000, President William J. Clinton signed Executive Order 13166, “Improving Access to Service for Persons with Limited English Proficiency”, to clarify Title VI of the Civil Rights Act of 1964. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the grounds of race, color, or national origin by any entity receiving federal financial assistance. Administrative methods or procedures that have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations are prohibited. The purpose of Executive Order 13166 is to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

Purpose

The purpose of this Limited English Proficiency (LEP) Plan is to demonstrate compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166. The LEP Plan is for persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. Such persons may be eligible to receive language assistance with respect to a particular service, benefit, or encounter. This Plan will examine the services and products provided by the Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) and the Athens Transit System (ATS). The Plan will outline current accommodations made for LEP persons and possible future accommodations that can and/or should be made to make these services and products more accessible to LEP persons.

Four Factors to Formulate an LEP Plan

In determining how to provide effective and meaningful access for LEP customers, the U. S. Department of Transportation (DOT) has established the following four guidelines to consider in determining “reasonable steps” to be taken by MACORTS and ATS:

1. The number or proportion of LEP persons served or encountered in the eligible service population,
2. The frequency with which LEP persons encounter the services, programs, or activities provided,
3. The nature and importance of the services, programs, or activities; and
4. The resources available to the program and the costs of providing interpretation/translation services.

Madison Athens-Clarke Oconee Regional Transportation Study

The Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) was formed in 1969 and is the Metropolitan Planning Organization for transportation planning in Athens-Clarke County and portions of Madison, Oconee, Oglethorpe, and Jackson Counties. MACORTS is responsible for implementing the 3-C (comprehensive, cooperative, and continuing) transportation planning process.

Figure 1: Madison Athens-Clarke Oconee Regional Transportation Study Planning Boundary



The Athens-Clarke County Planning Department, in conjunction with the Georgia Department of Transportation, is responsible for carrying out the transportation planning process as mandated under federal legislation. MACORTS products include, but are not limited to, the Long Range Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program, and the Participation Plan.

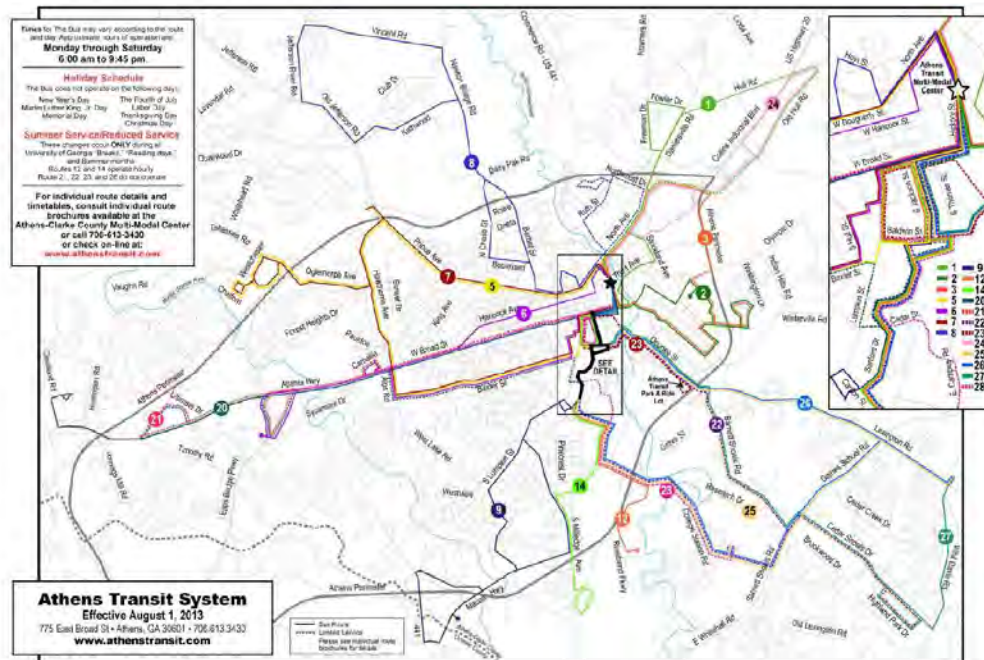
The Long Range Transportation Plan outlines the transportation planning vision for the next 20 years. The Transportation Improvement Program (TIP) is an annually updated program of projects to receive federal funding during the next 4 fiscal years for implementation. The Unified Planning Work Plan (UPWP) is the annual operating and capital budget for MACORTS. The Participation Plan outlines how and when public involvement activities will be conducted. These documents are the main work efforts of MACORTS.

Athens Transit System

Athens Transit System is a department of the Athens-Clarke County Unified Government that provides public transportation for Athens-Clarke County with 23 buses on 19 bus routes throughout the county. Athens Transit System offers “The Bus” service, which is fixed route buses that operate Monday – Saturday from approximately 6:00 am to 11:00 pm, depending on the route, day, and time of year. In FY 2012, the Athens Transit provided over 1.8 million rides on the fixed route service. All fixed route vehicles are ADA-accessible.

Athens Transit offers a Demand Response transportation option for people with a mobility impairment called “The Lift”. This service is provided for those patrons who cannot ride the fixed route bus service. In FY 2012, the Athens Transit System provided 9,234 rides on demand response service. Additionally, Athens Transit has a “Bus-N-Bike” program which makes daily commuting much easier, safer, and more convenient for cyclists to ride the bus. All fixed route vehicles are equipped with a bicycle rack mounted to the front of the bus.

Figure 2: Athens Transit System Map



Limited English Proficiency Analysis

This plan uses the four factors outlined by the US Department of Transportation to determine the level and extent of language assistance necessary to reasonably ensure meaningful access to public transit and MACORTS services within the MPO area. Data used in this analysis was obtained from the U.S. Census Bureau, either from the decennial Census or the American Community Survey's 5-year estimate. Due to the constraints of the available data, the member counties were analyzed in their entirety, without regard to how much of the county is included within the MPO boundary. Therefore, it should be noted that the number of LEP persons within the MACORTS area is significantly smaller than this data suggests. Recommendations are based on the results of the analysis including the available data.

Factor 1: The number of LEP persons served in the eligible service population

The MPO has developed a demographic profile of the population in the MACORTS region and ATS service area. As illustrated in Table 1, the MPO region has a total population of 272,075 individuals. This total represents the entirety of Athens-Clarke, Madison, Oconee, Oglethorpe, and Jackson Counties, not just the area included in the MPO. The race and ethnic breakout is as follows:

Table 1 - Total 'Speakers' by Race Age 5 - 65+

Census Source	Race	Athens-Clarke Co.	Madison Co.	Oconee Co.	Oglethorpe Co.	Jackson Co.	Total
QT-P4	Caucasian	72,238	24,634	29,004	11,662	52,496	190,034
QT-P4	African American	30,988	2,355	1,635	2,566	4,103	41,647
QT-P4	American Indian	247	74	49	35	124	529
QT-P4	Asian	4,869	178	1,022	65	1,033	7,167
QT-P4	Hawaiian / Islander	84	1	5	2	13	105
QT-P4	Other Race	5,763	527	641	285	1,649	8,865
QT-P4	Two or More Races	2,525	351	452	284	1,067	4,679
QT-P10	Hispanic	12,192	1,139	1,436	546	3,736	19,049
	Total	128,906	29,259	34,244	15,445	64,221	272,075

Source: US Census Bureau 2010, SF1 – Forms QT-P4 (Race, Combination of Two Races, and Not Hispanic or Latino) and QT-P10 (Hispanic or Latino by Type)

Though the regional total speakers for the MACORTS region is 272,075 and for Athens-Clarke County is 128,906, the MPO staff has based the LEP analysis upon the Census data reported for persons ages 18-65. This age group represents the ‘customers’ of ATS and MACORTS. Services and products provided by ATS and MACORTS have a greater impact on the lives of this age group. MACORTS products, particularly, are not suited nor intended for consumption by minors. Children, too, would generally have guidance from adults on navigating the Athens Transit System. Table 2 shows the number of total speakers in the 18 - 65+ age group broken out by race and by county. The total number of speakers in this age group for the region is 208,824. For Athens-Clarke County alone, the number of total speakers in this age group is 104,224. These are the totals that were used as a basis for the analysis of the number of LEP individuals in the region and ATS service area.

Table 2 - Total 'Speakers' by Race Age 18 - 65+

Census Source	Race	Athens-Clarke County	Madison County	Oconee County	Oglethorpe County	Jackson County	Total
P10	Caucasian	63,968	18,860	20,968	9,008	39,142	151,946
P10	African American	22,492	1,749	1,211	1,977	3,019	30,448
P10	American Indian	181	56	28	25	89	379
P10	Asian	4,290	138	706	49	689	5,872
P10	Hawaiian / Islander	59	1	2	2	10	74
P10	Other Race	3,669	291	384	163	994	5,501
P10	Two or More Races	1,632	151	206	120	497	2,606
P11	Hispanic	7,933	642	854	318	2,251	11,998
	Total	104,224	21,888	24,359	11,662	46,691	208,824

Source: U.S. Census Bureau, Census 2010, SF1 – Form P10 (Race for the Population 18 years and over) and P11 (Hispanic or Latino, and Not Hispanic or Latino by Race for the Population 18 years and over)

Table 3 shows the 10 most prevalent languages spoken in the MACORTS region as reported by the U.S. Census Bureau. This data includes all age brackets from 5 years old and up. A more detailed breakdown of the data was not available from the U.S. Census Bureau.

Table 3 – Top Ten Languages Spoken in MACORTS Region

5 yrs and over Population	231,464	
English	209,226	90.4%
Spanish or Spanish Creole	14,127	6.1%
Chinese	1,117	0.5%
Korean	1,042	0.5%
French (incl. Patois, Cajun)	790	0.3%
Hmong	572	0.2%
Arabic	467	0.2%
Other Indo-European Langs	419	0.2%
German	376	0.2%
Other Indic Langs	364	0.2%
Total	228,500	98.7%

Source: U.S. Census Bureau, American Community Survey 5-yr Estimate: 2006 –2010; B16001 – Language Spoken at Home By Ability to Speak English for Population 5 years and older (county level)

Table 4 shows the 10 most prevalent languages spoken in Athens-Clarke County as reported by the U.S. Census Bureau. This data includes all age brackets from 5 years old and up. A more detailed breakdown of the data was not available from the U.S. Census Bureau.

Table 4 – Top Ten Languages Spoken in Athens-Clarke County

5 years and over population	107,985	
English	93,550	86.6%
Spanish or Spanish Creole	8,963	8.3%
Chinese	1,067	1.0%
Korean	638	0.6%
French (incl. Patois, Cajun)	462	0.4%
Arabic	389	0.4%
Other Indo-European Langs	366	0.3%
German	296	0.3%
Other Indic Langs	275	0.3%
African Langs	228	0.2%
Total	106,234	

Source: U.S. Census Bureau, American Community Survey 5-yr Estimate: 2006 –2010; B16001 – Language Spoken at Home By Ability to Speak English for Population 5 years and older (county level)

The Census Bureau has four classifications for how well people speak English. The classifications are 'very well', 'well', 'not well', and 'not at all'. For the purposes of the LEP Plan, people who were categorized as speaking English 'not well' or 'not at all' by the U.S. Census Bureau have been considered to be Limited English Proficient persons. As Table 5 shows, Athens-Clarke County has the highest percentage of LEP individuals with 3.5%, while the entire region has approximately 2.5% of the population categorized as having limited English proficiency.

**Table 5 – Total Limited English Proficient Speakers
18 years of age and over**

	Total Speakers	Total LEP Individuals	Total % LEP Individuals
Athens-Clarke Co.	104,224	3,649	3.5%
Madison Co.	21,888	318	1.5%
Oconee Co.	24,359	392	1.6%
Oglethorpe Co.	11,662	52	0.4%
Jackson Co.	46,691	802	1.7%
Total	208,824	5,213	2.5%

Source: U.S. Census Bureau, American Community Survey 5-yr Estimate: 2006 – 2010; B16004 – Age by Language Spoken at Home by Ability

Figures 3 and 4 on the following pages illustrate graphically the density of LEP persons by census tract. Figure 3 shows the density based on the regional totals. Figure 4 shows the concentration of LEP persons in Athens-Clarke County compared to the ATS service area.

Figure 3: Concentrations of LEP persons (18+ years of age) by Census Tract within the MACORTS planning area counties compared to regional totals

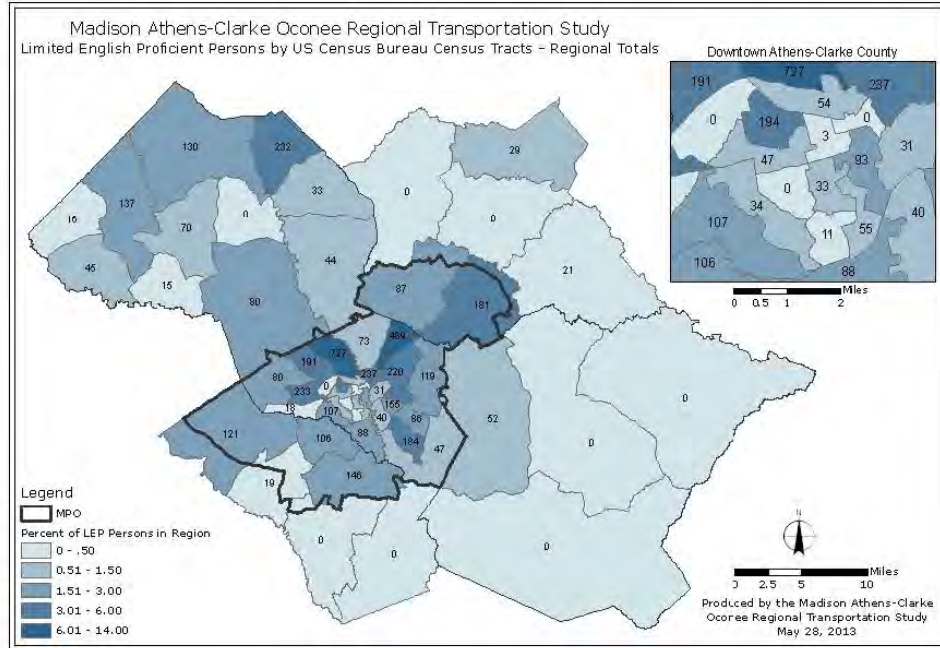
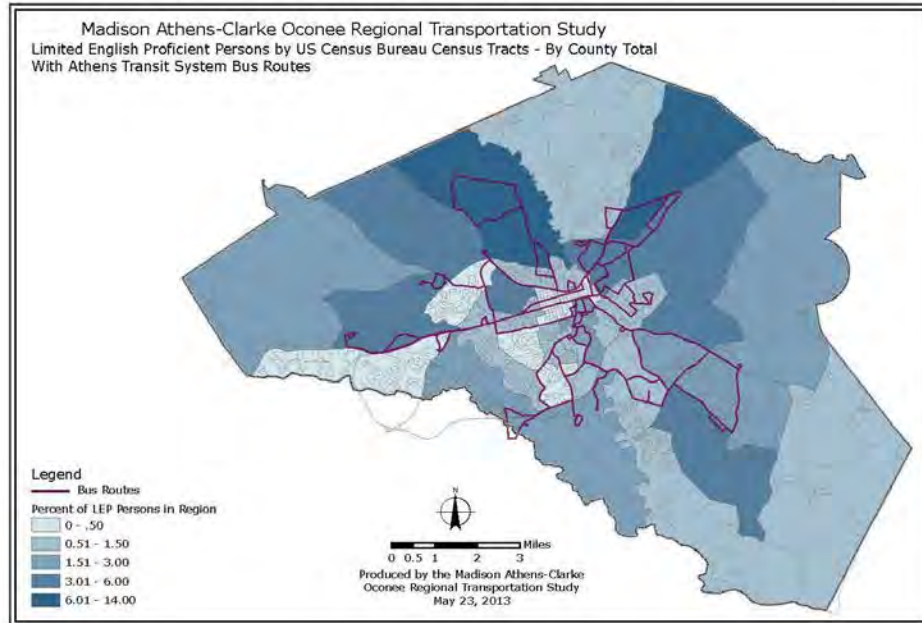


Figure 4: Shows the concentrations by Census Tracts of LEP persons(18+ yrs of Age) within Athens-Clarke County with ATS service



Factor 2: The frequency with which LEP persons encounter the services provided.

To date, the MPO has had very little contact with LEP persons in the course of MPO business. ATS has more contact with LEP's persons due to the nature of services provided and number of persons with whom the staff interacts with on a weekly basis, but the percentage is still quite small. ATS and MPO planning staff were surveyed in regards to their interactions with LEP individuals in an average week. The MPO staff has had no requests for assistance from LEP persons in the last 13 years. Anecdotally, MPO staff noted only interacting once with LEP individuals during the course of their public interactions or day-to-day business. The remainder of the Athens-Clarke County Planning Department staff, who are housed with the MPO staff, indicated that they encounter only 1 or 2 LEP persons per week. Other than a very rare exception, these people bring another person with them who speaks English to assist them, according to the survey. Table 6 shows the Athens-Clarke County Planning Department number of customers and the number of LEP persons on an annual basis. LEP individuals make up approximately 0.1% of the customers annually.

Table 6 – Limited English Proficiency Customers of Athens-Clarke County Planning Department

LEP Persons Per Week	Extrapolated LEP Persons Per Year	Total Customers Per Week	Extrapolated Customers Per Year	Weekly Percentage LEP Customers	Annual Percentage LEP Customers
1	35	719	35,950	0.14%	0.10%

Additional Notes: This data came from a survey of employees of the Athens-Clarke Planning Department. They were asked how many LEP persons were encountered in an average week. This office handles zoning, land use, and plans review. The MPO, MACORTS, is administered out of this department. The number of customers per year was derived from a survey of total customers during the week of Dec. 3- 7, 2012

The staff of the Athens Transit System was surveyed as well. They were asked how many LEP persons they encounter in the average week. Responses ranged from zero to 30 persons per week. The informal accounting of LEP persons was extrapolated to annual totals and compared to the number of people that ride ATS by route and by the total annual ridership. Table 7 illustrated that the highest percentage by route was on Route 27 – Barnett Shoals / Cedar Shoals with 0.9% of ridership being classified as LEP. When compared to the total annual ridership, the percentage of LEP persons is approximately 0.2%.

Table 7 – Limited English Proficiency Riders of Athens Transit System

Bus Rts	Average Annual Number of LEP Riders	Average Annual Ridership	LEP Annual Percentage	Bus Rts	Average Annual Number of LEP Riders	Average Annual Ridership	LEP Annual Percentage
1	0	77,214	0.0%	14	234	235,638	0.1%
2	130	36,168	0.4%	20	322	143,461	0.2%
3	0	24,935	0.0%	21	0	27,587	0.0%
5	225	125,682	0.2%	22	208	43,186	0.5%
6	52	78,701	0.1%	24	104	56,097	0.2%
7	364	73,620	0.5%	25	125	146,108	0.1%
8	322	61,990	0.5%	26	208	98,607	0.2%
9	364	100,191	0.4%	27	858	90,482	0.9%
12	182	348,610	0.1%	28	0	13,805	0.0%
				Total	3,699	1,782,082	0.2%

Factor 3: The nature and importance of the services and programs.

MACORTS is responsible for regional transportation planning. Denial or delay of access to services or information provided by the MPO would not have life threatening or even serious implications on an LEP individual. This is especially true if compared to services such as healthcare, emergency transportation, water, sewer, fire protection, police protection, and other essential services.

Athens Transit System provides public transportation to the Athens-Clarke County area giving people access to work, healthcare, and other programs and/or services. Without access to public transportation, many of these individuals would not be able to take advantage of other services that could potentially be life changing or life sustaining. Therefore, lack of public transportation services could have an adverse effect on LEP individuals.

Factor 4: The Resources Available to the MACORTS, ATS, and Overall Cost

MACORTS serves a very small percentage of LEP persons, less than 2.5 % or approximately 5,213 in the region and has limited funds available for LEP services. Providing translation assistance to LEP persons would be funded entirely from existing MACORTS operating funds and would compete with other operational requirements for funding. MACORTS’s annual

federal allocation is approximately \$173,000 for a total base grant amount of approximately \$216,000. The total budget varies from year to year depending upon regulations regarding carryover funding.

Given the small number of LEP people within the region and the MACORTS budget, it would be burdensome to produce written translations for the core MACORTS documents. The expense and time required to provide these translated documents could jeopardize the mandated objectives of the transportation planning program. It is appropriate, however, for MACORTS to provide translated summaries of core products as requested by LEP persons. A translation option is provided on each page of the MACORTS website (www.macorts.org) so that pages from the website can be translated into any of several languages (Chinese, Dutch, French, German, Greek, Italian, Japanese, Korean, Portuguese, Russian, or Spanish).

The Athens Transit System has been very proactive in their treatment of LEP persons. ATS has funding available through federal grants and the local government to continue to enhance their services for the LEP population.

Providing Notice to LEP Persons

MACORTS will provide statements offering language assistance in public information, public notices, and on the MACORTS website to those persons requiring language assistance or special accommodations. MACORTS and ATS provide the technology to translate their websites into several languages. ATS has translated public materials, such as route guides and schedules, available in Spanish.

Implementation of LEP Initiatives

With advance notice of three to seven calendar days, MACORTS will provide interpreter services at the Technical Coordinating Committee meetings, Policy Committee meetings, or other public meetings. Interpreters will provide services for both the foreign language and hearing impaired. Public notices will provide the contact information for this service. "I Speak" cards or a list of identifiers in the various languages will be provided for use at all public meetings to help identify the needs of LEP persons attending. Public meetings notices are published in Spanish in a local Spanish-language publication for all MACORTS public meetings.

The Athens Transit System is providing many services to LEP persons currently. ATS schedules are available in Spanish and Braille. A picture book was developed that shows how to ride "The Bus" for non-English speakers. The ATS website includes a mechanism to translate the content into one of several languages. There are currently four ATS staff members that speak Spanish fluently and are available to assist in interpretation as needed. ATS actively markets to the Spanish-speaking population.

MACORTS and ATS Staff Training

MACORTS staff members are provided training on the requirements for providing meaningful access to services for LEP persons. Additional training opportunities will be taken advantage of as they become available.

ATS staff members receive training regarding the Limited English Proficiency regulations and available resources as part of the Sensitivity Training at New Employee Orientation. Periodic refresher courses are provided as part of ATS monthly staff meetings. ATS staff has access to take classes in Command Spanish through the Unified Government of Athens-Clarke County periodically. Twenty copies of Rosetta Stone's Spanish class have been purchased by ATS for use by employees who desire to learn Spanish voluntarily. It is available for use at the Operations and Maintenance Facility.

LEP Plan Access

MACORTS and ATS will post the LEP Plan on their websites at www.macorts.org and www.athenstransit.com, respectively. Anyone with internet access will be able to access the plan. For those without personal Internet service, several area libraries offer free Internet access. Digital versions or hardcopies of the LEP Plan will be provided to MACORTS members, the Georgia Department of Transportation, Federal Highway Administration, the Federal Transit Administration, and any person or agency requesting a copy, free of charge.

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

Athens-Clarke Planning Department
120 W. Dougherty Street
Athens, GA 30601
Phone (706)-613-3515
Email: macorts@athensclarkecounty.com

Appendix H

Operating Area Language Data: MACORTS Area

Language	MACORTS Total	Percent of Population
Total	147226	
Speak only English	129273	87.8%
Spanish or Spanish Creole	11622	7.9%
Speak English "very well"	5205	3.5%
Speak English less than "very well"	6417	4.4%
French (incl. Patois, Cajun)	504	0.3%
Speak English "very well"	407	0.3%
Speak English less than "very well"	97	0.1%
French Creole	22	0.0%
Speak English "very well"	3	0.0%
Speak English less than "very well"	19	0.0%
Italian	76	0.1%
Speak English "very well"	38	0.0%
Speak English less than "very well"	38	0.0%
Portuguese or Portuguese Creole	134	0.1%
Speak English "very well"	106	0.1%
Speak English less than "very well"	28	0.0%
German	312	0.2%
Speak English "very well"	293	0.2%
Speak English less than "very well"	19	0.0%
Yiddish	6	0.0%
Speak English "very well"	6	0.0%
Speak English less than "very well"	0	0.0%
Other West Germanic languages	68	0.0%
Speak English "very well"	58	0.0%
Speak English less than "very well"	10	0.0%

Language	MACORTS Total	Percent of Population
Scandinavian languages	92	0.1%
Speak English "very well"	92	0.1%
Speak English less than "very well"	0	0.0%
Greek	46	0.0%
Speak English "very well"	46	0.0%
Speak English less than "very well"	0	0.0%
Russian	75	0.1%
Speak English "very well"	58	0.0%
Speak English less than "very well"	17	0.0%
Polish	25	0.0%
Speak English "very well"	21	0.0%
Speak English less than "very well"	4	0.0%
Serbo-Croatian	137	0.1%
Speak English "very well"	93	0.1%
Speak English less than "very well"	44	0.0%
Other Slavic Languages	105	0.1%
Speak English "very well"	95	0.1%
Speak English less than "very well"	10	0.0%
Armenian	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Persian	159	0.1%
Speak English "very well"	115	0.1%
Speak English less than "very well"	44	0.0%
Gujarati	420	0.3%
Speak English "very well"	290	0.2%

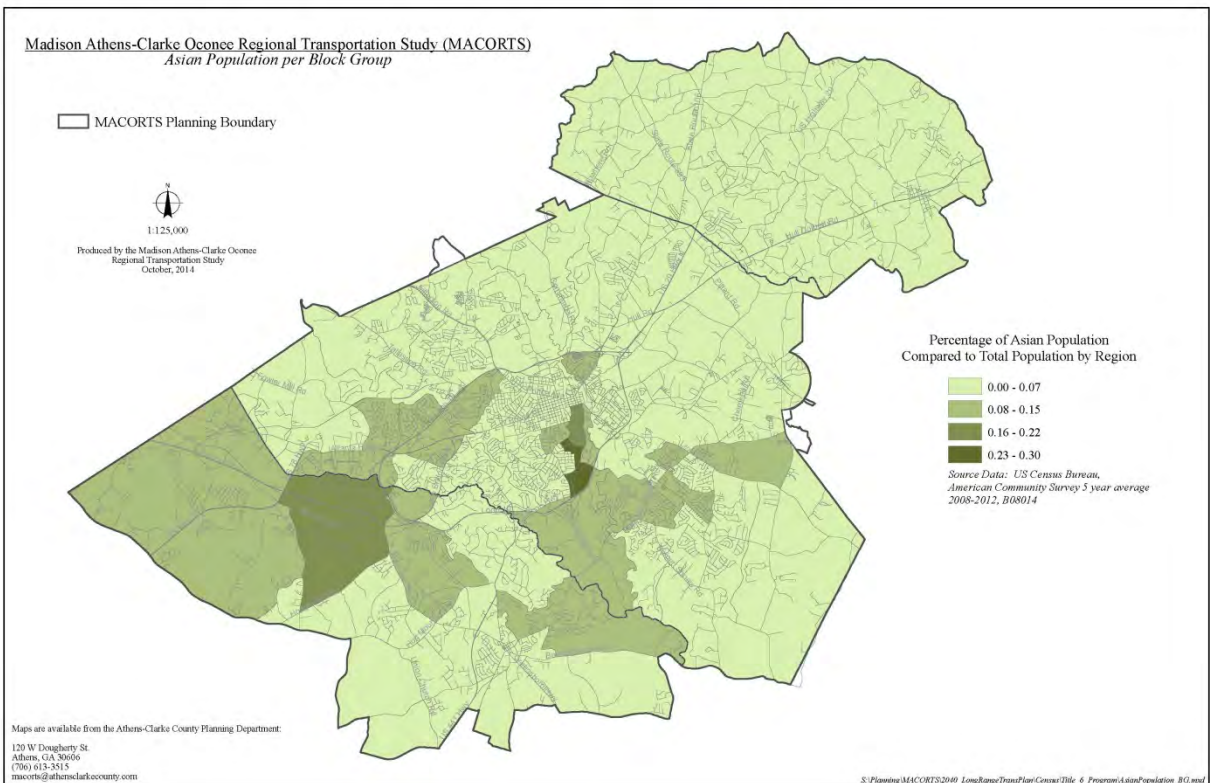
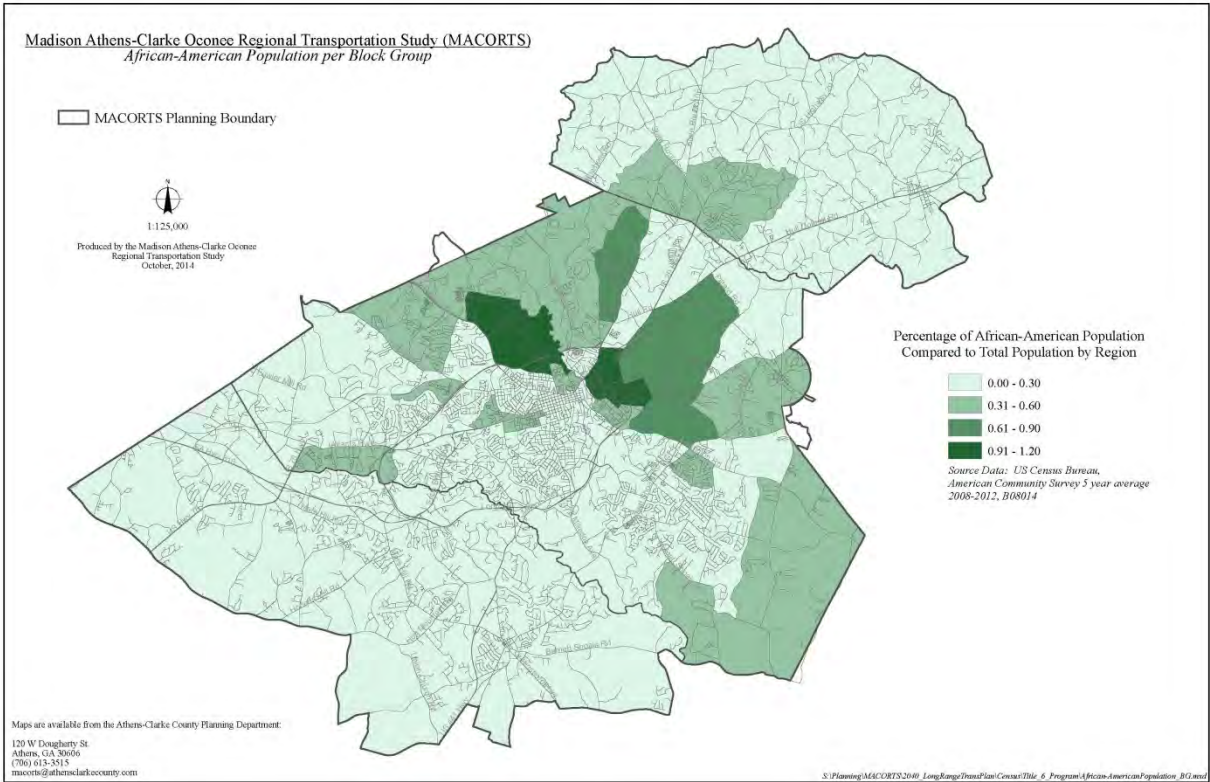
Language	MACORTS Total	Percent of Population
Speak English less than "very well"	130	0.1%
Hindi	347	0.2%
Speak English "very well"	285	0.2%
Speak English less than "very well"	62	0.0%
Urdu	133	0.1%
Speak English "very well"	114	0.1%
Speak English less than "very well"	19	0.0%
Other Indic languages	238	0.2%
Speak English "very well"	163	0.1%
Speak English less than "very well"	75	0.1%
Other Indo-European Languages	94	0.1%
Speak English "very well"	25	0.0%
Speak English less than "very well"	69	0.0%
Chinese	1313	0.9%
Speak English "very well"	823	0.6%
Speak English less than "very well"	489	0.3%
Japanese	29	0.0%
Speak English "very well"	2	0.0%
Speak English less than "very well"	27	0.0%
Korean	681	0.5%
Speak English "very well"	298	0.2%
Speak English less than "very well"	383	0.3%
Mon-Khmer, Cambodian	22	0.0%
Speak English "very well"	19	0.0%
Speak English less than "very well"	3	0.0%
Hmong	0	0.0%

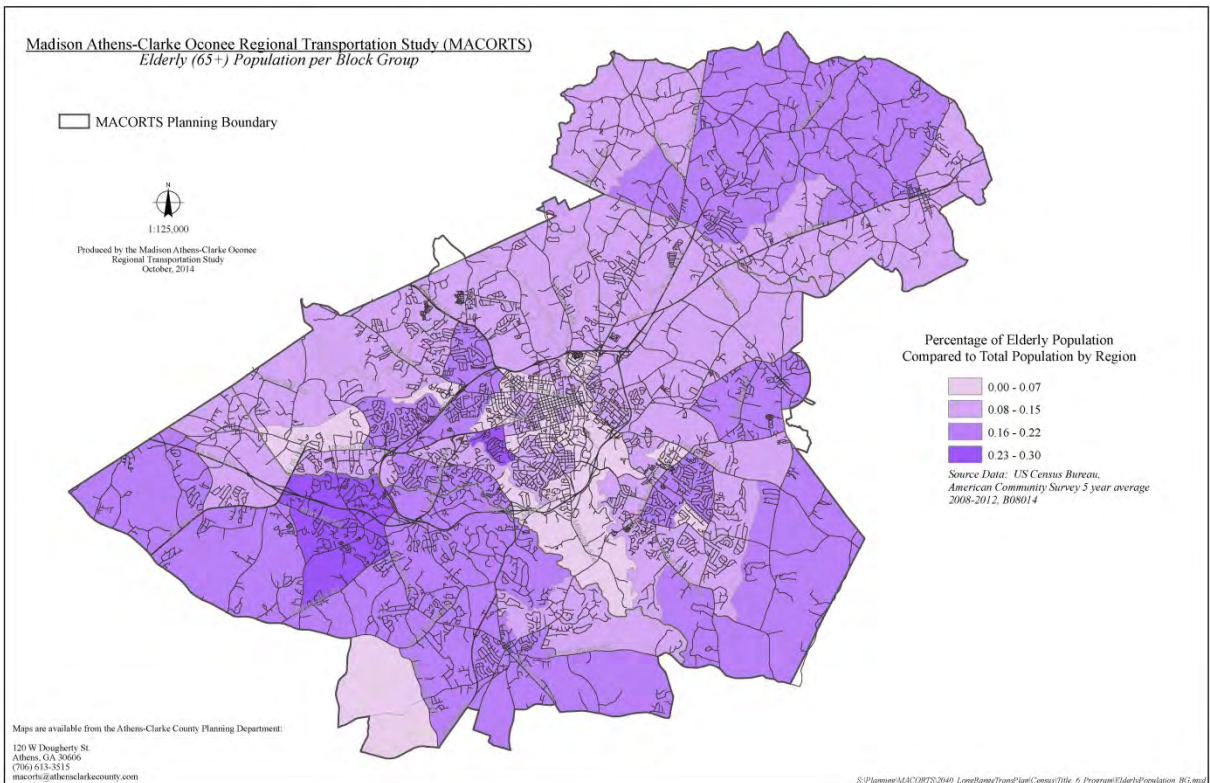
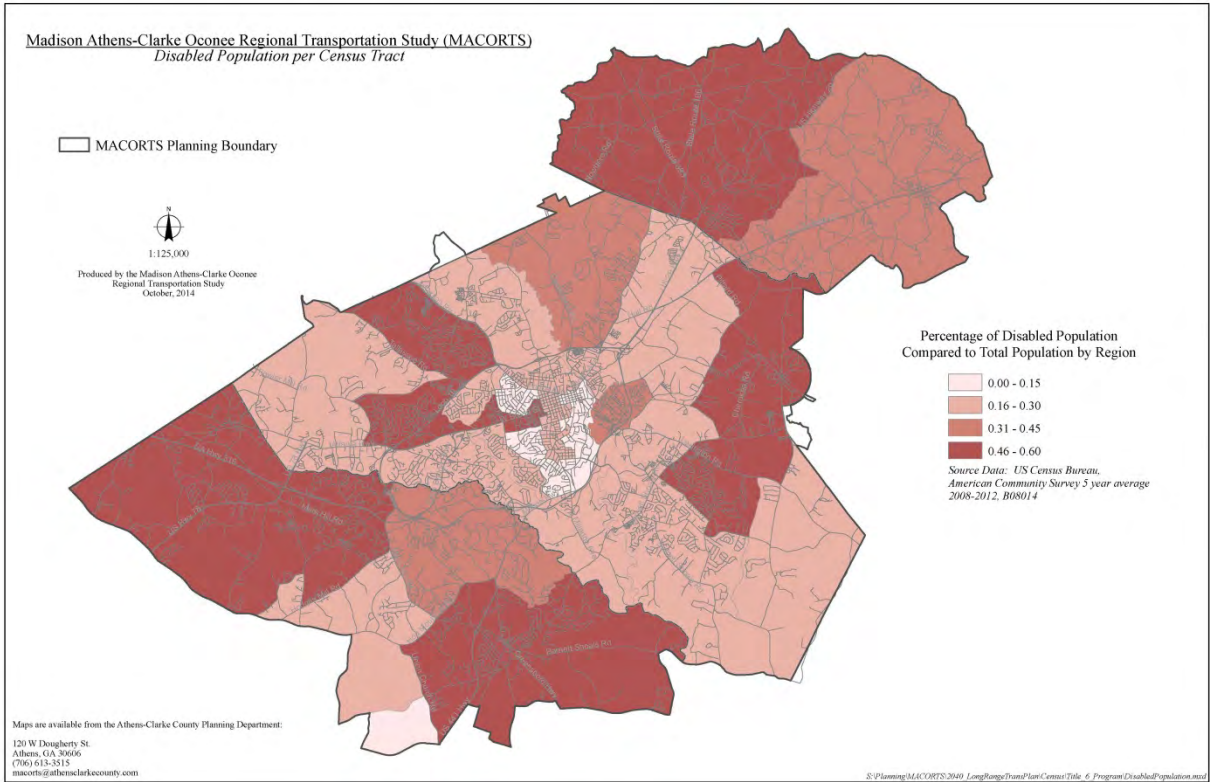
Language	MACORTS Total	Percent of Population
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Thai	47	0.0%
Speak English "very well"	47	0.0%
Speak English less than "very well"	0	0.0%
Laotian	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Vietnamese	263	0.2%
Speak English "very well"	175	0.1%
Speak English less than "very well"	88	0.1%
Other Asian languages	395	0.3%
Speak English "very well"	258	0.2%
Speak English less than "very well"	137	0.1%
Tagalog	154	0.1%
Speak English "very well"	149	0.1%
Speak English less than "very well"	5	0.0%
Other Pacific Island languages	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Navajo	7	0.0%
Speak English "very well"	7	0.0%
Speak English less than "very well"	0	0.0%
Other Native American languages	17	0.0%
Speak English "very well"	17	0.0%
Speak English less than "very well"	0	0.0%

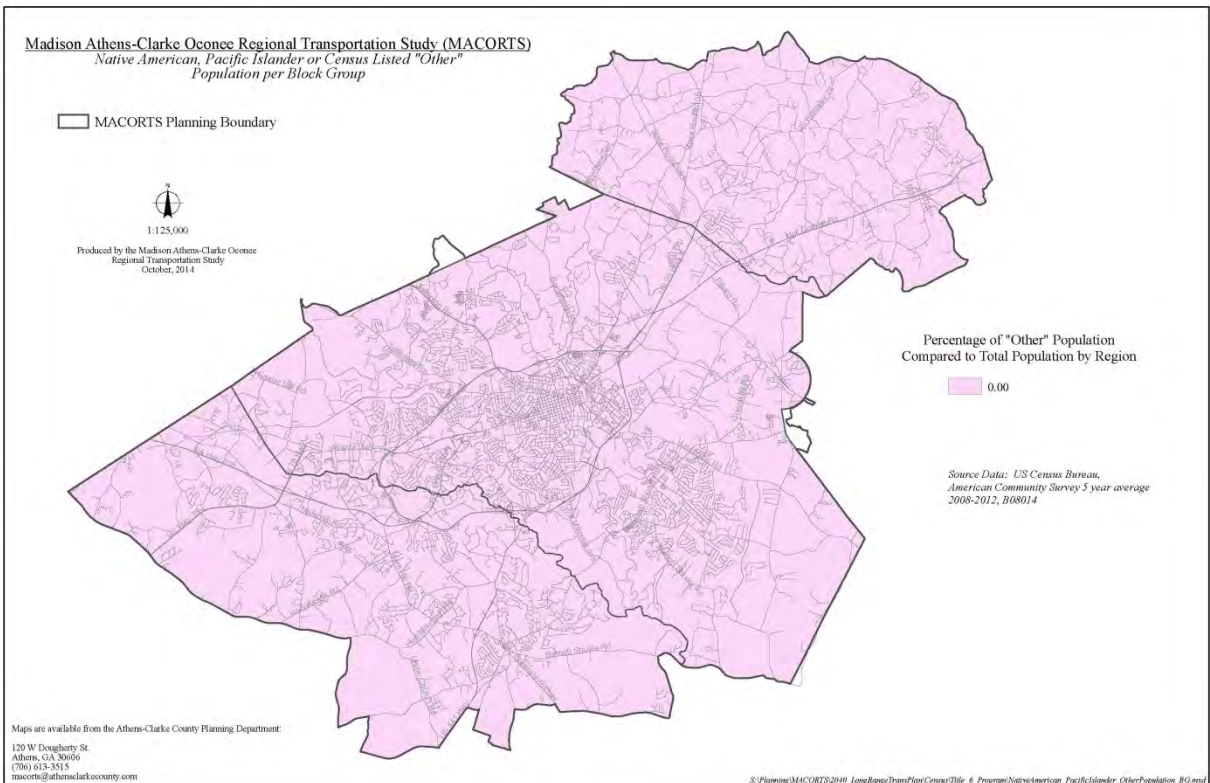
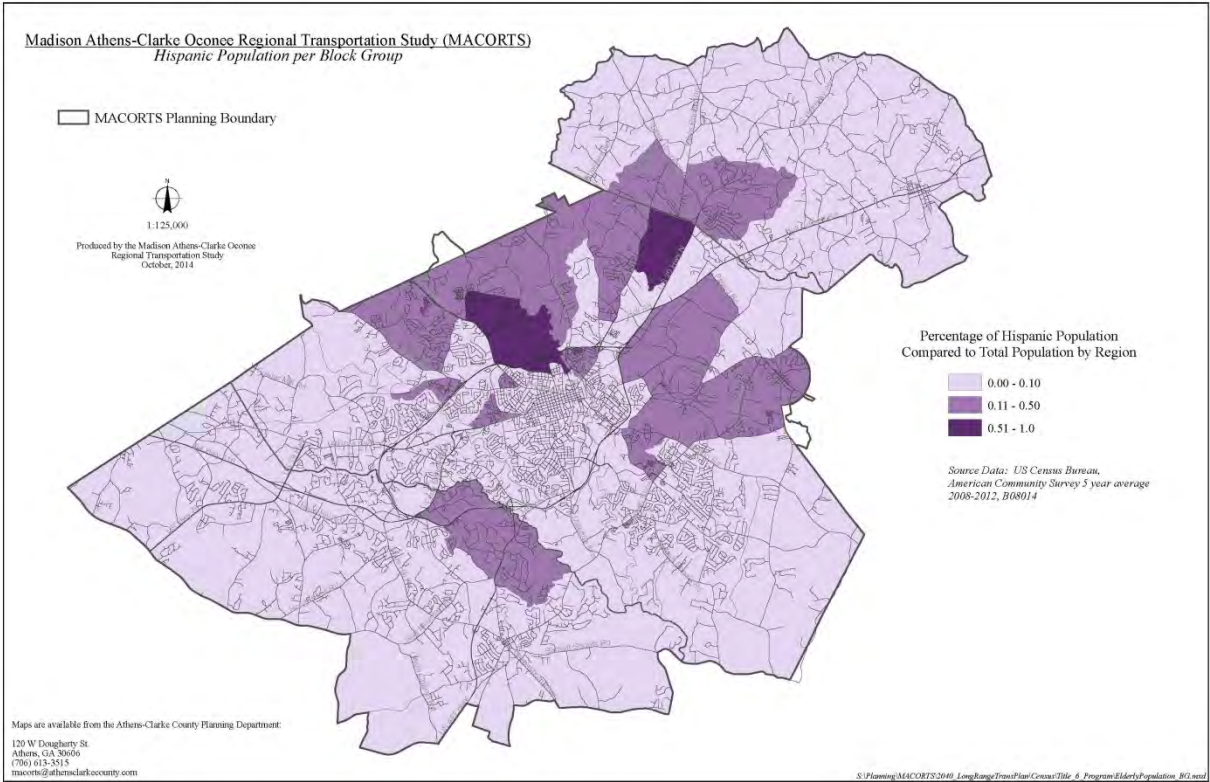
Language	MACORTS Total	Percent of Population
Hungarian	8	0.0%
Speak English "very well"	8	0.0%
Speak English less than "very well"	0	0.0%
Arabic	250	0.2%
Speak English "very well"	101	0.1%
Speak English less than "very well"	149	0.1%
Hebrew	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
African languages	137	0.1%
Speak English "very well"	100	0.1%
Speak English less than "very well"	37	0.0%
Other and unspecified languages	16	0.0%
Speak English "very well"	16	0.0%
Speak English less than "very well"	0	0.0%

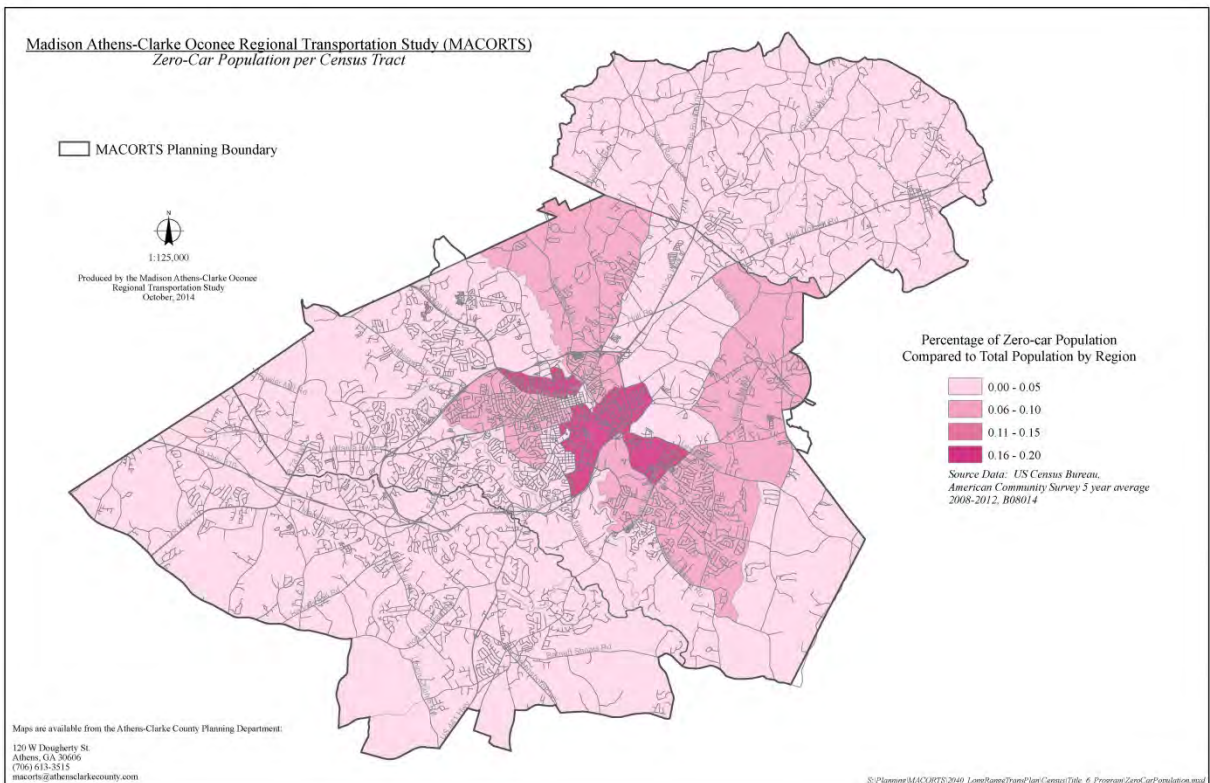
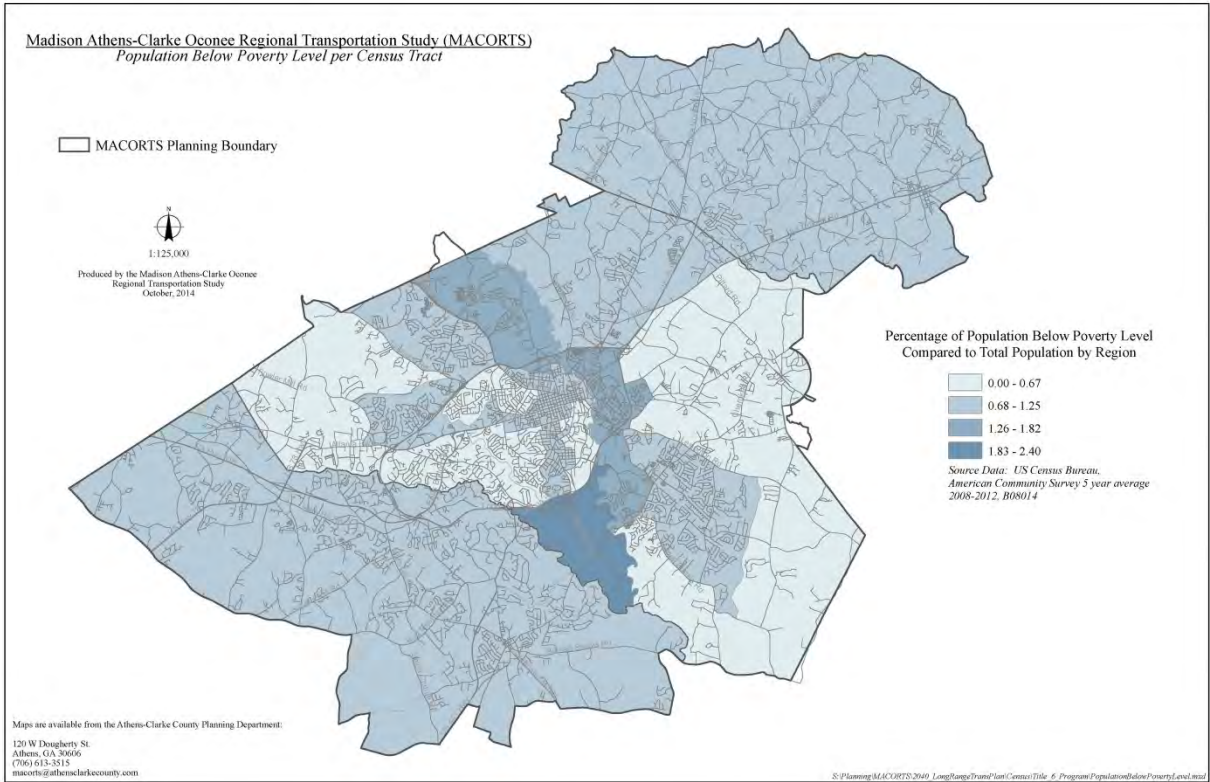
Appendix I

Demographic Maps









Appendix J

Title VI Equity Analysis

Excerpt from MACORTS 2040 Long Range Transportation Plan approved October 8, 2014 containing the Title VI Analysis for the MACORTS region.

SECTION IX
TITLE VI AND ENVIRONMENTAL JUSTICE

Title VI of the Civil Rights Act of 1964, states no person on the ground of race, color, or national origin shall be subject to discrimination under any program or activity receiving Federal financial assistance. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority and Low-Income Populations, signed by President Clinton in 1994 reaffirmed the tenants of the 1964 law. It provides that “each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low income populations.”

Toward meeting the spirit and letter of the law, MACORTS has conducted an open, inclusive Long Range Plan update. Detailed MACORTS’ Public Involvement Procedures for this LRTP update are listed in Appendix A of this document. In addition, MACORTS will work with State and Federal partners to carry forth guidance as outlined in Georgia Department of Transportation’s “Urban Area Environmental Justice Evaluation”. The MACORTS Participation Plan and Limited English Proficiency Plan were both updated in 2014 and contain detailed data and process concerning MACORTS compliance with Title VI and Environmental Justice.

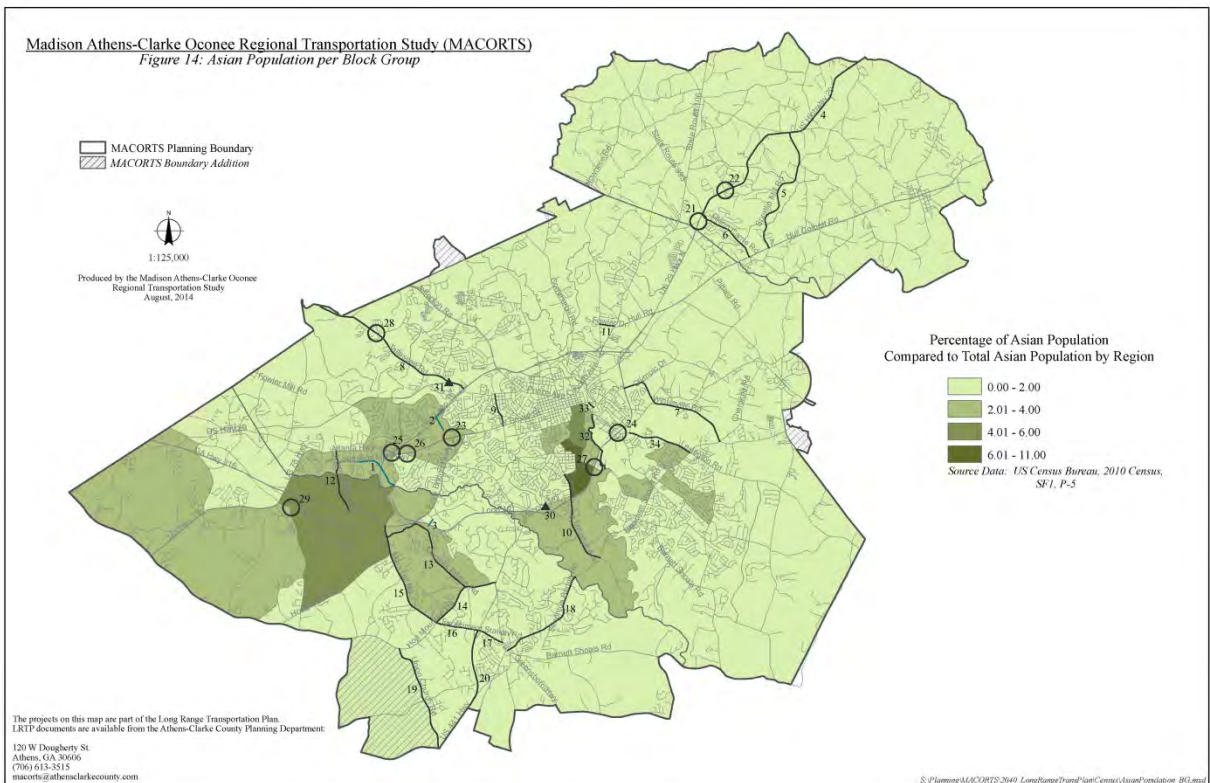
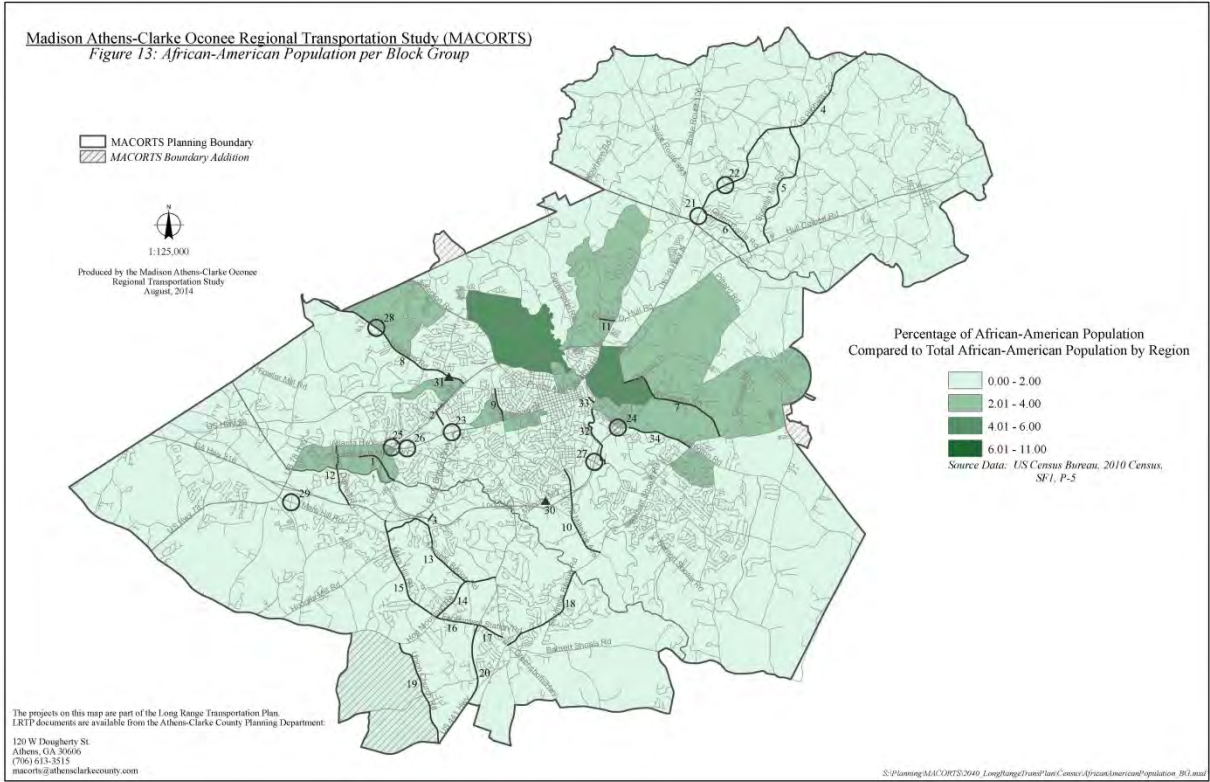
On the following pages, a Title VI / Environmental Justice (EJ) analysis of the MACORTS area is presented focusing on the racial makeup of the population, elderly population, population earning below the poverty rate, disabled population, and those with no access to a personal vehicle (zero car). Races were broken down into the following categories, as defined by the U.S. Census Bureau: Black or African American, American Indian & Alaskan Native, Asian, Hispanic or Latino, and Native Pacific Islander and ‘Other’. The maps for Figures 13 – 20 were generated using data from the U.S. Census Bureau’s 2010 Census or American Community Survey 5 year average (2008 – 2012). Data was mapped at the block group or census tract depending on the availability of data. The maps show the concentration of the subject population compared to the total subject population in the MACORTS region. For perspective, Table 34 shows the breakdown of the subject populations in the MACORTS region in real numbers and percentage by county instead of percentage of the region.

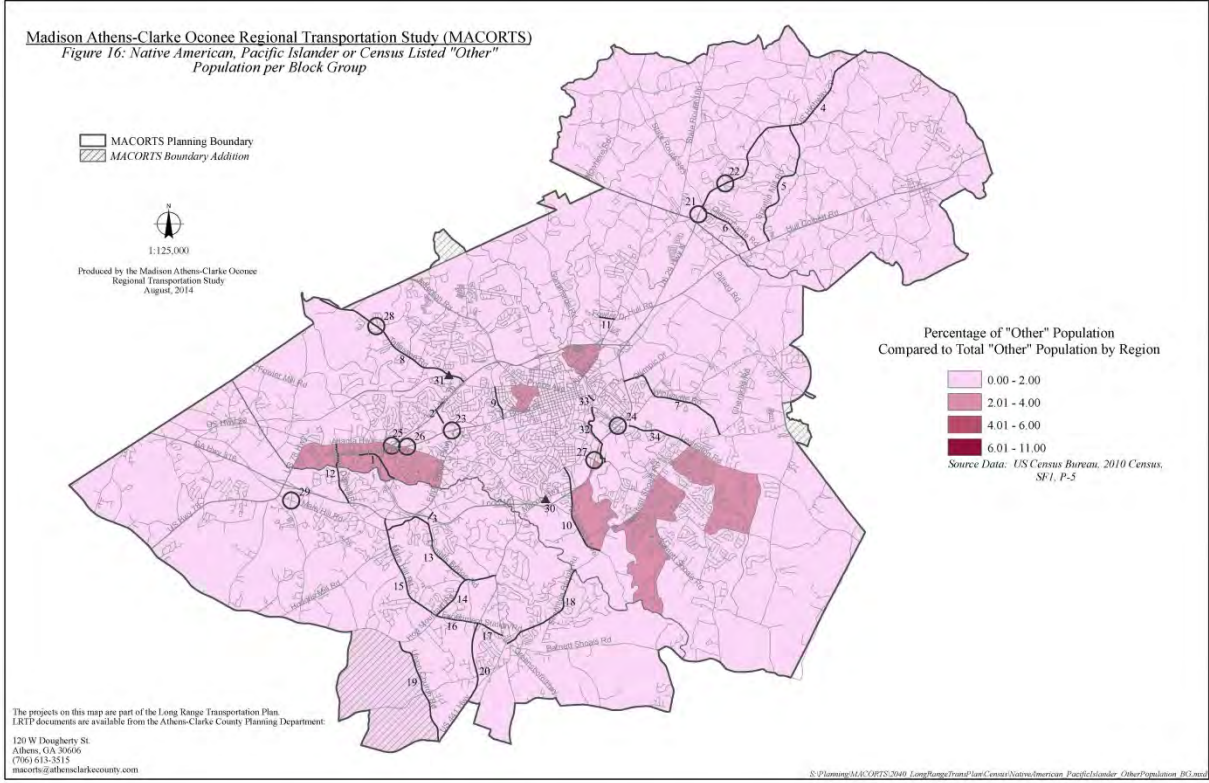
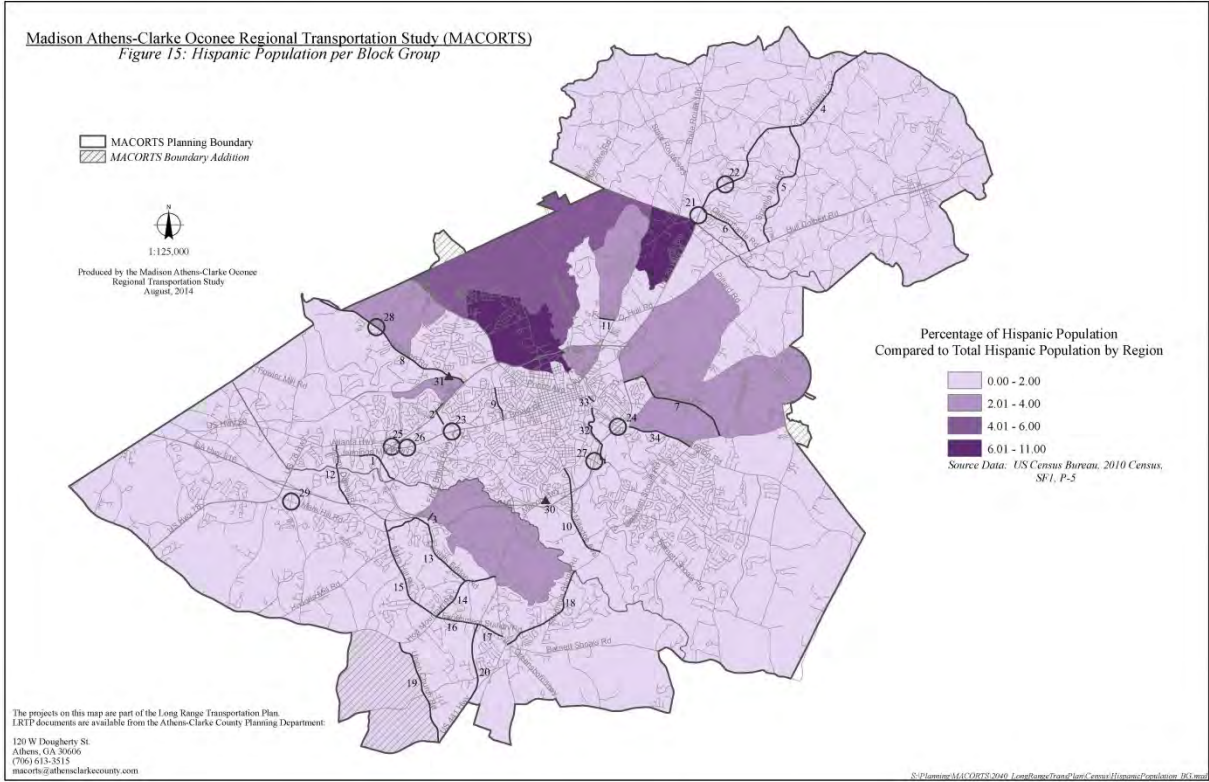
Table 34
EJ / Title VI Populations Within MACORTS

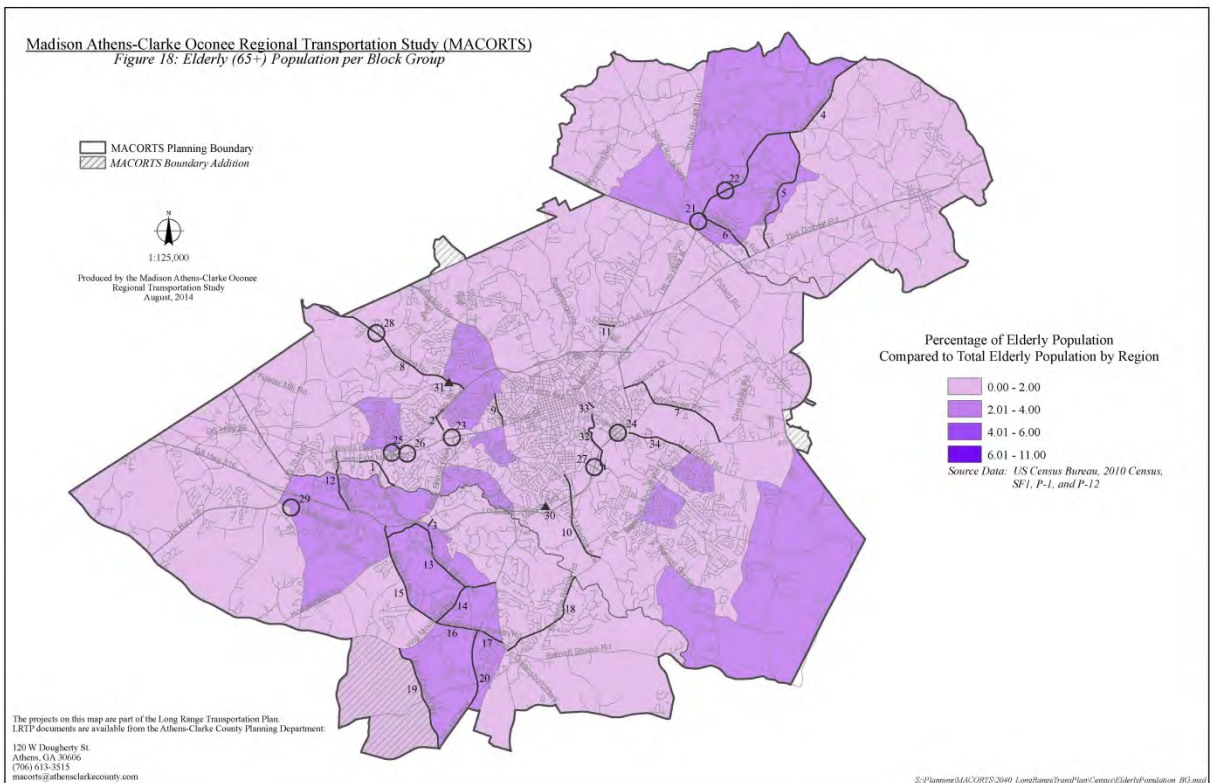
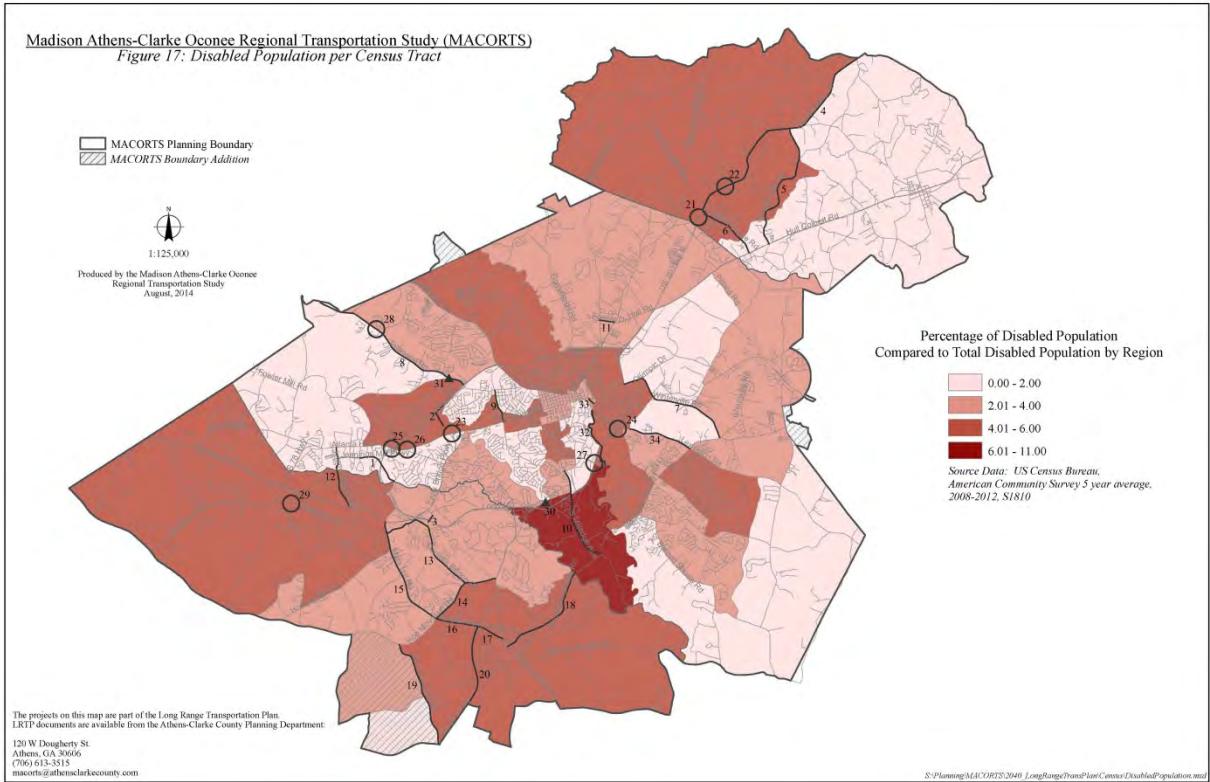
Population	Athens-Clarke	Percentage of County Population	Oconee	Percentage of County Population	Madison	Percentage of County Population	MACORTS Total
Total Population	116,638	100.0%	24,744	100.0%	11,784	100.0%	153,166
Total Working Population 16 yrs +*	48,728	100.0%	11,728	100.0%	4,974	100.0%	65,430
African American	30,695	26.3%	1,317	5.3%	1,396	11.8%	33,408
Asian	4,811	4.1%	977	3.9%	63	0.5%	5,851
Hispanic / Latino	12,192	10.5%	45	0.2%	37	0.3%	12,274
Native American, Other	459	0.4%	1,263	5.1%	807	6.8%	2,529
Disabled	12,436	10.7%	2,509	10.1%	1,575	13.4%	16,520
Elderly	9,952	8.5%	2,733	11.0%	1,448	12.3%	14,133
Below Poverty Level	37,238	31.9%	2,033	8.2%	2,209	18.7%	41,480
Zero Car*	1,456	3.0%	54	0.5%	211	4.2%	1,721

*Note: Zero Car population percentage based on the total working population that is over 16 years of age

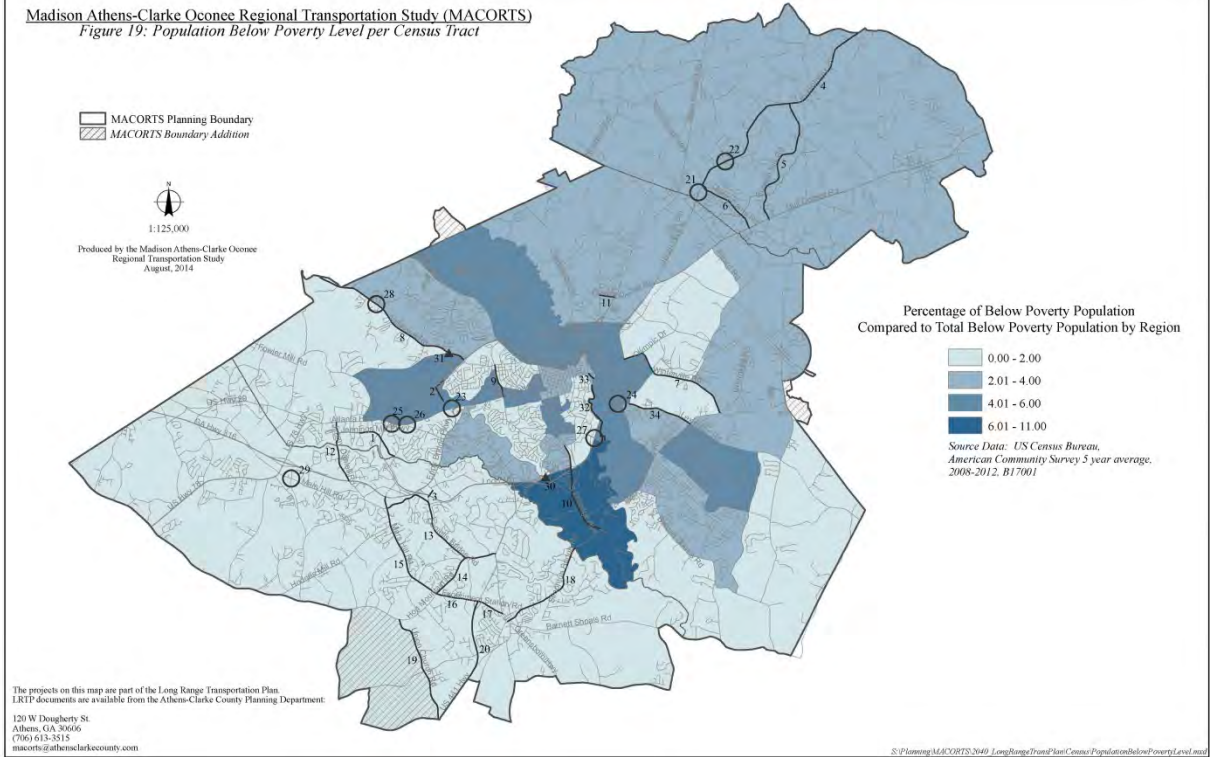
Figures 13 – 20 give a graphical representation of the varying concentrations of the populations in the table above. Using these maps with the projects included in the 2040 Long Range Transportation Plan overlaid upon them, the possible Title VI / Environmental Justice impact of the program of projects can be identified.







Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS)
 Figure 19: Population Below Poverty Level per Census Tract



Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS)
 Figure 20: Zero-Car Population per Census Tract

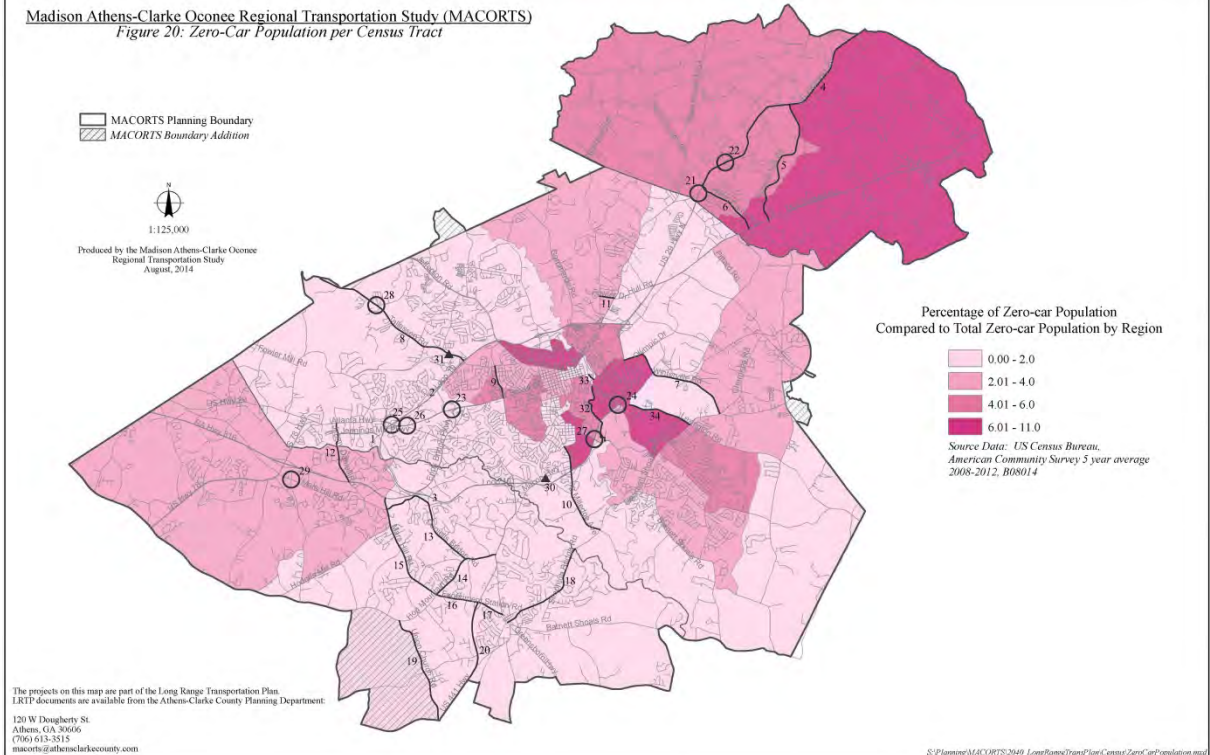


Table 35 and 36 provide a summary of the EJ / Title VI populations that could be impacted by the projects in the 2040 LRTP. During the development of those projects that could affect the subject populations, special care should be taken to protect those populations from impacts or measures should be put in place to minimize impacts. Public involvement activities for those projects should include targeted efforts to reach members of the affected population(s). It should be noted that the proximity of the Lexington Road Bike Lanes (Bike-1) to a high concentration of ‘Zero Car’ population lends support to the need for that project to be included in the Plan.

Table 35
Environmental Justice / Title VI Analysis Summary – Race

MAP NUMBER	LRTP PROJECT NUMBER	PROJECT NAME	High Concentration of African American Population	High Concentration of Asian Population	High Concentration of Hispanic Population	High Concentration of American Indian, Alaskan, & Other Population
1	R-5	Jennings Mill Parkway (Clarke)				X
2	R-34	SR 10 Loop at Atlanta Highway Connector (Clarke)				
3	R-23	Daniels Bridge Road Extension (Oconee)				
4	R-18	US 29 Widening - Phase 1 (Madison)				
4	R-18	US 29 Widening - Phase 2 (Madison)				
5	R-20	Spratlin Mill Road Widening (Madison)				
6	R-21	Glenn Carrie Road Widening (Madison)				
7	R-1	Olympic/Indian Hills Rd/Winterville Rd Widening (Clarke)	X			
8	R-9	Tallassee Rd. Widening (Clarke)				
9	R-4	Hwy/Stone Avenue Widening - Phase 1 (Clarke)				
10	R-13	S. Millidge Avenue Safety Improvements (Clarke)		X		X
11	R-15	Fowler Drive Widening (Clarke)				
12	R-27	Jimmy Daniel / Jimmy Daniel Rd. Widening (ACC & Oconee)		X		X
13	R-24	Daniels Bridge Road Widening (Oconee)				
14	R-25	Hog Mountain Road Widening (Oconee)				
15	R-28	Mars Hill Road Widening - Phase 1 (Oconee)				
16	R-29	Mars Hill Road Widening - Phase 2 (Oconee)				
17	R-30	Mars Hill Road Widening - Phase 3 (Oconee)				
18	R-31	Simonton Bridge Road Widening (Oconee)				
19	R-32	Union Church Rd Improvements (Oconee)				
20	R-35	US 44 / SR 24 Widening (Oconee)				
21	R-17	Old Danielsville Rd / US 29 Intersection Improv (Madison)				
22	R-22	Garnett Ward Rd / Piedmont Rd at US 29 Intersection Improvements (Madison)				
23	R-6	Epps Bridge Parkway Left Turn Lane (Clarke)				
24	R-7	SR 10 Loop at Lexington Highway Widening and Intersection Improvements (Clarke)				
25	R-8	SR 10 Loop at Atlanta Highway Interchange Improvement (Clarke)				X
26	R-10	Mitchell Bridge Road / Timothy Road Intersection (Clarke)				X
27	R-14	SR 10 Loop at College Station Road Intersection Impr (Clarke)		X		X
28	R-16	Tallassee Road at Lavender Rd Realignment (Clarke)				
29	R-26	Malcolm Bridge Rd / Mars Hill Rd Intersection (Oconee)		X		
30	B-1	Macon Highway Bridge over Middle Oconee River (Clarke)				
31	B-2	Tallassee Road Bridge (Clarke)				
32	R-11	Greenway Extension to College Station Rd. (Clarke)				
33	R-12	Rail to Trail (Clarke)				
34	Bike-1	Lexington Road Blue Lanes (Clarke)				
unmappable	R-2	US 29 / Danielsville Road Connector (Clarke)				

Table 36
Environmental Justice / Title VI Analysis Summary – Non-Race

MAP NUMBER	L RTP PROJECT NUMBER	PROJECT NAME	High Concentration of Disabled Population	High Concentration of Elderly Population	High Concentration of Population Earning Below Poverty Level	High Concentration of Zero Car Population
1	R-4	Jennings Mill Parkway (Clarke)				
2	R-9	SR 10 Loop at Atlanta Highway Connector (Clarke)				
3	R-23	Daniels Bridge Road Extension (Oconee)		☒		
4	R-16	US 29 Widening - Phase 1 (Madison)		☒		☒
4	R-16	US 29 Widening - Phase 2 (Madison)		☒		☒
5	R-20	Spratlin Mill Road Widening (Madison)		☒		☒
6	R-21	Glenn Corrie Road Widening (Madison)		☒		☒
7	R-1	Olympic/Indian Hills Rd/Winterville Rd Widening (Clarke)				☒
8	R-3	Talasssee Rd. Widening (Clarke)		☒		
9	R-4	Hawdrome Avenue Widening - Phase 1 (Clarke)				
10	R-13	S. Millidge Avenue Safety Improvements (Clarke)	☒		☒	
11	R-15	Fowler Drive Widening (Clarke)				
12	R-27	Jimmy Daniell / Jimmy Daniel Rd. Widening (ACC & Oconee)		☒		
13	R-24	Daniels Bridge Road Widening (Oconee)		☒		
14	R-25	Hog Mountain Road Widening (Oconee)		☒		
15	R-29	Mars Hill Road Widening - Phase 1 (Oconee)		☒		
16	R-29	Mars Hill Road Widening - Phase 2 (Oconee)		☒		
17	R-30	Mars Hill Road Widening - Phase 3 (Oconee)		☒		
18	R-31	Simonton Bridge Road Widening (Oconee)				
19	R-32	Union Church Rd Improvements (Oconee)		☒		
20	R-33	US 441 / SR 24 Widening (Oconee)		☒		
21	R-17	Old Danielsville Rd / US 29 Intersection Improv (Madison)		☒		
22	R-22	Garnett Ward Rd / Piedmont Rd at US 29 Intersection Improvements (Madison)		☒		
23	R-6	Epps Bridge Parkway Left Turn Lane (Clarke)				
24	R-7	SR 10 Loop at Lexington Highway Widening and Intersection Improvements (Clarke)				☒
25	R-8	SR 10 Loop at Atlanta Highway Interchange Improvement (Clarke)		☒		
26	R-10	Mitchell Bridge Road / Timothy Road Intersection (Clarke)				
27	R-14	SR 10 Loop at College Station Road Intersection Impr (Clarke)	☒		☒	☒
28	R-16	Talasssee Road at Lavender Rd Realignment (Clarke)				
29	R-26	Malcolm Bridge Rd / Mars Hill Rd Intersection (Oconee)		☒		
30	B-1	Macon Highway Bridge over Middle Oconee River (Clarke)	☒		☒	
31	B-2	Talasssee Road Bridge (Clarke)		☒		
32	R-11	Greenway Extension to College Station Rd. (Clarke)				☒
33	R-12	Rail to Trail (Clarke)				
34	Bike-1	Lexington Road Bike Lanes (Clarke)				☒
Inmappable	R-2	US 29 / Danielsville Road Connector (Clarke)				

Maps showing public transportation provided in context of demographics of the MACORTS region:

