

# University of Georgia Transportation and Parking Services Title VI Plan

*Date Adopted: 10/12/2022*



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

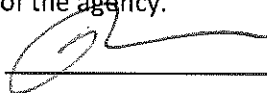
University of Georgia Transportation and Parking Services assures the Georgia Department of Transportation that no person shall on the basis of race, color, and national origin provided by Title VI of the Civil Rights Act of 1964, Federal Transit Laws, 49 CFR Part 21 Unlawful Discrimination, Nondiscrimination 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.

University of Georgia Transportation and Parking Services 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 University of Georgia Transportation and Parking Services participate in training offered on the Title VI and other nondiscrimination requirements.
5. 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.
6. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
7. 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: Todd Berven

Director UGA Transportation & Parking Services

10/13/22

Date: Month/Day/Year

## 2.0 Introduction & Description of Services

University of Georgia Transportation and Parking Services 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.

University of Georgia Transportation and Parking Services is a sub-recipient of FTA funds and provides service for the University of Georgia community within Athens-Clarke County, Georgia. A description of the current University of Georgia Transportation and Parking Services system is included in Appendix B.

University of Georgia Transportation and Parking Services 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.

### **Title VI Contact Liaison**

Qiana Wilson, Director, Equal Opportunity Office

706-542-7912

[ugaeoo@uga.edu](mailto:ugaeoo@uga.edu)

278 Brooks Hall 3

10 Herty Drive

Athens, GA 30602

## 2.1 First Time Applicant Requirements

University of Georgia Transportation and Parking Services is not a first-time applicant for FTA/GDOT funding. The following is a summary of University of Georgia Transportation and Parking Services' current and pending federal and state funding.

### Current and Pending FTA Funding

1. State Road and Tollway Authority Grant, FY 2017, \$10,000,000 federal share, \$5,000,000 UGA local match
2. Section 5339 Transit Capital Grant, FY 2020, \$7,462,000 federal share, \$319,800,000 UGA local match

### Current and Pending GDOT Funding

**None**

### Current and Pending Federal Funding (non-FTA)

**None**

### Current and Pending State Funding (non-GDOT)

**None**

During the previous three years, the United States Federal Transit Authority / GDOT did not complete a Title VI compliance review of University of Georgia Transportation and Parking Services. University of Georgia Transportation and Parking Services 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.

University of Georgia Transportation and Parking Services will remain in compliance with this requirement by annual submission of certifications and assurances as required by FTA and GDOT.

## 2.3 Title VI Plan Concurrence and Adoption

This Title VI Plan received GDOT concurrence on 05/25/2022. The Plan was approved by the Athens-Clarke County Commission during a meeting held on 10/12/2022. A copy of the meeting minutes and GDOT concurrence letter will be 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

The notice, in English and Spanish, is included in Appendix D of this Plan. The sample notice will 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 Athens Transit / Athens-Clarke County Unified Governments 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 Athens Transit office(s) including the reception desk and meeting rooms, and on the Athens Transit website at <https://www.accgov.com/1409/Notifications> and <https://macorts.org/index.html>. Additionally, University of Georgia Transportation and Parking Services (UGATPS) will post the notice at the UGATPS website <https://tps.uga.edu/parking/> and at the Transit Operations and Maintenance Facility.

A sample version of this notice is included in Appendix D of this Plan in English and in 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 University of Georgia Transportation and Parking Services may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). University of Georgia Transportation and Parking Services along with the UGA EEO office investigates complaints received no more than 180 days after the alleged incident. University of Georgia Transportation and Parking Services will process complaints that are complete.

Once the complaint is received, University of Georgia Transportation and Parking Services along with the UGA EEO office 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.

University of Georgia Transportation and Parking Services has sixty (60) calendar days to investigate the complaint. If more information is needed to resolve the case, University of Georgia Transportation and Parking Services may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, University of Georgia Transportation and Parking Services 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) calendar 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 University of Georgia Transportation and Parking Services' website (<https://tps.uga.edu/>).



## 4.0 Título VI Procedimientos y Cumplimiento

### 4.1 Procedimiento de queja

Cualquier persona que crea que ha sido discriminada por motivos de raza, color o nacionalidad por parte de los Servicios de Transporte y Estacionamiento de la Universidad de Georgia puede presentar una queja acogiéndose al Título VI, diligenciando y radicando el Formulario de Queja correspondiente (consulte el Apéndice E). Los Servicios de Transporte y Estacionamiento de la Universidad de Georgia junto a la Oficina de Igualdad de Oportunidades (*EOO*, por sus siglas en inglés *Equal Opportunity Office*) de UGA investigarán las quejas recibidas en no más de 180 días contados a partir de la ocurrencia del presunto incidente. Los Servicios de Transporte y Estacionamiento de la Universidad de Georgia procesarán las quejas que estén totalmente diligenciadas.

Una vez que se reciba la queja, nuestra oficina de Servicios de Transporte y Estacionamiento de la Universidad de Georgia junto a la Oficina de *EOO* de UGA determinarán si tenemos competencia o jurisdicción sobre la queja radicada. El o la denunciante recibirá una carta, de acuse de recibo, informándole si la denuncia será investigada por nuestra oficina dentro de los diez (10) días calendario posteriores a la recepción.

Los Servicios de Transporte y Estacionamiento de la Universidad de Georgia tienen sesenta (60) días calendario para investigar la queja. Si se necesita más información para resolver el caso, nuestra oficina la solicitará al o a la denunciante. El o la denunciante tiene diez (10) días hábiles a partir de la fecha de la carta para enviar la información solicitada al o a la investigador(a) asignado(a) al caso. Si el o la denunciante no se comunica con el o la investigador(a) o este no recibe la información adicional dentro de los diez (10) días hábiles, los Servicios de Transporte y Estacionamiento de la Universidad de Georgia pueden cerrar administrativamente el caso. Un caso también se puede cerrar administrativamente si el o la denunciante ya no desea continuar con su caso.

Después de que el o la investigador(a) revisa la denuncia, emitirá una de dos cartas al o a la denunciante: una carta de cierre o una carta de hallazgo (*LOF*, por sus siglas en inglés). Una carta de cierre resume las alegaciones y establece que no hubo una violación del Título VI y que el caso se cerrará. Una *LOF* resume las alegaciones y las entrevistas con respecto al presunto incidente y explica si alguna medida disciplinaria, capacitación adicional del miembro del personal u otra acción ocurrirá. Si el o la denunciante desea apelar la decisión, tiene treinta (30) días calendario para hacerlo desde que recibe la carta de cierre o la *LOF*.

El procedimiento de quejas estará disponible para el público en el sitio web de los Servicios de Transporte y Estacionamiento de la Universidad de Georgia (<https://tps.uga.edu/>).

#### 4.1 Complaint Form

A copy of the complaint form in English and Spanish is provided in Appendix E and on University of Georgia Transportation and Parking Services' website <https://tps.uga.edu/> .

#### 4.2 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. University of Georgia

Transportation and Parking Services will submit Title VI Plans to GDOT for concurrence every (3) years or anytime a major change in the Plan occurs.

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

#### 4.3 Subrecipient Assistance and Monitoring

University of Georgia Transportation and Parking Services system does not have any subrecipients to provide monitoring and assistance to. As a sub-recipient to GDOT, University of Georgia Transportation and Parking Services utilizes the sub-recipient assistance and monitoring provided by GDOT, as needed. In the future, if University of Georgia Transportation and Parking Services has sub-recipients, it will provide assistance and monitoring as required by FTA Circular 4702.1B.

#### 4.4 Subrecipients and Subcontractors

University of Georgia Transportation and Parking Services is responsible for ensuring that subcontractors (TPOs) are in compliance with Title VI requirements. Sub recipients may not discriminate in the selection and retention of any subcontractors. Subcontractors also may not discriminate in the selection and retention of any subcontractors. University of Georgia Transportation and Parking Services, 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. Currently University of Georgia Transportation and Parking Services does not use Third Party Operators (TPOs).

##### 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, and national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
  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.
  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, University of Georgia Transportation and Parking Services 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 University of Georgia Transportation and Parking Services, 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, University of Georgia Transportation and Parking Services 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. University of Georgia Transportation and Parking Services and its contractor and subcontractors shall not discriminate on the basis of race, color, national origin 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 University of Georgia Transportation and Parking Services 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 University of Georgia Transportation and Parking Services. Additionally, vendors and contractors shall expressly require any subcontractors performing work or providing services pursuant to work for University of Georgia Transportation and Parking Services 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 University of Georgia Transportation and Parking Services.

## 5.0 Title VI Investigations, Complaints, and Lawsuits

In accordance with 49 CFR 21.9(b), University of Georgia Transportation and Parking Services 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 University of Georgia Transportation and Parking Services 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 US FTA / GDOT.

University of Georgia Transportation and Parking Services 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**

	<b>Date (Month, Day, Year)</b>	<b>Summary (include basis of complaint: race, color, or national origin)</b>	<b>Status</b>	<b>Action(s) Taken</b>
Investigations				
1.	NONE			
2.				
Lawsuits				
1.	NONE			
2.				
Complaints				
1.	NONE			
2.				

## 6.0 Public Participation Plan

The University of Georgia Transportation and Parking Services is a voting member representative in the Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS). MACORTS and is our main resource for public outreach. In addition to MACORTS Public Participation Plan (PPP), UGA Transportation and Parking Services is required to notify UGA Campus Student Government Association and post notifications on the transportation website <https://tps.uga.edu/parking/>. The Public Participation Plan 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.

### Current Outreach Efforts

University of Georgia Transportation and Parking Services is required to submit a summary of public outreach efforts on campus and through MACORTS made over the last three (3) years. The following is a list and short description of University of Georgia Transportation and Parking Services' recent, current, and planned outreach activities.

- University of Georgia Transportation and Parking Services and Student Government Association Route Optimization Meetings
- Posting transit information on UGA Transportation and Parking Services website.
- 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
- During the Covid-19 pandemic, virtual meetings were held. The same process above applied to those meetings.

### Campus & Public Involvement Periods & Products in 2019, 2020, and 2021 (to date) Calendar Years

- May 26 – June 9, 2020: Amendment to FY 2018-2021 TIP & 2045 MTP – UGA Section 5339 Award & ACC Transit Section 5339 Changes

## 7.0 Language Assistance Plan

University of Georgia Transportation and Parking Services operates a transit system within the University of Georgia Campus, UGA Health Science locations and portions of Athens-Clarke County which falls under the umbrella of MACORTS. 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 in which The University of Georgia Transportation and Parking Services service area resides; there are 4152 residents or 2.8% who describe themselves as not able to communicate in English very well (Source: US Census). University of Georgia Transportation and Parking Services 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 fall under LEP. University of Georgia Transportation and Parking Services ensures LAP on campus through our Equal Opportunity Office (EOO) <https://eoo.uga.edu/About/policies/>. 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. The MACORTS LEP Plan was most recently updated and adopted on May 12, 2021.

## 8.0 Transit Planning and Advisory Bodies

University of Georgia Transportation and Parking Services does not have a transit-related committee or planning board, therefore this requirement does not apply.

## 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. In order to comply with the regulations, University of Georgia Transportation and Parking Services will ensure the following:

1. University of Georgia Transportation and Parking Services 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. University of Georgia Transportation and Parking Services 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, University of Georgia Transportation and Parking Services 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 University of Georgia Transportation and Parking Services determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, University of Georgia Transportation and Parking Services 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. University of Georgia Transportation and Parking Services must demonstrate and document how both tests are met. University of Georgia Transportation and Parking Services 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.

University of Georgia Transportation and Parking Services has not recently constructed any facilities nor does it currently have any facilities in the planning stage. Therefore, University of Georgia Transportation and Parking Services does not have any Title VI Equity Analysis reports to submit with this plan. University of Georgia Transportation and Parking Services will utilize the demographic maps included in Appendix I for future Title VI analysis, if necessary.



## 10.0 System-Wide Service Standards and Service Policies

University of Georgia Transportation and Parking Services is a fixed route service provider.

FTA Circular 4702.1B requires that all fixed route service providers prepare and submit system-wide service standards and service policies as a part of their Title VI Plan. These standards and policies must address how service is distributed across the transit system, and must ensure that the manner of the distribution affords users access to these assets.

University of Georgia Transportation and Parking Services has adopted the following system-wide standards and policies to ensure service design and operations practices do not result in discrimination on the basis of race, color, or national origin. Service policies differ from service standards in that they are not necessarily based on a quantitative threshold.

### 10.1 Service Standards

FTA requires that all fixed route transit providers develop quantitative standards for all fixed route modes of operation for the following indicators. University of Georgia Transportation and Parking Services has prepared standards for all modes it operates including Fixed Route and Demand Response public transit services.

a. Vehicle Load

Vehicle Type	Average Passenger Capacities			Maximum Load Factor
	Seated	Standing	Total	
15' Mini-Bus	13	0	13	N/A-No Data
30' Low Floor Bus	26	5	31	N/A-No Data
35' Low Floor Bus	31	10	41	N/A No Data
40' Low Floor Bus	38	25	63	1.45
40' Low Floor E Bus	40	25	65	N/A No Data

b. Vehicle Headway

POLICY HEADWAYS AND PERIODS OF OPERATION				
WEEKDAY	Peak	Base	Evening	Night
Arch Express	15	15	15	20

Bulldog Housing	15	15	15	20
Central Loop	15	15	15	20
Chicopee Shuttle	15	15	15	20
East Campus Shuttle	15	15	15	20
Greenhouse Shuttle	15	15	15	20
Health Sciences	15	15	15	20
Milledge Avenue	15	15	15	20
Night Campus	--	--	--	30
North South Connector	15	15	15	30
Park and Ride	15	15	15	30
Prince-Milledge	--	--	--	30
Vet Med	15	15	15	30
West Campus Shuttle	15	15	15	20
* Peak: 8am-5:00 pm; Base 5:30am-8:00am; Evening: 5:30-7:30 pm; Night: 7:30pm-1:30am				

<b>SATURDAY</b>	<b>Day</b>	<b>Evening</b>	<b>Night</b>
Weekender	45	45	--
* Peak: 10am-5:00 pm; Evening: 5:30-7:30 pm; Night: 7:30pm-3:00am			

<b>SUNDAY</b>	<b>Day</b>	<b>Evening</b>	<b>Night</b>
Weekender	45	45	--
* Peak: 10am-5:00 pm; Evening: 5:30-7:30 pm; Night: 7:30pm-1:30am "-- means no service is provided during that time period.			

- c. On-Time Performance  
UGATPS operates on a headway system in which buses do not follow a fixed schedule, rather, buses maintain a service interval of less than seven minutes on most routes ensuring that gaps between route vehicles remain consistently between 5 and 7 minutes. Headway performance is monitored and maintained by operations supervisors and a dispatcher throughout each service day.
- d. Service Availability  
University of Georgia Transportation and Parking Services distributes transit service so that 85% of all residents in the service area are within a ¼ mile or 10-minute walk of bus service.

## 10.2 Service Policies

FTA requires fixed route transit providers to develop a policy for service indicators. University of Georgia Transportation and Parking Services has prepared the following policies for its transit system.

- a. Distribution of Transit Amenities  
Installation of transit amenities along bus routes are based on the number of passengers boarding at stops and stations along those routes.
- b. Vehicle Assignment  
Vehicles within the UGATPS fleet will be assigned bus routes such that the average age of the fleet serving each depot does not exceed “15” years. Low-floor buses are deployed on all service routes. Low-floor buses are also equipped with air conditioning and automated stop announcement systems.

Bus assignments are based on the operating characteristics of buses of various lengths, which are matched to the operating characteristics of the route. Local routes with lower ridership may be assigned 30-foot buses rather than the 40-foot buses. Some routes requiring tight turns on narrow streets are operated with 30-foot rather than 40-foot buses.

## 11.0 Appendices

APPENDIX A	FTA CIRCULAR 4702.1B REPORTING REQUIREMENTS FOR TRANSIT PROVIDERS
APPENDIX B	CURRENT SYSTEM DESCRIPTION
APPENDIX C	TITLE VI PLAN ADOPTION MEETING MINUTES AND GDOT CONCURRENCE LETTER
APPENDIX D	TITLE VI SAMPLE NOTICE TO PUBLIC
APPENDIX E	TITLE VI COMPLAINT FORM
APPENDIX F	PUBLIC PARTICIPATION PLAN
APPENDIX G	LANGUAGE ASSISTANCE PLAN
APPENDIX H	OPERATING AREA LANGUAGE DATA: UNIVERSITY OF GEORGIA TRANSPORTATION AND PARKING SERVICES SERVICE AREA
APPENDIX I	DEMOGRAPHIC MAPS
APPENDIX J	TITLE VI EQUITY ANALYSIS

# Appendix A

## FTA Circular 4702.1B Reporting Requirements for Transit Providers

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

### **General Requirements**

*All recipients must submit:*

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

### **Requirements of Transit Providers**

*All Fixed Route Transit Providers must submit:*

- All requirements set out in Chapter III (General Requirements)
- Service standards
  - Vehicle load for each mode
  - Vehicle headway for each mode
  - On time performance for each mode
  - Service availability for each mode
- Service policies
  - Transit Amenities for each mode
  - Vehicle Assignment for each mode

*Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000 or more people must submit:*

- Demographic and service profile maps and charts
- Demographic ridership and travel patterns, collected by surveys
- Results of their monitoring program and report, including evidence that the board or other governing entity or official(s) considered, was aware of the results, and approved the analysis
- A description of the public engagement process for setting the “major service change policy,” disparate impact policy, and disproportionate burden policy
- Results of service and/or fare equity analyses conducted since the last Title VI Program submission, including evidence that the board or other governing entity or official(s) considered, was aware of, and approved the results of the analysis

# Appendix B

## Current System Description



### Current System Description

1. An overview of the organization including its mission, program goals and objectives.  
University of Georgia Transportation and Parking Services' current and long-term focus as a transportation provider is on maintaining the best-coordinated transportation system possible for this community. Our goal is to create a coordinated system with the objective of providing safe, reliable, timely and efficient transportation services to county residents. University of Georgia Transportation and Parking Services is the public transportation department of the University of Georgia. Our department is made up of 200 full-time and part-time employees. Our Director is responsible for all day-to-day operations of our organization and reports directly to the Vice President of University of Georgia Auxiliary Services. The Vice President and UGA Auxiliary Services are committed to this program and have, therefore, incorporated and funded our services as University of Georgia Transportation and Parking Services, the University of Georgia's transportation system since 1966.
2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.  
University of Georgia Transportation and Parking Services is a for profit organization. Our organization is made up of 70 full-time employees and 80 part-time employees. The Director is responsible for all of the day-to-day operations of our organization and reports directly to the Vice President of UGA Auxiliary Services. UGA Auxiliary Services is committed to this program and has, therefore, incorporated our service within the University's Transportation Program.
3. Indicate if your agency is a government authority.  
University of Georgia Transportation and Parking Services operates as a for profit agency.
4. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?  
University of Georgia Transportation and Parking Services' Operations and Training Managers are responsible for training and management of our transportation program. All safety sensitive employees are required to complete GDOT approved safety and security training courses as part of their new hire orientation. All new employees are also required to complete 80 hours of on-the-road drivers training, which includes riding with a training driver, behind-the-wheel training, and training on proper use of wheel chair lifts and securement devices. The Transportation Maintenance Manager is responsible for annual renewal of all liability insurance for both GDOT and agency owned vehicles, as well as vehicle registration renewal. It is all Transportation Manager's responsibility to administer all aspects of the transportation program and to control access and usage of all agency vehicles.
5. Who provides vehicle maintenance and record keeping?  
Maintenance on all agency vehicles is performed by University of Georgia Transportation and Parking Services' Maintenance Division. University of Georgia Transportation and Parking Services employs technicians with experience in working on commercial passenger vehicles like the type our agency uses. All maintenance is performed using the Preventative Maintenance Plan, which conforms to the

State Vehicle Maintenance Guidelines set forth in the GDOT Preventative Maintenance Guidelines document. All vehicle files are maintained by the Maintenance Manager and driver files are maintained by the Training Manager. All files are kept on-site at our operations base located at 2505 Riverbend Road Athens, GA 30602 and. All records are maintained and retained for a minimum of four (4) years.

6. Number of current transportation related employees

Our transportation department has a total of 150 employees in our transit and paratransit services. Our transit service is comprised of 44 full-time commercial drivers, 64 part-time commercial drivers, 6 administrators, and 9 support staff. Our Paratransit department is comprised of 3 full-time non-commercial paratransit operators, 14 part-time non-commercial paratransit operators, and 1 support staff member.

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

Only transportation employees that have completed all of the required safety and driver training requirements will be allowed to drive the agency vehicles. All Bus Operators and Bus Operation Supervisors are required to carry a Commercial Driver's License. This allows coverage of all of the larger vehicles and for the opportunity for the other drivers to fill in on service routes with the larger vehicles.

8. A detailed description of service routes and ridership numbers

Transportation services provided through our program are available to UGA faculty, staff, students, and visitors. We provide a wide range of trip purposes that include: medical, nutrition, shopping, social service, training, employment, social and recreation. Currently, we use a variety of vehicles to provide passenger services. Our fleet includes vans, modified vans, and buses. 75 of our vehicles are equipped for wheelchair service. We also have a contract provider (Athens-Clarke County Transit Department) that can supplement any services that we are unable to accommodate. We prioritize grouping trips and multi-loading to the maximum extent possible. We make 17,000 passenger trips per day on average and leverage our fleet resources so that all vehicles are used in a responsible manner to provide full coverage and retire the vehicles at a consistent pace and appropriate age and mileage.

# Appendix C

## Title VI Plan Adoption Meeting Minutes and GDOT Concurrence Letter



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

May 25, 2022

Ms. Virginia Hamilton  
University of Georgia  
310 E. Campus Road, Tucker Hall 409  
Athens, Ga. 30602

Dear Ms. Hamilton:

The Georgia Department of Transportation (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 me at [PSmith@dot.ga.gov](mailto:PSmith@dot.ga.gov) or 404-347-0527.

Sincerely,

Patricia  
Smith

Patricia Smith  
Transit Program Manager  
Division of Intermodal

Digitally signed by  
Patricia Smith  
Date: 2022.05.25  
15:40:51 -04'00'

## **SUMMARY MINUTES**

MACORTS Policy Committee  
WebEx Virtual Meeting Platform  
Wednesday, October 12, 2022  
10:00 a.m.

### **Members Present:**

Kelly Girtz, Mayor, Athens-Clarke County  
Brad Griffin, MACORTS / ACC Planning  
Todd Berven, UGA Transit System  
Alan Guerra, Stand-In Athens-Clarke County Citizen  
Dave Henson, Oconee County Citizen  
Kayla Husted, GDOT Planning

### **Others Present:**

Robert Walker, ACC Planning  
Pat Hale, ACC Transit Department  
Grace Tuschak, Georgia Bikes  
Burke Walker, Northeast Georgia Regional Commission

### **I. CALL TO ORDER / ROLL CALL**

Mayor Girtz, acting as Chair for Mr. Higdon, called the meeting to order at 10:07 am. Mr. Griffin stood in for Chairman Daniell, Mr. Guerra stood in for Ms. Beresford as the Athens-Clarke County Citizen Representative. Mr. Walker called roll.

### **II. APPROVAL OF SEPTEMBER 14, 2022 MEETING MINUTES**

Mr. Walker introduced the minutes. Mr. Henson motioned to approve, Mr. Griffin seconded, and the motion passed unanimously.

### **III. REVIEW AND RECOMMENDATION REGARDING UGA'S TITLE VI PLAN**

Mr. Walker discussed that this item had been through public comment on UGA's behalf with no public comment received. Mr Griffin mad a motion to approve the item, Mr. Henson seconded the motion, which passed unanimously.

### **IV. REVIEW AND RECOMMENDATION REGARDING A PROPOSED ADMINISTRATIVE MODIFICATION FOR SR10@ATLANTA HIGHWAY**

Mr. Walker explained this project was simply moving phases from one fiscal year to another, and no funding changes were involved and qualified as a one-time through administrative modification. Mr. Griffin made a motion to approve the item, Mr. Henson seconded the motion, which carried unanimously.

**V. REVIEW AND RECOMMENDATION REGARDING A PROPOSED ADMINISTRATIVE MODIFICATION FOR SR316@JIMMIE DANIEL ROAD**

Mr. Walker explained this project involved merging two ROW phases, and no funding changes were involved and qualified as a one-time through administrative modification. Mr. Henson made a motion to approve the item, Mr. Griffin seconded the motion, which carried unanimously.

**VI. OLD BUSINESS**

There is no old business

**VII. NEW BUSINESS**

There is no new business.

**VIII. ADJOURN**

The meeting adjourned at 10:13 a.m. The next Policy Committee meeting is scheduled for November 8, 2022.

**Appendix D**  
**Title VI Notice to Public**  
**(English & Spanish)**

**Notice of Public of Rights Under Title VI****University of Georgia Transportation and Parking Services**

University of Georgia Transportation and Parking Services operates its programs and services without regard to race, color, and 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 University of Georgia Transportation and Parking Services. For more information, visit <https://tps.uga.edu/>.

For more information about the University of Georgia Parking and Transportation Services civil rights program and procedures for filing a complaint, contact Qiana Wilson, Director, Equal Opportunity Office; phone: 706-542-7912; email: [Qiana.Wilson@uga.edu](mailto:Qiana.Wilson@uga.edu) ; or visit our administrative office at 278 Brooks Hall 310 Herty Drive Athens, GA 30602

If you need information in another language, please contact the EOO office at 706-542-7912 or you can email the office staff at [ugaeoo@uga.edu](mailto:ugaeoo@uga.edu) if you need further assistance.

A complainant may file a complaint directly with the Federal Transit Administration at:

Federal Transit Administration  
Office for Civil Rights  
Attention: Coordinator of the VI Title Program  
East Building, 5th Floor - TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590



## Aviso de derechos públicos en virtud del Título VI

### **Servicios de Transporte y Estacionamiento de la Universidad de Georgia**

Los Servicios de Transporte y Estacionamiento de la Universidad de Georgia operan sus programas y servicios de acuerdo con el Título VI de la Ley de Derechos Civiles; sin distinción de raza, color o nacionalidad. Cualquier persona que crea que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante los Servicios de Transporte y Estacionamiento de la Universidad de Georgia. Para obtener más información, visite <https://tps.uga.edu/>.

Para obtener más información sobre el programa de derechos civiles de los Servicios de Estacionamiento y Transporte de la Universidad de Georgia y los procedimientos para presentar una queja, comuníquese con Qiana Wilson, Directora de la Oficina de Equidad de Oportunidades; teléfono: 706-542-7912; correo electrónico: [Qiana.Wilson@uga.edu](mailto:Qiana.Wilson@uga.edu) ; o visite nuestra oficina administrativa en 278 Brooks Hall 310 Herty Drive Athens, GA 30602

Si necesita información en otro idioma, comuníquese con la oficina de EOO al 706-542-7912 o puede enviar un correo electrónico al personal de la oficina a [ugaeoo@uga.edu](mailto:ugaeoo@uga.edu) si necesita más ayuda.

Un(a) peticionario(a) puede presentar una denuncia directamente ante la Administración Federal de Tránsito en:

Federal Transit Administration  
Office for Civil Rights  
Attention: Coordinator of the VI Title Program  
East Building, 5th Floor - TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

# Appendix E

## Title VI Complaint Form

# University of Georgia Transportation and Parking Services

## 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 University of Georgia Transportation and Parking Services along with the UGA EOO office in processing your complaint. Should you require any assistance in completing this form, please contact the Title VI Liaison. Complete and return this form to:

### Title VI Contact Liaison

Qiana Wilson, Director, Equal Opportunity Office  
 706-542-7912  
[ugaeoo@uga.edu](mailto:ugaeoo@uga.edu)  
 278 Brooks Hall 3  
 10 Herty Drive  
 Athens, GA 30602

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				

Date of Alleged Discrimination (Month, Day, Year): \_\_\_\_\_

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

\_\_\_\_\_  
 \_\_\_\_\_

**Section IV**

Have you previously filed a Title VI complaint with this agency?	Yes	No
--	-----	----

**Section V**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes  No

If yes, check all that apply:

Federal Agency: \_\_\_\_\_

Federal Court \_\_\_\_\_

State Agency \_\_\_\_\_

State Court \_\_\_\_\_

Local Agency \_\_\_\_\_

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

Name:

Title:

Agency:

Address:

Telephone:

**Section VI**

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

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

Signature and date required below

\_\_\_\_\_  
 Signature Date

# Servicios de Transporte y Estacionamiento de la Universidad de Georgia

## Formulario de queja del Título VI

El Título VI de la Ley de Derechos Civiles de 1964 exige que “Ninguna persona en los Estados Unidos, por motivos de raza, color o nacionalidad, será excluida de la participación, ni se le negarán los beneficios ni será objeto de discriminación en virtud de cualquier programa o actividad que reciba asistencia financiera federal”.

Nota: La siguiente información es necesaria para ayudar a los Servicios de Transporte y Estacionamiento de la Universidad de Georgia junto a la Oficina de Igualdad de Oportunidades (EOO, por sus siglas en inglés *Equal Opportunity Office*) de UGA a procesar su queja. Si necesita ayuda para completar este formulario, comuníquese con la persona enlace del Título VI. Complete y devuelva este formulario a:

### Contacto de la persona enlace del Título VI

Qiana Wilson, Director, Equal Opportunity Office  
 706-542-7912  
[ugaeoo@uga.edu](mailto:ugaeoo@uga.edu)  
 278 Brooks Hall 3  
 10 Herty Drive  
 Athens, GA 30602

<b>Sección I:</b>				
<b>Nombre:</b>				
<b>Dirección:</b>				
<b>Teléfono (Hogar):</b>			<b>Teléfono (Trabajo):</b>	
Correo Electrónico:				
¿Requisitos de formato accesible?	Letra grande		<b>Grabación de Audio</b>	
	TDD**		<b>Otros</b>	
<b>Sección II:</b>				
¿Está presentando esta queja en su propio nombre?			Si*	No

\*\* Nota de traducción: Dispositivo de telecomunicación para sordos

*Si respondió "sí" a esta pregunta, pase a la Sección III.		
De lo contrario, proporcione el nombre y la relación de la persona por la que presenta la queja:		
Explique por qué ha solicitado a un tercero: _____		
Confirme que ha obtenido el permiso de la parte agraviada si presenta la solicitud en nombre de un tercero.	Si	No
<b>Sección III:</b>		
Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda): <input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Nacionalidad Fecha de la supuesta discriminación (mes, día, año): _____  Explique lo más claramente posible lo que sucedió y por qué cree que fue discriminado. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la(s) persona(s) que lo discriminaron (si se conocen), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, utilice el reverso de este formulario.  _____ _____		
<b>Sección IV</b>		
¿Ha presentado previamente una queja del Título VI con esta agencia?	Si	No
<b>Sección V</b>		
¿Ha presentado esta queja ante alguna otra agencia federal, estatal o local, o ante algún tribunal federal o estatal? <input type="checkbox"/> Si <input type="checkbox"/> No En caso afirmativo, marque todo lo que corresponda: <input type="checkbox"/> Agencia Federal: _____ <input type="checkbox"/> Corte Federal _____ <input type="checkbox"/> Agencia Estatal _____ <input type="checkbox"/> Corte Estatal _____ <input type="checkbox"/> Agencia Local _____		
Proporcione información sobre una persona de contacto en la agencia/corte donde se presentó la queja		
<b>Nombre:</b>		
<b>Título:</b>		
<b>Agencia:</b>		
<b>Dirección:</b>		
<b>Teléfono:</b>		

<b>Sección VI</b>
Nombre de la agencia contra la que se presenta la queja:
Persona de contacto:
Título:
Número de teléfono:

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

Firma y fecha requeridas a continuación

---

Firma Fecha

# Appendix F

## UGA & MACORTS Public Participation Plan (PPP)



## Introduction

University of Georgia Transportation and Parking Services is required to notify UGA Campus Student Government Association and post notifications on the transportation website <https://tps.uga.edu/parking/>. In addition, University of Georgia Transportation and Parking Services participates as a partner with Athens Transit's MACORTS Public Participation Plan. University of Georgia Transportation and Parking Services participates as a voting member in regional local community board meetings through MACORTS. MACORTS is responsible for implementing the 3-C (comprehensive, cooperative, and continuing) transportation planning process. The organization is composed of a Policy Committee and a Technical Coordinating Committee. MACORTS is one of 16 Metropolitan Planning Organization (MPO) in Georgia.

The Policy Committee consists of 8 Voting Members (2 non-voting members). The voting members consist of representatives from Madison County, Clarke County, Oconee County, University of Georgia, and the Georgia Department of Transportation (GDOT). The MACORTS Chairmanship is rotated between Madison County, Oconee County and Athens-Clarke County Chief Elected Officials. Meetings are held on the second Wednesday of the month, on an as needed basis.

The Technical Coordinating Committee (TCC) is composed of staff from Madison County, Athens-Clarke County, Oconee County, University of Georgia, and Georgia Department of Transportation (GDOT) and the Federal Highway Administration (FHWA). The A-CC Planning Department Director is permanent Chairman of the TCC. The TCC is a recommending body to the MACORTS Policy Committee. TCC meetings are held on the fourth Wednesday of each month on an as needed basis.

**\*\* All meetings are recorded. Audio/Visual recordings of these meetings are available upon request. In order to attend or participate in the scheduled TCC/PC meetings, please contact MACORTS staff at 706-613-3515 or macorts@accgov.com for the password or to request a recording. \*\***

Athens-Clarke County Planning Department is designated as the Metropolitan Planning Organization (MPO) by the Governor of Georgia. The Planning Department, in conjunction with GDOT, is responsible for carrying out the transportation planning process as mandated under federal legislation.

Transportation Planning Process is required by federal law for all urban areas over 50,000 in population. All transportation projects in this area which utilize federal funds must go through a process in which they are adopted into a regional transportation plan / Long Range Transportation Plan. The projects that are in this plan are, over time, put into the Transportation Improvement Program (TIP) for implementation.

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*

*Adopted May 12, 2021*

[www.macorts.org](http://www.macorts.org)

# MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION STUDY

## PARTICIPATION PLAN

Adopted May 12, 2021

Athens-Clarke County Planning Department  
120 W. Dougherty Street  
Athens, GA 30601  
Phone: (706) 613-3515  
Fax: (706) 613-3844  
Email: [macorts@accgov.com](mailto:macorts@accgov.com)  
Web: [www.macorts.org](http://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.*

*No person in the United States shall be excluded, on the grounds of race, color, creed, sex, age, disability, or national origin, from participation in, be denied the benefits of, or be subjected to discrimination of any kind by the Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) membership, staff, or agents.*

MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION  
STUDY  
PARTICIPATION PLAN

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

**A. PURPOSE**

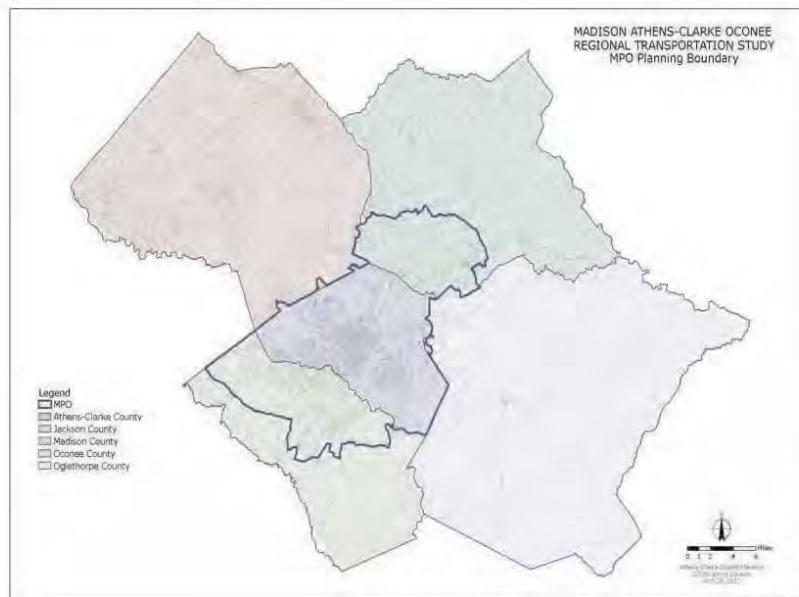
The Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) Participation Plan is designed to ensure timely and meaningful input into the metropolitan transportation planning process. The Participation Plan outlines the process to involve all interested parties in the regional transportation 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. This most recent version of the Participation Plan has been updated to be compliance with the latest federal transportation legislation, Fixing America's Surface Transportation (FAST) Act.

**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 21<sup>st</sup> 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, MAP-21, enacted on July 6, 2012, and FAST Act, enacted on December 5, 2015, 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 public participation process for the development of the Transportation Improvement Program (TIP) meets the Federal Transit Administration's (FTA) public participation requirements related to the development of the Section 5307 Program of Projects.

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 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 of the MACORTS boundary is included on the next page.



**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 is designated 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 houses the designated Metropolitan Planning Organization (MPO) for the MACORTS region. 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 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](http://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 created and maintains (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 identifies media, where possible, that serves these communities and maintains a mailing/contact list to notify these media outlets of all MACORTS public meetings.
3. Any planning products that are required to go to the public for review and comment including the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) shall be prepared and / or amended by the MPO in consultation with agencies and officials responsible for other planning activities in the study area. Consultation for these and other MACORTS documents that require public outreach shall include contacts with State,

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local, Indian Tribe and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation and historic preservation.

During the development of the MACORTS MTP and TIP the MPO will compare available plans, maps and inventories from state and local resource agencies to determine which resources 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 MTP and TIP.
5. The procedures for processing administrative modifications and amendments to the MTP 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 on the MACORTS website ([www.macorts.org](http://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 in digital and/or hardcopy upon request. Copies of the Transportation Improvement Program (TIP) and Metropolitan Transportation Plan shall be distributed to all other participating agencies.
2. Updates to the MTP and TIP will be available for a 30-day public review and comment period. A 15-day public review and comment period will be provided for amendments to the MTP and TIP.
3. Administrative modifications to the MTP and TIP are not subject to a public review period. They

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are, however, reviewed and approved through the MACORTS Technical Coordinating Committee (TCC) and Policy Committee. Those meetings are open to the public, and the TCC meeting agenda includes a standing public comment item. This insures that the public has an opportunity to comment at those meetings.

4. The development of the MACORTS Participation Plan and Limited English Proficiency Plan, and any future amendments to the plans, will be subject to a 45-day public review and comment period.
5. The development of the MACORTS Unified Planning Work Program (UPWP) and amendments to the UPWP are not subject to a public review period. They are, however, reviewed and approved through the MACORTS Technical Coordinating Committee (TCC) and Policy Committee. Those meetings are open to the public, and the TCC meeting agenda includes a standing public comment item.
6. The MPO shall provide reasonable access to technical and policy information used in the development of planning products including the MTP and TIP. Committee meeting agendas and minutes shall be posted on the MACORTS website. Meeting recordings will be provided upon request.
7. The MPO shall provide, upon request and 48-hour notice, assistance to those with special needs or limited English proficiency at MACORTS meetings.
8. Pages on the MACORTS website can be translated into any of several languages as chosen by the user to assist those with limited English proficiency.
9. In-person public meetings will be held at convenient and accessible locations and times. All committee meetings, public hearings, and formal events of 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.
10. As necessary, public and committee meetings may be held virtually at the discretion of the Policy Committee. In preparation for virtual public meetings, all materials to be presented in the meeting will be posted on the MACORTS website ([www.macorts.org](http://www.macorts.org)).
11. If a Final Draft version of an MACORTS document/plan differs significantly from the Draft version that was provided to the public for review and comment, that document will be provided to the public again for review and comment for a minimum of 15 days (45 days for Participation Plan). Whether a document is "significantly different" will be decided by the MPO Staff in coordination with the Georgia Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration.

**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) business days in advance to all committee members, area media outlets, and other interested parties including the public mailing lists. Agendas and minutes of meetings will be posted on the MACORTS web site.
2. 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 mail-out materials to committee meetings and other interested parties.
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 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. Virtual meetings will be advertised this way as well.
  - c. **Fact Sheets and Brochures** – Used to provide general information about MACORTS plans and programs, such as the MTP, TIP, Participation Plan, Limited English Proficiency Plan, and Unified Planning Work Program. Fact sheets will be available in print at MACORTS public meetings and in electronic format 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. A public mailing list for electronic and hardcopy (US mail) communications will be maintained and used to provide information about committee

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meetings and public involvement activities.

- 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 mailing 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.

### **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, whether in-person or virtual, will be a regularly-scheduled forum for the discussion of, and updates on regional transportation needs, plans, programs and activities. The TCC meeting agenda 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 MTP, TIP, Participation Plan, Limited English Proficiency Plan, and the during special studies related to regional transportation issues. As conditions dictate, or at the discretion of the Policy Committee, public meetings may be held virtually. All materials to be shared at the virtual meeting will be provided on the MACORTS website for the duration of the comment period. Copies will be provided to anyone who requests them in either hardcopy or digital format. This will provide the public with ample access to materials and staff beyond the traditional

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public meeting format.

5. **Comment Sheets** – Comment sheets will be distributed at public meetings and available on the MACORTS website 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 and on the MACORTS website.
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 Website** – The MACORTS website 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.

#### EVALUATION OF PARTICIPATION PLAN

**OBJECTIVE:** To 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. After each update of the MTP, the Participation Plan will be evaluated for effectiveness. Results of that evaluation will be used to guide what, if any, adjustments need to be made to the Participation Plan. The table included as Appendix F summarizes how these criteria apply to the various public participation tools and techniques used by MACORTS. Some of the possible criteria for evaluating the effectiveness of the Participation Plan are listed below:

1. Number of “hits” on the MACORTS website per month, or number of “hits” on the MACORTS website during a public comment period.
2. Number and type of public comments received regarding planning products and/or projects.
3. Number of issues / concerns expressed by the Citizens Advisory Committee representatives and the response to, or change resulting from, the issue or concern.

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4. Number of newspaper articles / television interviews / online posts generated by press releases and other notices to the media.
5. 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.
6. Number of people attending public meetings regarding planning products and/or projects or accessing the MACORTS website during a public comment period.
7. 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 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 the ACC Planning Department, 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 June 2016, reaffirmed the requirement 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 dated May 12, 2021, 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.

5-12-2021  
Date

  
Chair, MACORTS Policy Committee

APPENDIX B

UPDATE OF DRAFT LIMITED ENGLISH PROFICIENCY PLAN FOR  
MACORTS AND ACC TRANSIT DEPARTMENT & MACORTS PARTICIPATION PLAN  
PUBLIC COMMENT RECEIVED FEBRUARY 22 – APRIL 7, 2021  
SUMMARY

Note: Draft LEP Plan and Draft Participation Plan were posted on the MACORTS website in their entirety on February 18, 2021 along with a public comment form that could be printed or e-mailed and a comment form that could be e-mailed directly from the website. All materials were available on CD in pdf format as well as in hardcopy.

Virtual Public Meeting (March 11, 2021; 5:30 – 6:30 pm) Attendance: 0

Total Visitors to MACORTS Website During Public Involvement: 2,111  
Total Visitors to Public Involvement Tab During Public Involvement: 99

Written Comments

Total E-mailed Comments:	1
Forms Turned In At Public Meetings:	0
Comments Mailed In:	0
Comments Faxed In:	0
<u>Other Comments:</u>	<u>0</u>
Total Comments:	1

**Organizations / Groups that Submitted Comments Included:**

None

**Comments Specific to LEP Plan:** (See attachment for exact comments)

None

**Comments Specific to Participation Plan:** (See attachment for exact comments)

- Update websites in Appendix C to accgov.com. (1)

**General / Other Comments :** (See attachment for exact comments)

None

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

**LOCATIONS FOR POSTING NOTICES/ PUBLIC COMMENT MATERIALS**

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](http://www.macorts.org)
6. Athens-Clarke Co. Planning Dept. website – [www.acegov.com/151/Planning-Department](http://www.acegov.com/151/Planning-Department)
7. Oconee County website – [www.oconeecounty.com/communitylinks/MACORTS](http://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 (Final TIP & MTP)
3. Madison County Planning Department – 91 Albany Drive, Danielsville, GA
4. Madison County Library – Highway 98, Danielsville, GA (Final TIP & MTP)
5. Oconee County Planning Department – 22 N. Main Street, Watkinsville, GA
6. Oconee County Library – 1080 Experiment Station Road, Watkinsville, GA (Final TIP & MTP)
7. MACORTS website – [www.macorts.org](http://www.macorts.org)
8. Athens-Clarke Co. Planning Dept. Webpage – [www.acegov.com/151/Planning-Department](http://www.acegov.com/151/Planning-Department)
9. Oconee County website – [www.oconeecounty.com/communitylinks/MACORTS](http://www.oconeecounty.com/communitylinks/MACORTS)
10. Georgia Department of Transportation Project Information – [www.dot.ga.gov/BS](http://www.dot.ga.gov/BS)

**IN-PERSON 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



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

<b>Public Participation Tool</b>	<b>Evaluation Criteria</b>	<b>Performance Goal(s)</b>	<b>Methods to Meet Goal(s)</b>
In-Person Public Meetings	Calls, letters, and e-mails; number of attendees	Minimum 5 people per meeting	Schedule meetings at convenient times and accessible locations. Use other public involvement tools to increase awareness of meetings
Virtual Public Meetings	Number of Visits to Website; Attendance in Virtual Meeting	Increase of at least 10% over average website traffic	Have all materials on website for duration of comment period including presentation materials; Advertise as would for in-person
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 5% 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 5% 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	Prepare and distribute press releases to advertise MACORTS meetings, review and comment periods, and milestones in specific projects.

<b>Public Participation Tool</b>	<b>Evaluation Criteria</b>	<b>Performance Goal(s)</b>	<b>Methods to Meet Goal(s)</b>
MACORTS Website	Calls, letters, and e-mails.; Number of 'hits' (visits) on the web site	Minimum of 30 hits more during public comment period vs. other times	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.

APPENDIX E

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

Project: \_\_\_\_\_ Dates: \_\_\_\_\_

<b>Public Participation Tool</b>	<b>Description</b>	<b>Method Used Yes / No</b>
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.	

APPENDIX F

LISTS OF RESOURCE AGENCIES AND CONSULTATION CONTACTS

State & Local Planned Growth:

Northeast Georgia Regional Commission  
 Georgia Department of Community Affairs  
 Madison County Planning & Zoning Department  
 Athens-Clarke County Planning Department  
 Oconee County Planning & Code Enforcement Department

Economic Development:

Athens-Clarke County Economic Development Department  
 Oconee County Chamber of Commerce  
 Madison County Chamber of Commerce  
 Athens-Clarke County Area Chamber of Commerce  
 Georgia Department of Economic Development

Tourism:

Athens Convention & Visitors Bureau  
 Oconee County Department of Tourism  
 Madison County Chamber of Commerce

Natural Disaster Risk Reduction:

Georgia Emergency Management & Homeland Security Agency  
 Madison County Emergency Management Agency  
 Athens-Clarke County Emergency Management Agency  
 Oconee County Emergency Management Agency

Environmental Protection:

Georgia Forestry Commission  
 Georgia Department of Natural Resources – Natural Resources Division  
 Georgia Department of Natural Resources – Historic Preservation Division  
 Georgia Department of Natural Resources – Environmental Protection Division  
 Georgia Department of Natural Resources – Wildlife Resource Division  
 Georgia Department of Natural Resources – State Parks & Historic Sites Division  
 Athens-Clarke County Leisure Services  
 Oconee County Parks & Recreation Department  
 Madison County Recreation Department

Airport Operations:

Athens - Ben Epps Airport

Freight Movement:

McLane Trucking  
Georgia Motor Trucking Association  
SAIA Motor Freight Line Inc.  
CSX Railroad

Private Providers of Transportation:

Groome Transportation  
Stephens Limo Service Inc.  
Bulldog Limo Service  
Georgia Medical Transportation  
Caring Man in a Van  
Georgia Department of Human Services – Office of Facilities & Support Services  
United Taxi

Bike / Pedestrian Facility Advocates:

Bike Athens  
Georgia Bikes

Disabled Population:

Hope Haven of Northeast Georgia  
Georgia Options  
People First of GA, Inc.  
Disabled American Veterans

Intercity Bus Operators:

MegaBus (American Coach Lines Inc.)  
Southeastern Stages

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

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**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.
  - o If the STIP amount is \$10,000,000 or less, the cost may be increased up to \$2,000,000.
  - o If the STIP amount is greater than \$10,000,000, the cost may be increased by a maximum of 20%.
- F. Shifting projects within the 4-year STIP as long as the subsequent annual draft STIP was submitted prior to September 30.
- G. Projects may be funded from lump sum banks as long as they are consistent with category definitions.

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

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

The administrative modification process consists of a monthly list of notifications from GDOT to all involved parties, with change summaries sent on 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.

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*MACORTS Participation Plan*

*www.macorts.org*

*Adopted May 12, 2021*

**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.

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# **Appendix G**

## **Language Assistance Plan (LAP) / MACORTS Limited English Proficiency Plan**

## **I. Introduction**

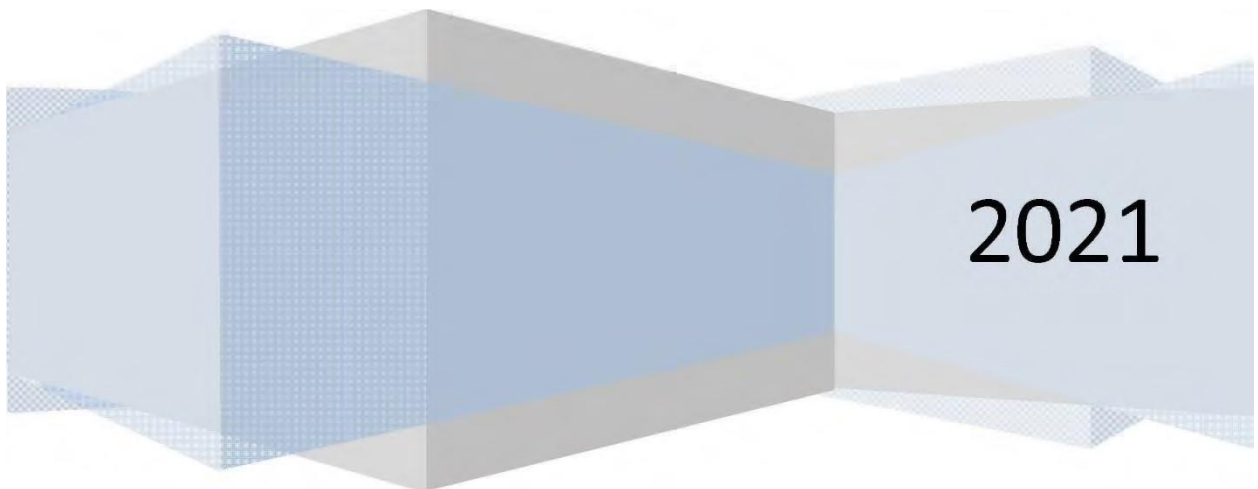
University of Georgia Transportation and Parking Services operates a transit system within the University of Georgia Campus and UGA Health Science locations and portions of Athens-Clarke County. University of Georgia Transportation and Parking Services ensures LAP on campus through our Equal Opportunity Office (EOO) <https://eoo.uga.edu/About/policies/> . As part of MACORTS, The University of Georgia Transportation and Parking Services' falls under the umbrella of MACORTS 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 University of Georgia Transportation and Parking Services service area, which is included in the Athens-Clarke County area; there are 4152 residents or 2.8% who describe themselves as not able to communicate in English "very well" (Source: US Census). The documents below are the main work efforts of MACORTS.

Madison Athens-Clarke Oconee Regional Transportation Study  
(MACORTS) & Athens-Clarke County Transit Department

## Limited English Proficiency Plan

Adopted May 12, 2021

Prepared by Athens-Clarke County Planning Department



**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 April 28, 2021 meeting recommended the approval of the Limited English Proficiency Plan for MACORTS and the Athens Transit Department:

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 May 12, 2021.

Recommended by:



Brad Griffin  
TCC Chairman / MPO Director

May 12, 2021



John Daniell  
MACORTS Policy Committee Chairperson

May 12, 2021

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

Adopted  
May 12, 2021

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.*

*No person in the United States shall be excluded, on the grounds of race, color, creed, sex, age, disability, or national origin, from participation in, be denied the benefits of, or be subjected to discrimination of any kind by the Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) membership, staff, or agents.*

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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-Clarke County Transit Department (ACCTD). 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 Athens-Clarke County Transit Department:

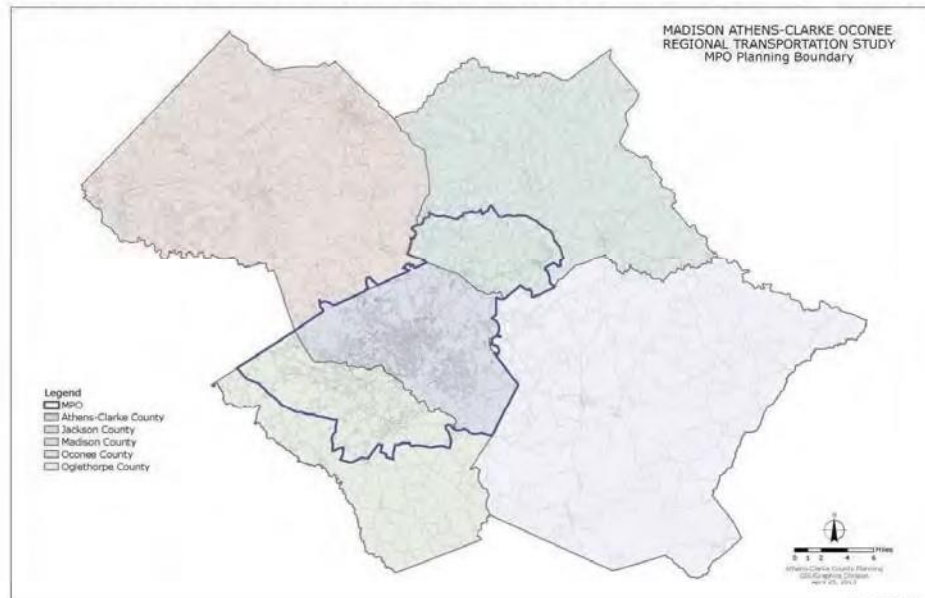
1. The number or proportion of LEP persons served or encountered in the eligible service population.
2. The frequency with which LEP persons encounter the services, programs, or activities provided.
3. The nature and importance of the services, programs, or activities; and
4. The resources available 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 Metropolitan Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program, and the Participation Plan.

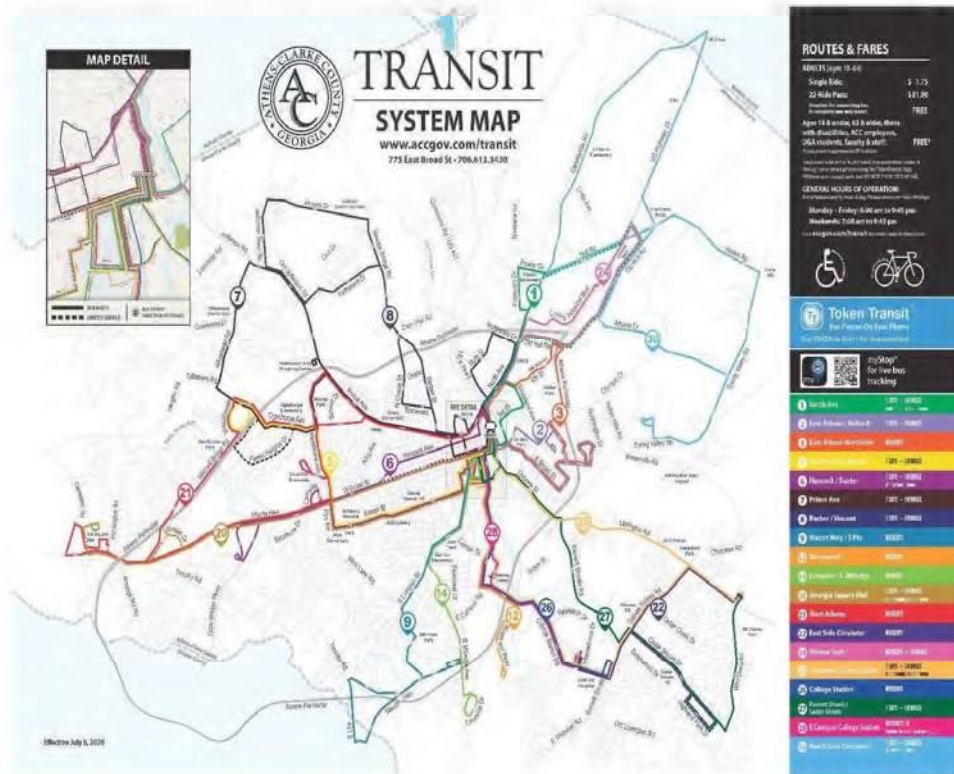
The Metropolitan Transportation Plan outlines the transportation planning vision for the next 20 years. The Transportation Improvement Program (TIP) is an annually updated program of projects to receive federal funding during the next 4 fiscal years for implementation. The Unified Planning Work Plan (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-Clarke County Transit Department

Athens-Clarke County Transit Department (ACCTD) provides public transportation for Athens-Clarke County with 32 buses on 20 bus routes throughout the county. ACCTD offers fixed route bus service that operate Monday – Saturday from approximately 6:00 am to 10:00 pm, depending on the route, day, and time of year. In FY 2020, the ACCTD provided over 1.3 million rides on the fixed route service. All fixed route vehicles are ADA-accessible.

Athens-Clarke County Transit Department 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 2020, the ACCTD provided 5,398 rides on demand response service. Additionally, ACCTD 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 three-position bicycle rack mounted to the front of the bus.

Figure 2: Athens-Clarke County Transit Department 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, specifically the American Community Survey's 5-year estimates. Due to the constraints of the available data, the member counties were analyzed at the Census Tract level, which does not conform completely to the MACORTS boundary. Therefore, it should be noted that the number of LEP persons within the MACORTS area is 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 ACCTD service area (Athens-Clarke County). As illustrated in Table 1, the MPO region has a total population (over 18 years of age) of 160,212 individuals. This total represents the Census Tracts within Athens-Clarke, Madison, Oconee, Oglethorpe, and Jackson Counties with any part in the MPO area. This area is larger than the area within the MACORTS boundary. Athens-Clarke County total population (over 18 years of age) is 111,568. The race and ethnic breakout is as follows:

**Table 1 - Total 'Speakers' by Race Age 18 & Over**

Census Source	Race	Athens-Clarke Co.	Madison Co.	Oconee Co.	Oglethorpe Co.	Jackson Co.	Total
B01001A	White	68,232	7,606	22,461	3,955	5,897	108,151
B01001B	African American	25,722	1,231	1,365	705	825	29,848
B01001C	American Indian	138	11	6	9	0	164
B01001D	Asian	4,311	123	1,070	0	38	5,542
B01001E	Hawaiian / Islander	83	0	0	0	5	88
B01001F	Other Race	2,022	304	90	133	57	2,606
B01001G	Two or More Races	2,440	68	321	51	43	2,923
B01001I	Hispanic	8,620	559	1,072	334	305	10,890
	Total	111,568	9,902	26,385	5,187	7,170	160,212

*Source: US Census Bureau, American Community Survey, B01001A-G & B01001I, 5 year Average 2014 - 2018, Sex by Age by Race*

The LEP Analysis is based upon the Census data reported for persons ages 18 and up. This age group represents the potential ‘customers’ of ACCTD and MACORTS. Services and documents provided by ACCTD and MACORTS have a greater impact on the lives of this age group. MACORTS documents, particularly, are not written for an audience under 18 years of age. Children would generally have guidance from adults on navigating the ACCTD system.

Table 2 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. This limitation of the available data inflates the number individuals reported in each age group by including those under 18 years of age.

**Table 2 – Top Ten Languages Spoken in MACORTS Region**

5 yrs and over Population	176,455	
English	153,464	86.97%
Spanish or Spanish Creole	13,811	7.82%
Other Indo-European	2,122	1.20%
Chinese	1,907	1.08%
Other Asian/Pacific Islander	1,067	0.60%
Other & Unspecified	785	0.44%
Korean	763	0.43%
German	653	0.37%
Arabic	507	0.29%
French, Haitian, or Cajun	455	0.26%
Total	175,534	99.48%

*Source: U.S. Census Bureau, American Community Survey 5-yr Estimate: 2014 - 2018; C16001 – Language Spoken by All Ages*

Table 3 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. This limitation of the available data inflates the number individuals reported in each age group by including those under 18 years of age.

**Table 3 – Top Ten Languages Spoken in Athens-Clarke County**

5 years and over population	117,825	
English	99,947	84.83%
Spanish or Spanish Creole	10,828	9.18%
Other Indo-European	1,546	1.31%
Chinese	1,362	1.16%
Other Asian/Pacific Islander	746	0.63%
Other & Unspecified	746	0.63%
Korean	694	0.59%
German	511	0.43%
Arabic	491	0.42%
French, Haitian, or Cajun	274	0.23%
Total	117,145	99.42%

Source: U.S. Census Bureau, American Community Survey 5-yr Estimate: 2014 – 2018; C16001 – Language Spoken by All Ages

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 4 shows, Oglethorpe County has the highest percentage of LEP individuals with 3.26%, while the entire region has approximately 2.78% of the population categorized as having limited English proficiency.

**Table 4 – Total Limited English Proficient Speakers  
18 years of age and over By County**

	Total Speakers	Total LEP Individuals	Total % LEP Individuals
<b>Athens-Clarke Co.</b>	102,948	3,221	3.13%
<b>Madison Co.</b>	9,343	262	2.80%
<b>Oconee Co.</b>	25,313	378	1.49%
<b>Oglethorpe Co.</b>	4,853	158	3.26%
<b>Jackson Co.</b>	6,865	133	1.94%
<b>Total</b>	149,322	4,152	2.78%

Source: U.S. Census Bureau, American Community Survey 5-yr Estimate: 2014 – 2018; B16004 – Age by Language Spoken at Home by Ability

**Table 5 – Total Limited English Proficient Speakers  
18 years of age and over By County & Language Group**

Language Group	Athens-Clarke Co.	Madison Co.	Oconee Co.	Oglethorpe Co.	Jackson Co.	Total
Spanish	2,768	245	254	158	0	3,425
Indo-European	86	0	0	0	81	167
Asian & Pacific	253	17	124	0	52	446
Other Languages	114	0	0	0	0	114
Total	3,221	262	378	158	133	4,152

*Source: U.S. Census Bureau, American Community Survey 5-yr Estimate: 2014 – 2018; 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 Athens-Clarke County Transit Department 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

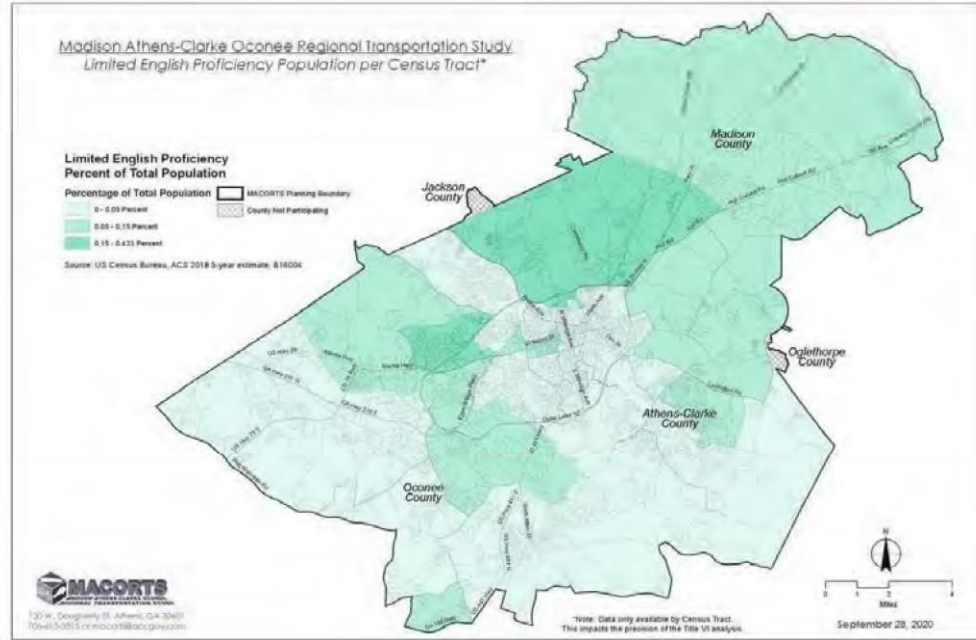
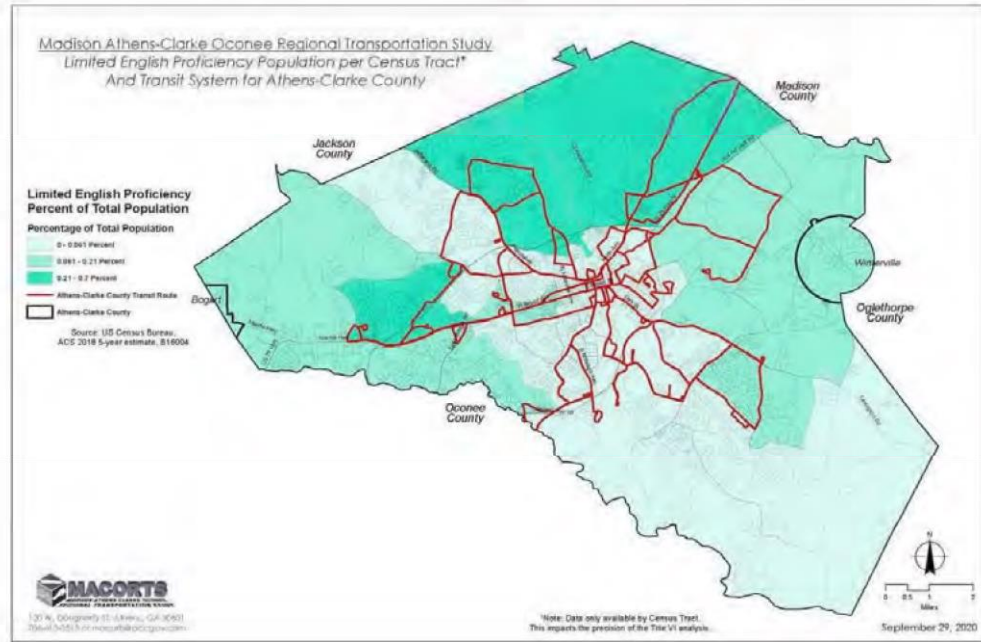


Figure 4: Shows the concentrations by Census Tracts of LEP Persons (18+ Years of Age) in Athens-Clarke County with Athens-Clarke County Transit Department System Map





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

To date, MACORTS has had very little contact with LEP persons in the course of MPO business. Athens-Clarke County Transit Department (ACCTD) has more contact with LEP 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. ACCTD and MACORTS planning staff were surveyed in regards to their interactions with LEP individuals in an average week. The MACORTS staff have had no requests for assistance from LEP persons in the last 15 years. Anecdotally, MPO staff noted only interacting less than 5 times in the last 20 years 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 an average of less than 2 LEP persons per week per planner. The office-wide total was 12 LEP customers encountered of the 256 customer interactions for the week surveyed (4.7%). Usually, 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 4.7% 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
14	728	256	13,312	5.47%	5.47%

*Additional Notes: This data came from a survey of employees of the Athens-Clarke County 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 extrapolated from a survey of total customers during the week of September 21 – 25, 2020.*

The staff of the Athens-Clarke County Transit Department was surveyed as well. They were asked how many LEP persons they encounter in the average week. Responses ranged from zero to 12 persons per week. The informal accounting of LEP persons was extrapolated to annual totals and compared to the number of people that ride ACCTD by route and by the total annual ridership. Table 7 illustrated that the highest percentage by route was on Route 7 – Prince Avenue with 0.73% of ridership being classified as LEP. When compared to the total annual ridership, the percentage of LEP persons system-wide is approximately 0.17%.

**Table 7 – Limited English Proficiency Riders of Athens-Clarke County Transit Department**

Bus Rts	Average Annual Number of LEP Riders	2020 Annual Ridership	LEP Annual Percentage	Bus Rts	Average Annual Number of LEP Riders	2020 Annual Ridership	LEP Annual Percentage
1	52	68,847	0.08%	20	52	122,895	0.04%
2	104	52,390	0.20%	21	208	33,562	0.62%
3	0	26,653	0.0%	22	0	24,489	0.0%
5	52	98,877	0.05%	23	0	2,521	0.0%
6	0	102,148	0.0%	24	364	50,337	0.72%
7	520	71,072	0.73%	25	104	80,874	0.13%
8	208	82,330	0.25%	26	52	47,055	0.11%
9	52	53,046	0.10%	27	104	141,855	0.07%
12	0	161,637	0.0%	28	0	21,092	0.0%
14	208	79,965	0.26%	30	104	16,426	0.63%
Any / All*	96			Total	2,280	1,338,071	0.17%

\*Some drivers indicated that they drove different routes every day, so their responses couldn't be attributed to any particular route.

**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-Clarke County Transit Department 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, ACCTD, and Overall Cost**

MACORTS serves a very small percentage of LEP persons, less than 2.8 % or approximately 4,152 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 \$188,000 for a total base grant amount of approximately \$235,000. The total budget varies from year to year slightly.

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](http://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 and others).

The Athens-Clarke County Transit Department (ACCTD) has been very proactive in their treatment of LEP persons. ACCTD has funding available through federal grants and the local government to continue to enhance their services for the LEP population.

#### Safe Harbor Stipulation

Federal law provides a "Safe Harbor" stipulation so that recipients of federal funds can ensure with greater certainty that they comply with their obligations to provide written translations in languages other than English. A "safe harbor" means that if a recipient provides written translations in certain circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI. The established threshold for the inclusion of a safe harbor for each eligible LEP language group that constitutes 5% of the service area population or 1,000 LEP persons, whichever is less.

Within the MACORTS region, approximately 2.78% of the population over 18 years of age is considered LEP. Of the total LEP population, Spanish is the only one LEP language group that meets the population threshold for which written translations of vital documents should be provided to meet the safe harbor standard. Based on the small percentage of LEP persons encountered doing MACORTS business and the limited MACORTS Staff (2) and budget, it is deemed that written translations of core documents would be so burdensome as to defeat the objectives of the programs. MACORTS has taken measures to provide appropriate accommodations and keep with the spirit of the regulations.

Within Athens-Clarke County, the ACCTD service area, approximately 3.13% of the population over 18 years of age is considered LEP. Of the total LEP population, Spanish is the only one LEP language group that meets the population threshold for which written translations of vital documents should be provided to meet the safe harbor standard. ACCTD has taken measures to provide essential information in Spanish either orally or in print.

### Language Assistance Measures

Language measures currently used and planned to be used by the MACORTS MPO and the Athens-Clarke County Transit Department include the following:

- Translation of summary of vital documents in Spanish via the MACORTS website
- Translation of vital documents in their entirety in Spanish, upon request
- Posting advertisements / public notices in Spanish-language publications locally circulated
- Providing Transit literature in Spanish (ie schedules, route guides, point-of-sale signage, Rider's Guide)
- Provide oral interpreter services at any meeting or public hearing, with advance notice of 3-7 calendar days. Interpreter to include foreign language and the hearing impaired.
- Posting notices in appropriate languages informing LEP persons of available services on the MACORTS website
- Spanish-speaking staff are available at ACCTD to assist LEP persons
- ACCTD buses have on-board location announcements in English and Spanish
- ACCTD provides bi-lingual outreach to the local Hispanic Community actively engaging them in several areas related to public transit.
- ACCTD is currently engaging the local Hispanic Community in a promotional campaign with the objective to increase transit ridership for this community.
- ACCTD provides a monthly bilingual 'How to Ride the Bus' program (English/Spanish).
- E-ink (tablet information mounted on bus shelters) displays have Braille instructions, Spanish capability, and read-aloud options
- ACCTD uses the Token application for passengers to buy bus passes and use them from their phones. The app is available in English and Spanish.
- ACCTD utilizes the myStop application to provide route information in English and Spanish.

### Plan Monitoring & Updating

MACORTS and ACCTD will update the LEP Plan on the required schedule for Title VI materials, currently every 3 years. As part of the triennial update, census data will be reviewed and analyzed for changes in demographics. Staff will evaluate whether the current language assistance measures are sufficient and recommend adjustments accordingly.

### 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 ACCTD provide the technology to translate their websites into several languages. ACCTD has translated public materials, such as route guides and schedules, so that they are 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 and public comment periods.

The Athens-Clarke County Transit Department is providing many services to LEP persons currently. ACCTD schedules are available in Spanish and Braille. A picture book was developed that shows how to ride the bus for non-English speakers. The ACCTD website includes a mechanism to translate the content into one of several languages. There are currently several ACCTD staff members that speak Spanish fluently and are available to assist in interpretation as needed. These staff members are operators who would be available to drive along the routes with the highest LEP demand. ACCTD actively markets to the Spanish-speaking population.

### MACORTS and ACCTD 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.

ACCTD 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 ACCTD monthly staff meetings. ACCTD staff has access to take classes in Command Spanish through the Unified Government of Athens-Clarke County periodically. Staff are trained on the technology/tools used to provide passenger information in English and Spanish.

### LEP Plan Access

MACORTS and ACCTD will post the LEP Plan on their websites at [www.macorts.org](http://www.macorts.org) and [www.accgov.com/Transit](http://www.accgov.com/Transit), respectively. Anyone with internet access will be able to access the plan. For those without 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; E-mail: [macorts@accgov.com](mailto:macorts@accgov.com)

## **Appendix H**

# **Operating Area Language Data: MACORTS & the University of Georgia Transportation and Parking Services Service Area**

**Language Data for MACORTS Area - US Census Bureau, American Community Survey, C16001, 2015-2019 5-Year Estimate - Language Spoken at Home by Ability to Speak English for Population 5 years and Up**

<u>Language</u>	<u>MACORTS Total</u>	<u>Percent of Population</u>
Total	165439	
Speak only English	143169	86.5%
Spanish or Spanish Creole	13641	8.2%
Speak English "very well"	7037	4.3%
Speak English less than "very well"	6604	4.0%
French (incl. Haitian, Cajun)	503	0.3%
Speak English "very well"	457	0.3%
Speak English less than "very well"	46	0.0%
German or West German Languages	612	0.4%
Speak English "very well"	570	0.3%
Speak English less than "very well"	42	0.0%
Russian, Polish, or Slavic Languages	305	0.2%
Speak English "very well"	287	0.2%
Speak English less than "very well"	18	0.0%
Other Indo-European Languages	1757	1.1%
Speak English "very well"	1465	0.9%
Speak English less than "very well"	292	0.2%
Chinese (including Mandarin, Cantonese)	1544	0.9%
Speak English "very well"	972	0.6%
Speak English less than "very well"	572	0.3%
Korean	787	0.5%
Speak English "very well"	498	0.3%
Speak English less than "very well"	289	0.2%

**Language Data for MACORTS Area - US Census Bureau, American Community Survey, C16001, 2015-2019 5-Year Estimate - Language Spoken at Home by Ability to Speak English for Population 5 years and Up**

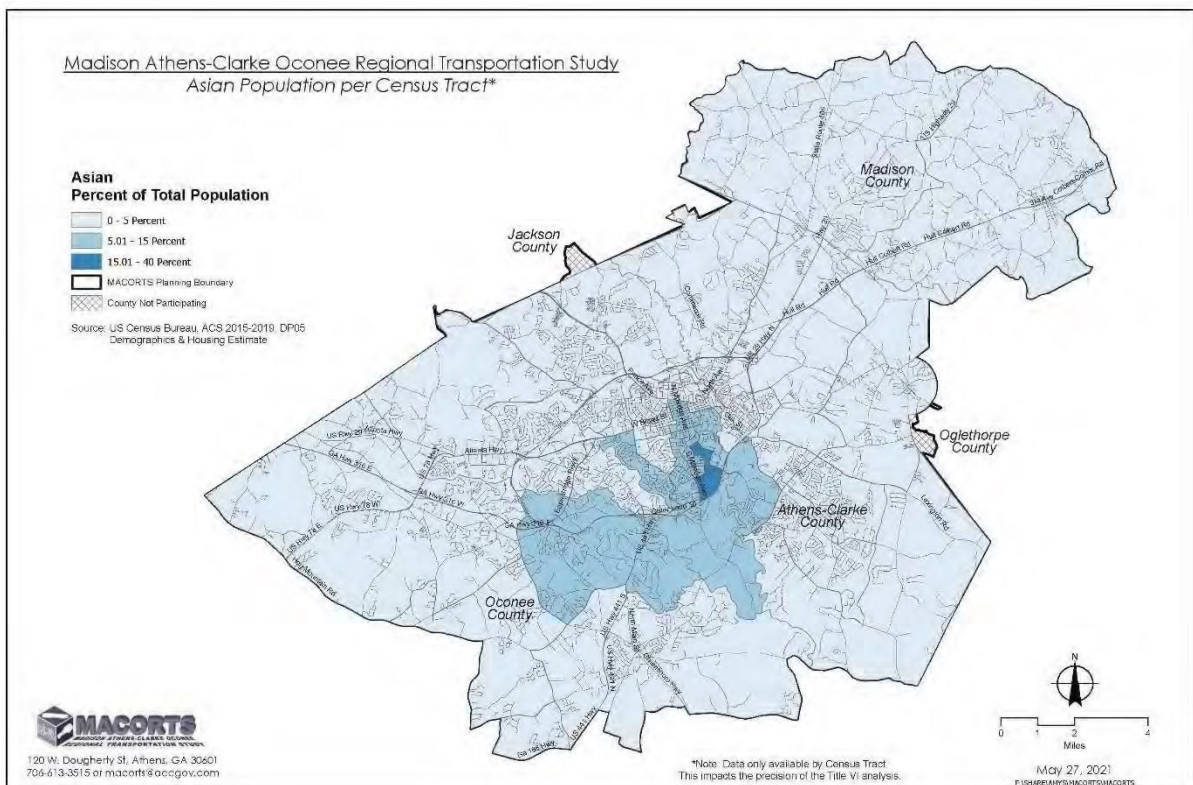
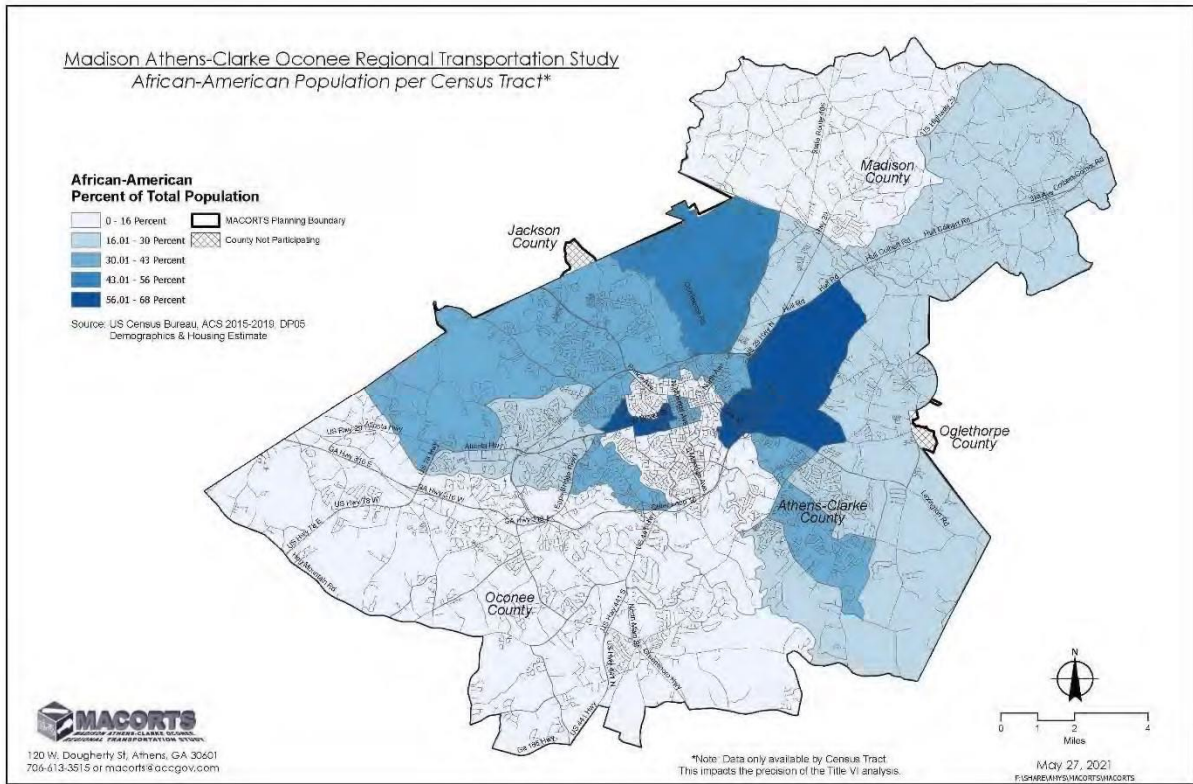
<u>Language</u>	<u>MACORTS Total</u>	<u>Percent of Population</u>
Vietnamese	297	0.2%
Speak English "very well"	251	0.2%
Speak English less than "very well"	46	0.0%
Tagalog	373	0.2%
Speak English "very well"	279	0.2%
Speak English less than "very well"	94	0.1%
Other Asian & Pacific Island languages	1039	0.6%
Speak English "very well"	545	0.3%
Speak English less than "very well"	494	0.3%
Arabic	647	0.4%
Speak English "very well"	427	0.3%
Speak English less than "very well"	220	0.1%
Other and unspecified languages	765	0.5%
Speak English "very well"	639	0.4%
Speak English less than "very well"	126	0.1%

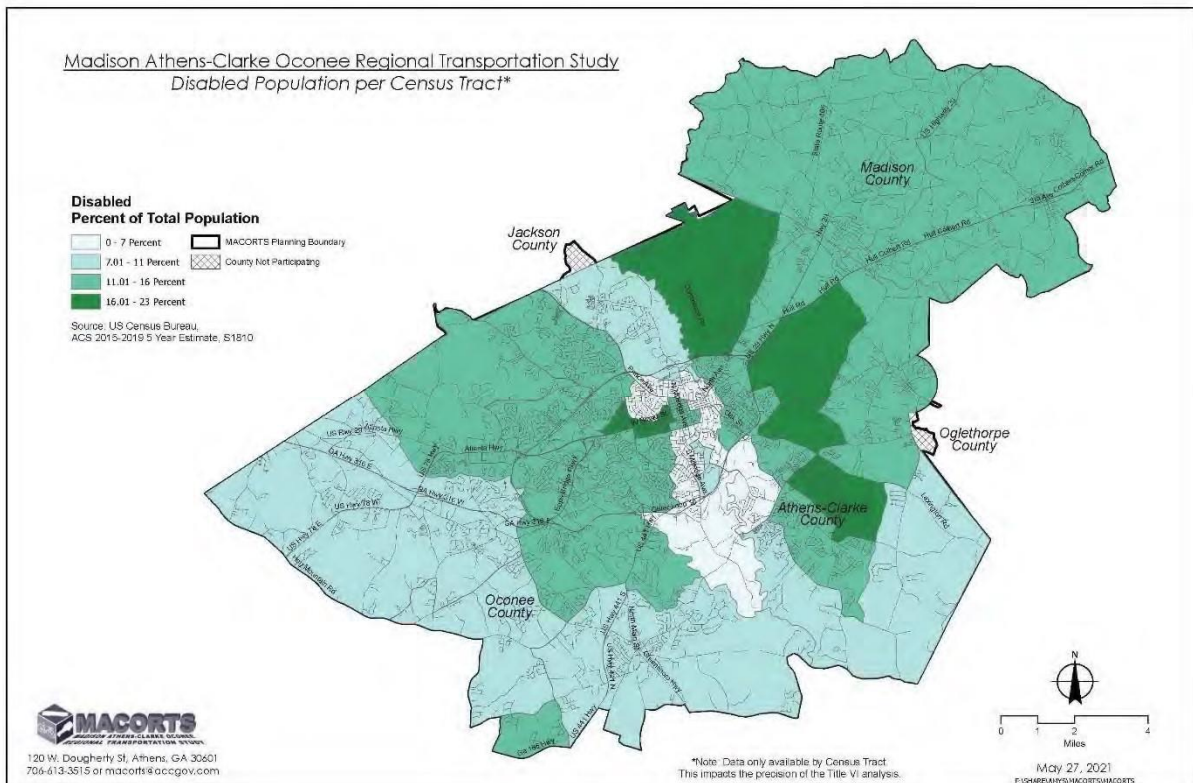
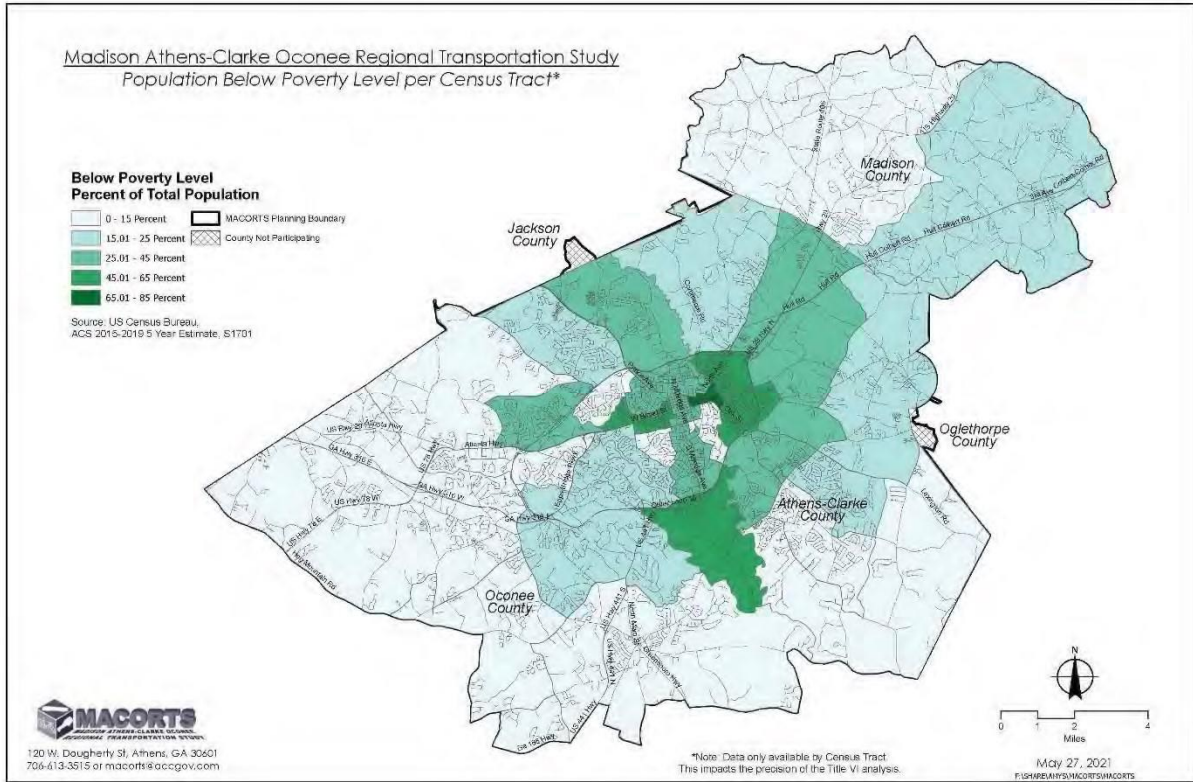


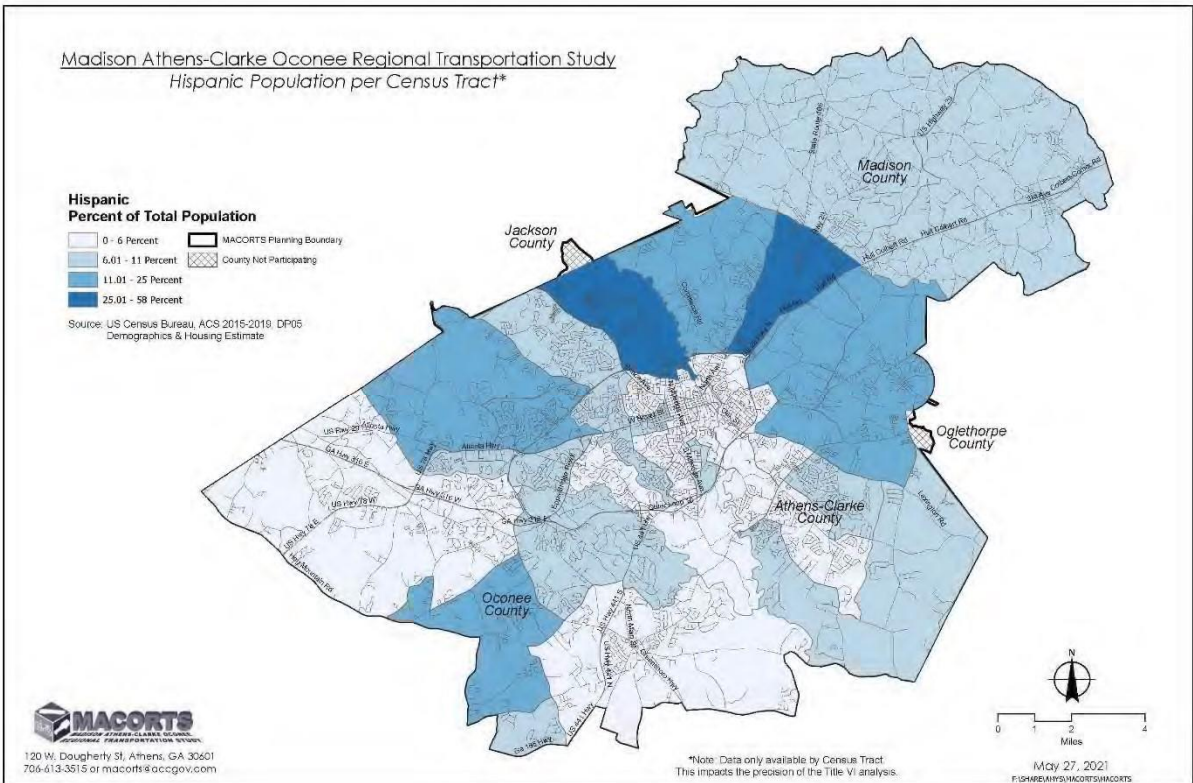
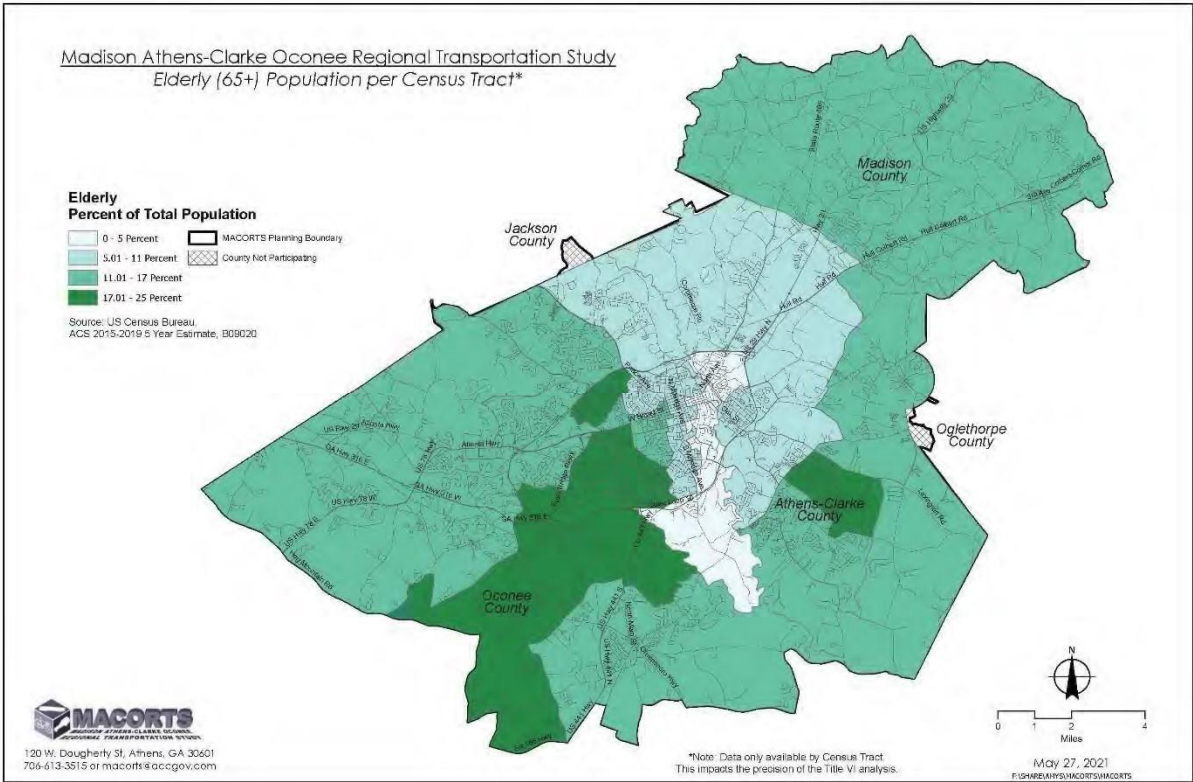
# Appendix I

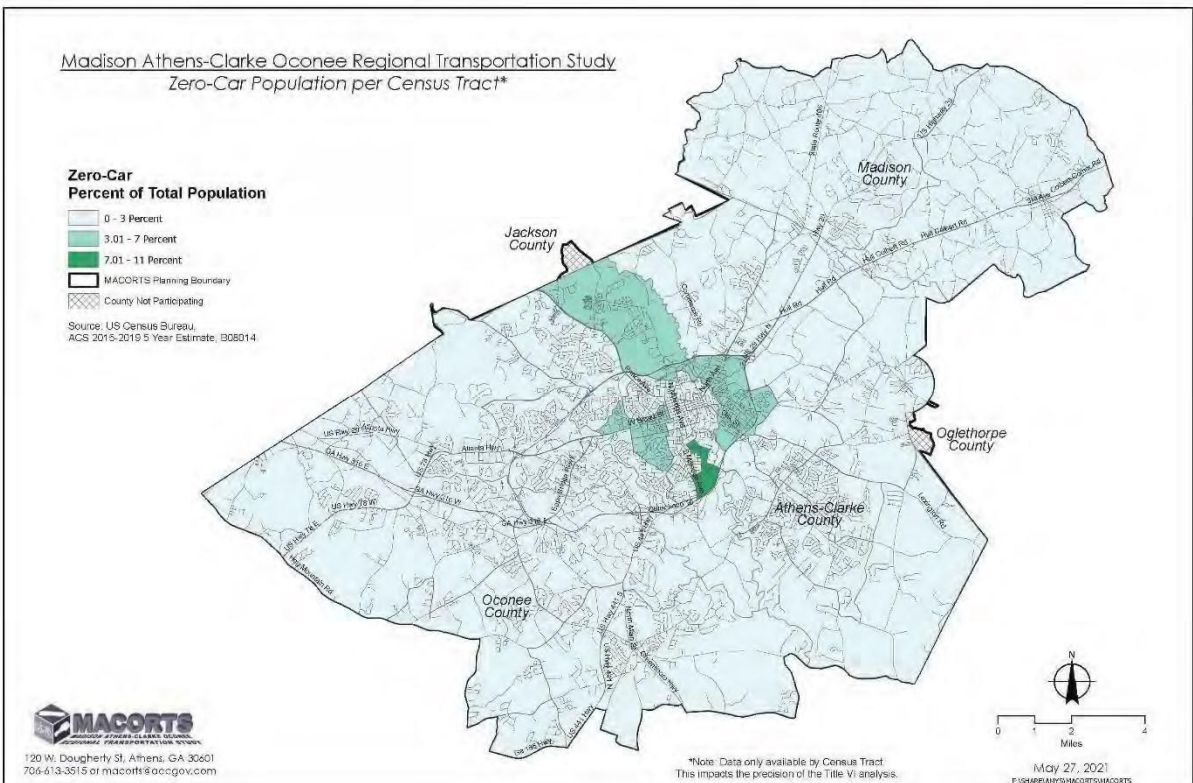
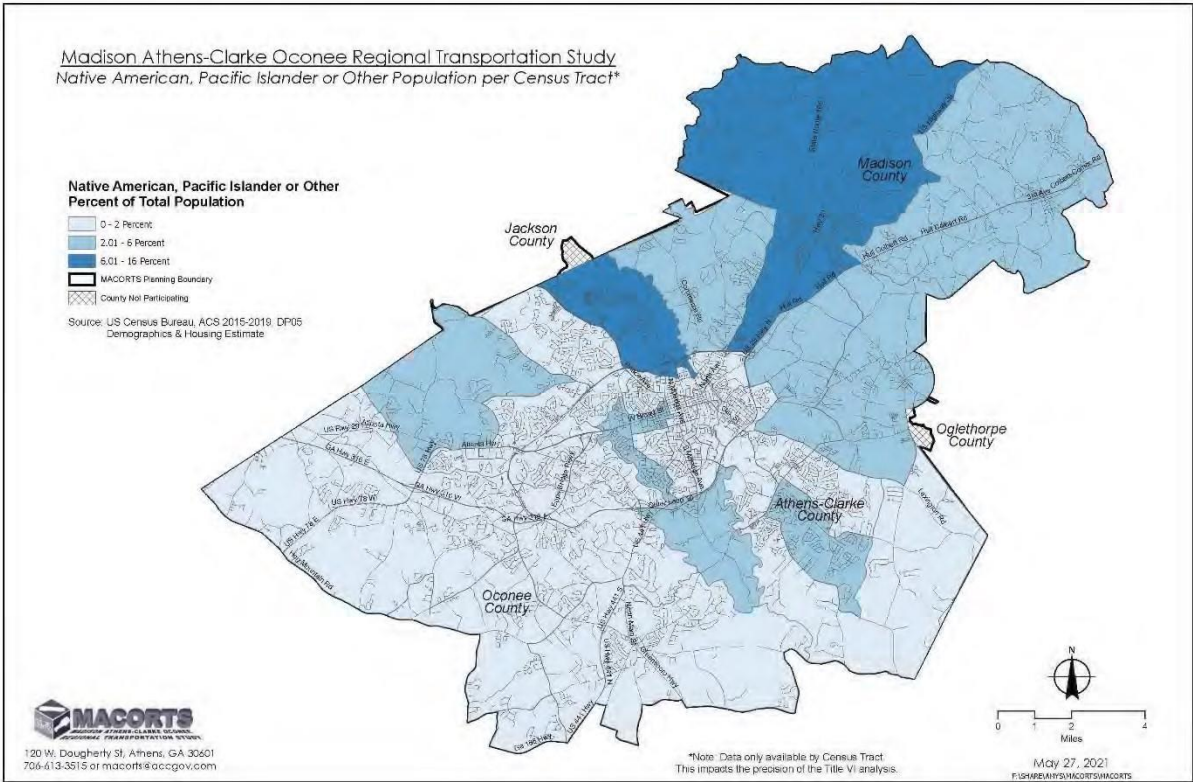
## Demographic Maps

(2015–2019 Data–ACS 5-Year Estimates)









# Appendix J

## Title VI Equity Analysis

University of Georgia Transportation and Parking Services has not recently built any new facilities, therefore, a Title VI Equity Analysis has not been performed. However, included in this document is an excerpt from MACORTS 2045 Long Range Transportation Plan approved October 9, 2019 containing the Title VI Analysis for the MACORTS region of which University of Georgia Transportation and Parking Services is located.



#### Title VI and Environmental Justice

Title VI of the Civil Rights Act of 1964 states that no person on the grounds of race, color, or national origin shall be subject to discrimination under any program or activity receiving federal financial assistance. In addition, the focus on Environmental Justice (EJ) states that federal agencies shall identify and address, as appropriate, disproportionately high and adverse human health or environmental effects of programs, policies, and activities on minority populations and low-income populations. As the recipients of federal transportation dollars, the planning process must incorporate the Title VI and EJ analysis, as these populations often experience significant transportation and mobility challenges.

These challenges were reported by the public during the public involvement phases of the development of this Plan (see Public and Stakeholder Engagement section beginning on page 89.) The US Census Bureau American Community Survey data from 2016 was used to update the identification and location of the Title VI and EJ populations from the previous plan.



Using this Census geography of block groups and tracts, any area was identified with populations above the overall regional average of 4.2%. The northwestern area of the MPO in Madison County does have block groups with EJ populations that are greater than the 4.2% regional average, but less than 5.3%. Regionally, the highest concentrations of EJ populations are found in the more central areas of Athens-Clarke County and in the block groups along the Oconee/Athens-Clarke County line. Based on the Census data, the regional average for each of the following categories was calculated; maps of the categories are shown in Figures 6 through 13.

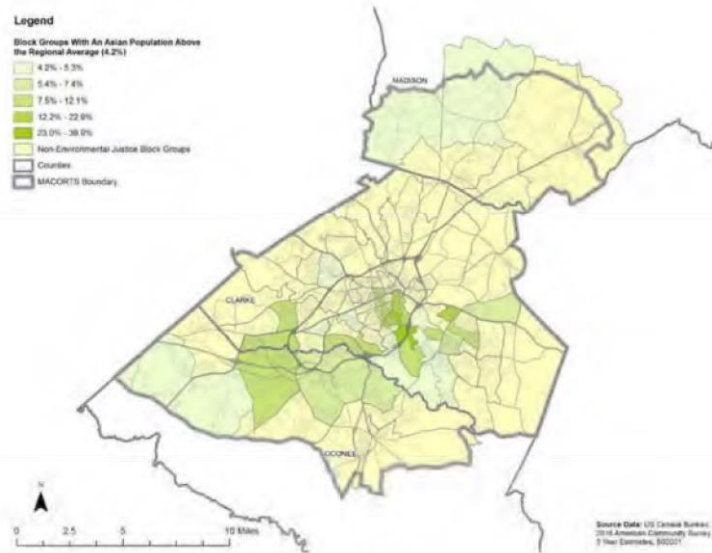




Asian

Block groups with an Asian population above the regional average of 4.2% are concentrated in Athens-Clarke County, primarily in the central area and south and east of the center. Block groups are also located along the Oconee County line.

FIGURE 7. ASIAN POPULATIONS ABOVE REGIONAL AVERAGE

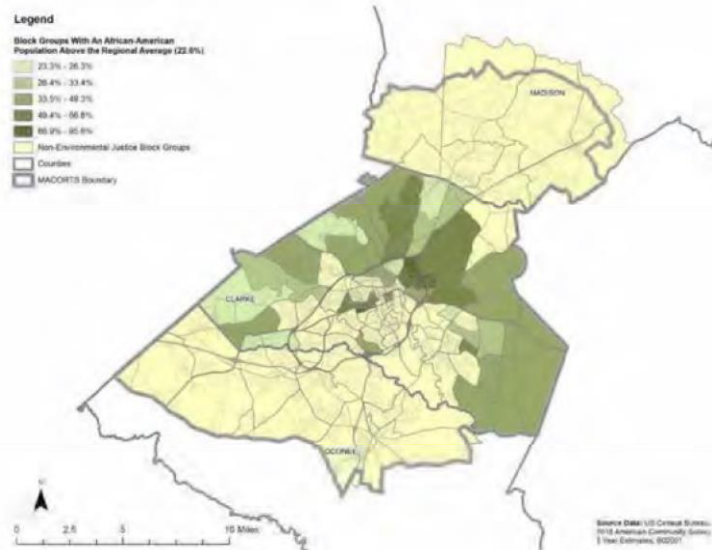




▪ African-American

The block groups with an African American population above the regional average of 22.6% are located only in Athens-Clarke County, with concentrations of populations occurring primarily north and east of the downtown area, along with several block groups found in the downtown area.

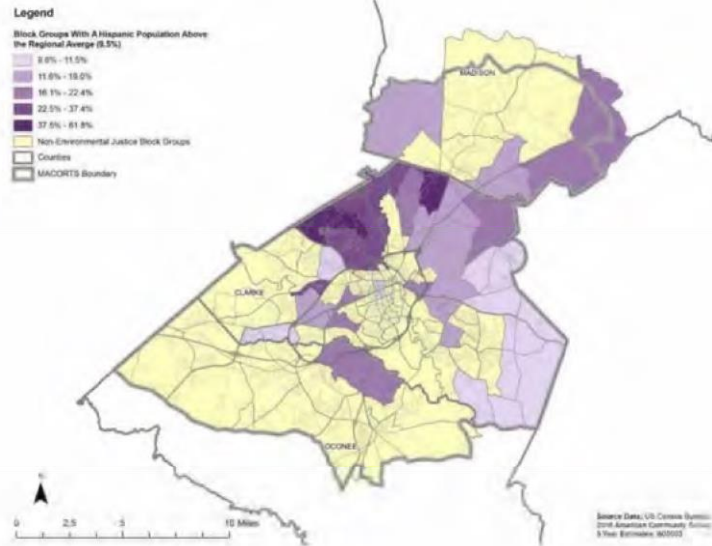
FIGURE 6. AFRICAN AMERICAN POPULATIONS ABOVE REGIONAL AVERAGE





- **Hispanic**  
The largest concentrations of the Hispanic populations occur in northeastern Athens-Clarke County at the Madison County line and in the northern portions of the county near the Jackson County line.

FIGURE B. HISPANIC POPULATION ABOVE REGIONAL AVERAGE

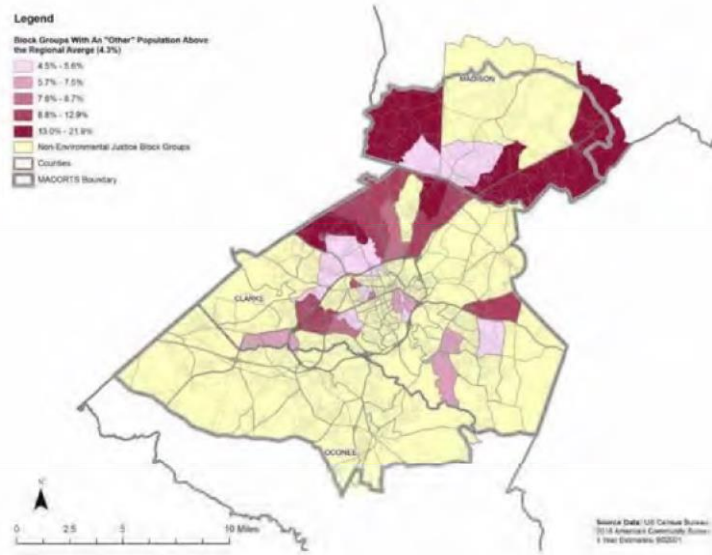




Other Race not Caucasian, African American or Asian

The block groups with the heaviest concentrations occur in southern Madison County adjacent to Oglethorpe and Athens-Clarke Counties and in western Madison County adjacent to Jackson County. Concentrations in Athens-Clarke County are found primarily in the northern areas adjacent to Madison and Jackson Counties. In addition, there are smaller concentrations found west of the downtown area.

FIGURE 9. OTHER POPULATIONS ABOVE REGIONAL AVERAGE

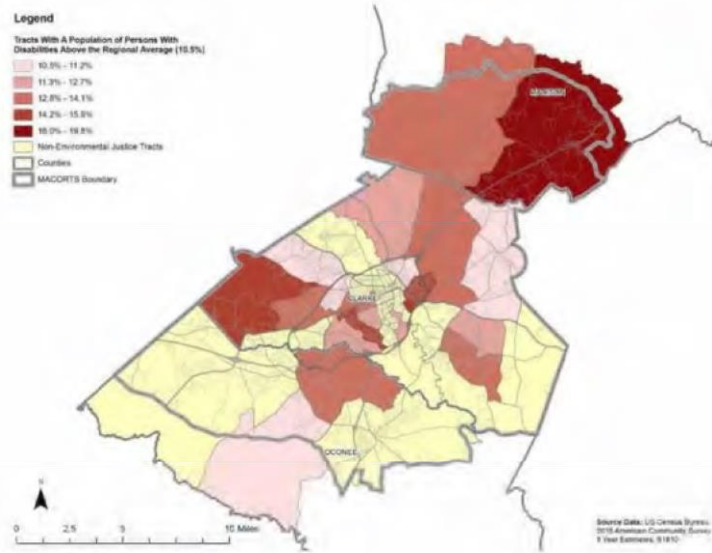




■ **Persons with Disabilities**

The largest population is found in eastern Madison County, with a concentration of between 16% and 20% above the regional average. The western portion of Madison County also exhibits populations above the regional average. Those areas in Athens-Clarke County are found west of the downtown area, and northwest of the downtown area towards Madison County.

FIGURE 10. POPULATIONS OF PERSONS WITH DISABILITIES ABOVE REGIONAL AVERAGE

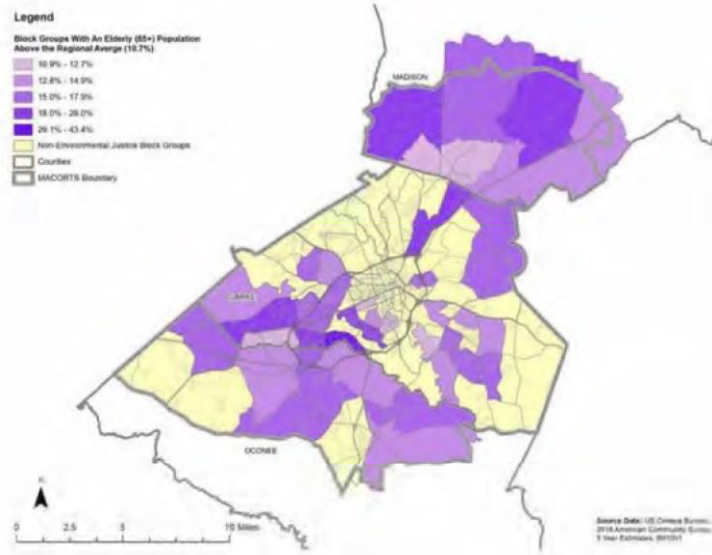




▪ **Elderly (Age 65 and Over)**

Elderly populations, or those over 65 years of age, above the regional average of 10.7% were found primarily in Madison County and in Athens-Clarke County adjacent to Madison County and in the western portion of the county. There were no block groups over the regional average in Oconee County.

FIGURE 11. ELDERLY POPULATIONS ABOVE REGIONAL AVERAGE

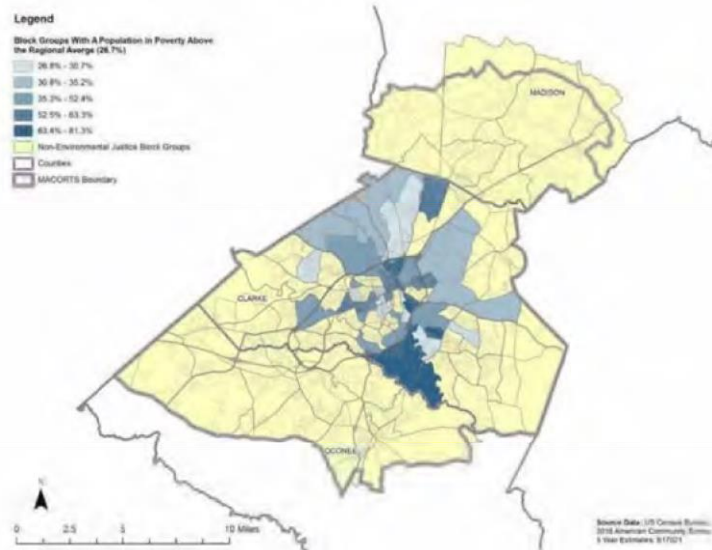




■ Poverty

The average of populations living in poverty in the counties of Athens-Clarke, Madison, and Oconee is 26.7%. Those areas with populations above the regional average are found in Athens-Clarke County, with none found in Madison and Oconee Counties. These populations primarily surround the downtown area except to the west.

FIGURE 12. POPULATIONS IN POVERTY ABOVE REGIONAL AVERAGE

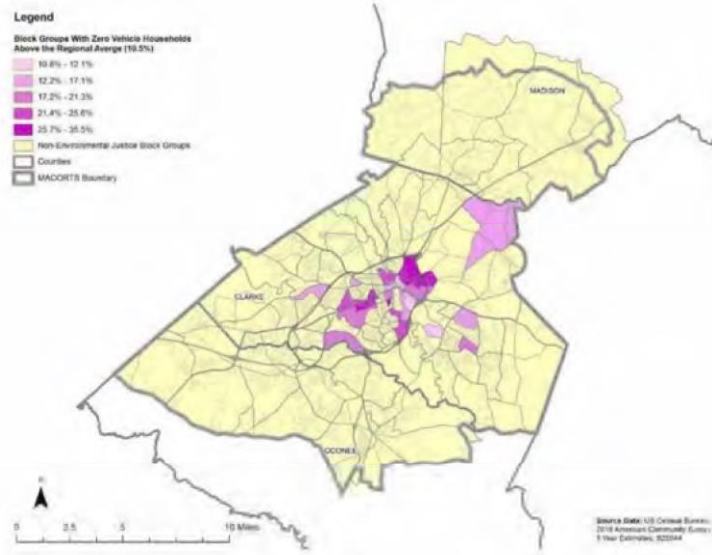




▪ **Households without Access to an automobile**

Populations with no access to a vehicle, or Zero Vehicle Households, are found only in Athens-Clarke County. The regional average for these populations is 10.5% and the block groups with populations higher than this average are found primarily in the central area of the county, near the downtown. There is one block group adjacent to Madison County that is also above the regional average.

FIGURE 13. ZERO VEHICLE HOUSEHOLDS ABOVE REGIONAL AVERAGE







Service Option	Annual Operating Costs	Capital Costs
Route 20 Frequency	\$502,952	\$450,000
Route 21 Frequency	\$756,902	\$450,000
Route 22 Frequency	\$756,913	\$450,000
Route 27 Frequency	\$679,286	\$450,000
Route 28 Frequency	\$317,316	\$450,000
<b>Long Term Subtotal</b>	<b>\$7,231,917</b>	<b>\$4,620,000</b>
<b>Total</b>	<b>\$12,984,612</b>	<b>\$10,440,000</b>

Since the adoption of the TDP, all routes that circulated through the University of Georgia campus were re-routed to accommodate campus construction. In addition, the realignments of Routes 5, 6, and 7 have been implemented, as well as the new service on US 29/Danielsville Road.

**Environmental Mitigation**

In order to understand how the impacts of the identified projects, the project map was overlaid with the Environmental Justice communities, as well as with the natural and community resources. The projects that are adjacent to, or within, the identified Environmental Justice communities, which include minority populations, concentrations of elderly populations, populations living in poverty and those without access to a vehicle, were reviewed to ensure better access and mobility, as well as minimal to no community impacts.

The map in Figure 43 displays the locations with the highest concentrations of Environmental Justice communities overlaid with the identified projects. The projects that are within, or adjacent to those areas with the highest concentrations of Environmental Justice populations all include new and/or enhanced bicycle and pedestrian facilities, as well as configurations to enhance both the safety, as well as the aesthetics of the facility. These projects include access management techniques that improve safety for motorists, as well as other modal users, provide pedestrian refuges with the inclusion of medians, and provide opportunities for landscaping and streetscaping. Each of these projects is aligned with the MACORTS commitment to provide all populations with efficient mobility, access and connectivity.



FIGURE 43. TITLE VI PROJECT ANALYSIS

