

# Title VI Plan of

## THE COASTAL REGION METROPOLITAN PLANNING ORGANIZATION

Prepared by  
The Coastal Region Metropolitan Planning Organization (CORE MPO)  
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Developed in 2009

Updated in 2016, 2019, and 2021

*Adopted on on 2/24/2021*

The Chatham County-Savannah Metropolitan Planning Commission (MPC) and Coastal Region Metropolitan Planning Organization (CORE MPO) are committed to the principle of affirmative action and prohibit discrimination against otherwise qualified persons on the basis of race, color, or national origin in its recruitment, employment, facility and program accessibility or services.

MPC and CORE MPO are committed to enforcing the provisions of the Civil Rights Act, Title VI, and all the related requirements mentioned above. CORE MPO is also committed to taking positive and realistic affirmative steps to ensure the protection of rights and opportunities for all persons affected by its plans and programs.

Title VI Plan Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks
2009	Title VI Plan Developed	Wykoda Wang	1 <sup>st</sup> comprehensive Title VI Plan
2015	Title VI Plan Updated	Wykoda Wang Jane Love	Including updates to all required Title VI components plus Participation Plan, LAP and EJ Plan
1/13/2016	Title VI Concurrence Letter Received	Nancy Cobb, FTA	Required concurrence
3/9/2016	Updated Title VI Plan Adopted by CORE MPO Board	MPO Chairman Al Scott	CORE MPO's official adoption of Title VI Plan
8/24/2016	Title VI Plan Amended	MPO Chairman Al Scott	Revised language regarding complaint procedure
April 2019	Comments received from GDOT on next update	Michele Nystrom	Suggested that MPO change plan format to match GDOT's template
April – August 2019	Title VI Plan updated (including 45-day public review and comment)	Wykoda Wang	Incorporated public participation evaluations since last plan update, newer data, and 2045 MTP development results; Revised plan format to match GDOT's template.
8/7/2019	Updated Title VI Plan adopted by CORE MPO Board	MPO Chairman Al Scott	New three-year update cycle begins.
October 2020-February 2021	Updated the Participation Plan section of Title VI Plan (including a 45-day public review and comment period).	Asia Hernton	The changes in public outreach caused by COVID-19 necessitated an update. The plan was adopted by the CORE MPO on February 24, 2021.

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

49 CFR Part 21.1(a): Every application for Federal financial assistance to which this part applies shall contain, or be accompanied by, an assurance that the program will be conducted or the facility operated in compliance with all requirements imposed or pursuant to [49 CFR Part 21].

The Chatham County-Savannah Metropolitan Planning Commission (MPC) and Coastal Region Metropolitan Planning Organization (CORE MPO) are committed to the principle of affirmative action and prohibit discrimination against otherwise qualified persons on the basis of race, color, or national origin in its recruitment, employment, facility and program accessibility or services.

MPC and CORE MPO are committed to enforcing the provisions of the Civil Rights Act, Title VI, and all the related requirements mentioned above. CORE MPO is also committed to taking positive and realistic affirmative steps to ensure the protection of rights and opportunities for all persons affected by its plans and programs.

CORE MPO 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 CORE MPO.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by GDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
8. Submit the information required by FTA Circular 4702.18 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 this agency.

Signature:   
Executive Director

Date: 2/04/2021

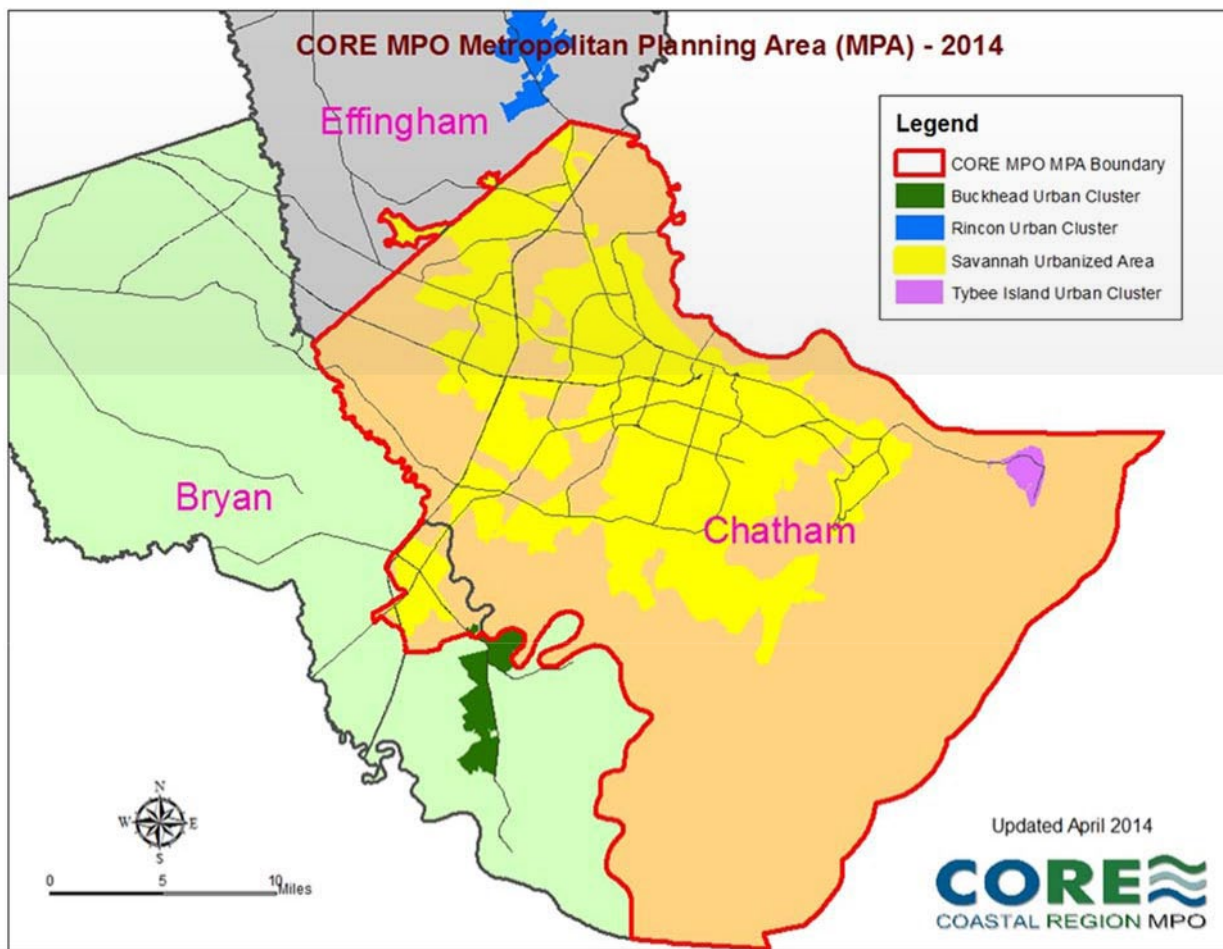
Printed Name: Melanie Wilson



## 2.0 Introduction & Description of Services

The Coastal Region Metropolitan Planning Organization (CORE MPO) is the designated Metropolitan Planning Organization (MPO) for the Savannah urbanized area. CORE MPO was designated a TMA in July 2002. CORE MPO is a comprehensive, cooperative and continuing process and is the forum for decision-making on transportation issues in the Savannah area.

The CORE MPO’s Metropolitan Planning Area (MPA) includes all of Chatham County, the portion of the 2010 Savannah Urbanized Area located in Effingham County, the City of Richmond Hill, and the portion of the 2010 Savannah Urbanized Area located in unincorporated Bryan County (see map below).



As the designated MPO for the Savannah area, CORE MPO coordinates the regional transportation planning process and investments for the area including:

- Development and adoption of an annual Unified Planning Work Program (UPWP), which identifies transportation planning activities, major regional planning and operational studies, transit-system planning tasks, and interagency coordination between CORE MPO and state and local jurisdictions;
- Development and maintenance of the Metropolitan Transportation Plan (MTP), a 20 plus year plan for transportation systems and investments;

- Development and maintenance of the Transportation Improvement Program (TIP), a four-year schedule of federally funded projects;
- Development and maintenance of the Congestion Management Process (CMP), which identifies congestion areas in the region and develops strategies to relieve congestion; and
- Providing opportunities for public involvement in the transportation planning and decision-making process following the adopted guidelines in the CORE MPO's Participation Plan.

CORE MPO is governed by a policy committee (CORE MPO Board) made up of elected officials from the jurisdictions within the Savannah area, as well as representatives of the Georgia Department of Transportation (GDOT) and the modal agencies. The organization of CORE MPO consists of the CORE MPO Board and four (4) advisory committees: (1) the Technical Coordinating Committee (TCC), (2) the Economic Development and Freight Advisory Committee (EDFAC), (3) the Citizens Advisory Committee (CAC), and (4) the Advisory Committee on Accessible Transportation (ACAT). Additional committees, subcommittees and ad hoc committees are formed as deemed necessary. The Chatham County – Savannah Metropolitan Planning Commission (MPC) provides staffing and administrative support to CORE MPO.

As a sub-recipient of FHWA and FTA funds, the CORE MPO's transportation planning program is required to comply with Title VI of the 1964 Civil Rights Act, the President's Executive Order on Environmental Justice, and related nondiscrimination statutes, executive orders, and federal regulations. The primary function of the CORE MPO's Title VI/Nondiscrimination Program is to address Title VI and Environmental Justice principles and requirements as they apply to the CORE MPO's transportation planning process. CORE MPO 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.

CORE MPO 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.
- Ensure that all CORE MPO program administration is in compliance with Title VI requirements.
- Monitor progress, implementation, and compliance issues.
- 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.
- Provide Title VI information on the CORE MPO website and provide Title VI training and/or materials upon request.
- Develop a process to collect data related to race, gender and national origin of planning area population to ensure low income, minorities, and other underserved groups are included and not discriminated against.
- Ensure that no person is denied access to, or participation in MPO plans and programs.
- Ensure that full and fair participation is available to all potentially impacted communities in the decision-making process.
- Distribute Title VI information to MPO staff, committee members, sub-recipients and contractors.



- Ensure that intergovernmental agreements or contracts with any subcontracting entities will include language that requires Title VI compliance including nondiscrimination and environmental justice language.
- Implement procedures for the prompt processing, investigating, and resolving of Title VI complaints regarding CORE MPO, sub recipients, consultants, and contractors.
- Sign the GDOT-MPO Joint Certification during the annual TIP development process which includes compliance with Title VI provisions.

The Executive Director of the Chatham County – Savannah Metropolitan Planning Commission (MPC) oversees the CORE MPO transportation planning process and compliance with the Civil Rights Act, Title VI and other related nondiscrimination acts. The Transportation Administrator of MPC serves as the Alternate Title VI Liaison and is responsible for coordinating with the Title VI Specialist in GDOT’s Office of Civil Rights and for managing the day-to-day operations of the CORE MPO’s Title VI compliance process.

**Title VI Liaison**

Melanie Wilson, Executive Director  
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**Alternate Title VI Contact**

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## 2.1 First Time Applicant Requirements

*FTA Circular 4702.1B, Chapter III, Paragraph 3: Entities applying for FTA funding for the first time shall provide information regarding their Title VI compliance history if they have previously received funding from another Federal agency.*

CORE MPO is not a first-time applicant for FHWA/FTA/GDOT funding. The following is a summary of CORE MPO’s current and pending federal and state funding.

Current and Pending FTA Funding

1. [FY 2019 Section 5303 Funds], [9/26/2018], [\$125,758.00], [Current]
2. [FY 2020 Section 5303 Funds], [in process], [\$151,226.00], [Pending]

Current and Pending GDOT Funding

1. [FY 2019 Section 5303 Funds State Match], [9/26/2018], [\$15,719.75], [Current]
2. [FY 2020 Section 5303 Funds State Match], [in process], [\$18,903.25], [Pending]

Current and Pending Federal Funding (FHWA)

1. [FY 2019 PL Funds], [8/27/2018], [\$347,528.48], [Current]
2. [FY 2020 PL Funds], [in process], [\$355,741.06], [Pending]

Current and Pending Federal Funding (FHWA)

1. [Discretionary PL Funds for PI# 0015849-PLN], [4/27/2018], [\$320,000], [Current]
2. [Discretionary PL Funds for PI# 0015850-PLN], [4/28/2018], [\$320,000], [Current]

During the previous three years, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) completed a Title VI compliance review of CORE MPO’s planning process. CORE MPO has not been found to be in noncompliance with any civil rights requirements.

The following is a summary of the compliance review.

- a. Date of the compliance review  
May 23 - 27, 2016
- b. The purpose or reason for the review  
Federal certification review of the CORE MPO’s planning process
- c. Agency or organization that performed the review  
FHWA and FTA
- d. Summary of the finding and recommendations of the review  
FHWA and FTA found the CORE MPO’s planning process to be compliant with Title VI requirements.
- e. Report on the status of the findings and recommendations  
None regarding Title VI
- f. Current status of the compliance review  
CORE MPO is compliant with Title VI requirements.

## 2.2 Annual Certifications and Assurances

*FTA Circular 4702.1B, Chapter III, Paragraph 2: Every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with the Title VI regulations.*

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FHWA/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 FHTA/FTA funds.

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

## 2.3 Title VI Plan Concurrence and Adoption

The CORE MPO Board adopted the Title VI Plan and the Participation Plan on February 24, 2021, in two separate motions. A copy of the adoption resolution signed by the CORE MPO Board Chairman and is included in Appendix C of this plan. The GDOT concurrence letter is included in Appendix K of this Plan.

### 3.0 Title VI Notice to the Public

*FTA Circular 4702.1B, Chapter III, Paragraph 5: Title 49 CFR 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.*

#### 3.1 Notice to Public

FHWA/FTA funding 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

CORE MPO's Title VI Notice to the Public is included in Appendix D of this Plan. The notice has been translated into Spanish based on the Safe Harbor Threshold analysis defined in the Language Assistance Plan (LAP).

#### 3.2 Notice Posting Locations

The Notice to Public will be posted at many locations to apprise the public of CORE MPP's obligations under Title VI and to inform them of the protections afforded them under Title VI. The notice is posted in public areas of the MPC office including the lobby, reception desk and meeting rooms, and on the MPC website at <https://www.thempc.org/Core/TitleVI#gsc.tab=0>.

## 4.0 Title VI Procedures and Compliance

*FTA Circular 4702.1B, Chapter III, Paragraph 6: All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to member of the public.*

### 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 CORE MPO may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). CORE MPO investigates complaints received no more than 180 days after the alleged incident. CORE MPO will process complaints that are complete.

Once the complaint is received, CORE MPO 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.

CORE MPO has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, CORE MPO 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, CORE MPO 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 seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on the CORE MPO website at <https://www.thempc.org/Core/TitleVI#gsc.tab=0>.

### 4.2 Complaint Form

A copy of the complaint form in English and Spanish is provided in Appendix E of the Title VI Plan and on the CORE MPO website at <https://www.thempc.org/Core/TitleVI>.

### 4.3 Record Retention and Reporting Policy

FTA requires that all direct and primary recipients (GDOT) document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. CORE MPO as a GDOT subrecipient will submit our Title VI Plan to GDOT for concurrence on an annual basis or any time 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 (GDOT) annually.

*FTA Circular 4702.1B, Chapter III, Paragraph 11: Primary recipients should assist their sub-recipients in complying with DOT's Title VI regulations, including the general reporting requirements.*

#### 4.4 Sub-recipient Assistance and Monitoring

CORE MPO currently has two sub-recipients (consultants to performed special studies) of FHWA discretionary planning funds listed below. CORE MPO is required to ensure that sub-recipients of federal funds comply with all Title VI requirements. To meet this mandate, CORE MPO monitoring consists of collecting data from the consultants through progress report, DBE participation invoice, and other reports/forms. CORE MPO uses these reports to determine if the sub-recipients are complying with the Title VI requirements as outlined in FTA Circular 4702.1B and their Title VI Plan.

Title VI Complaint procedures, Title VI Complaint Form, and the CORE MPO's Title VI Notice have been developed and distributed to our sub-recipients. CORE MPO also assists the sub-recipients with demographic maps for Title VI purposes upon request.

List of CORE MPO's Sub-recipients

- Pond and Company
- Vanasse Hangen Brustlin (VHS)

#### 4.5 Sub recipients and Subcontractors

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

##### Nondiscrimination Clauses

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

1. **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
2. **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, or 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, sex, age, disability, religion or family status.

4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Georgia Department of Transportation, the Federal Highway Administration 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, the Federal Highway Administration 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, CORE MPO 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 CORE MPO, Georgia Department of Transportation, the Federal Highway Administration, 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 our agreement with GDOT, CORE MPO 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. CORE MPO and its contractor and subcontractors shall not discriminate on the basis of race, color, or 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 our agreement with GDOT, vendors and contractors of CORE MPO 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 CORE MPO. Additionally, vendors and contractors shall expressly require any subcontractors performing work or providing services pursuant to work for CORE MPO 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 CORE MPO.





## 5.0 Title VI Investigations, Complaints, and Lawsuits

*FTA Circular 4702.1B, Chapter III, Paragraph 7: In order to comply with the reporting requirements of 49 CFR 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations....; lawsuits, and complaints naming the recipient.*

In accordance with 49 CFR 21.9(b), CORE MPO 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 CORE MPO in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted to GDOT. The format to summarize these incidents is shown in Table 1.

CORE MPO 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.



## 6.0 Public Participation Plan

*FTA Circular 4702.1B, Chapter III, Paragraph 4.a.4: Every Title VI Plan shall include the following information: A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Plan submission. A recipient's targeted public participation plan of minority populations may be part of efforts that extend more broadly to include constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.*

The Participation Plan (PP) for CORE MPO 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 CORE MPO. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PP are designed to provide the public with effective access to information about the CORE MPO's planning process and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to adoption of CORE MPO's plans and programs. The PP is included as Appendix F to this Title VI Plan.

### Current Outreach Efforts

CORE MPO is required to submit a summary of public outreach efforts made over the last three (3) years. The following is a list and short description of CORE MPO's recent, current, and planned outreach activities.

- March 2016 – adoption of revised Participation Plan (PP) as a part of the Title VI Program after a 45-day public review and comment period. Revisions to the PP included updates to Measures of Effectiveness (MOEs), updates to the public involvement process for MTP and TIP amendments, updates to include public involvement process for other MPO's plans and programs (CMP, Title VI, etc.), and updates to public involvement venues (media contact list, public review agencies, neighborhood associations, etc.).
- March 2016 to August 2019 – continued public involvement process for MTP amendments and TIP development/amendments according to the procedures outlined in the Participation Plan: advertisements, making documents ready for public review, collecting and incorporating input from MPO Board and advisory committees, hosting public meetings, responding to and reporting on written and oral comments from the public, incorporating comments into final documents, etc.
- March 2016 to August 2019 – continued public involvement process for other MPO plans and programs (CMP, Freight Plan, UPWP, etc.) through the committee process.
- March 2016 to August 2019 – continued to maintain and revise the CORE MPO's website to distribute the MPO's planning and programming information. The revised MPO website incorporated Google Translation support to convert the web contents to various languages.
- March 2016 to August 2019 – continued to provide information to governments, agencies and the general public on traffic counts, transportation improvement projects, various developments, etc.
- March 2016 to August 2019 – continued to staff the two public outreach committees - Citizens Advisory Committee (CAC) and the Advisory Committee on Accessible Transportation (ACAT). The MPO added a voting member for ACAT for the deaf community and secured sign language interpreters.

- March 2016 to August 2019 – continued to provide orientation on the CORE MPO’s planning process to CORE MPO Board and advisory committee members.
- June 2017 to August 2019 – intensive public involvement process for 2045 Metropolitan Transportation Plan development: advertisements through local media, website and social media; development and utilization of surveys, brochures, newsletters, maps, games, comment cards and other handouts; establishment of working groups and hosting working group meetings; hosting committee meetings, public meetings and public information open houses; making presentations at various government, agency, organization and neighborhood meetings; making draft document ready for public review, responding to and reporting on written and oral comments, and incorporation of comments into final document; translation of surveys and executive summary to Spanish; evaluation of the effectiveness of public involvement process, etc.
- April to August 2019 – updates to the CORE MPO’s Participation Plan and Title VI Plan (including the Language Assistance Plan and Environmental Justice Plan). Major updates include converting the MPO’s Title VI Plan to GDOT format, incorporating results from the latest census information, evaluating the quantitative public involvement measures of effectiveness for the past three years, incorporation of additional Title VI related goals and objectives, and incorporating the public involvement process and EJ analysis from the 2045 MTP Update. The plan updates included a 45-day public review and comment period for the documents.
- October 2020 to Current – this update is focused on offline and online based outreach that can be conducted at a distance due to Covid-19. In following guidance and measures to help prevent the spread of COVID-19, a heavy focus was placed on virtual public outreach including internet and social media, which has the potential to reach more residents. Because internet may not be accessible to everyone, other outreach methods, including those accessible to deaf and low hearing individuals, blind and low vision individuals, the elderly, those with low English skills, and underrepresented areas/demographics were also considered during this update. Accessible outreach in this update did not only focus on using the internet as a vector to spread CORE MPO news. Resources such as the Georgia Radio Reading Service, printable informational materials, and collaborating with organizations support people with disabilities are also being explored.

## 7.0 Language Assistance Plan

*FTA Circular 4702.1B, Chapter III, Paragraph 9: Recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited English proficient (LEP).*

CORE MPO conducts transportation planning for the Savannah region. The Language Assistance Plan (LAP) has been prepared to address CORE MPO’s responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP) during the transportation planning process. Individuals who have a limited ability to read, write, speak, or understand English are LEP persons. In the three-county Savannah Metropolitan Statistical Area (MSA) there are 10,499 residents or 2.91% who describe themselves as not able to communicate in English very well (American Community Survey 2019 5-Year Estimates). Of them, 5,666 residents or 1.57% speak English less than very well. Since the 2010 US Census, besides Spanish, which has already passed the Safe Harbor threshold, two other language groups are also approaching the threshold: Chinese and Vietnamese (Source: American Community Survey 2019 5-Year Estimates) Among the 1509 residents estimated to speak Chinese, 920 speak English less than “very well.” Similarly, 1015 out of the 1575 Vietnamese-speaking residents also speak English less than “very well.” CORE MPO is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the

benefits, services, information and other important portions of its programs and activities for individuals who are LEP. CORE MPO has utilized the U.S. Department of Transportation (DOT) LEP Guidance Handbook and performed a four-factor analysis to develop its LAP. The CORE MPO will begin providing resources and materials once they have officially passed the Safe Harbor threshold according to the 2020 US Census, which has yet to be released at the time of this update. Once the Census has been released, the CORE MPO will act in accordance to the language counts that are provided. The LAP is included in this Title VI Plan as Appendix G.



## 8.0 Transportation Planning and Advisory Bodies

*FTA Circular 4702.1B, Chapter III, Paragraph 10: Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.*

The organization of CORE MPO consists of the CORE MPO Board and four (4) advisory committees: (1) the Technical Coordinating Committee (TCC), (2) the Economic Development and Freight Advisory Committee (EDFAC), (3) the Citizens Advisory Committee (CAC), and (4) the Advisory Committee on Accessible Transportation (ACAT).

### **CORE MPO Board**

The membership of the CORE MPO Board consists of elected officials of the local government entities or their designees, GDOT representative, as well as modal representatives from the transit, port and airport.

#### Voting Members

Chairman, Chatham County Commission  
 Commissioner or designee, Chatham County Commission  
 Commissioner or designee, Chatham County Commission  
 Mayor, City of Savannah  
 Councilman or designee, City of Savannah  
 Councilman or designee, City of Savannah  
 Mayor or designee, City of Bloomingdale  
 Mayor or designee, City of Garden City  
 Mayor or designee, City of Port Wentworth  
 Mayor or designee, City of Pooler  
 Mayor or designee, City of Tybee Island  
 Mayor or designee, Town of Thunderbolt  
 Mayor or designee, Town of Vernonburg  
 Chairman or designee, Effingham County Commission  
 Mayor or designee, City of Richmond Hill  
 Commissioner or designee, Georgia Department of Transportation  
 Executive Director, Chatham Area Transit Authority  
 Chairman or designee, Chatham Area Transit Authority  
 Executive Director or designee, Savannah Airport Commission  
 Chairman, Chatham County-Savannah Metropolitan Planning Commission  
 Chairman, CORE MPO Economic Development and Freight Advisory Committee  
 Chairman, CORE MPO Citizens Advisory Committee  
 Chairman, CORE MPO Advisory Committee on Accessible Transportation Non-

#### Voting Advisory Members

Division Administrator or designee, Federal Highway Administration  
 Regional Administrator, Federal Transit Administration

Garrison Commander, Hunter Army Airfield  
 Executive Director or designee, Georgia Ports Authority  
 Director, Hinesville Area Metropolitan Planning Organization (HAMPO)  
 Director, Low-country Area Transportation Study (LATS – Hilton Head Area MPO)

**Technical Coordinating Committee (TCC)**

The Technical Coordinating Committee (TCC) is composed of key staff members of participating governmental jurisdictions and modal transportation representatives.

Voting Members

Director of Traffic Engineering or designee, City of Savannah  
 County Engineer or designee, Chatham County  
 Transit Planner, Chatham Area Transit  
 Engineering Staff, Georgia Ports Authority  
 Director of Engineering or designee, Savannah Airport Commission  
 Executive Director, Metropolitan Planning Commission  
 Director of Transportation Planning, Metropolitan Planning Commission  
 Staff Representative, City of Bloomingdale  
 Staff Representative, City of Garden City  
 Staff Representative, City of Pooler  
 Staff Representative, City of Port Wentworth  
 Staff Representative, Town of Thunderbolt  
 Staff Representative, City of Tybee Island  
 Staff Representative, Town of Vernonburg  
 Staff Representative, City of Richmond Hill  
 Staff Representative, Effingham County  
 District Engineer or designee, Georgia Department of Transportation  
 Transportation Planner, Georgia Department of Transportation  
 Representative, Bicycle Advocacy Group  
 Transportation Staff, Coastal Regional Commission Non-

Voting Advisory Members

Parking and Mobility Services Administrator, City of Savannah  
 Transit Planner, Office of Intermodal Programs, Georgia Department of Transportation  
 Transportation Planner, Federal Highway Administration  
 Transportation Planner, Federal Transit Administration  
 US Army District Engineer, Corps of Engineers

**Economic Development and Freight Advisory Committee (EDFAC)**

The Economic Development and Freight Advisory Committee (EDFAC) is composed of key staff members of freight stakeholders and economic development agencies of the Savannah region.

County Manager, Chatham County  
 County Manager, Effingham County  
 City Manager, City of Savannah  
 Garrison Commander, Fort Steward/Hunter Army Airfield  
 President and CEO, Savannah Economic Development Authority  
 President and CEO, Savannah Area Chamber of Commerce  
 Director, Bryan County Economic Development Agency



Director, Effingham County Industrial Development Authority  
 Representative, Manufacturing and Logistics Industry  
 Representative, Georgia Ports Authority  
 Representative, Savannah Airport Commission  
 Representative, CSX Transportation/Railroad Industry  
 Representative, Norfolk Southern/Railroad Industry  
 Representative, Trucking Industry  
 Representative, GDOT Freight Planner  
 Representative, Environmental Group  
 Representative, Emergency Management Agency  
 Representative, Law Enforcement  
 Representative, School Board

**Citizens Advisory Committee (CAC)**

The membership of the Citizens Advisory Committee (CAC) is made up of appointed local citizens. The appointment process consists of the following steps: each CORE MPO Board voting member from the local government nominates a CAC member, the local government approves the nomination, and the local government notifies CORE MPO and the nominee about the appointment.

The total CAC membership is fifteen (15) and consists of the following: Unincorporated Chatham County (3), City of Savannah (3), City of Bloomingdale (1), City of Garden City (1), City of Pooler (1), City of Port Wentworth (1), Town of Thunderbolt (1), City of Tybee Island (1), Town of Vernonburg (1), City of Richmond Hill (1), and Effingham County (1).

**Advisory Committee on Accessible Transportation (ACAT)**

The ACAT members shall consist of representatives from the disabled, elderly, low-income and minority communities in the Savannah region. Voting membership is determined by organizational position, with the positions listed below as members. There are four (4) opportunities for interested citizens to serve on the ACAT. Interested citizens cannot be employed by any of the ACAT member organizations. These positions will be filled by the Chairperson on a first come, first serve basis.

Chatham Area Transit Authority (CAT), Staff Representative  
 Chatham County-Savannah Metropolitan Planning Commission (MPC), Transportation Planner  
 Coastal Center for Developmental Services, Staff Representative  
 Economic Opportunity Authority for Savannah-Chatham County (EOA), Staff Representative  
 Georgia Department of Transportation (GDOT), District 5 Staff Representative  
 Georgia Infirmary Day Center, Staff Representative  
 Goodwill Industries of the Coastal Empire, Staff Representative  
 Housing Authority of Savannah, Resident Service Coordinator  
 Interested Citizens (4)  
 Living Independence for Everyone (LIFE), Inc., Independent Living Coordinator  
 National Association for the Advancement of Colored People (NAACP) - Savannah Chapter, Staff Representative  
 National Federation of the Blind of Georgia - Local Chapter, Staff Representative  
 Savannah Center for the Blind and Low Vision, Staff Representative  
 Savannah – Chatham Council on Disability Issues (SCCDI)  
 Savannah - Chatham County Fair Housing Council, Staff Representative  
 Savannah Council of the Blind  
 Senior Citizens Savannah - Chatham County Inc., Staff Representative

Chatham County, Staff Representative

Richmond Hill, Staff Representative

Effingham County, Staff Representative

Chatham County Coastal Chapter – Georgia Association of the Deaf, Staff Representative

## 9.0 Title VI Equity Analysis

*FTA Circular 4702.1B, Chapter III, Paragraph 4.a.8: If the recipient has constructed a facility, such as vehicle storage, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.*

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.”

CORE MPO is a planning agency and does not operate transit services. The MPO is not in charge of constructing transit facilities. CORE MPO has not recently constructed any transit facilities nor does it currently have any transit facilities in the planning stage. Therefore, CORE MPO does not have any Title VI Equity Analysis reports to submit with this Plan.

CORE MPO does, however, develop Metropolitan Transportation Plans (MTPs) and Transportation Improvement Programs (TIPs) to guide federal transportation investments in the Savannah region. When the planned highway and/or transit projects enter the implementation stage, the implantation agencies (GDOT, Chatham Area Transit, etc.) make sure that the projects go through the required steps including the National Environmental Policy Act (NEPA) process before being constructed.

CORE MPO has developed an Environmental Justice (EJ) Plan in which the MPO utilizes the demographic information to analyze the equity distribution of transportation investments in the latest MTP. This report is included in Appendix I.



## 10.0 System-Wide Service Standards and Service Policies

*FTA Circular 4702.1B, Chapter III, Paragraph 10: All fixed route transit providers shall set service standards and policies for each specific fixed route mode of service they provide.*

CORE MPO is not a fixed route service provider.



## 11.0 Appendices

**APPENDIX A:** FTA CIRCULAR 4702.1B REPORTING REQUIREMENTS FOR MPOs AS SUBRECIPIENTS

**APPENDIX B:** CURRENT SYSTEM DESCRIPTION

**APPENDIX C:** TITLE VI PLAN ADOPTION RESOLUTION

**APPENDIX D:** TITLE VI NOTICE TO PUBLIC

**APPENDIX E:** TITLE VI COMPLAINT FORM

**APPENDIX F:** PUBLIC PARTICIPATION PLAN

**APPENDIX G:** LANGUAGE ASSISTANCE PLAN

**APPENDIX H:** LANGUAGE DATA: SAVANNAH METROPOLITAN STATISTICAL AREA

**APPENDIX I:** DEMOGRAPHIC INFORMATION AND ENVIRONMENTAL JUSTICE REPORT

**APPENDIX J:** TITLE VI EQUITY ANALYSIS

**APPENDIX K:** GDOT CONCURRENCE LETTER

**APPENDIX L:** CORE MPO BOARD ADOPTION MEETING MINUTES





# **Appendix A**

## **FTA Circular 4702.1B Reporting Requirements for MPOs as Subrecipients**

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

**General Requirements**

*All recipients must submit:*

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

**Requirements of MPOs as Subrecipients**

*All MPOs as subrecipients must submit:*

- All requirements set out in Chapter III (General Requirements)
- A demographic profile of the metropolitan area that includes identification of the locations of minority populations in the aggregate
- A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process
- Demographic maps that overlay the percent minority and non-minority populations as identified by Census or ACS data, at Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including Federal funds managed by the MPO as a designated recipient

An analysis of impacts identified in paragraph (4) that identifies any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact

# **Appendix B**

## **Current System Description**

### Current System Description

1. An overview of the organization including its mission, program goals and objectives.

The Coastal Region Metropolitan Planning Organization (CORE MPO) is the designated Metropolitan Planning Organization (MPO) for the Savannah urbanized area. CORE MPO was designated a TMA in July 2002. CORE MPO is a comprehensive, cooperative and continuing process and is the forum for decision-making on transportation issues in the Savannah area.

As the designated MPO for the Savannah area, CORE MPO coordinates the regional transportation planning process and investments for the area including:

- Development and adoption of an annual Unified Planning Work Program (UPWP), which identifies transportation planning activities, major regional planning and operational studies, transit-system planning tasks, and interagency coordination between CORE MPO and state and local jurisdictions;
- Development and maintenance of the Metropolitan Transportation Plan (MTP), a 20 plus year plan for transportation systems and investments;
- Development and maintenance of the Transportation Improvement Program (TIP), a four-year schedule of federally funded projects;
- Development and maintenance of the Congestion Management Process (CMP), which identifies congestion areas in the region and develops strategies to relieve congestion; and
- Providing opportunities for public involvement in the transportation planning and decision-making process following the adopted guidelines in the CORE MPO's Participation Plan and Title VI Plan.

CORE MPO is governed by a policy committee (CORE MPO Board) made up of elected officials from the jurisdictions within the Savannah area, as well as representatives of the Georgia Department of Transportation (GDOT) and the modal agencies. The organization of CORE MPO consists of the CORE MPO Board and four (4) advisory committees: (1) the Technical Coordinating Committee (TCC), (2) the Economic Development and Freight Advisory Committee (EDFAC), (3) the Citizens Advisory Committee (CAC), and (4) the Advisory Committee on Accessible Transportation (ACAT). Additional committees, subcommittees and ad hoc committees are formed as deemed necessary. The CORE MPO Board makes final decisions on transportation investments in the Savannah region. The advisory committees provide input to the CORE MPO Board in the decision-making process.

2. Organizational structure, type of operation, number of employees, service hours.

CORE MPO is staffed by the Chatham County – Savannah Metropolitan Planning Commission (MPC). Besides providing staff and administrative support to CORE MPO, the MPC is responsible for planning activities for the City of Savannah and unincorporated Chatham County - developing the Comprehensive Plan, reviewing of and making recommendations on zoning and developmental changes, managing the natural resources, and conducting historic reviews and making recommendations.

The MPC is made up of twenty-seven (27) full-time employees.

The MPC office hours are from 8:30 am to 5:00 pm Monday through Friday.

3. Indicate if your agency is a government authority.

The MPC is a local government agency.

4. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?

The MPC's Director of Transportation Planning is responsible for all of the day-to-day operations of CORE MPO and reports to the CORE MPO Board.

5. Who provides vehicle maintenance and record keeping?

Not applicable.

6. Number of current transportation related employees

Four (4) MPC staff members support the CORE MPO's planning process.

- Director of Transportation Planning
- Transportation Administrator
- Senior Transportation Planner
- Transportation Coordinator

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

Not applicable.

8. A detailed description of service routes and ridership numbers

Not applicable.

# **Appendix C**

## **Title VI Plan Adoption Resolution**

The CORE MPO Board adopted the Title VI Plan and the Participation Plan on February 24, 2021 in two separate motions. The signed resolution for the Title VI Plan is attached on the next page.





## METROPOLITAN PLANNING ORGANIZATION

### Resolution to Adopt the 2021 CORE MPO Participation Plan Update of the Coastal Region Metropolitan Planning Organization (CORE MPO)

WHEREAS, the Coastal Region Metropolitan Planning Organization (CORE MPO) has been designated by the Governor of Georgia as the Metropolitan Planning Organization of the Savannah urbanized area in accordance with federal requirements of Title 23, Section 134 of the United States Code to have a cooperative, comprehensive, and continuing transportation planning process; and

WHEREAS, federal legislation requires Metropolitan Planning Organizations (MPOs) to "provide citizens, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the Transportation Plan"(USC Title 23, Section 134); and

WHEREAS, the legislation further states that a Participation Plan "(i) shall be developed in consultation with all interested parties; and (ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the Transportation Plan."; and

WHEREAS, CORE MPO adopted a Participation Plan ( P l a n ) in March of 2002 and has updated the Plan several times in response to changing requirements or conditions, most recently in August 2019; and

WHEREAS, this 2021 update includes the following changes: 1) Adding new outreach methods to adapt to the changes caused by Covid-19, (2) additional Title VI related goals and objectives have been added; and 3) necessary administrative modifications to meet federal and state requirements have been made; and

WHEREAS, the process to update the Participation Plan was carried out in accordance with the most recently adopted Participation Plan, including the required 45-day public comment period; and

WHEREAS, CORE MPO has conducted a public hearing for the Participation Plan updates and has taken into consideration comments made at the public hearing.

NOW, THEREFORE, BE IT RESOLVED, that the CORE MPO adopts the attached updated Participation Plan.

#### CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution adopted by the Coastal Region Metropolitan Planning Organization Board at a meeting held on February 24, 2021.

A handwritten signature in blue ink that reads "Chester A. Ellis".

\_\_\_\_\_  
Chester A. Ellis, Chairman  
Coastal Region Metropolitan Planning Organization

# **Appendix D**

## **Title VI Notice to Public**

### Notifying the Public of Rights Under Title VI

## Coastal Region Metropolitan Planning Organization

- The Coastal Region Metropolitan Planning Organization (CORE MPO) 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 CORE MPO.
- For more information on CORE MPO's civil rights program, and the procedures to file a complaint, please contact Wykoda Wang, (912-651-1466); email [wangw@thempc.org](mailto:wangw@thempc.org); or visit our administrative office at 110 E. State Street, Savannah GA 31401. For more information, visit <https://www.thempc.org/Core/TitleVI#gsc.tab=0>.
- If information is needed in another language, contact 912-651-1466.
- You may also file your complaint directly with the FTA at: Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator, East Building, 5th Floor - TCR 1200 New Jersey Ave., SE, Washington, DC 20590

### Notificación al público de los derechos en virtud del título VI

## Organización de planificación metropolitana de la región costera

- La Organización de Planificación Metropolitana de la Región Costera (CORE MPO) opera sus programas y servicios sin distinción de raza, color y origen nacional, de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier persona que crea que él o ella ha sido agravada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante CORE MPO.
- Para obtener más información sobre el programa de derechos civiles de CORE MPO y los procedimientos para presentar una queja, comuníquese con Wykoda Wang, (912-651-1466); correo electrónico [wangw@thempc.org](mailto:wangw@thempc.org); o visite nuestra oficina administrativa en 110 E. State Street, Savannah GA 31401. Para obtener más información, visite <https://www.thempc.org/Core/TitleVI#gsc.tab=0>.
- Si necesita información en otro idioma, llame al 912-651-1466.
- También puede presentar su queja directamente ante el FTA en: Oficina de Derechos Civiles de la Administración Federal de Tránsito: Coordinador del Programa Título VI, Edificio Este, 5to piso – TCR 1200 New Jersey Ave., SE, Washington, DC 20590

## 萨凡那滨海地区大都市规划组织《民权法》第六章公告

根据《民权法》第六章的规定，萨凡那滨海地区大都市规划组织 (CORE MPO) 的运行工作中不允许出现基于种族、肤色或国籍的歧视。任何人如果认为她或他遭受了 COREMPO 的非法歧视，可以向该机构提出投诉。

如果您想获取有关 CORE MPO 《民权法》第六章实施计划的更多信息以及提出投诉的程序，请通过电话或电子邮件联系 Wykoda Wang：电话号码是 912-651-1466，邮件地址是 [wangw@thempc.org](mailto:wangw@thempc.org)。您也可以访问我们的行政办公室来获取更多有关信息，地址是 110 E. State Street, Savannah GA 31401。如果您还想获得更多信息，请访问我们的网站，地址是 <https://www.thempc.org/Core/TitleVI#gsc.tab=0>。

如果您需要用其他语言获得具体信息，请联系 912-651-1466。

您也可以直接向联邦交通部 (FTA) 的民权办公室提出投诉，地址是：  
Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator,  
East Building, 5th Floor - TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

Thông báo cho Công chúng về Quyền Lợi của họ theo Tiêu đề VI

### Tổ chức quy hoạch đô thị vùng duyên hải

Tổ chức Quy hoạch Đô thị Vùng Duyên hải (CORE MPO) điều hành các chương trình và dịch vụ của mình mà không phân biệt chủng tộc, màu da và nguồn gốc quốc gia theo Tiêu đề VI của Đạo luật Quyền Công dân. Bất kỳ người nào tin rằng mình đã bị ảnh hưởng bởi bất kỳ hành vi phân biệt đối xử bất hợp pháp nào theo Tiêu đề VI đều có thể nộp đơn khiếu nại với CORE MPO.

Để biết thêm thông tin về chương trình dân quyền của CORE MPO và các thủ tục gửi đơn khiếu nại, xin vui lòng liên hệ Wykoda Wang, (912-651-1466); email wangw@thempc.org; hoặc đến văn phòng hành chính của chúng tôi tại 110 E. State Street, Savannah GA 31401. Để biết thêm thông tin, hãy vào trang mạng <https://www.thempc.org/Core/TitleVI#gsc.tab=0>.

Nếu bạn cần thông tin bằng những ngôn ngữ khác, xin gọi số 912-651-1466.

Bạn cũng có thể nộp đơn khiếu nại trực tiếp với FTA theo địa chỉ: Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator, East Building, 5th Floor - TCR

1200 New Jersey Ave., SE, Washington, DC 20590

# **Appendix E**

## **Discrimination Complaint Form**

# Coastal Region Metropolitan Planning Organization

## Discrimination Complaint Form

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
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
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Family or Religious Status <input type="checkbox"/> Other (explain) _____				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. _____ _____				
<b>Section IV</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No

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

\_\_\_\_\_ Date \_\_\_\_\_

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

Melanie Wilson, Executive Director  
 Chatham County – Savannah Metropolitan Planning Commission  
 110 E. State Street  
 Savannah, GA 31401  
 Phone: 912-651-1446  
 Email: wilsonm@thempc.org



## Organización de planificación metropolitana de la región costera

Formulario de denuncia por discriminación

<b>Sección I:</b>			
<b>Nombre:</b>			
<b>Dirección:</b>			
<b>Teléfono (Casa):</b>		<b>Teléfono (Trabajo):</b>	
Dirección de correo electrónico:			
Requisitos de formato accesible?	Letra grande		<b>Cinta de audio</b>
	TDD		<b>Otro/Otra</b>
<b>Sección II:</b>			
¿Está presentando esta queja en su propio nombre??		Sí *	No
* Si respondió "sí" a esta pregunta, vaya a la Sección III.			
Si no es así, proporcione el nombre y la relación de la persona por la que se queja.:			
Por favor, explique por qué ha solicitado representar un tercero: _____			
Confirme que ha obtenido el permiso de la parte perjudicada si está presentando una solicitud en nombre de un tercero.		Sí	No
<b>Sección III:</b>			
Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda):			
<input type="checkbox"/> Carrera	<input type="checkbox"/> Color	<input type="checkbox"/> Origen nacional	<input type="checkbox"/> Años
<input type="checkbox"/> Discapacidad	<input type="checkbox"/> Estado familiar o religioso	<input type="checkbox"/> Otro (explicar) _____	
Fecha de presunta discriminación (mes, día, año): _____			
Explique lo que sucedió lo más claramente posible y por qué cree que lo discriminaron. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de las personas que lo discriminaron (si se conoce), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, utilice el lado reverso de este formulario.  _____			
<b>Sección IV</b>			
¿Ha presentado anteriormente una queja del Título VI con esta agencia?		Sí	No

<b>Sección V</b>	
¿Ha presentado esta queja ante cualquier otra agencia federal, estatal o local, o ante cualquier tribunal federal o estatal?	
<input type="checkbox"/> Sí	<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 del estado _____
<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>	
El nombre de la agencia que la queja es en contra:	
Persona de contacto:	
Título:	
Número de teléfono:	

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.  
Firma y fecha requerida abajo

\_\_\_\_\_

Firma

\_\_\_\_\_

Fecha

Entregue este formulario en persona a la dirección que figura a continuación, o envíe este formulario a:

Melanie Wilson, Executive Director  
 Chatham County – Savannah Metropolitan Planning Commission  
 110 E. State Street  
 Savannah, GA 31401  
 Phone: 912-651-1446  
 Email: wilsonm@thempc.org

萨凡那滨海地区大都市规划组织  
歧视投诉表格

<b>第一节：</b>				
姓名：				
地址：				
家庭电话：			工作电话：	
电子邮箱地址：				
格式要求？	大字体		音频磁带	
	TDD		其他	
<b>第二节：</b>				
您是代表自己提交此投诉吗？			是*	否
*如果您回答“是”，请转到第三节。				
如果不是，请提供您所代表的投诉人的姓名和您与他（她）的关系：				
请解释您为什么代表第三方提交投诉：				
如果您代表第三方提交投诉，请确认您已经获得了他（她）的许可。			是	否
<b>第三节：</b>				
我相信我经历歧视是因为以下理由（请选择以下所有适用选项）： [				
]种族 [ ]皮肤颜色 [ ]国家来源 [ ]年龄[ ]				
身体残疾 [ ]家庭或宗教状况 [ ]其他（请说明） _____				
涉嫌歧视的具体日期（年，月，日）： _____				
请尽可能清楚地解释发生了什么，以及为什么您认为自己受到了歧视。描述所有被卷入的人，包括歧视您的人的姓名和联系方式（如果知道的话），以及任何目击者的姓名和联系方式。如果您需要更多空间，请使用此表格的背面。				

<b>第四节</b>		
您以前向这个机构提交过歧视投诉吗?	是	否
<b>第五节</b>		
关于此次事件, 您是否向任何其他联邦、州或地方机构, 或任何联邦或州法院提交过投诉? <input type="checkbox"/> 是 <input type="checkbox"/> 否		
如果您回答“是”, 请选择以下所有适用选项:		
<input type="checkbox"/> 联邦机构 _____ <input type="checkbox"/> 联邦法院 _____		
<input type="checkbox"/> 州机构 _____ <input type="checkbox"/> 州法院 _____		
<input type="checkbox"/> 地方机构 _____		
请提供该机构或法院的联系人方式。		
姓名:		
职务:		
工作单位:		
地址:		
电话:		
<b>第六节</b>		
投诉单位:		
联系人:		
职务:		
电话号码:		

你可以附上任何与此投诉相关的书面材料或其他信息。

您的签名: \_\_\_\_\_ 签名日期: \_\_\_\_\_

请亲自到以下地址提交此表格, 或将此表格邮寄至:

Melanie Wilson, Executive Director  
 Chatham County – Savannah Metropolitan Planning Commission  
 110 E. State Street  
 Savannah, GA 31401 Phone: 912-651-1446  
 Email: wilsonm@thempc.org

# Tổ chức quy hoạch đô thị vùng duyên hải

## Mẫu Đơn Khiếu nại dựa theo Đề Mục VI

<b>Phần I:</b>				
Tên:				
Địa chỉ nhà:				
Điện thoại (Nhà riêng):			Điện thoại (Cơ quan):	
Địa chỉ Thư điện tử:				
Yêu cầu định dạng có thể truy	Bản in lớn		Bảng âm thanh	
	TDD		Khác	
<b>Phần II:</b>				
Bạn nộp đơn khiếu nại này cho chính bạn?			Đúng*	Không
* Nếu bạn trả lời "có" cho câu hỏi này, hãy chuyển đến Phần III.				
Nếu khiếu nại cho người khác thì vui lòng cung cấp tên và mối quan hệ của người mà bạn đang khiếu nại:				
Vui lòng giải thích lý do tại sao bạn nộp đơn cho người ấy: _____				
Vui lòng xác nhận rằng bạn đã được sự cho phép của người ấy nếu bạn nộp đơn thay mặt cho họ.			Đúng	Không
<b>Phần III</b>				
Tôi tin rằng sự phân biệt đối xử mà tôi đã trải qua là dựa trên (đánh dấu vào tất cả các câu phù hợp):				
<input type="checkbox"/> Chủng tộc <input type="checkbox"/> Màu da <input type="checkbox"/> Quốc gia gốc <input type="checkbox"/> Tuổi già <input type="checkbox"/> Khuyết tật <input type="checkbox"/> Tình trạng gia đình hoặc tôn giáo <input type="checkbox"/> Khác (giải thích) _____				
Bạn bị phân biệt đối xử vào ngày nào (Tháng, Ngày, Năm): _____ Giải thích rõ ràng nhất có thể những gì đã xảy ra và lý do tại sao bạn tin rằng bạn bị phân biệt đối xử. Mô tả tất cả những người đã tham gia. Ghi tên và thông tin liên lạc của (những) người đã phân biệt đối xử với bạn (nếu biết) cũng như tên và thông tin liên lạc của bất kỳ nhân chứng nào khác. Nếu cần thêm chỗ viết thì có thể viết vào mặt sau của tờ đơn này.  _____ _____				
<b>Phần IV</b>				
Trước đây bạn đã nộp đơn khiếu nại Đề Mục VI với cơ quan này chưa?			Rồi	Chưa

<b>Phần V</b>	
<p>Bạn đã từng nộp đơn khiếu nại này với chính phủ Liên Bang, Tiểu Bang, cơ quan địa phương hay với Tòa Án nào chưa? <input type="checkbox"/> Rồi <input type="checkbox"/> Chưa</p> <p>Nếu có rồi thì hãy chọn tất cả các câu phù hợp:</p> <p><input type="checkbox"/> Cơ quan liên bang: _____</p> <p><input type="checkbox"/> Tòa án liên bang _____ <input type="checkbox"/> Cơ quan Tiểu Bang _____</p> <p><input type="checkbox"/> Tòa án tiểu bang _____ <input type="checkbox"/> Cơ quan địa phương _____</p> <p>Vui lòng cung cấp thông tin về người liên hệ tại cơ quan / tòa án nơi khiếu nại được nộp.</p>	
Tên:	
Chức vụ:	
Cơ quan:	
Địa chỉ:	
Điện thoại:	
<b>Phần VI</b>	
Tên cơ quan bạn muốn khiếu nại:	
Người liên hệ:	
Chức vụ:	
Số điện thoại:	

Bạn có thể đính kèm bất kỳ tài liệu bằng văn bản nào hoặc thông tin khác mà bạn cho rằng có liên quan đến khiếu nại của mình. Chữ ký và ngày tháng yêu cầu bên dưới:

\_\_\_\_\_  
Chữ ký

\_\_\_\_\_  
Ngày

Vui lòng gửi trực tiếp tờ đơn này theo địa chỉ dưới đây hoặc gửi tờ đơn này qua đường bưu điện đến:

Melanie Wilson, Executive Director  
 Chatham County – Savannah Metropolitan Planning Commission  
 110 E. State Street  
 Savannah, GA  
 31401  
 Điện thoại: 912-651-1446  
 địa chỉ email: [wilsonm@thempc.org](mailto:wilsonm@thempc.org)

**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>
<b>Investigations</b>	None	NA	NA	NA
1.				
2.				
<b>Lawsuits</b>	None	NA	NA	NA
1.				
2.				
<b>Complaints</b>	None	NA	NA	NA
1.				
2.				

**Racial Breakdown of Advisory Committees**

As indicated above, most of the CORE MPO Board and advisory committee members are position determined, particularly the CORE MPO Board, TCC and EDFAC. The CAC members are appointed by their respective municipalities through either an advertisement process (e.g. the City of Savannah advertises for and fills these positions) or other selection methods. The 4 interested citizens positions on ACAT are filled mostly by transit riders who are interested in the MPO’s planning process. Some of them are disabled, or low-income, or senior citizens. Overall, CORE MPO has no influence in determining racial breakdowns of these committee members. The hiring agencies/governments or the appointing municipalities determine who will serve on these committees.

However, the committee composition is reflective of the diverse population composition of the Savannah region to a degree (e.g. black majority within the City of Savannah), particularly ACAT that is charged with providing input on better the transit service in the area. The table below shows the racial breakdowns of the CORE MPO Board and advisory committees as of March 2021.

Body	Caucasian	Latino	African American	Asian American	Native American	Other	Two or More Races
Savannah MSA Population*	59.6%	6.2%	33.3%	2.2%	0.4%	1.5%	3.0
CORE MPO Board	66.67%	0%	25%	0%	0%	0%	8.33%
TCC	76.92%	7.69%	0%	7.69%	15.38%	0%	7.69%
EDFAC	75%	0%	0%	0%	0%	0%	25%
CAC	71.43%	0%	14.29%	0%	0%	0%	14.29%
ACAT	40%	0%	20%	20%	0%	0%	20%

\*Savannah MSA Statistics are the American Community Survey 2019 5-Year Estimates.

For the committees, please be noted that we do not have detailed racial breakdown information on the members and that these statistics came from a voluntary demographic survey that not all members answered. So, this is the racial breakdown of people who responded, thus, these percentages may differ from the actual statistics of all CORE MPO members.



# **Appendix F**

## **Public Participation Plan (PPP)**

There are 4 overarching goals within the Participation Plan:

Goal 1: Raise interested citizens'/parties' level of understanding of the MPO transportation planning process and identify how interest citizens/parties can become involved.

Goal 2: Ensure that the interested citizens/parties have been provided with adequate, appropriate, and meaningful opportunities to participate in the decision-making process.

Goal 3: identify and involve traditionally underserved communities (those communities with high concentrations of minority, low-income, Limited English Proficiency, disabled or elderly populations) in the MPO transportation planning process.

Goal 4: Utilize the CAC to its fullest extent to reach interested parties in the community including citizens within the planning area, the CORE MPO Board and local, state, and federal transportation and public officials.

Goal 3 overlaps with the current Title VI plan, and outreach methods were developed in accordance with Title VI.

Below are the Goal 3 outreach methods that are being explored:

- Put QR codes around underserved communities that link directly to meetings and online resources
  - Many people have never heard of the CORE MPO and may not even know that there is a website to access. Because of this, it may be beneficial to put QR codes and informational posters around the area, especially in underserved and underrepresented communities, that link directly to the organization's website.
- Create printed versions of infographics and charts, then administer them to elderly communities, nursing homes, and to anyone without internet access.
  - Not everyone in the Savannah MSA has access to internet. In fact, according to the 2018 5-Year data for the American Community Survey, an estimated 12.2% of people in Bryan County, 13.2% of people in Chatham County, and 12.8% of people in Effingham County do not have access to the internet. Providing printed information that can be given to people without internet can bridge that information gap.
- Provide sign language translations for deaf and low hearing people
  - Online meetings may be able to reach a lot more people than physical meetings, but they also are less accessible to deaf and low hearing individuals. Live sign language translations allow deaf individuals to access the organizations meetings at the same time as hearing individuals.
  - To accomplish this, collaborating with organizations like the Savannah Chatham Council on Disability Issues and the Coastal Council of the Deaf is crucial in learning the specific needs of deaf individuals. This is helpful in coming up with outreach methods for deaf residents that do not have internet.
- Provide informational materials accessible to blind and low vision people
  - Similar to the disability discussion above, blind and low vision individuals require translations of CORE MPO information, specifically if they do not have access to the internet.
  - Contacting the Savannah Center for Blind and Low Vision for help with translations and outreach will be helpful
- Provide translated summaries for people who speak Spanish
  - To ensure that Spanish speaking people with limited English skills still have access still have access to information, we want to provide Spanish translations.
- Provide closed captions
  - Closed captions can help low hearing individuals more easily follow live meetings
- Create a voluntary survey demographic survey to learn the composition of meetings and identify if there is any underrepresentation.
  - This is necessary to ensure that all demographics of people are represented.

See the separate document for the Participation Plan (PP) for more detailed information.

# **Appendix G**

## **Language Assistance Plan (LAP)**

# LANGUAGE ASSISTANCE PLAN

OF

## THE COASTAL REGION METROPOLITAN PLANNING ORGANIZATION

The Language Assistance Plan (LAP) 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”.

Prepared by  
The Coastal Region Metropolitan Planning Organization (CORE MPO)  
The Chatham County - Savannah Metropolitan Planning Commission (MPC)  
P.O. Box 8246, 110 East State Street  
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Developed in 2009

Updated in 2011, 2012, 2015 and 2016, and 2019

The Chatham County-Savannah Metropolitan Planning Commission (MPC) and Coastal Region Metropolitan Planning Organization (CORE MPO) are committed to the principle of affirmative action and prohibit discrimination against otherwise qualified persons on the basis of race, color, or national origin in its recruitment, employment, facility and program accessibility or services.

MPC and CORE MPO are committed to enforcing the provisions of the Civil Rights Act, Title VI, and all the related requirements mentioned above. CORE MPO is also committed to taking positive and realistic affirmative steps to ensure the protection of rights and opportunities for all persons affected by its plans and programs.

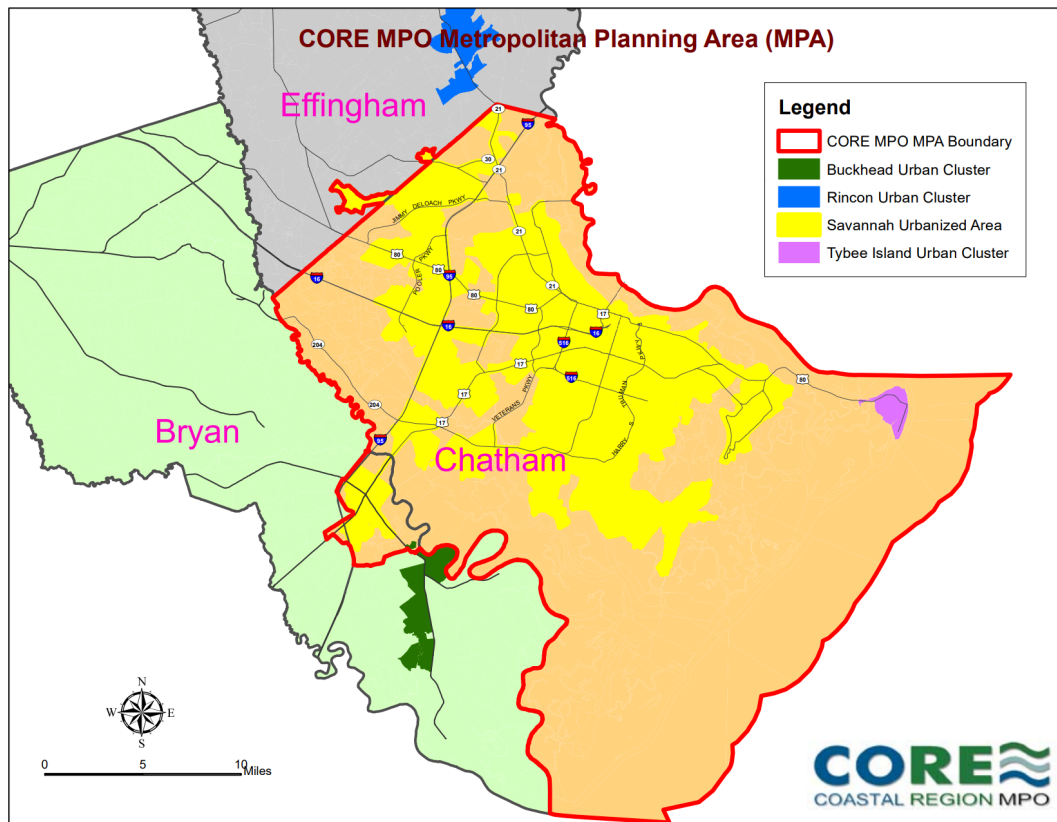
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## Chapter One: An Introduction to the Coastal Region Metropolitan Planning Organization

The Coastal Region Metropolitan Planning Organization (CORE MPO) is the Metropolitan Planning Organization (MPO) responsible for transportation planning in the Savannah area. The CORE MPO's Metropolitan Planning Area (MPA) boundary includes all of Chatham County, the portion of the 2010 Savannah Urbanized Area located in Effingham County, the City of Richmond Hill, and the portion of the 2010 Savannah Urbanized Area located in unincorporated Bryan County (see CORE MPO MPA boundary map below).



CORE MPO is a comprehensive, cooperative and continuing process and is the forum for decision-making on transportation issues in the Savannah area. CORE MPO receives federal, state and local funds to administer programs and develop transportation plans. The MPO is also working closely with the Chatham Area Transit Authority (CAT), the transit operating agency of the Savannah area. The Chatham County – Savannah Metropolitan Planning Commission (MPC) provides staff support to CORE MPO. The MPO maintains a database that includes U.S. Census information for the Savannah area including current population estimates as well as demographic and economic forecasts for purposes of comprehensive planning and travel demand modeling.

CORE MPO is dedicated to creating a sustainable living environment for all citizens in the Savannah area. This mission is accomplished through professional planning initiatives and the provision of objective information. In addition, it is made possible through the involvement of the community in collaborative



partnerships that encourage healthy economic growth compatible with the environment, improve the area's quality of life and provide opportunities for leadership.

As the federally designated Metropolitan Planning Organization, CORE MPO is responsible for the development and maintenance of a Unified Planning Work Program (UPWP). The UPWP is developed annually through a cooperative process with the transportation planning partners in the Savannah area, including the Georgia Department of Transportation (GDOT) and the Chatham Area Transit Authority (CAT).

CORE MPO is also responsible for developing a 20 plus year Metropolitan Transportation Plan (MTP) and a short-range Transportation Improvement Program (TIP). The MTP evaluates transportation system performance and is a source of policies, projects and actions that implement community vision of transportation improvements needed to reach the community goals. The TIP is a detailed capital program or a list of federally funded highway, transit and other multi-modal projects for the CORE MPO planning area over the next four years. As the designated Transportation Management Area (TMA – an MPO with a population more than 200,000), CORE MPO is responsible for developing and maintaining a Congestion Management Process (CMP) as well.

The CORE MPO's Participation Plan is a federally mandated document, adopted by the CORE MPO Board and serves as a guide for the MPO's public participation activities for the development of MTP/TIP and their amendments as well as other MPO special transportation studies and plans. Formal participation policies and procedures are identified in this plan.

Pursuant to 23 U.S.C. 134(1) (5) and 49 US C.5306 (e), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly review and evaluate the CORE MPO's transportation planning process at least every four years.

## Chapter Two: Background of Language Assistance Plan (LAP)

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. It had the purpose to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language. This executive order stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being Limited English Proficient, or “LEP”.

*Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities.* – Executive Order 13166.

Not only do all federal agencies have to develop Language Assistance Plans (LAP) as a condition of receiving federal financial assistance, but recipients of federal funds must comply with Title VI and LEP guidelines of the federal agency from which funds are provided. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other forms of financial contributions from federal sources. Recipients of federal funds range from state and local agencies, to nonprofits, and other organizations.

Title VI covers a recipient's entire program or activity, which means all parts of a recipient's operations are covered. This is true even if only one part of the recipient receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow Executive Order 13166. The US Department of Transportation published *Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons* in the Federal Register dated December 14, 2005. This guidance was issued to ensure that persons in the United States are not excluded from participation in DOT-assisted programs and activities simply because they face challenges communicating in English. The US DOT policy recommendations explicitly identify MPOs as organizations required to follow the guidance.

*The guidance applies to all DOT funding recipients, which includes state departments of transportation, state motor vehicle administrations, airport operators, **metropolitan planning organizations**, and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.* – US DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons.

### Elements of an Effective LAP Policy

The US Department of Justice, Civil Rights Division has developed a set of planning elements that were incorporated into the design of this Language Assistance Plan. These elements include:

1. Identifying LEP persons;
2. Identifying ways in which language assistance will be provided;

3. Training staff; and
4. Providing notice to LEP persons.

## The Four-Factor Analysis

The USDOT guidance outlines Four Factors that recipients should apply to the various kinds of contact they have with the public in order to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons. These factors are:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP community; and
4. The resources available and overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of US DOT guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments. Smaller recipients with limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

## Safe Harbor Stipulation

Federal law provides a “Safe Harbor” stipulation so that recipients 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 (as under circumstances outlined in paragraphs A and B of the publication *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*) such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

Strong evidence of compliance with the recipient's written-translation obligations under ‘Safe Harbor’ includes **providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered.** Translation of other documents, if needed, can be provided orally. The failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four-factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances. **This Safe Harbor provision applies to the translation of written documents only.** It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

## Chapter Three: CORE MPO's Language Assistance Plan Development

It is the goal of the Coastal Region Metropolitan Planning Organization to enhance meaningful access for all, including those with Limited English Proficiency, through the MPO's public involvement process for all the plans and programs.

As a recipient of federal planning funds that operates on a relatively small and constrained budget, CORE MPO takes reasonable steps to ensure meaningful access by all to the planning process, information and services it provides. The Language Assistance Plan (LAP) includes elements to ensure that where substantial numbers of residents of the Savannah area live who do not speak or read English proficiently, these LEP individuals have access to the planning process and published information and that the production of multilingual publications and documents and/or interpretation at meetings/events will be provided to the degree that funding permits. This plan will demonstrate the efforts that CORE MPO undertakes to make its plans and programs accessible to all persons without regard to their ability to communicate in English.

### Determining Needs

CORE MPO is incorporating into this LAP the set of elements developed by the US Department of Justice, Civil Rights Division through general guidelines and procedures including the following.

- Identification: Identifying LEP populations in service areas
- Notification: Providing notice to LEP individuals about their right to language services
- Interpretation: Offering timely interpretation to LEP individuals upon request
- Translation: Providing timely translation of important documents
- Staffing: Identifying staff resources to assist LEP customers
- Training: Providing training on LAP to responsible employees

CORE MPO has utilized the four-factor analysis identified by the USDOT in determining what constitutes reasonable steps to ensure meaningful access. The US DOT Policy Guidance gives recipients substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed below.

### **Factor One - the number and/or proportion of LEP persons in the eligible service area**

CORE MPO serves the Savannah area that includes all of Chatham County, a part of Bryan County and a part of Effingham County (see the CORE MPO MPA boundary map in Chapter One). There is no LEP data readily available for the MPO's planning area. However, LEP related census data is available at the county level.

The 2000 Census Summary File 3 (SF 3) has a range of 4 classifications of how well people speak English. The classifications are 1) very well, 2) well, 3) not well, and 4) not at all. For planning purposes, we are considering people that speak English less than "very well" as Limited English Proficient (LEP) persons.

**Table 1** displays the primary language and number of individuals that speak English not well or less than well for the Savannah area based on the 2000 Census data. There were 2,908 individuals in the Savannah area that are defined as Limited English Proficient according to Table 1, comprising 1.07% of Savannah area's residents five years and older. A relative majority of these LEP persons (1,711 or 0.63% of the total population five years and older) speak Spanish, meeting the Safe Harbor rule. Since then, the number of

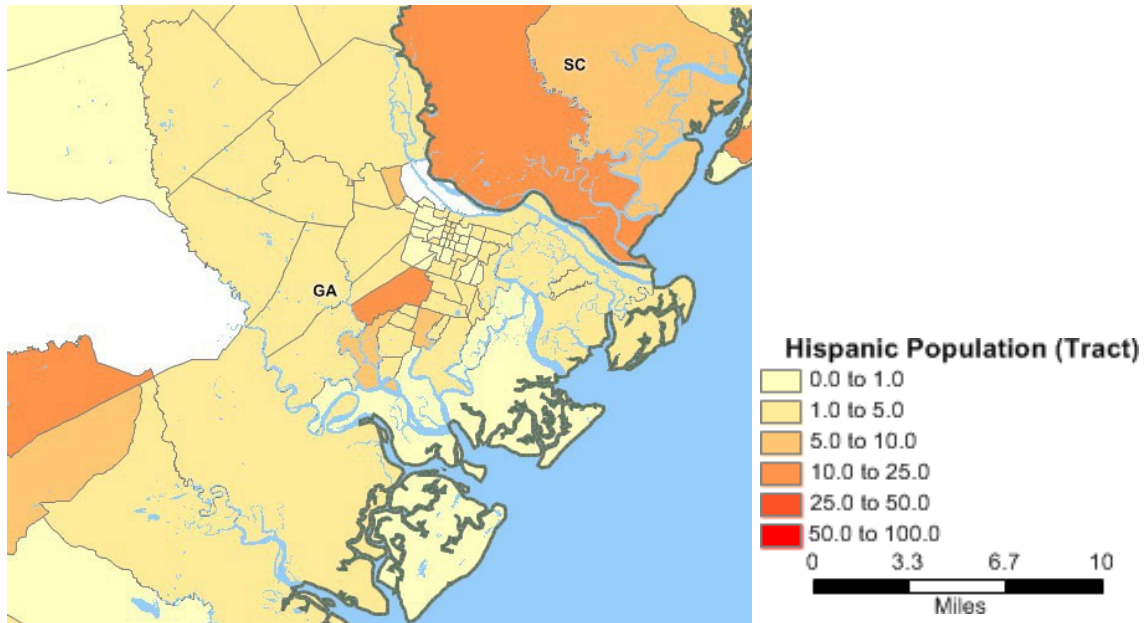
Spanish speaking residents, including those who speak English less than “very well” has grown, as will be discussed later in this document. According to the 2000 Census, Spanish was the only language that met the Safe Harbor threshold. Thus, CORE MPO resources also have Spanish translations. Chatham County is the population center of the Savannah region and most of the Spanish-speaking LEP persons reside in Chatham County (1,543 out of the regional total of 1,711) according to the 2010 US Census. Currently, according to the 2019 American Community Survey (5-Year Estimates), Chatham County remains the population center for Spanish speaking residents, with 83% of them living in Chatham.

**Table 1 – Savannah Region’s Population 5 Years and Older by Language Spoken at Home and Ability to Speak English**

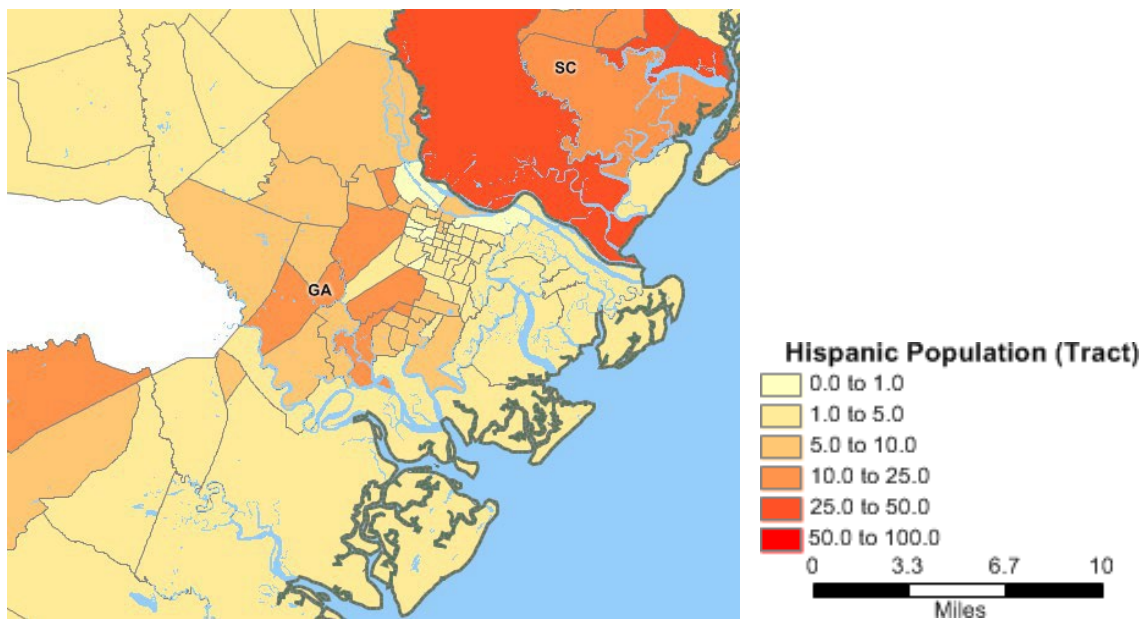
<b>POPULATION 5 YEARS AND OVER BY LANGUAGE SPOKEN AT HOME AND ABILITY TO SPEAK ENGLISH</b>	<b>Chatham County</b>	<b>Bryan County</b>	<b>Effingham County</b>	<b>Total for the Savannah Area</b>	<b>Pct of Total Population</b>
<b>Population 5 years and over</b>	<b>216,600</b>	<b>21,631</b>	<b>34,701</b>	<b>272,932</b>	<b>100.00%</b>
Speak only English	202,148	20,716	33,722	256,586	94.01%
Speak a language other than English	14,452	915	979	16,346	5.99%
<b>Spanish</b>	<b>6,533</b>	<b>409</b>	<b>460</b>	<b>7,402</b>	<b>2.71%</b>
Speak English "very well"	3,922	279	261	4,462	1.63%
Speak English "well"	1,068	39	122	1,229	0.45%
Speak English "not well"	1,243	88	64	1,395	0.51%
Speak English "not at all"	300	3	13	316	0.12%
<b>LEP Persons Speaking Spanish</b>	<b>1,543</b>	<b>91</b>	<b>77</b>	<b>1,711</b>	<b>0.63%</b>
<b>Other Indo-European Languages</b>	<b>4,207</b>	<b>238</b>	<b>308</b>	<b>4,753</b>	<b>1.74%</b>
Speak English "very well"	3,049	194	171	3,414	1.25%
Speak English "well"	746	44	104	894	0.33%
Speak English "not well"	370	0	33	403	0.15%
Speak English "not at all"	42	0	0	42	0.02%
<b>LEP Persons Speaking Other Indo-European Languages</b>	<b>412</b>	<b>0</b>	<b>33</b>	<b>445</b>	<b>0.16%</b>
<b>Asian and Pacific Island Languages</b>	<b>2,923</b>	<b>234</b>	<b>211</b>	<b>3,368</b>	<b>1.23%</b>
Speak English "very well"	1,156	115	111	1,382	0.51%
Speak English "well"	1,121	64	77	1,262	0.46%
Speak English "not well"	517	55	23	595	0.22%
Speak English "not at all"	129	0	0	129	0.05%
<b>LEP Persons Speaking Other Asian and Pacific Island Languages</b>	<b>646</b>	<b>55</b>	<b>23</b>	<b>724</b>	<b>0.27%</b>
<b>All other Languages</b>	<b>789</b>	<b>34</b>	<b>0</b>	<b>823</b>	<b>0.30%</b>
Speak English "very well"	652	23	0	675	0.25%
Speak English "well"	109	11	0	120	0.04%
Speak English "not well"	28	0	0	28	0.01%
Speak English "not at all"	0	0	0	0	0.00%
<b>LEP Persons Speaking All Other Languages</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>0.01%</b>
<b>ABILITY TO SPEAK ENGLISH</b>					
<b>Population 5 years and over</b>	<b>216,600</b>	<b>21,631</b>	<b>34,701</b>	<b>272,932</b>	<b>100.00%</b>
Speak a language other than English	14,452	915	979	16,346	5.99%
<b>Total LEP Persons</b>	<b>2,629</b>	<b>146</b>	<b>133</b>	<b>2,908</b>	<b>1.07%</b>

The 2010 census does not include any LEP related data. However, from the comparisons of maps using 2000 and 2010 census data (shown below), it is apparent that the Savannah area had witnessed a growth of Hispanic population during the 10-year period. The Hispanic population is concentrated in and around the Hunter Army Airfield and in West Chatham County, particularly along US 17. A dot density map based on the 2010 census data also demonstrates the concentrations of the Hispanic populations in the Savannah area.

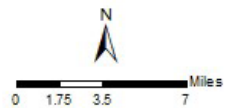
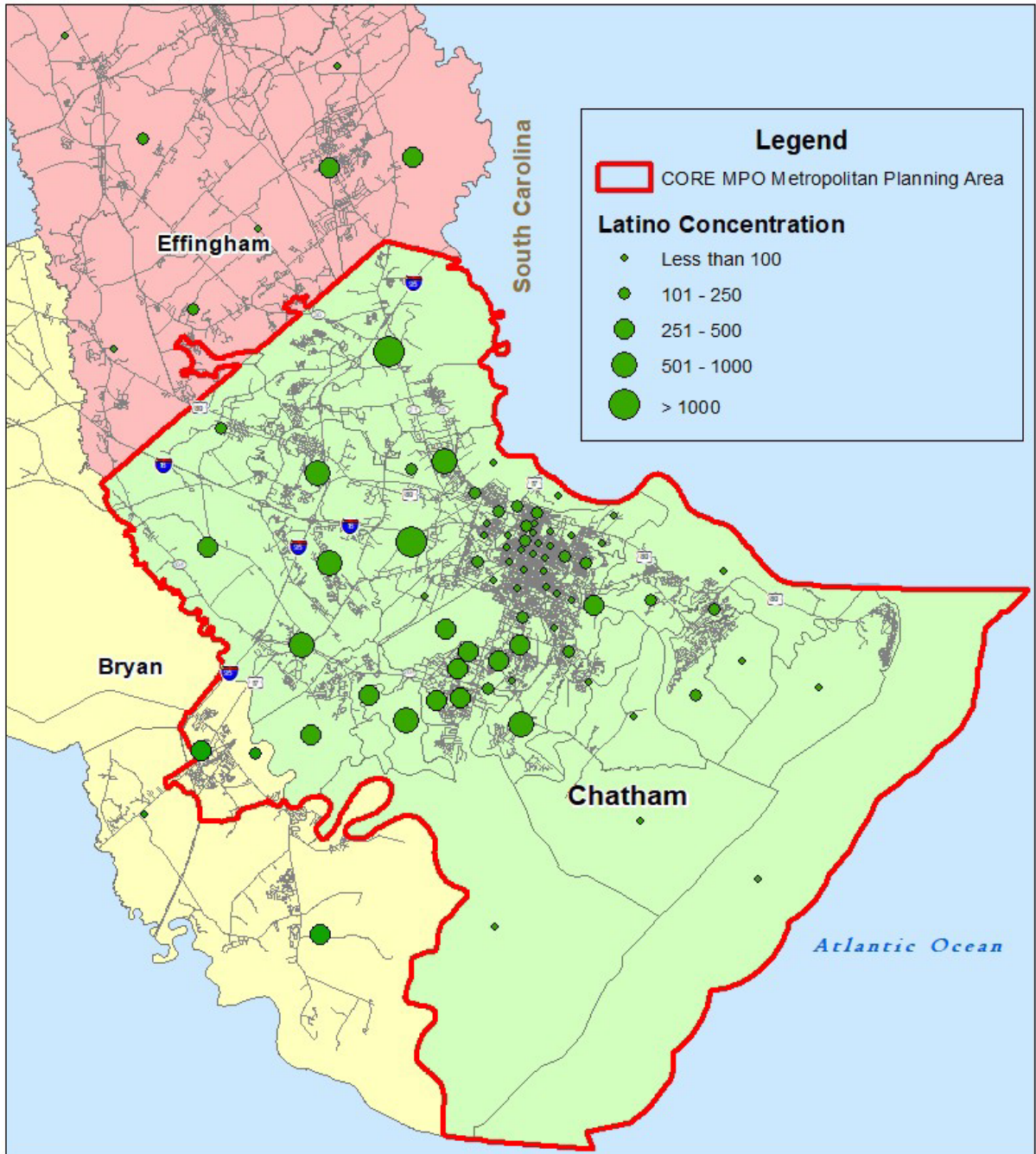
Hispanic Population 2000 - FHWA HEPGIS Maps



Hispanic Population 2010 - FHWA HEPGIS Maps



### Concentration of Hispanic Population



Once the 2020 US Census is released, the maps above will be updated with the most accurate and recent data.

- ACS Census Data

Between the decennial censuses, the Census Bureau has been collecting data using a sampling method and compiled it through the American Community Survey (ACS). The ACS data has huge margins of error (MOE) and is not comparable to the decennial census data. Because of the sampling method used, the ACS data is not very accurate or reliable - the smaller the geography, the less accurate. Even so, the ACS data can provide some information indicative of a trend.

The LEP related data is available at the county level for ACS. The ACS defines how people speak English into two categories – 1) very well and 2) not very well. For planning purposes, we are considering people that speak English “not very well” as Limited English Proficient (LEP) persons.

According to the 2009-2013 ACS, around 9,136 individuals in the Savannah area may be defined as Limited English Proficient, about 2.76% of the Savannah area’s residents five years and older, of which Spanish-speaking LEP persons comprise a majority. Though the exact numbers are different between the decennial census data and the ACS data, the trend is clear – the Spanish-speaking persons are the majority LEP persons for the Savannah area and most of them reside in Chatham County. Other LEP persons reaching the Safe Harbor threshold either speak other Indo-European languages or Asian and Pacific Island languages, but the data does not provide details on which specific language they are speaking. Most of these non-Spanish-speaking LEP persons live in Chatham County as well. **Table 2** (below) shows the most recent data from the 2015-2019 ACS. As shown, Spanish is still the second most spoken language in the Savannah MSA, with 18,726 speakers and 5,666 speaking English less than “very well”

**Table 2 – Savannah Region’s Population 5 Years and Older by Ability to Speak English**

	Bryan County, Georgia		Chatham County, Georgia		Effingham County, Georgia		Savannah MSA, Georgia	
	Estimate	% County Pop.	Estimate	% County Pop.	Estimate	% County Pop.	Estimate	% MSA Pop.
Total:	34357		26999		56321		36066	
Speak only English	31411	84.21%	24179	81.09%	53651	90.95%	32686	82.86%
Spanish:	1513	4.06%	15497	5.20%	1716	2.91%	18726	4.75%
Speak English "very well"	1043	2.80%	11114	3.73%	903	1.53%	13060	3.31%
Speak English less than "very well"	470	1.26%	4383	1.47%	813	1.38%	5666	1.44%
French, Haitian, or Cajun:	402	1.08%	1871	0.63%	47	0.08%	2320	0.59%
Speak English "very well"	402	1.08%	1763	0.59%	34	0.06%	2199	0.56%
Speak English less than "very well"	0	0.00%	108	0.04%	13	0.02%	121	0.03%



Title VI Plan

German or other West Germanic languages:	293	0.79%	1295	0.43 %	127	0.22 %	1715	0.43 %
Speak English "very well"	230	0.62%	1183	0.40 %	92	0.16 %	1505	0.38 %
Speak English less than "very well"	63	0.17%	112	0.04 %	35	0.06 %	210	0.05 %
Russian, Polish, or other Slavic languages:	12	0.03%	485	0.16 %	72	0.12 %	569	0.14 %
Speak English "very well"	6	0.02%	358	0.12 %	61	0.10 %	425	0.11 %
Speak English less than "very well"	6	0.02%	127	0.04 %	11	0.02 %	144	0.04 %
Other Indo-European languages:	394	1.06%	2773	0.93 %	385	0.65 %	3552	0.90 %
Speak English "very well"	258	0.69%	1813	0.61 %	310	0.53 %	2381	0.60 %
Speak English less than "very well"	136	0.36%	960	0.32 %	75	0.13 %	1171	0.30 %
Korean:	39	0.10%	638	0.21 %	59	0.10 %	736	0.19 %
Speak English "very well"	21	0.06%	318	0.11 %	42	0.07 %	381	0.10 %
Speak English less than "very well"	18	0.05%	320	0.11 %	17	0.03 %	355	0.09 %
Chinese (incl. Mandarin, Cantonese):	76	0.20%	1383	0.46 %	50	0.08 %	1509	0.38 %
Speak English "very well"	44	0.12%	523	0.18 %	22	0.04 %	589	0.15 %
Speak English less than "very well"	32	0.09%	860	0.29 %	28	0.05 %	920	0.23 %
Vietnamese:	59	0.16%	1445	0.48 %	71	0.12 %	1575	0.40 %
Speak English "very well"	40	0.11%	499	0.17 %	21	0.04 %	560	0.14 %
Speak English less than "very well"	19	0.05%	946	0.32 %	50	0.08 %	1015	0.26 %
Tagalog (incl. Filipino):	59	0.16%	345	0.12 %	47	0.08 %	451	0.11 %
Speak English "very well"	31	0.08%	267	0.09 %	25	0.04 %	323	0.08 %
Speak English less than "very well"	28	0.08%	78	0.03 %	22	0.04 %	128	0.03 %
Other Asian and Pacific Island languages:	25	0.07%	1264	0.42 %	80	0.14 %	1369	0.35 %
Speak English "very well"	25	0.07%	717	0.24 %	66	0.11 %	808	0.20 %
Speak English less than "very well"	0	0.00%	547	0.18 %	14	0.02 %	561	0.14 %

Arabic:	0	0.00%	558	0.19%	0	0.00%	558	0.14%
Speak English "very well"	0	0.00%	387	0.13%	0	0.00%	387	0.10%
Speak English less than "very well"	0	0.00%	171	0.06%	0	0.00%	171	0.04%
Other and unspecified languages:	74	0.20%	638	0.21%	16	0.03%	728	0.18%
Speak English "very well"	74	0.20%	601	0.20%	16	0.03%	691	0.18%
Speak English less than "very well"	0	0.00%	37	0.01%	0	0.00%	37	0.01%

The latest available LEP data from 2015 – 2019 ACS has detailed breakdowns for languages (see the table above). The data shows the demographic changes that have occurred within the Savannah MSA, with 3 populations (Spanish, Chinese, and Vietnamese speakers) having passed the LEP threshold.

The US Census Bureau will release the 2020 census data collection soon. CORE MPO will monitor the LEP data and make further analysis after the 2020 Census data becomes available. If additional LEP populations are identified, staff will revise this Language Assistance Plan accordingly. Furthermore, if the Chinese and Vietnamese LEP populations are shown to have passed the Safe Harbor threshold according to the newest Census, the CORE MPO will begin providing resources in those languages.

**Factor Two - the frequency with which LEP persons come in contact with the program**

The Federal guidance for this factor recommends that agencies should assess the frequency with which they have contact with LEP individuals from different language groups. The more frequent the contact with a particular LEP language group, the more likely enhanced services will be needed.

*CORE MPO Plans and Programs*

The CORE MPO’s key planning documents are the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP) and the Unified Planning Work Program (UPWP). The LEP population does not comprise a big percentage of the total population and the frequency with which LEP individuals come into contact with the MPO’s plans and programs is very low even where they are represented in relatively high numbers. However, given the growth of the LEP populations (particularly people of Hispanic origin) in the Savannah area after 2000, there is a probability of increased contact between the LEP persons with the CORE MPO plans and programs. Thus strategies need to be developed accordingly.

*CAT Transit Service*

The LEP persons have a much larger probability of using public transportation. The June 2010 LEP survey conducted by the Chatham Area Transit Authority (CAT) included sixty-six (66) CAT employees who interacted with consumers on a regular basis. The results of the survey indicated a growing number of LEP riders who utilized CAT services. The results of the June 2010 survey are summarized below.

- On average, contact with LEP persons utilizing CAT is significant. In June 2010 approximately 60% of the surveyed employees reported contact with LEP persons.
- About 60.6% of those surveyed reported at least one LEP person using CAT to commute daily.

- On an average day, CAT employees encounter approximately 258 LEP persons utilizing CAT services. This accounts for approximately 2% of the total ridership on a daily basis based on 10,979 passengers per day.
- Spanish is the dominant LEP language group, representing 71% of the LEP persons encountered.
- Twenty of the sixty-six surveyed employees reported a request for translation assistance.

CAT conducted another on-board survey in 2012/2013 for the update of the 2013 Transit Development Plan (TDP). CORE MPO staff coordinated with CAT staff for LEP related survey questions to get a better picture of the LEP needs in the Savannah area. The results are similar to the 2010 survey results – Hispanic populations in the Savannah area are the major LEP groups who are using public transportation.

While the 2019/2020 survey for the Transit System Re-design did not occur, CAT will continue to offer programs, services, and information for all Safe Harbor language groups. With Chinese and Vietnamese having recently passed the Safe Harbor threshold according to data from the American Community Survey, CAT will plan to expand its language resources in addition to existing Spanish resources.

### **Factor Three - the nature and importance of the service provided by the program**

Public transportation and regional transportation planning are vital to many people's lives. According to the Department of Transportation's Policy Guidance Concerning Recipient's Responsibilities to LEP Persons, providing public transportation access to LEP persons is crucial. A LEP person's inability to utilize public transportation effectively may adversely affect his or her ability to access health care, education, or employment.

CORE MPO has assessed the frequency with which LEP individuals come in contact with the MPO's plans and programs as well as with the CAT's transit system. The methods utilized for this assessment include analysis of Census data mentioned in Factor One, examining phone inquiries, requests for translated documents, and staff survey.

#### *CORE MPO*

The biggest population gains for the Savannah area since 2000 come from the Hispanic and Asian communities. Transportation planning affects LEP populations throughout the planning process and in particular during the regular updates of the MTP and TIP as well as during development of special transportation studies. The transportation planning and the investment decisions carried out by the MPO might impact the mobility and access of LEP populations. For the CORE MPO's transportation planning process, participation opportunities will be provided to the LEP persons in the form of public comment on the use of federal funds in the following areas: update of UPWP, development and amendment of MTP, development and update of TIP, update of the Participation Plan and the Title VI Plan, update of the MPO's Non-Motorized Transportation Plan and Transit Mobility Vision Plan, and development of MPO's special studies.

The transportation improvement plans and programs of the MPO listed above do have an impact on all residents. Efforts will be made to encourage an understanding of the MPO planning process, and opportunities for all to comment will be provided. CORE MPO is committed to obtaining and incorporating input from all stakeholders and every effort will be made to make the planning process as inclusive as possible.

The CORE MPO's participation goal is to have all the residents of the Savannah area involved in the development of the MPO's plans and programs. Limited English Proficient speakers are among those we want to reach out and invite to participate in the MPO's planning process. The MPO staff will be striving to utilize various methods to ensure participation by all should resource allows. Some of the possible tools

include the following:

- Meet people where they are for public meetings (community churches, etc.);
- Use materials in the format that people can understand (graphics, charts, maps, etc.);
- Utilize a wide array of options to communicate with the public and to communicate planning activities and policies;
- Utilize the MPC website with language translation functions to reach out to populations in the Savannah area who are not proficient in English;
- Evaluate the participation process conducted at the conclusion of each MTP and TIP update to assess the effectiveness of public outreach activities;
- Translate vital documents into Spanish (Title VI/Non-discrimination notice to the public, Title VI Complaint Form, MTP executive summary, etc.) as resources allow; and
- Strives to maintain a friendly and accessible open-door policy for all constituents.

### CAT

As an agency providing public transportation for Savannah and Chatham County, CAT strives to meet the needs of its client base to make sure that all segments of the population, including LEP persons, have the opportunity to be provided public transit.

For many LEP individuals, public transit is the principal transportation mode available. It is therefore important for CAT to be able to communicate effectively with all of its riders. When CAT is able to communicate effectively with all of its riders, the service provided is safer, more reliable, convenient, and accessible for all within its service area. CAT is committed to taking reasonable steps to ensure meaningful access for LEP individuals to this agency's services in accordance with Title VI.

CORE MPO understands the importance of public transportation to LEP persons and will work with CAT to provide more efficient transit services.

### **Factor Four - resources available and overall cost**

The US DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons states: "*Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources may chose not to develop a written LEP plan*".

While the Savannah area has a relatively small proportion of LEP populations and CORE MPO has very limited resources in terms of funding and staff level, the decision has been made to develop a written Language Assistance Plan because demographic trends indicate the number of LEP persons is increasing within the CORE MPO's metropolitan planning area.

Funding for developing/updating the LAP and carrying out the LEP requirements will come from the limited resources of the Metropolitan Planning (PL) and Section 5303 programs.

CORE MPO also decided to work with CAT, other departments of the MPC, GDOT and other partners to pool all available staff resources together to better serve the LEP persons in the Savannah area. The existing resources include:

- Bi-lingual staff members in Spanish and Chinese from MPC, CAT, GDOT, and local governments and agencies can help translate the functional planning areas from English to the appropriate languages as needed to facilitate understanding of the organization and the transportation planning process.
- Some software such as Google Translation is widely available for use. However, the software-

translated documents will go through verification process by the people who can speak the specific language.

- CORE MPO staff members have identified and initiated dialogue with some community organizations (Hispanic church, Chinese church, etc.) where LEP persons congregate in order to conduct future public meetings.
- CORE MPO staff members have acquired some contact information from the area's universities that might provide language translation assistance.
- CORE MPO staff members have maintained good relationship with some community members who are bi-lingual and able to help with urgent translation services.
- The Board of Education (BOE) has some programs related to LEP students. CORE MPO staff members have initiated coordination with the Chatham County BOE to get LEP data and to possibly enlist assistance in distributing planning information to LEP families.
- MPC's SAGIS Department and the Graphics Department can help provide GIS analysis related to LEP and make easy-to-understand graphics, maps and charts.
- The existing Latino magazine for the Savannah area can help the MPO publicize meeting notices, flyers and other distributed materials.
- Planning information can be provided in written and electronic formats. Where appropriate, audiotape or large font formats will be available at request.
- The CORE MPO's Advisory Committee on Accessible Transportation (ACAT) can provide input on transportation planning and transit services.
- CAT has an organized advisory council that offers suggestions and/or observations about transit service. It is comprised of a former member of the CAT board, two frequent users of public transportation, a member of Living Independence for Everyone, LIFE, (representing the disabled community), and a representative of the Latin American Services Organization, LASO (representing the Latino community).
- Transit-related information is available in Spanish and posted on all buses. This information includes fares, half-fare policies and where to apply for a CAT half-fare identification card, and courtesy rules for riding the bus. CAT will also begin the process of offering the same resources in Chinese and Vietnamese.
- CAT has published advertisements promoting transit in the leading Spanish-speaking newspaper, La Voz. Spanish-speaking customers can call CAT's phone number to get transit information in Spanish. Similar resources for Chinese and Vietnamese speaking residents are also being planned by CAT.
- CAT has a recording in Spanish available 24 hours each day that gives basic information on the transit system. Callers are prompted in Spanish to access this translated information. CAT will also begin the process of offering the same resources in Chinese and Vietnamese.
- Two transit agents responsible for providing schedule and route information received training in Business Spanish to assist in responding to customer queries in Spanish. CAT will also begin the process of offering the same information in Chinese and Vietnamese.

## Language Assistance Plan

The LEP guidance recommends consideration of the following measures for LEP language assistance:

- Types of language services available;
- How staff can obtain those services;

- How to respond to LEP callers;
- How to respond to written communications from LEP persons;
- How to respond to LEP individuals who have in-person contact with staff; and
- How to ensure competency of interpreters and translation services.

CORE MPO makes efforts to engage in partnerships with or enlist help from federal, state, and local agencies as well as multi-lingual community volunteers/organizers to provide language translation and interpretation services within the scope of available funding. Language assistance includes interpretation, which means oral or spoken transfer of a message from one language into another language; and/or translation, which means the written transfer of a message from one language into another language.

Translation of all CORE MPO plans and materials is not possible at this time primarily due to cost restrictions, the barriers to meaningful translation or interpretation of technical planning documents, the existence of multiple dialects within a single language group, and other relevant factors. However, CORE MPO will assess the provision of limited oral language services to LEP individuals such as the following:

- Identifying points of contact where a LEP person interacts with an organization,
- Identifying staff language capabilities, and
- Identifying outside resources, both paid and unpaid and the cost of these services.

Currently, Spanish speaking LEP persons are identified in the Savannah area as reaching the Safe Harbor threshold (more than 1,000 persons) for which written translations of vital documents are required. Given the CORE MPO's and CAT's budget and the number of staff, it is deemed that written translations of all documents would be so burdensome as to defeat the legitimate objectives of our programs. Given that Chinese and Vietnamese speaking LEP persons have just recently passed the Safe Harbor threshold according to the 2019 American Community Survey 5-Year Estimates, the CORE MPO is preparing to offer the resources available in Spanish into the new required languages. This will be dependent on the 2020 US Census. The following lists what has been achieved and what is in process.

- CORE MPO has translated the Title VI/Nondiscrimination Notice to the Public and the Title VI/Nondiscrimination Complaint Form into Spanish and posted them to the MPO website and the MPC offices. CORE MPO will also translate these notices and forms into Chinese and Vietnamese upon the release of the 2020 Census.
- The GDOT bi-lingual staff member has helped the CORE MPO staff to translate the survey for the 2045 MTP Update into Spanish. The MPO did receive some responses from the Hispanic version of the Survey.
- The bi-lingual MPO staff has translated the introduction on the MPO's planning process into Chinese.
- The newly updated MPC website at <https://www.thempc.org/> has a Language Translation function that is based on Google Translation. The web contents can be translated into any selected language.
- CORE MPO will translate the executive summary of the 2045 MTP into Spanish since the plan has been adopted by the CORE MPO Board on August 7, 2019.
- CAT has translated the bus schedules into Spanish and distributed them on the CAT buses and on the CAT website. CAT also plans to update its materials in Chinese and Vietnamese.

## Staff Training

An effective plan would include training to ensure that 1) staff knows about LEP policies and procedures; and 2) staff that have contact with the public are trained to work effectively with in-person and telephone

interpreters.

CORE MPO staff members have received training in Title VI and Environmental Justice requirements that have been held by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Georgia Department of Transportation (GDOT), and other training institutions such as National Highway Institute (NHI) and National Transit Institute (NTI). Staff have also participated in various webinars on proposed federal circulars on these programs and provided comments. CAT staff members have received similar trainings as well as Business Spanish. Staff will attend future trainings as opportunities arise to keep up with the changes and will maintain the records for these trainings as a part of the annual accomplishments.

The CORE MPO's Language Assistance Plan will be distributed to all MPC employees. The plan has been posted on the MPO website at <https://www.thempc.org/Core/TitleVi>. The plan will also be explained in orientation and training sessions for new employees and other staff members who are most likely to communicate with LEP individuals.

## LEP Notifications

The USDOT LEP guidance offers several examples of notification to LEP individuals of language assistance:

- Posting signs in appropriate languages in intake areas and other entry points;
- Stating in outreach documents such as brochures, booklets, and other outreach and recruitment information that language services are available;
- Working with community based organizations and other stakeholders to inform LEP individuals of the programs and activities;
- Using a telephone voice mail menu in the most common languages encountered;
- Including notices in local newspapers in languages other than English;
- Airing notices on non-English language radio and television stations; and
- Giving presentations at schools and religious organizations.

CORE MPO will strive to utilize the variable tools listed above for public notification of the MPO's plans and programs as funding allows.

## Monitoring and Updating the LAP

The monitoring and updating of the LAP will be coordinated with the update of the MPO's Participation Plan and Title VI Plan. The CORE MPO Board and its advisory committees will be asked to assist in the evaluation and plan update. The LAP evaluation can also be a part of the participation evaluation process for the MTP or TIP development/update. Development of an evaluation tool to assess LEP service provision and establishing a tracking system to collect primary language data are among future options for consideration.

## Chapter Four: LEP Complaint Processing

The LEP complaint process will follow the Title VI / nondiscrimination complaint process of the CORE MPO. This process is posted to the MPO website at <https://www.thempc.org/Core/TitleVi>.



**Appendix H**  
**Language Data:**  
**Savannah Metropolitan Statistical Area**

	Bryan County, Georgia		Chatham County, Georgia		Effingham County, Georgia		Savannah MSA, Georgia	
	Estimate	% County Pop.	Estimate	% County Pop.	Estimate	% County Pop.	Estimate	% MSA Pop.
Total:	34357	100.00%	269991	100.00%	56321	100.00%	360669	100.00%
Speak only English	31411	84.21%	241799	81.09%	53651	90.95%	326861	82.86%
Spanish:	1513	4.06%	15497	5.20%	1716	2.91%	18726	4.75%
Speak English "very well"	1043	2.80%	11114	3.73%	903	1.53%	13060	3.31%
<b>Speak English less than "very well"</b>	<b>470</b>	<b>1.26%</b>	<b>4383</b>	<b>1.47%</b>	<b>813</b>	<b>1.38%</b>	<b>5666</b>	<b>1.44%</b>
French, Haitian, or Cajun:	402	1.08%	1871	0.63%	47	0.08%	2320	0.59%
Speak English "very well"	402	1.08%	1763	0.59%	34	0.06%	2199	0.56%
Speak English less than "very well"	0	0.00%	108	0.04%	13	0.02%	121	0.03%
German or other West Germanic languages:	293	0.79%	1295	0.43%	127	0.22%	1715	0.43%
Speak English "very well"	230	0.62%	1183	0.40%	92	0.16%	1505	0.38%
Speak English less than "very well"	63	0.17%	112	0.04%	35	0.06%	210	0.05%
Russian, Polish, or other Slavic languages:	12	0.03%	485	0.16%	72	0.12%	569	0.14%
Speak English "very well"	6	0.02%	358	0.12%	61	0.10%	425	0.11%
Speak English less than "very well"	6	0.02%	127	0.04%	11	0.02%	144	0.04%
Other Indo-European languages:	394	1.06%	2773	0.93%	385	0.65%	3552	0.90%
Speak English "very well"	258	0.69%	1813	0.61%	310	0.53%	2381	0.60%
Speak English less than "very well"	136	0.36%	960	0.32%	75	0.13%	1171	0.30%
Korean:	39	0.10%	638	0.21%	59	0.10%	736	0.19%
Speak English "very well"	21	0.06%	318	0.11%	42	0.07%	381	0.10%
Speak English less than "very well"	18	0.05%	320	0.11%	17	0.03%	355	0.09%
Chinese (incl. Mandarin, Cantonese):	76	0.20%	1383	0.46%	50	0.08%	1509	0.38%
Speak English "very well"	44	0.12%	523	0.18%	22	0.04%	589	0.15%
<b>Speak English less than "very well"</b>	<b>32</b>	<b>0.09%</b>	<b>860</b>	<b>0.29%</b>	<b>28</b>	<b>0.05%</b>	<b>920</b>	<b>0.23%</b>
Vietnamese:	59	0.16%	1445	0.48%	71	0.12%	1575	0.40%
Speak English "very well"	40	0.11%	499	0.17%	21	0.04%	560	0.14%
<b>Speak English less than "very well"</b>	<b>19</b>	<b>0.05%</b>	<b>946</b>	<b>0.32%</b>	<b>50</b>	<b>0.08%</b>	<b>1015</b>	<b>0.26%</b>
Tagalog (incl. Filipino):	59	0.16%	345	0.12%	47	0.08%	451	0.11%
Speak English "very well"	31	0.08%	267	0.09%	25	0.04%	323	0.08%
Speak English less than "very well"	28	0.08%	78	0.03%	22	0.04%	128	0.03%
Other Asian and Pacific Island languages:	25	0.07%	1264	0.42%	80	0.14%	1369	0.35%
Speak English "very well"	25	0.07%	717	0.24%	66	0.11%	808	0.20%
Speak English less than "very well"	0	0.00%	547	0.18%	14	0.02%	561	0.14%
Arabic:	0	0.00%	558	0.19%	0	0.00%	558	0.14%
Speak English "very well"	0	0.00%	387	0.13%	0	0.00%	387	0.10%
Speak English less than "very well"	0	0.00%	171	0.06%	0	0.00%	171	0.04%
Other and unspecified languages:	74	0.20%	638	0.21%	16	0.03%	728	0.18%
Speak English "very well"	74	0.20%	601	0.20%	16	0.03%	691	0.18%
Speak English less than "very well"	0	0.00%	37	0.01%	0	0.00%	37	0.01%

# **Appendix I**

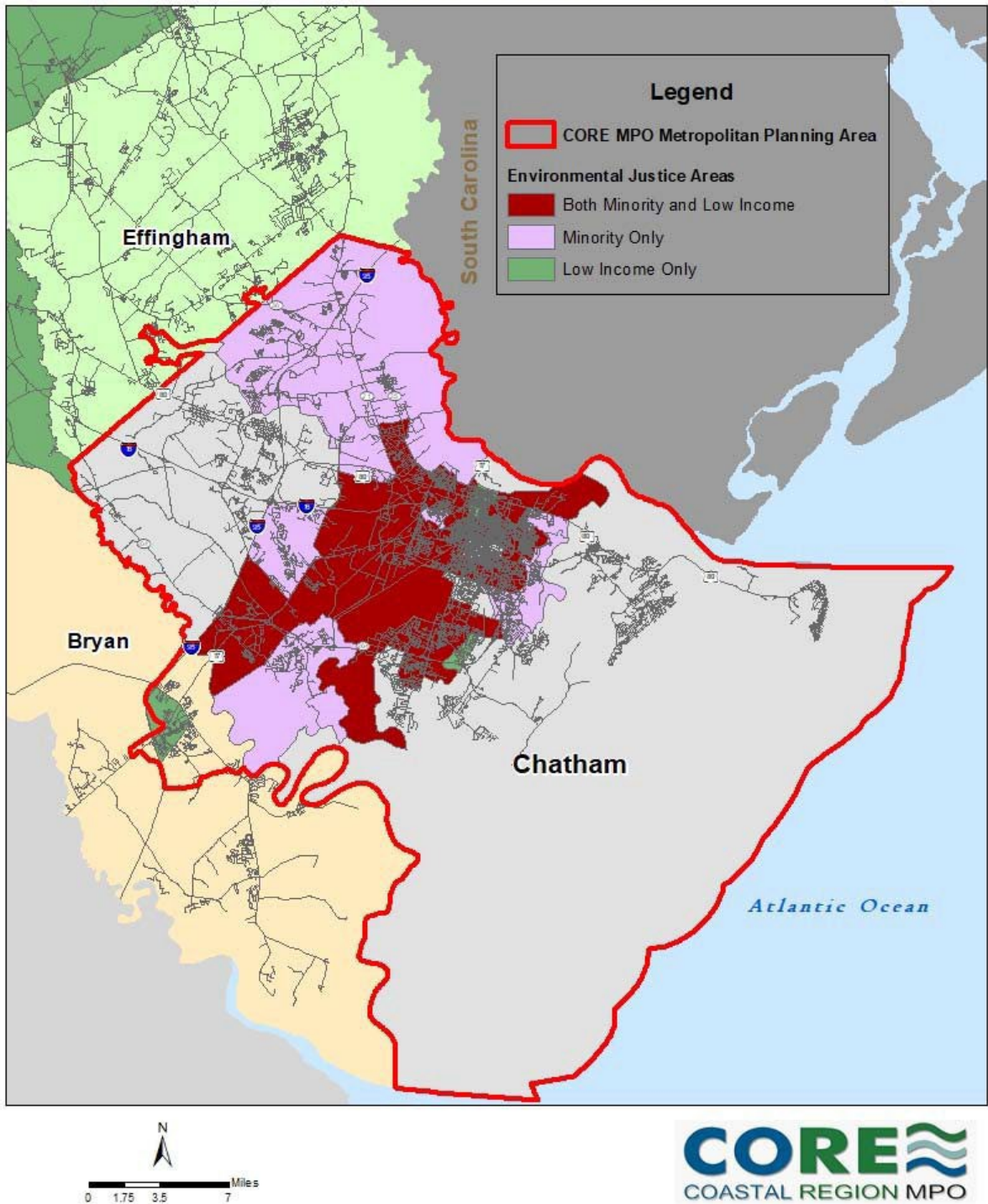
## **Demographic Maps and Environmental Justice Plan**

The maps below demonstrate where the minority populations, low-income populations, and Hispanic populations (substitute for Hispanic-speaking LEP persons) are distributed in the Savannah region.

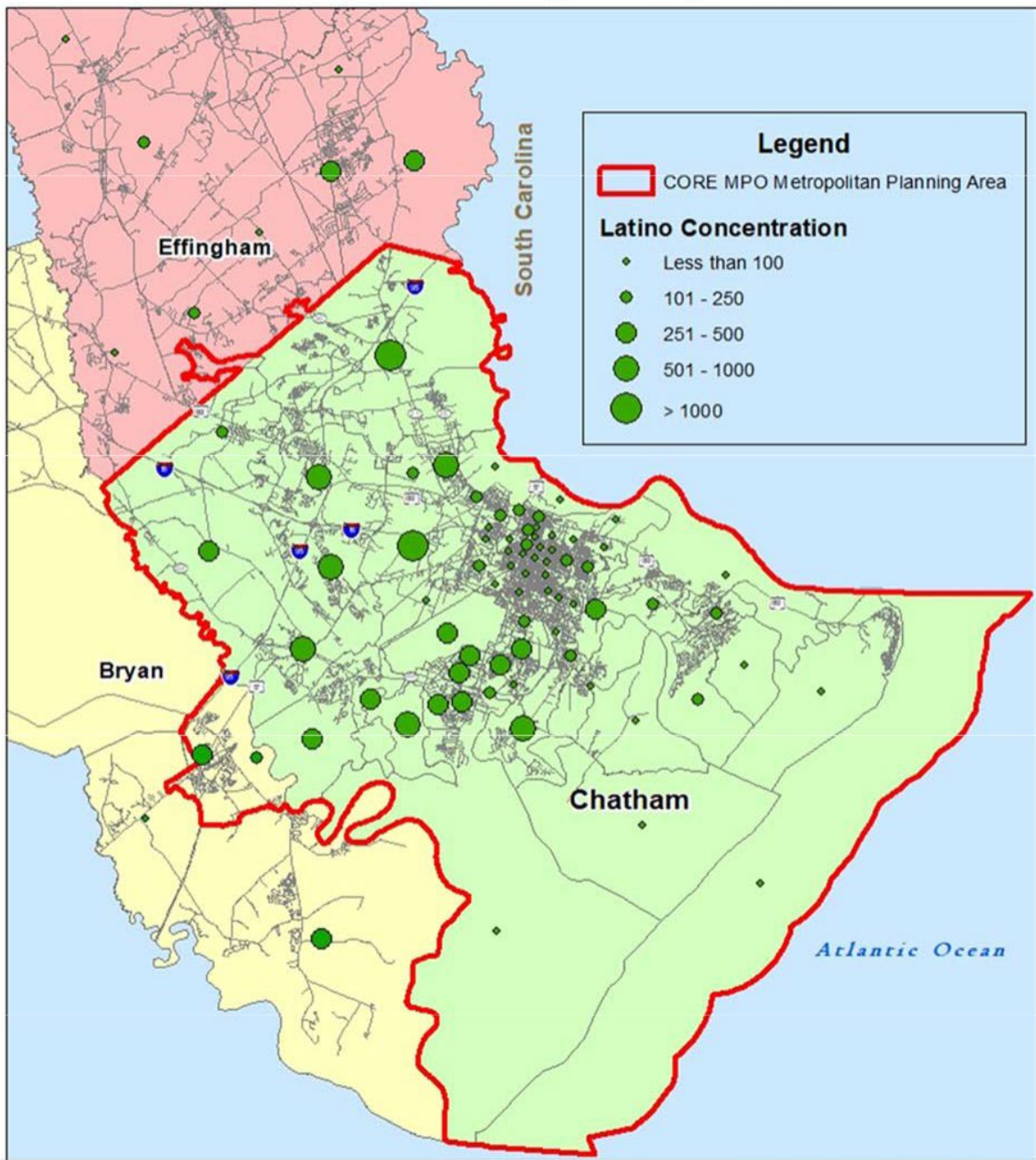
For more details on the demographic information, see the separate documents for the Environmental Justice (EJ) Plan and the Language Assistance Plan (LAP).

- The demographic information on minority and low-income populations is included in Chapter Three of the EJ Plan.
- The LEP population map and demographic information are included in Chapter Three of the LAP.

### Environmental Justice Areas



### Concentration of Hispanic Population



# **Appendix J**

## **Title VI Equity Analysis**

The Coastal Region Metropolitan Planning Organization (CORE MPO) has not performed Title VI Equity Analysis because we are a planning agency and is not charged with constructing transit facilities.

# Appendix K

## Georgia Department of Transportation Concurrence Letter

GDOT sent the concurrence letter for CORE MPO's Title VI Plan update on January 10, 2022. The concurrence letter is included in this Appendix on the following page.





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

January 10, 2022

Wykoda Wang  
110 East State Street  
Savannah, GA 31401

Dear Ms. Wang,

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 Jihyun Park, Transit Compliance and Asset Manager at [jpark@dot.ga.gov](mailto:jpark@dot.ga.gov) or (404)-631-1235.

Sincerely,

**Patricia  
Smith**

Digitally signed by Patricia Smith  
Date: 2022.01.10 13:56:47 -05'00'

Patricia Smith  
Transit Program Manager  
Division of Intermodal

**Appendix L**  
**CORE MPO Board Adoption Meeting**  
**Minutes**



**CORE MPO Board**

Tentative Agenda  
February 23, 2022 10:00am

**February 23, 2022 CORE MPO Board Meeting**

<b>Voting Members</b>	<b>Representing</b>	<b>Present</b>
Pamela Oglesby	Advisory Committee on Accessible Transportation	X
Mark Ott	City of Richmond Hill	
Tim Callanan	Effingham County Commission	
Nick Palumbo	City of Savannah	X
Joseph Welch	Metropolitan Planning Commission	X
Scott Robider	City of Garden City	
Mark Denmark	Savannah Airport Commission	X
Deidrick Cody	Chatham Area Transit Board of Directors	X
Shawn Gillen	City of Tybee Island	X
Beth E. Goette	Town of Thunderbolt	
James Hungerpiller	Town of Vernonberg	
Faye DiMassimo	Chatham Area Transit Authority	X
Tom Hutcherson	City of Pooler	X
Mayor Van Johnson	City of Savannah	X
Radney Simpson	Georgia Department of Transportation	
Daniel Brantley	Citizens Advisory Committee	
Gary Norton	City of Port Wentworth	
Ben Rozier	City of Bloomingdale	
Chester Ellis	Chatham County Commission	
Dr. Estella Shabazz	City of Savannah	X
Lee Smith	Chatham County	X
Jamie McCurry	Georgia Port Authority	X
Pamela Bernard	Economic Development & Freight Advisory Committee	X
Tanya Milton	Chatham County	X
<b>Voting Alternates</b>	<b>Representing</b>	
Eric Larson	Effingham County	X
Robert Milie	Town of Thunderbolt	X
Les Fussell	City of Richmond Hill	X
Ned Green	Georgia Department of Transportation	X
<b>Others</b>	<b>Representing</b>	
James Aiello	Savannah Airport Commission	X
Katie Proctor	GDOT	X
Michael Connolly	Chatham Area Transit	X
Aviance Webb	FTA	X
Tom Caiafa	GDOT	X
Stephanie Cutter	Chatham Area Transit	X
Chris Marsengill	Kimley-Horn	X
Shalonda Roundtree	Chatham Area Transit	X
Barry Stanton	City of Savannah	X

Nick Deffley	City of Savannah	X
Rhodes Hunt	Kimley-Horn	X
Jo Smith	City of Port Wentworth	X
Ann-Marie Day	FHWA	X
Heath Lloyd	City of Savannah	X
Asia Hernton	CORE MPO/MPC	X
Sally Helm	CORE MPO/MPC	X
Deanna Brooks	Chatham County	X
Allen Blake	Chatham County	X
Mark Wilkes	CORE MPO/MPC	X
Stephanie Rossi	Low County MPO	X
Beverly Dumas	Chatham Area Transit	X
Joyce Eckford	Chatham Area Transit	X
Patricia Harris	Public	X
Kerrie Bieber	Public	X
Jeff Ricketson	Thunderbolt Consultants	X
Jessica Mathis	Public	X
Melanie Wilson	MPC	X
Alicia Hunter	CORE MPO/MPC	X
Julie Yawn	IT/MPC	X

### I. Approval of Agenda

CAT submitted an application to the February 23, 2022 agenda, The Federal Metropolitan Planning Fund Application.

Alderman Nick Palumbo motioned to approve the February 23, 2022 agenda with the addition of CAT's submittal; seconded by County Manager, Lee Smith. The motion passed with none opposed.

### II. Committee Reports (verbal)

**ACAT** – No report, committee meets February 28, 2022.

**CAC**- Ms. Alicia Hunter said the committee met February 17, 2022 and endorsed all action items.

**TCC**- Mr. Mark Wilkes said the committee met February 17, 2022 and endorsed all action items

**Executive Director's Report**- Ms. Melanie Wilson said Mark Wilkes attended the TRB conference, there will be an overview and update at the next MPO meeting. There will be new updates coming per new rules from Federal Highway.

### III. Action Items

#### 1. [Approval of the December 15, 2021 CORE MPO Board Meeting Minutes](#)

Dr. Estella Shabazz motioned to approve the December 15, 2021 CORE MPO Board meeting minutes; seconded by County Manager, Lee Smith. The motion passed with none opposed.

#### 2. [Title VI Plan Updates](#)

Ms. Asia Hernton said there have been three important additions to the Title VI Plan. Staff has added the new GDOT concurrence letter, Chinese/Vietnamese complaint forms and notices to the public. We will also be adding the meeting minutes from this Board meeting to the plan as well. The TCC and CAC committees both have given endorsement for the updates. Staff will ask ACAT for endorsement at their upcoming meeting on the 28<sup>th</sup>.

Staff is asking for approval of the updates to the Title VI Plan.

Dr. Estella Shabazz motioned to approve the Title VI Plan Updates; seconded by County Manager, Lee Smith. The motion passed with none opposed.

### 3. February 2022 Amendments to FY 2021 -2024 TIP

Ms. Alicia Hunter said the TIP is the MPO's short-range programming document. The MPO received one TIP amendment request from January from the Savannah Airport Commission. This request was to add a scoping phase in FY 2022 for the I-95 @ Airways Avenue Pooler Parkway Interchange.

Staff is asking for the Board to adopt the February 2022 TIP amendments.

Mr. Tom Caiafa said GDOT has received the PI number for this. PI #0018402

Vice Chairman, Mayor Van Johnson, opened public hearing for the February 2022 Amendments to the FY 2021-2024 TIP.

Jessica Mathis said she is a consumer of CAT paratransit. Is any of this going towards paratransit and how much is going toward keeping drivers and getting new buses? Paratransit is in dire need of drivers. I need to be able to get to and from work. I have been working with several different disability agencies in the community and we are all concerned.

County Manager, Lee Smith, asked if the executive assistant director of CAT could get in contact with Ms. Mathis regarding these concerns. Vice Chair, Mayor Johnson agreed, and asked for the comments be forwarded to the Board as well.

Vice Chair, Mayor Johnson, closed the public hearing.

Dr. Estella Shabazz motioned to adopt the February 2022 Amendments to FY 2021-2024 TIP. The motion passed with none opposed.

### 4. Approval of the FY 2023 UPWP

Mr. Mark Wilkes said the UPWP is the CORE MPO's proposed staff work program for FY 2023 which begins July 1<sup>st</sup> of 2022 and runs through June 30, 2023. It details the staff work program and budget in carrying out the 3C's transportation process. MPO staff works primarily under two federal planning grants that come by formula allocation. The PL grant from the Federal Highway Administration and the FTA Section 5303 grant. Both grants require 20% local match. GDOT provides half of the local match for the Section 5303 grant. These funds can only be used for planning.

The draft 2023 UPWP was developed with the assumption that total estimated funding for FY 2023 will be the same as for FY 2022, approximately \$628,000. Additional funding is expected in the future due to reauthorization, but most of the additional funding is tied to approval of the federal budget. At present, we are operating under a continuing resolution that continues the funding levels of the FAST Act.

In addition to formula funds, the MPO has access to discretionary PL funds, which are unspent formula PL funds from MPOs around the state other than Atlanta. Whenever a Georgia MPO other than Atlanta does not use all of its formula PL funds in a given year, those funds are pooled by GDOT. There is a competitive process each Spring and Fall for MPOs to apply for these funds. To be eligible, plans and studies for which we apply for funding must be in the MPO's UPWP. The applications for the Discretionary PL funds are prescreened by GDOT and Federal Highway Administration staff to determine eligibility. The applications deemed eligible by GDOT and FHWA are then reviewed and ultimately approved by the PL funds review committee. 20% local match is required for these funds and are provided by the project sponsor.

There is also a small amount of FTA Section 5303 funding available each year after the bulk of the 5303 funds are allocated by formula. These funds must be requested at the time of our initial grant application, which for FY 2023 was last Fall.

FY 2018 Discretionary PL funds were awarded to CORE MPO for

- Airport Interchange
- I-16 Little Neck Rd Study

FY 2020 Discretionary FTA Section 5303 funds awarded to CORE MPO for

- CAT – purchase of software for scheduling and planning

FY 2021 Discretionary PL awards

- SR 21 Access Management Study
- SR 307 Corridor Study

FY 2022 Discretionary PL awards

- MPO Freight Plan Update
- Urban Flooding Model and Planning Tools

The UPWP development process began in April when the proposed 2023 transit planning tasks were approved in last years work program. A Call for Plans and Studies was issued in September of 2021. At that time, there were four requests from Chatham Area Transit. Those are included in the Special Studies section of the plan as illustrative, not currently funded. The MPO staff developed the draft UPWP between the October meetings and early November 2021. The FTA 5303 Section grant application was completed in November of 2021. The first draft of the FY 2023 UPWP was reviewed by the MPO Board and advisory committees in December, the draft was then submitted to Federal Highway Administration and GDOT for review and comments. MPO staff received comments back in January, all comments are addressed throughout the document and included in appendix C for review.

FY 2023 staff work priorities

- 2050 MTP Update
- Congestion Management Process update
- MPO Freight Plan update
- Urban and Regional Flooding Model and Tools
- 2020 Census Urban Area Delineation MPO reapportionment.

Staff is asking for approval of the draft of the FY 2023 UPWP.

Mr. Lee Smith, County Manager, asked if CAT agreed with the four special studies that are in the unfunded section.

- Bus Stop amenities study
- Mobility Hub study
- Bus Rapid Transit Feasibility study
- Transit Oriented Development study

Mr. Smith said the County has funds from SPLOST, on the County side, that can be used for studies. With the Short and Long-term plan that CAT's Executive Director is starting to work on, these are necessary. If we need to expedite, we are prepared to do this. Ms. Faye DiMassimo, CAT's Executive Director, said these studies are very important. They must be a part of an over-arching vision and description of a Master Plan. A discussion of the funding opportunities and partnerships is essential. We need to think of these in context of this Master Plan which is critically important. Ms. Wilson said participation in the SDS, Service Delivery Strategy, is important. There are areas within the County that need to look at what their options would be.

Mr. Shawn Gillen motioned to approve the FY 2023 UPWP; seconded by Ms. Pamela Bernard. The motion passed with none opposed.

#### **IV. Other Business**

#### **V. Status Reports**

## 5. SR 307 Status Report

Mr. Chris Marsengill said the corridor is approximately 8.5 miles long, it begins at SR 25 Ogeechee Rd and ends at SR 25 Ocean Highway, at the main gate of GA. Port Authority, Garden City terminal. The corridor was divided into six segments.

Stakeholder Engagement, we have had five focus group meetings, Initial SAC meeting, Community Corridor Assessment/Needs Identification meeting, MPO Board PIOH briefing, PIOH/Online Survey, MPO TCC Project Status presentation etc. Overall, our needs are to reduce conflicts between cars, trains, and freight trucks on the corridor, improve intersections to better accommodate freight movement, implement access management strategy to reduce crash frequency, and implement transit, pedestrian, and bicycle accommodations. From the TCC, we did receive a question regarding the safety of bicycle accommodations, specifically the section that is more industrial in nature, North of I-16. There is a higher volume of truck traffic in that area. Any accommodations proposed, must address potential safety concerns, and must be designed with those factors in mind. We received a comment from Bike Walk Savannah, this SR 307 Corridor is the only North – South Corridor in that area. They are interested in seeing some type of affordable transportation option implemented.

We went back and reviewed the CORE MPO's Non-Motorized Transportation Plan. This corridor is included in the CORE MPO's Non-Motorized Plan for bikes and pedestrians.

We divided our recommendation into two categories, Short-term (0-5 yrs) and Long-term (5+ yrs).

### Short-term Recommendations

- Intersection improvements – Distribution Drive signalization, SR 26/US80/Louisville Rd Auxiliary Lanes, Corridor signal retiming. There are right turn lanes on two of the approaches at the SR 26 US 80 intersection, however, there are non on the opposite approaches. Increase number of left turn lanes, there is a need to build dual turn lanes to fully build the intersection out.
- Access control to improve safety and operations- Plan for raised median throughout corridor, Implement innovative intersections.
- Transit expansion strategy – SR 307 currently is not within the transit district. A study needs to be conducted from a transit perspective, documenting the demand identified for transit.

### Long-term Recommendations

#### Intersection and grade separations

- SR 26/US 80/ Louisville Rd over SR 307 (ultimately needs to be an interchange)
- SR 307/Dean Forest Rd over CSXT and SR 21/ Augusta Rd
- SR 25/ US 17/ Ogeechee Rd Intersection Improvements
- SR 307/ Dean Forest Rd. over Norfolk Southern

#### Access Control

- Raised median and bike/ped improvement
- Implement innovative intersections with restricted access
- Priority 1: I-16 to SR 26/US 80/ Louisville Rd
- Priority 2: SR 26/ US 80/ Louisville Rd to Robert B Miller

#### Pedestrian and bicycle facilities

- Sidewalk and shared use path from SR 25/ Ogeechee Rd to Land fill Rd.
- Shared use path from Landfill Rd. to I-16
- Sidewalks from SR 21/ Augusta Rd ramps to SR 25/Coastal Highway

#### Transit expansion

- Use the findings done as a short-term recommendation to expand transit along the corridor.

A raised median would require some minor widening to the outside, while this is being done, implement sidewalks on one side of the road, and a shared use path on the other.

The grade separation over Norfolk Southern, just to the North of Robert B. Miller, due to the grade separation, would require re-aligning a portion of Borne Avenue so that it's not intersecting SR 307 at an elevated section. We would pull it down to accommodate a fourth leg across from the existing Westport driveway. We would propose a median opening at that location.

Quadrant Roadway Interchange – SR 307 Dean Forest Rd at SR 21 Augusta Rd. There is a heavy commuter flow along SR 21. With the completion of Jimmy Deloach Parkway, a lot of the truck traffic has shifted to Jimmy Deloach Parkway and is accessing SR 307 via the intersection. SR 21 has more of the characteristics of a commuter route whereas SR 307 is a very heavy freight corridor. Separating the two, is an essential need of this corridor. Given the proximity of the CSX railroad, we were challenged on how to make a connection between SR 307 and SR 21. The solution we are recommending, if you are on SR 21 North bound needing to get on SR 307, you will go under SR 307, make a right on the ramp, then either turn left to go to the Port, or turn right to go toward I-16.

Next Steps, we welcome any comments this board can give. We have made some changes/updates based on the TCC input and will do the same with any comments from this meeting as well. The goal is to submit the final study to this board by March.

Mr. Les Fussell said along the 307 corridors, at the 165<sup>th</sup> Airlift Wing, there are a lot of transient trucks, fuel trucks, maintenance trucks, that have an extension from Robert B. Miller Rd, Days Inn, and across from the product support road, which is shared with Gulfstream. That is a lot of slow-moving traffic. This being the area of a proposed raised median, have there been any studies or ways to mitigate some of that traffic. Mr. Marsengill said they have talked with Savannah Airport; we are aware of the development they have going on their side of SR 307. We have also coordinated with the Guard; we spoke specifically about their fuel trucks. They are very slow-moving vehicles. The Guard moves these fuel trucks from the East side of SR 307, onto SR 307 they make a right turn and continue down making a left at Robert B. Miller. The Guard were concerned with the raised median, currently when a train blocks the crossing, the fuel trucks use the center turn lane to keep their operations on time. This grade separation would need to be construction prior to the raised median project to alleviate the backup that is impeding the crossing of those fuel trucks. Once the grade separation is in place, you no longer have the back up.

## VI. Information Reports (verbal)

### [6. GDOT Project Status Report](#)

Ms. Katie Proctor gave the GDOT Project Status Report Update.

#### Pre-Construction

- Bridge Replacements on SR 25 at Savannah River and Middle River, notice to proceed, preliminary design underway.
- Safety Improvements for SR 204 from SR 21 continues toward PFPR
- I-16 at Chatham Pkwy – FFPR held on 2-15-22 and continues to be on schedule. LET in September
- Widening on SR 404 SPUR US 17 with Bridge Replacement at Back River – continues in concept
- Bridge Replacement at Bull River – environmental and preliminary design ongoing, PFPR is requested
- SR 26/ Lazaretto Creek Bridge Replacement – ongoing environmental, ROW plans being developed
- Widening on Ogeechee – ROW ongoing, Revisions being processed

#### Active Projects

Widening and Reconstruction on Brampton – Let in January, deferred 120 days for ROW

Mr. Shawn Gillen said Tybee needs someone from GDOT to contact them regarding archaeological and historical review of the Lazaretto Creek Bridge Project. There have been residents raising concerns about burial sites from the Lazaretto being disrupted by the project.

### [7. Chatham County Project Status Update](#)

Ms. Pamela Bernard gave the Chatham County Project Status Update.

#### Federally funded projects

- I-16 at Jimmy Deloach Pkwy Interchange – currently in concept validation
- Chevis Rd and Garrard Avenue Improvements both projects are getting started.



#### Local Preconstruction Projects

- Quacco Rd Widening – clearing to begin soon on phase II
- Little Neck Rd Reconstruction – ROW acquisition underway
- Skidaway Rd Improvements – consultant revising plans
- Islands Expressway at Oatland Island Rd Operational Improvements – contract out for BID
- Walthour Rd Slope Stabilization – environment permit to come soon
- Traffic Signal on Johnny Mercer Blvd – in ROW acquisition

#### Local Construction Projects

- Robert McCorkle Trail Upgrades – under construction, Let resurfacing project

#### 8. City of Savannah Project Status Report

Mr. Barry Stanton presented the City of Savannah Project Status Report.

- DeLesseps Ave. Widening Project – Construction agreement signed by the mayor and staff. The city is waiting on the preconstruction date. Anticipated start date Q2 2022.
- Traffic Control Center- The City is ready to move forward with the design build procurement, awaiting GDOT's approval.
- Project DeRenne – FHWA requested additional information regarding environmental justice participation. City consultants are addressing concerns and identifying issues with project schedule.
- Truman Linear Park Trail Phase 2B – ROW approved; parcel appraisals are ongoing. GDOT approved the City's request to move the Z301 construction funds to FY 2023.

Ms. Tanya Milton asked for more information regarding the progress with project DeRenne. There is concern regarding the traffic that will back up because of the new development in the 5<sup>th</sup> district area. Dr. Estella Shabazz said the neighborhood association in the Popular Place has been having meetings twice a year with GDOT regarding updates to the progress with this project. Mayor Johnson said some federal rules have changed with the administration changes. While meetings are taking place, there might not be a lot of information available at this time. Mr. Heath Lloyd said the biggest change is how we are looking at environmental justice. We are working with the federal highway administration to get an understanding of those changes and how it impacts Project DeRenne. There is an existing traffic study, as it relates to the development, we have tried to reach out to Dr. Harris regarding the impacts of the development in and around the globe and other developments. As is custom with any development, they must do a traffic impact analysis.

#### 9. CAT Project Status Report

Ms. Faye DiMassimo, CAT Executive Director, said regarding the agenda item added today, the un-spent PL funds this cycle is due to GDOT on February 28<sup>th</sup>. We want to take advantage of that. We are in a unique position right now. We all agree that Chatham Area Transit is an essential part of the entire community's transportation network. We are connecting people to the places they need and want to go. There are several factors, various discussions that are ongoing right now with our area of service. The timing with the growth that is occurring in the area, the federal funding opportunities, having a transit plan is an essential part of being highly competitive. That is why this Chatham Area Transit Master Plan and Implementation Strategy became a matter of trying to bring forward this item today. We need a master plan to increase safe, reliable, and affordable transportation options for our residents, businesses, and visitors. We need a community lead process. This must be something that the community is a part of the visioning and development of this. Fostering economic development and opportunities is key to everyone. Accommodate our growth in a sustainable and cost-effective manner. Provide access to jobs, housing, education, shopping, medical, recreation, and tourism. Enhance community, public and private partnerships and represent our community's ideal network of transit and ferry's that support a multi modal system and connectivity. The key outcomes would be to have official goals and objectives for CAT public transportation, to identify those key public transportation corridors, improvements for these corridors, and service recommendations. TAB policy's, programs, and infrastructure that supports transit and to have a robust funding and implementation recommendations component. This is a very successful way to approach that. I understand that we also have some unique process measures here. What we want to suggest, and seek your support for today, we have already submitted the application form through the MPC/MPO by the deadline. We understand there are other requirements that Mr. Wilkes referred to earlier in the meeting that are incumbent upon us here. We would still propose we would meet those; we would just meet them in a little different way. If we could go ahead and submit the application, have it be under consideration, our proposed start date to engage in this plan development is in June. That would give us the next two MPO meetings and the next two TCC meetings as is properly required by those additional processes to be able to still do that part of the process. If GDOT and the committee that makes the selection of the unused PL funds, determines that we are a worthy applicant, then

it could be conditioned upon us meeting those before a notice to proceed was issued. We think this is a win win. A way to observe the process and a way to get the project moving. We have demonstrated what the essential nature of it is. We will continue to explore other funding opportunities in the meantime. This is an opportune moment and the right kind of funding source; this is what this is intended to do.

Ms. Pamela Bernard asked who would manage these projects?

Ms. DiMassimo said CAT would propose to engage professional services that would be a part of this. We already have our match fund fully committed.

Mr. Mark Wilkes said, because the PL funds are planning funds, the process is built around the understanding that the MPO's manage the projects. That could be at an administrative level but the MPO would still need to be the master contract holder with GDOT. This is a long shot with GDOT and Federal Highway having an oversight and active pre-screening of the applications before going to the committee. This could be pulled since it hasn't gone through the meeting process, the TCC has not reviewed it, etc. It is the pleasure of this board, how we proceed. Ms. Bernard said, typically the process is, if we know there are going to be planning funds available, you do a Call for Studies and everyone has an opportunity to submit their request, then the TCC reviews all of them together and ranks them. Deciding on what will be sent through for request. We did not get any notification of these funds, the TCC hasn't had the opportunity to submit anything else. Since the federal highway requested, we not apply for any discretionary PL funds in 2022, we did not anticipate there would be any opportunity. Has that changed? The deadline is February 28<sup>th</sup>, do I still have time to submit something else if we are looking for some planning funds?

Mr. Tom Caifa, GDOT Planning, said the February 28<sup>th</sup> deadline requires in effect the MPO have a resolution adopting the plan as well as making sure the funds are committed. Generally, GAMPO process requires it go through two sets of meetings. So, it would have to be introduced at a previous TCC then considered by the PC, then reconsidered at the meeting prior to submission to GAMPO.

Ms. DiMassimo said we understand the critical nature of this activity to all the things we want to move forward and partner on. The growth and funding opportunities that are occurring all around us are essential. That is why we wanted to propose to go ahead and bring this before this board today to ask for the support and then to still comply with that process but comply with it perhaps in a little different manor. Again, what we stated earlier was, we would submit, if there was a favorable consideration, we would still meet all the other requirements and it would be conditioned upon doing that. We do have the local funding commitment. We do still intend to explore any other funding opportunities that can be met that enable us to get started around June/July. Given all the opportunities, growth, and so forth, it is essential that we get moving. We don't have another 6 months or year to wait.

Mr. Lee Smith, County Manager, said, we did meet with the CAT Executive Director, staff, Chairman of the Board of Commissioners, and fully endorse these applications, the funding and backing with local funding. Whatever we can do to get this mobility/ transit stuff done. It's discussion with TSPLOST, it's discussion in all City Council's, County Commissioners, we are behind and need to catch up.

Ms. Bernard said there is no issue with CAT submitting the application, but if they submit that, then can the County submit some of the other applications that have been previously submitted, and, that have already gone through the process?

Mr. Wilkes said they have not been agenda' d, simply because MPO staff are following the direction we received from Federal Highway Administration. Again, if it is the pleasure of this board, we can certainly submit the applications.

Ms. Wilson said we have not had the opportunity to talk about some other additional funding opportunities for what you are wanting to see happen. We would like to sit down and go over components of our Comprehensive Plan that will help you get started with this effort. One of the concerns is CAT bypassing the process that everyone has agreed to on the MPO Policy Committee without going through that due diligence. If the Board approves it before hand, it locks the hands of the TCC, staff and other committees into just being a "yes" committee. The State and Federal government frown upon going through that process. We would like to get together asap to have a conversation about other funding opportunities. We would also like to make sure your staff and team are actively participating in the TCC meetings. There will be other opportunities, if this isn't approved at this time, to get funding in the fall. We will try to do what the wishes of the board are, we just wanted to express concerns of issues that might come up in the future with the next person that is a member, that might want to do the same thing. We must be very careful about precedent setting. The other projects have been vetted by everyone that sits on the TCC committee. We haven't seen anything from CAT at all. I have not seen anything formal that could have been presented to the TCC committee. We want to be mindful of the fact that we do have an agreed upon process. We want to make sure we don't set a precedent where every meeting that we have now, we have other jurisdictions that want to do the same thing.

Ms. DiMassimo said we understand the importance of following protocols, policies, and procedures. We did submit this to Mr. Wilkes last week.

Mr. Wilkes stated that CAT submitted the request last Thursday after the TCC meeting.

Ms. DiMassimo stated that we are just trying to get moving, we are trying not to wait to start this in the fall. If there are funding opportunities that can enable us to start over the summer, we are trying to make sure we are well under way by the fall.

Mr. Wilkes said the discretionary PL funds contract would not be issued in the summer, it would be around September or October for the applications made in March.

Ms. Wilson said there are other opportunities out there that could help CAT get started on a few of these activities. In addition, it would be helpful for someone from your staff to attend the committees for development review. This will allow feedback from CAT with regards to having transit facilities from the standpoint of bus stops and things of that nature. We need to push for that more to have decent bus stops for people, so they don't feel like they are outliers for having to take the bus.

Ms. DiMassimo said yes, that is important. We are going to continue to explore funding opportunities with others as well.

Mr. Wilkes said after going to publication for these meetings, on Friday afternoon we did get notice of additional PL funds that will be awarded next year. It was too late to incorporate them into the UPWP document for today, as we are seeking guidance from GDOT. Should we come back with an amendment to the FY 2023 UPWP next month or pass some type of addendum to access those?

Mr. Tom Caifa said those funds were just received from our office of financial management, generally for the Y450, Z45E funds, those you would just adjust your UPWP. The Y410 funds are more for complete streets projects, 2.5% of your UPWP would be put towards complete streets initiatives. That would be amended in as a separate line item to the UPWP, this would not be included in the overall PL funds.

Ms. Shalonda Rountree said since the update, the Ferry Boat Maintenance Facility, we are moving further along with this project. We are currently working with AECOM on the Title VI Equity Analysis. Additionally, the Facility Rehab, those are still on tract to begin Spring 2022. The Para Transit Vehicles, we are still experiencing manufacturing issues with this project.

#### [10. LATS Project Status Update](#)

Ms. Stephanie Rossi presented the LATS project status update. The traffic signal, at the intersection of Hwy 17 and SC 15, will be operating this Spring.

#### [11. TIP Project Tracking in February 2022](#)

Mr. Mark Wilkes said the TIP tracking tool provided today is simply a database that we maintain to keep track of the progress of the projects, making sure they are on schedule and ensure the funding awarded does not lapse.

### **VII. Other Public Comments (limit to 3 minutes)**

NO PUBLIC COMMENTS

### **VIII. Notices**

[12. Next CORE MPO Meeting Wednesday, April 27, 2022 at 10:00am.](#)

### **IX. Adjournment**

There being no further business, the February 23, 2022 CORE MPO Board meeting was adjourned.

The Chatham County- Savannah Metropolitan Planning Commission provides meeting summary minutes which are adopted by the respective board. Verbatim transcripts of minutes are the responsibility of the interested party.