

THE UNIFIED PLANNING WORK PROGRAM for 2017

4th draft

**Prepared by the Rome-Floyd County Metropolitan Planning
Organization**

and the

City of Rome Transit Department

In cooperation with the

Georgia Department of Transportation

And as directed by the

**Federal Highway Administration and the Federal Transit
Administration**

For the period

January 1, 2017 – December 31, 2017

Adopted 10 December 2016

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NON-DISCRIMINATION STATEMENT

The **Rome-Floyd County Metropolitan Planning Organization** fully complies with Title VI of the Civil Rights Act of 1964 and its related statutes and regulations in all programs and activities.

As set forth in Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance. To that end, the City of Rome and Floyd County will make a reasonable effort to find translators, given proper notice (seven working days).

As set forth in the Americans with Disabilities Act of 1992, the Rome City Government and the Floyd County Government do not discriminate on the basis of disability, and will assist citizens with special needs given proper notice (seven working days).

The **Rome Transit Department** 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 the Rome Transit Department.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

For more information on The RTD's civil rights program, and the procedures to file a complaint, contact 706-236-4523; email KShealy@romea.us; or visit our administrative office at 168 North Avenue, Rome, Georgia 30162. For more information, visit www.romefloyd.com.

If information is needed in another language, contact 706-236-4523.

For more information or to obtain a Discrimination Complaint Form, please call (706)-236-5025 or e-mail Shiller@romea.us .

The Rome-Floyd County Title VI Plan is available on the Rome-Floyd County website: www.RomeFloyd.com

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LIST OF ACRONYMS

ADA	Americans with Disabilities Act
ACS	American Community Survey
BPP	Bicycle and Pedestrian Plan
CAC	Citizens Advisory Committee
CDR	Conformity Determination Report
EJ	Environmental Justice*
EPA	Environmental Protection Agency
ESRI	Environmental Systems Research Institute
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FAST	Fixing America's Surface Transportation Act
GDOT	Georgia Department of Transportation
GIS	Geographic Information System
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century Act
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area, (Rome-Floyd County Metropolitan Planning Area)
MPO	Metropolitan Planning Organization, (Rome-Floyd County Metropolitan Planning Organization)
MTP	Metropolitan Transportation Plan
NWGRC	Northwest Georgia Regional Commission
PEA	Planning Emphasis Area
PIP	Public Involvement Plan (Participation Plan)
PL	Planning
PP	Participation Plan
RTD	Rome Transit Department
ROW	Right-of-way
TAZ	Traffic Analysis Zone
TCC	Technical Coordinating Committee
TIP	Transportation Improvement Program
TPC	Transportation Policy Committee
UPWP	Unified Planning Work Program

*Executive Order 12898 "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" states that "Federal agencies must identify and address, as appropriate, disproportionately high and adverse human health or environmental effects of their programs, policies, and activities on minority populations and low-income populations."

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RESOLUTION

A RESOLUTION OF THE ROME-FLOYD COUNTY METROPOLITAN PLANNING ORGANIZATION ADOPTING THE
2017 UNIFIED
PLANNING WORK PROGRAM,

WHEREAS, the *Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy of Users (SAFETEA-LU)*, sections 1107 and 6001, regarding metropolitan transportation planning and establishing the continuing guidelines for the development, content, and processing of a cooperatively developed annual Unified Planning Work Program in urbanized areas was extended by the *2012 Moving Ahead for Progress in the 21st Century Act (MAP21)*, and more recently, by the *Fixing America's Surface Transportation Act (FAST)*; and

WHEREAS, the regulations listed mandate that a comprehensive, continuing, and cooperative transportation planning process is to be carried out in the Rome-Floyd County Metropolitan Planning Area; and

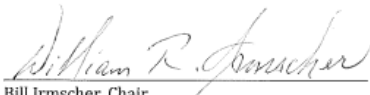
WHEREAS, the regulations listed stipulate that no transportation planning activities can be funded by federal sources until they have been included in the Unified Planning Work Program; and

WHEREAS, the various state and local agencies concerned with transportation planning for the Rome-Floyd County Metropolitan Planning Organization have co-operatively developed an appropriate Unified Planning Work Program; and

WHEREAS, The Technical Coordinating Committee and the Citizen's Advisory Committee reviewed the draft UPWP and recommend its adoption; and

WHEREAS, The City of Rome and Floyd County confirm that a local match (\$36,678) is available and committed to the transportation and transit planning program;

NOW, THEREFORE, BE IT RESOLVED, that the Rome- Floyd County Metropolitan Planning Organization's Transportation Policy Committee hereby finds that the requirements of the regulations regarding urban transportation planning have been satisfied and authorized the Chair to execute a joint certification of this fact with the appropriate federal and state transportation agencies.



Bill Irmscher, Chair
Rome-Floyd County Transportation Policy Committee

10 December 2016
Date

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FEDERAL HIGHWAY ADMINISTRATION/FEDERAL TRANSIT
ADMINISTRATION APPROVAL LETTER

TABLE OF CONTENTS

INTRODUCTION

Purpose and Process	13
Transportation Planning Committees	14
Study Area	16
MPO Planning Staff	16
Transportation Priorities	16
Planning Factors	19
Rome-Floyd County Community Transportation Goals & Objectives	19
Planning Emphasis Areas	20

WORK ELEMENTS

(1) Administration

<u>SUB-ELEMENT 1.2 PROGRAM OPERATIONS AND ADMINISTRATION</u> (Metropolitan Planning Organization)	23
<u>SUB-ELEMENT 1.2 TRANSIT PROGRAM OPERATIONS AND</u> <u>ADMINISTRATION (Rome Transit Department)</u>	25
<u>SUB-ELEMENT 1.3 TRAINING AND EMPLOYEE EDUCATION</u>	27
<u>SUB-ELEMENT 1.6 UNIFIED PLANNING WORK PROGRAM</u>	29

(2) Public Involvement

<u>SUB-ELEMENT 2.1 COMMUNITY OUTREACH AND EDUCATION</u>	31
<u>SUB-ELEMENT 2.2 ENVIRONMENTAL JUSTICE/TITLE VI</u> (Metropolitan Planning Organization)	33
<u>SUB-ELEMENT 2.2 ENVIRONMENTAL JUSTICE/TITLE VI (Rome</u> <u>Transit Department)</u>	35

(3) Data Collection

<u>SUB-ELEMENT 3.1 SOCIO-ECONOMIC DATA/ENVIRONMENTAL</u> <u>JUSTICE ANALYSIS</u>	37
<u>SUB-ELEMENT 3.3 AIR QUALITY MANAGEMENT</u>	39
<u>SUB-ELEMENT 3.6 PLANNING DATA AND INFORMATION</u> <u>MANAGEMENT</u>	40

(4) System Planning

<u>SUB-ELEMENT 4.5 BICYCLE AND PEDESTRIAN PLANNING</u>	42
<u>SUB-ELEMENT 4.11 LONG RANGE TRANSPORTATION PLANNING</u> (Metropolitan Planning Organization)	44
<u>SUB-ELEMENT 4.11 TRANSIT LONG RANGE TRANSPORTATION</u> <u>PLANNING (Rome Transit Department)</u>	46
<u>SUB-ELEMENT 4.12 TRANSPORTATION IMPROVEMENT PROGRAM</u>	48

<u>SUB-ELEMENT 4.12 TRANSIT TRANSPORTATION IMPROVEMENT PROGRAM</u>	<u>49</u>
<u>SUB-ELEMENT 4.13 SPECIAL TRANSPORTATION STUDIES (DeSoto River District Intermodal Mobility)</u>	<u>50</u>
<u>SUB-ELEMENT 4.13 TRANSIT SPECIAL TRANSPORTATION STUDIES</u>	<u>52</u>
<u>SUB-ELEMENT 4.14 INCORPORATING SAFETY AND SECURITY IN TRANSIT PLANNING</u>	<u>54</u>
APPENDICES:	
<u>PL AND 5303 BUDGET WORKSHEET</u>	<u>56</u>
<u>5303 BUDGET WORKSHEET</u>	<u>57</u>
<u>PL BUDGET WORKSHEET</u>	<u>58</u>
<u>PLANNING FACTOR MATRIX</u>	<u>59</u>
<u>PROJECT SCHEDULE SUMMARY</u>	<u>60</u>
<u>ORGANIZATIONAL CHART</u>	<u>61</u>
<u>MEMORANDUM OF UNDERSTANDING</u>	<u>83</u>
<u>BY-LAWS</u>	<u>95</u>
<u>2015 SELF-CERTIFICATION</u>	<u>99</u>

INTRODUCTION

Purpose and Process

Transportation planning is a cooperative process designed to foster involvement by all users of the system, such as the business community, community groups, environmental organizations, the traveling public, freight operators, and the general public, through a proactive public participation process conducted by State Departments of Transportation, Metropolitan Planning Organizations, and transit operators. It recognizes the critical links between transportation and other societal goals and is more than merely listing highway and transit capital projects. Transportation planning requires developing strategies for operating, managing, maintaining, and financing the area's transportation system in such a way as to advance the area's long-term goals.

Federal Regulations CFR 450.308 requires that all MPOs in cooperation with operators of publicly owned transit develop a Unified Planning Work Program (UPWP) annually that includes a discussion of the planning priorities facing the MPA

The purpose of the UPWP is to identify work proposed for the next year period by major activity and task (including activities that address the planning factors) in sufficient detail to indicate who will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds. The Rome-Floyd County MPO's UPWP provides an overview of the transportation planning process, and a lay out of all transportation, transit, and transportation related air quality planning activities for the year along with the sources of funding and identities of responsible parties. The UPWP provides a description of each of the four work elements to be completed: Administration, Public Involvement, Data Collection, and System Planning.

The 2017 Rome-Floyd County MPO's UPWP identifies and describes all transportation and transportation related planning activities that will be undertaken by the MPO to serve the study area for the upcoming period starting January 1, 2017 and ending December 31, 2017.

The MPO administers the comprehensive, cooperative, and continuous transportation planning process in a timely, efficient manner with participation by government staff, elected officials, public and private sector agencies, and citizens.

The Rome-Floyd County MPO will use the Core Metropolitan Planning Organization Functions as a framework for the transportation planning process:

1. **Establish a setting for effective decision-making:** Establish and manage a fair and impartial setting for effective regional decision-making on transportation issues in a manner that is consistent with the Metropolitan Planning and Programming requirements outlined in 23 CFR 450 and the Administration of Federal Highway Administration Planning and Research Funds requirements outlined in 23 CFR 420;
2. **Identify and evaluate alternative transportation improvement options:** The MPO uses data and planning methods to generate and evaluate alternatives in a manner that is consistent with the Metropolitan Planning and Programming requirements outlined in 23 CFR 450 and the Administration of Federal Highway Administration Planning and Research Funds

requirements outlined in 23 CFR 420. Planning studies and evaluations are to be included in the UPWP;

3. **Prepare and maintain a Metropolitan Transportation Plan (MTP):** Consistent with the Metropolitan Planning and Programming requirements outlined in 23 CFR 450 and the Administration of Federal Highway Administration Planning and Research Funds requirements outlined in 23 CFR 420, the MPO develops and updates a long-range transportation plan for the metropolitan area that fosters (1) mobility and access for people and goods, (2) efficient system performance and preservation, and (3) good quality of life;
4. **Develop a Transportation Improvement Program (TIP):** The MPO develops a short-range (four-year) program of transportation improvements based on the long-range transportation plan in a manner that is consistent with the Metropolitan Planning and Programming requirements outlined in 23 CFR 450 and the Administration of Federal Highway Administration Planning and Research Funds requirements outlined in 23 CFR 420; and
5. **Involve the public:** The MPO involves the general public and other affected constituencies in the four essential functions listed above in a manner that is consistent with the Metropolitan Planning and Programming requirements outlined in 23 CFR 450 and the Administration of Federal Highway Administration Planning and Research Funds requirements outlined in 23 CFR 420.

Transportation Planning Committees

The transportation planning process utilizes three committees - the Transportation Policy Committee, the Technical Coordinating Committee, and the Citizen's Advisory Committee – to develop and carry out a comprehensive transportation planning process and to ensure that programs, improvements, and expenditures are consistent with regional goals, policies, and plans.

The Transportation Policy Committee (TPC) provides policy guidance. It consists of elected and appointed officials and senior management staff from the three local governments. Some of the responsibilities of the TPC are the following:

1. Receive and approve all major policy goals and objectives for the transportation planning process relevant to the Rome-Floyd County Metropolitan Planning Area (MPA).
2. Review, adopt, and amend as necessary transportation documents, including the Long-Range Transportation Plan (LRTP), the Bicycle and pedestrian Plan (BPP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), the Public Input Plan, the Limited English Proficiency Plan, the Title VI Plan for FTA, and the Title VI Plan for FHWA.
3. Review the progress toward implementation of the TIP and recommend any changes in the priority schedule.
4. Approve the Unified Planning Work Program (UPWP) each year.

The voting membership of the TPC is listed below:

Citizens Advisory Committee Chair
Rome City Commissioner (2)
Rome/Floyd Co. Planning Commission Chair
Rome City Manager

Floyd County Commissioner (2)
Cave Spring Mayor/Councilperson
Floyd County Manager
Commissioner, GDOT

District VI Engineer, GDOT

Non-Voting Participants include other local government staff such as County Assistant Manager, City Assistant Manager, City Engineer, County Engineer, City Public Works Director, and County Public Works Director; and GDOT staff such as District 6 Planning Staff and Area Engineer.

The Technical Coordinating Committee (TCC) provides the necessary technical support for the planning process. It is a committee of transportation specialists whose role is to bring together and coordinate all the technical activities in the transportation planning process. The TCC provides progress reports to both the TPC and the CAC. The TCC is responsible for:

- 1) Assisting the MPO staff with the production of the UPWP, the LRTP, and the TIP as delegated by the TPC.
- 2) Advising the TPC of any proposed changes in transportation planning concepts as well as in the LRTP or CDR.
- 3) Analysis of data collected and used in preparation of reports and findings.
- 4) Maintaining current data for use in the transportation planning process.

The voting membership of the TCC is listed below:

GDOT-Rome-Operations Office	RTD Director
Floyd County Public Works Director	Public Works Director, City of Rome
City of Rome Engineer	Floyd County Engineer
Assistant Manager, City of Rome	Assistant Manager, Floyd County
Rome-Floyd Co. Planning Director	GDOT-Atlanta Office of Planning
GDOT-District VI, Cartersville-Intermodal	GDOT-Dist. VI, Cartersville-Scheduling Eng.
RTD Assistant Director	GDOT-Atlanta Office-Intermodal Programs
Northwest Georgia Regional Commission Rep.	

Non-voting participants include the Citizens' Advisory Committee Vice-Chair, the FHWA representative, and the Rome Area Chamber of Commerce Representative.

The Citizen's Advisory Committee (CAC) is a group of citizens. It includes private sector providers of public transportation, a balanced representation of city and county residents, transit users, the elderly, and disabled. The CAC reviews all components of the planning documents, and advises the TPC on adoption of the documents. It ensures that the concerns of the community are heard. This committee provides information to the public regarding transportation plans and projects. The CAC will participate in the review of social, economic and environmental considerations that are essential for developing a viable transportation study for the area. The CAC through the establishment of various subcommittees and regular committee meetings should participate in the following:

- 1) Each year, review the accomplishments of the MPO including the LRTP, the BPP, the TIP, and the UPWP.
- 2) Assess the work of the MPO staff, TPC and the TCC and make recommendations as appropriate.
- 3) Assess public opinion relative to the transportation study's activities with recommendations to the TPC and TCC, and to the Transit Committee of the Rome City Commission.

Study Area

Following the 1980 United States Census, the Rome/Floyd County area was designated in 1983 as an "Urbanized Area" by the United States Bureau of the Census. At that time the area came under the provisions of the Federal-Aid Highway Act and the Urban Mass Transportation Act of 1964, as amended, which require a "continuing, comprehensive, and cooperative (3C)" planning process in all urban areas with more than 50,000 in population. The Rome-Floyd County Planning Commission was designated as the Metropolitan Planning Organization (MPO) for the area.

The boundaries of the Rome-Floyd County MPA were extended in 2003 to include all of Floyd County, including the cities of Rome and Cave Spring, in response to the 2000 United States Census data. Although there was a United States Census in 2010 the boundaries did not change. The boundaries of the MPA are shown on the map on the next page, as they have existed since 2003.

MPO Planning Staff

The Rome-Floyd County Planning Department is the Metropolitan Planning Organization. The Planning Director is currently the acting Transportation Planner. The Director of the Rome Transit Department (RTD) shares the responsibility for the transportation planning process with the Planning Director. Other participants include the Rome Area Chamber of Commerce, and the Northwest Georgia Regional Commission. The state and federal level agencies including Georgia Department of Transportation, Georgia Environmental Protection Division, Environmental Protection Agency, and Federal Highway Administration provide direction.

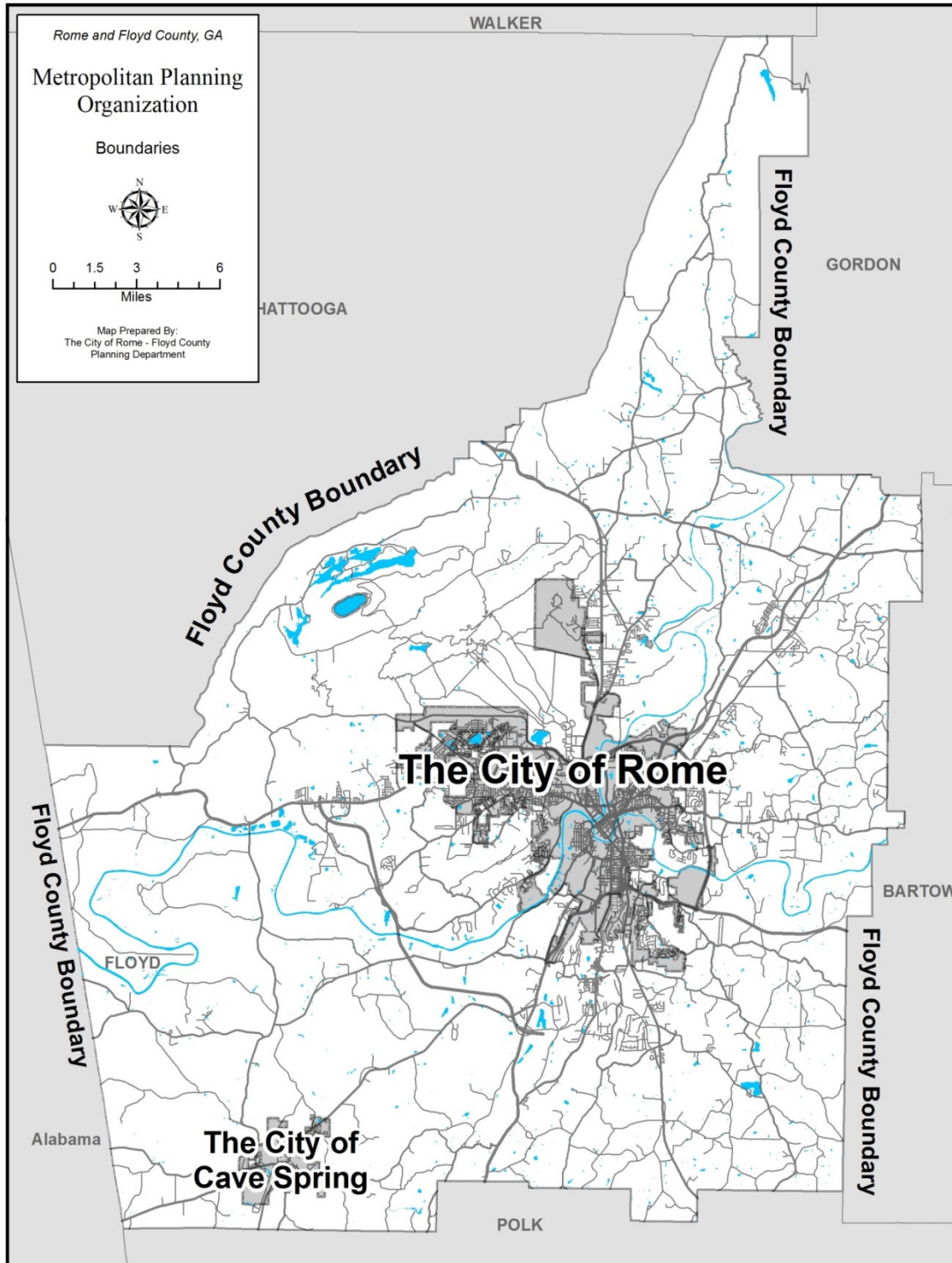
Transportation Priorities

The Rome-Floyd County MPA is largely rural, unincorporated land with the exception of two incorporated areas, the Cities of Rome and Cave Spring. The issues to be addressed revolve geographically mostly around the urban areas, and include safety, congestion, freight movement through pedestrian centered downtown areas, urban sprawl particularly around the City of Rome, and dependence on personal automobiles as a nearly exclusive means of movement.

Congestion Management: Congestion is limited generally to the morning peak hours when people are going to work and children are being delivered to school; and occurs mostly within the City of Rome and on arterial roadways that provide access to the City of Rome. The MPO staff works with the GDOT staff and consultants to identify areas with the highest traffic – based on employment, schools, and population within Transportation Analysis Zone (TAZ) boundaries - for inclusion in Travel Demand Modelling. This information is used to determine areas where transportation system improvements are necessary in order for traffic to move more efficiently. Addressing congestion has been a very high priority in the past. However, construction of a southern Floyd County bypass system to specifically address congestion is programmed for completion within the next 5 years.

Air Quality: On December 17, 2004, the United States Environmental Protection Agency (EPA) designated Floyd County as nonattainment under the fine particulate (PM_{2.5}) air quality standard. The effective date of designation was April 5, 2005. On May 14, 2014, the EPA re-

**ROME-FLOYD COUNTY METROPOLITAN PLANNING AREA
AS IT HAS EXISTED SINCE 2003**



designated Floyd County to attainment for the fine particulate matter (PM_{2.5}) air quality standard and approved the associated maintenance plan and motor vehicle emission budgets (MVEBs) for NO_x and PM_{2.5} for the year 2023^[1]. The effective date of this re-designation was June 13, 2014.^[2]

The Rome-Floyd County MPO completed a conformity analysis under the PM_{2.5} standard for their new 2016 LRTP for 2040 and the April 2016 Amended 2014-2017 TIP.

Effective 24 October 2016, the 1997 annual PM_{2.5} national ambient air quality standard was revoked for the Rome-Floyd County PM_{2.5} maintenance area. Therefore, there is no longer a requirement to demonstrate transportation conformity (hot-spots included) for the PM_{2.5} standard. The MPO will continue to be in an attainment/maintenance status and will continue to review air quality monitoring data to ensure that there is no relapse into non-attainment.

Public Involvement: The Rome-Floyd County MPO holds public comments periods, public hearings, and information sharing events to inform the public about the transportation planning process and to gather public input concerning issues and opportunities. The MPO staff also maintains contact with local groups interested in freight movement such as the Chamber of Commerce, bicycle and pedestrian user groups, and disability advocacy groups. To guide those efforts, the MPO staff and TPC routinely update the Participation Plan (amended in March of 2016, to reflect that the RTD must hold a public meeting to make certain route and fare structure changes); the Limited English Proficiency Plan (last updated in November of 2014), a Title VI Program Plan for Federal Highway Administration (adopted in September of 2016), and a Title VI Program Plan for Federal Transit Administration (revised and adopted in September of 2016).

Public Transportation: The City of Rome is the smallest city in Georgia that operates a transit system. Challenges include providing service to residential areas with a concentration of environmental justice populations; accommodating the mobility needs of the elderly and disabled; providing transportation to employment, schools, shopping, and service locations; and maintaining a useful level of service within a very tight budget. In 2015, the MPO and the RTD staff carried out the Rome Transit Department Transit Route Study to identify inactive stops, pedestrian safety infrastructure near stops, and frequency of delays. In 2016, the study was reduced to neighborhood scale, to coincide with the City of Rome Neighborhood Enhancement Program. This activity will continue in 2017. The MPO will continue to provide administrative support to the RTD in 2017 in the form of transportation planning document maintenance, committee meetings, public outreach, and Title VI program planning.

Land Use: The MPO uses zoning maps, future land use maps, aerial photography, and TAZ analysis to monitor land use changes as documented in zoning map amendments and building permits issued. The information is used to analyze the impacts of development on existing transportation infrastructure including roadways, sidewalks, bicycle and pedestrian facilities, and transit routes; and to determine areas of development where new or improved infrastructure may be needed. The MPO considers sustainability and best land use practices when making land use recommendations.

[1] Approved 2023 MVEBs were 994.4 tpy NO_x; and 38.0 tpy PM_{2.5}.

[2] <https://www.federalregister.gov/articles/2014/05/14/2014-10960/approval-and-promulgation-of-implementation-plans-and-designation-of-areas-for-air-quality-planning>

The MPO staff monitors accident statistics and locations to determine where improvements should be made to improve the safety of transportation infrastructure users. The MPO staff also addresses the presence and condition of infrastructure such as sidewalks, crosswalks, railroad crossings, ADA ramps, and traffic signals, and provides input into the prioritization of repairs and improvements. The MPO staff works with other local government departments to identify and prioritize projects that will protect drivers, pedestrians, transit riders, and bicyclists.

Planning Factors

The Rome-Floyd County carries out a planning program that is continuous, cooperative, and comprehensive. Federal transportation legislation requires that Metropolitan Planning Organizations consider projects, strategies, and services that will address the eleven transportation planning factors and document in specific detail planning activities that are occurring within the MPO boundary to address the planning factors. These factors continued under the Fixing America's Surface Transportation Act (FAST Act) that was adopted December 4, 2015 (23 CFR 450 Subpart C, 23 CFR 420 Subpart A, and 49 CFR Subtitle A). They are as follows:

1. Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; and
2. Increase the safety of the transportation system for motorized and non-motorized users; and
3. Increase the security of the transportation system for motorized and non-motorized users; and
4. Increase the accessibility and mobility options available to people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system; and
9. Improve the resiliency and reliability of the transportation system; and
10. Reduce or mitigate stormwater impacts of surface transportation; and
11. Enhance travel and tourism.

The Rome-Floyd planning process is designed to address the planning factors.

Rome-Floyd County MPO Transportation Goals and Objectives

The 2017 UPWP provides a guiding framework to attain the transportation goals of the MPO.

The following MPO goals are listed in the 2016 LRTP for 2040. The MPO will focus on them in 2017:

- Multi-modal: Continue to support public transit within the City of Rome, and continue to evaluate expansion of service to unincorporated areas. Evaluate transit routes and stops to maximize service, especially along major corridors.
- Connect and expand the bicycle and pedestrian system within the community and connect with regional trail systems, especially the Silver Comet Trail via Rockmart or Cedartown and the Sims Mountain Trail. Encourage the construction and maintenance of sidewalks within and between residential, recreational, educational, and commercial developments.
- Pursue additional bike, pedestrian, and other modes of transportation within downtown Rome. Consider adoption of a Complete Streets Policy.
- I-75 Access: Provide improved and more direct connection from Rome and Floyd County to I-75 via S.R. 140, U.S. 411, and/or a new route.
- Integrate transportation planning with comprehensive land use planning so transportation needs can be met pro-actively, rather than reactively.
- Continue to plan for and develop a multi-modal transportation network that addresses congestion management, safety, and air quality.

The UPWP strives to achieve these goals through activities that support the transportation planning process:

- Providing opportunities to the community for participation in the planning process
- Prioritizing transportation needs and opportunities
- Allocating available funding
- Assigning responsibilities for activities and products
- Setting an annual schedule to ensure completion of activities

Planning Emphasis Areas

On April 23, 2014, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) issued the Planning Emphasis Areas (PEAs), which are topical areas that FHWA/FTA wants to place emphasis on as the MPO's develop their respective planning work programs. The PEA's include performance based planning and programming, cooperation and coordination across Metropolitan Planning Organization boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning, and access to essential services in which the transportation planning process identifies transportation connectivity gaps and solutions to address those gaps.

The FHWA/FTA requires that the Rome-Floyd County MPO identify activities in the UPWP for Calendar Year 2017 that support the outlined PEAs:

Models of Regional Planning Cooperation: Promote cooperation and coordination across Metropolitan Planning Area boundaries where appropriate to ensure a regional approach to transportation planning.

- Coordination includes the linkages between the transportation plans and programs, corridor studies, projects, data, and system performance measures and targets across Metropolitan Planning Organization and State boundaries.
- It also includes collaboration between State Departments of Transportation, Metropolitan Planning Organizations, and operators of public transportation on activities such as: data

collection, data storage and analysis, analytical tools, target setting, and system performance reporting in support of performance based planning.

This PEA is addressed in the following sub-elements:

Sub-element 1.2 Program Operations and Administration (Metropolitan Planning Organization) and Sub-element 4.2 (FTA Transit Activity Line Item 44.21.00) Transit Program Operations and Administration – Ensure that TPC, TCC, and CAC membership includes all applicable agencies and entities, and ensure that all transportation planning materials and documents are reviewed by the applicable local, regional, state and federal agencies.

Access to Essential Services: As part of the transportation planning process, identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation.

- This emphasis area includes the transportation system’s connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services.
- It could also involve the identification of solutions to address those gaps.

This PEA is addressed in the following sub-elements:

Sub-element 2.1 Community Outreach and Education – MPO staff will continually seek to provide information on transportation services and facilities available, and to seek input from the community to assist with project and program prioritization.

Sub-element 3.1 Socio-Economic Data/Environmental Justice – the MPO will continue to map United States Census data relating to concentrations of Environmental Justice populations in order to evaluate how those concentrations relate to transportation services and infrastructure.

Sub-element 3.6 Planning Data and Information Management – Transportation planning will consider and prioritize extension of facilities for all modes of transportation where new development, and/or changing conditions create a need.

Sub-element 4.5 Bicycle and Pedestrian Planning, Sub-element 4.11 Long Range Transportation Plan, Sub-element 4.11 (FTA Transit Activity Line Item 44.23.01) Transit Long Range Transportation Plan, Sub-element 4.12 Transportation Improvement Program, Sub-element 4.13 Special Transportation Studies (FTA Transit Activity Line Item 44.27.00), Sub-element 4.13 Special Transportation Studies (DeSoto/River District Intermodal Mobility Study), and Sub-element 4.12 (FTA Transit Activity Line Item 44.25.00) Transit Transportation Improvement Program – All planning documents will focus on multi-modal connectivity between residential uses and employment, education, shopping, and other services; with access for environmental justice populations as a priority.

Moving Ahead for Progress in the 21st-Century Act Implementation: Transitioning to Performance Based Planning as per Moving Ahead for Progress in the 21st Century (and the more recent Fixing America’s Surface Transportation Act).

The development and implementation of a performance management approach to transportation planning and programming includes the development and use of transportation performance measures, target setting, performance reporting, and transportation investments that support the achievement of performance targets. These components will ensure the achievement of transportation system performance outcomes.

This PEA is addressed in the following sub-elements:

Sub-element 1.2 Program Operations and Administration (Metropolitan Planning Organization) and Sub-element 4.2 (FTA Transit Activity Line Item 44.21.00) Transit Program Operations and Administration – Use TPC meetings as an opportunity to educate the members about performance based planning, and to select measures, set goals, and monitor processes.

Sub-element 1.3 Training and Employee Education-MPO staff will participate in meetings, workshops, webinars, etc. to understand the Performance Based Planning process and to identify measures, set targets, and monitor performance with other transportation partners.

Sub-element 3.6 Planning Data and Information Management – the MPO will collect, analyze, and share data with other agencies and with citizens to develop and monitor performance measures in the areas of air quality and safety.

Sub-element 4.11 Long Range Transportation Plan, and Sub-element 4.11 (FTA Transit Activity Line Item, 44.23.01) Transit Long Range Transportation Plan – Performance Measures will be developed in coordination with the local government, citizens, Northwest Georgia Regional Commission, GDOT, FHWA and FTA; projects will be prioritized based on Performance Measures; and planning documents will be brought into compliance according to the requirements of the FAST Act legislation.

Sub-element 4.5 Bicycle and Pedestrian Planning, Sub-element 4.12 - Transportation Improvement Program, and Sub-element 4.12 (FTA Transit Activity Line Item 44.25.00) Transit Transportation Improvement Program - Projects will be prioritized based on Performance Measures.

WORK ELEMENTS

ADMINISTRATION

SUB-ELEMENT 1.2

Program Operations and Administration (Metropolitan Planning Organization)

Purpose: This sub-element supports completion of the activities required by state and federal legislation in a framework that includes public participation and coordination with local, state, and federal transportation planning agencies.

MPO staff monitors the work program schedule and provides administrative support to the Transportation Policy Committee, maintains all records, and performs additional administrative activities as required.

MPO staff serves as a contact within the community for transportation information.

Core MPO Functions:

1. Establish a setting for effective decision-making

Planning Factors: This sub-element addresses Planning Factors 1 and 6. It facilitates open meetings and provides for staffing and budget for the planning process. It supports coordination of the planning process with local, state, and federal partners.

Project Description: The activities performed under this sub-element include:

1. Prepare, mail, and post notices, agendas, and minutes for all transportation committee meetings.
2. Coordinate transportation planning activities with state and federal transportation planning agencies.
3. Work with other communities in the region when project impact will extend beyond MPA boundaries.
4. Prepare and submit quarterly progress reports, reimbursement requests, and an annual progress report.
5. Serve as a conduit of information regarding transportation planning for local, state, and federal agencies, and the public.
6. Review and amend the transportation planning documents in response to changes in federal law and policy.
7. Prepare and monitor the work schedule and PL budget to ensure that the program stays on track.

The MPO staff is responsible for all administrative aspects of the transportation planning process.

Previous Work: In 2016, the MPO staff coordinated all aspects of committee meetings at the local, state, and federal level. The Interagency Consultation group met on the 3rd Thursday of the month; the TPC met on the 4th Thursday of every other month, starting in January; the TCC met on the 2nd Tuesday of every other month, starting in January; and the CAC met on the 2nd Wednesday of every other month, starting in January. In 2016, transportation committee meetings were held in June instead of May. The MPO staff served as a conduit of information between state and federal agencies and the TPC; and carried out all aspects of grant program

management and financial accountability. Most months, staff attended the Chamber of Commerce Transportation meeting on the first Wednesday.

Products:

1. Administration of the PL program, including keeping records of time spent by staff to complete the elements and sub-elements of the program.
2. Quarterly and annual reports to monitor the progress of the PL Program.
3. Open, advertise, and record meetings of all transportation planning committees to document the official business of the MPO.

SUB-ELEMENT 1.2 Program Operations and Administration (Metropolitan Planning Organization)	
Activities	Agencies
Program administration, agency coordination, public information, committee staffing, budgets, and document management	Rome-Floyd County Metropolitan Planning Organization
Public Information, documentation, administration	Rome-Floyd County Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$26,124
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$6,531
Total	\$32,655
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2017
End Date:	December 31, 2017

SUB-ELEMENT 4.2
FTA TRANSIT ACTIVITY LINE ITEM 44.21.00
Transit Program Operations and Administration (RTD)

Purpose: This sub-element supports all administrative tasks necessary for completion of transit planning sub-elements, as necessary to complete the planning program identified herein; and to complete all transit related transportation planning documents. This sub-element supports coordination of transportation planning activities and policies with local, state, and federal agencies and with the public; maintenance of staff professional competency and knowledge through attendance at workshops, meetings, and classes; and management of the planning process including applying for grants, monitoring planning sub-element progress, preparing budgets (UPWP) and maintaining financial records for reimbursements.

Core MPO Functions:

1. Establish a setting for effective decision-making

Planning Factors: This sub-element addresses Planning Factors 1-11 because it facilitates open meetings, provides for staffing and budget for the planning process, and coordinates the planning process with local, state, and federal partners.

Project Description: Activities include, but are not limited, to the following:

1. Preparation of 5303 program budgets, quarterly progress reports, and reimbursement requests;
2. Monitoring program progress and budgets
3. Preparation of meeting documents, including notices, agendas, and minutes.
4. Attendance at meetings, workshops, training, and classes.
5. Modification of the program in response to regulatory changes.
6. Administer transit and para-transit operation.

The staff of the RTD and the staff of the MPO share responsibility for the activities carried out under this sub-element. The MPO coordinates with the Georgia Department of Transportation, Division of Intermodal on planning activities, prepares the UPWP and 5303 application annually, and submits all reports and reimbursement requests. The RTD participates by attending meetings, administering all other grants, and providing input on planning activities.

Previous Work: Administration of the transit program is an on-going activity. Intermodal planning has benefited from the meetings and activities of the MPO, the Transportation Policy Committee, the Technical Coordinating Committee, the Citizens Advisory Committee and the Interagency Committee. Staffs of the MPO and RTD organized, coordinated and attended meetings locally and away. This sub-element supports maintenance of staff professional competency and knowledge through attendance at workshops, meetings, and classes. In 2016, the 2017 UPWP was prepared, as well as the 5303 Grant application. In April of 2016, the 2016 LRTP for 2040, the 2016 Conformity Determination Report, and the April 2016 Amended 2014-2017 TIP were adopted and posted.

Products:

- Administration of the 5303 program, including keeping records of time spent by staff to complete the elements and sub-elements of the program

- Quarterly reports and annual reports to the GDOT Office of Intermodal for the 5303 Program.
- Open, advertised, recorded meetings to document the official business of the MPO
- UPWP and 5303 application for 2018.

SUB-ELEMENT 4.2 FTA TRANSIT ACTIVITY LINE ITEM 44.21.00 Transit Program Operations and Administration (RTD)	
Activities	Agencies
UPWP, 5303 grant preparation and administration, planning, meetings	Metropolitan Planning Organization
Transit program operation and administration	Rome Transit Department
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$0
Federal Transit Administration-5303	\$29,171
Georgia Department of Transportation	\$ 3,646
Local	\$ 3,647
Total	\$36,464
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2017
End Date:	December 31, 2017

SUB-ELEMENT 1.3

Training and Employee Education

Purpose: This sub-element supports maintenance of staff professional competency and knowledge through attendance at workshops, meetings, seminars, webinars, and classes.

Core MPO Functions:

1. Establish a setting for effective decision-making:

Planning Factors: This sub-element ensures that staff is informed and educated about transportation issues and opportunities. In a general, indirect way, it supports all eleven Planning Factors because staff training and education supports consideration of air quality, safety, federal legislation, economic development, tourism, congestion, mobility of persons and freight, and other environmental and social factors in the transportation planning process.

Project Description: Activities include, but are not limited to:

1. Attend training including meetings, workshops, and seminars in the areas of performance based transportation, planning, and Geographic Information Systems (The 2017 dates of these events, workshops, meetings, and conferences are not available at this time).
2. Ensure that staff professional certifications are current.

Work performed under this sub-element is the responsibility of the MPO staff.

Previous Work: In 2016, the MPO staff participated in the following classes, meetings, conferences, webinars, and workshops:

- FHWA Workshop on Performance Based Planning and Programming on 11 February 2016.
- Environment Systems Research Institute Conference on 2-4 May 2016.
- Georgia Association of MPO's meetings on 31 March 2016, 24 June 2016, and 13-14 October 2016.
- Georgia Transportation Alliance Webinar on the Fast Act on 25 February 2016.
- MetroQuest Webinar on Community Engagement on 5 October 2016.
- MetroQuest Webinar on TIP/STIP Public Involvement on 9 November 2016.
- FHWA Webinar on Target Setting on 12 July 2016.
- FHWA Webinar on Performance: Management on 8 November 2016.
- Georgia Department of Community Affairs, workshop on comprehensive planning on 16-17 November 2016.

Staff prepared and submitted a Performance Based Planning and Programming: Self-Assessment on 8 January 2016.

Product: Staff members who are current and competent in their specific areas of expertise.

SUB-ELEMENT 1.3 Training and Employee Education	
Activities	Agencies
Staff Training and participation in classes, workshops, meetings, and other learning opportunities	Rome-Floyd County Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$3,200
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$ 800
Total	\$4,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2017
End Date:	December 31, 2017

SUB-ELEMENT 1.6

Unified Planning Work Program

Purpose: The purpose is to produce an adoptable, acceptable UPWP annually to ensure that funding is available to carry out all required elements and sub-elements and any other anticipated studies or activities, with FHWA approval.

Core MPO Functions:

1. Establish a setting for effective decision-making:

Planning Factors: This sub-element outlines the activities and funding for all elements of the planning process. It indirectly supports any of the Planning Factors under consideration during each planning period (Rome-Floyd County MPO operates on a calendar year).

Project Description: Activities include:

1. Review transportation planning issues and opportunities within the MPA.
2. Review and follow federal law in the planning process.
3. Prepare work element and sub-element descriptions which addresses issues and goals of the MPO.
4. Prepare a budget allocating funding to elements and sub-elements
5. Identify program responsibilities, schedule, and financial need for each work sub-element.
6. Coordinate document preparation with state and federal agencies.
7. Submit new UPWP for review and adoption by the TPC with FHWA approval.

The MPO carries out these activities, with input from RTD.

Previous Work: In 2016, the MPO staff prepared a UPWP for 2017, including preparation, coordination of budget line items with local officials, notice, public review, and adoption by the TPC in November of 2016. The 2017 document may be adopted by the TPC in November of 2016 if it is approved by FHWA (draft was submitted in 2015, as requested by GDOT, Office of Intermodal).

Products: Adoptable, acceptable UPWP for 2018 with approval of FHWA.

SUB ELEMENT 1.6 UPWP	
Activities	Agencies
Preparation, coordination, adoption of UPWP	Rome-Floyd County Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$8,800
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$2,200
Total	\$11,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	June 1, 2017
End Date:	October 31, 2017

ELEMENT 2 PUBLIC INVOLVEMENT

SUB-ELEMENT 2.1

Community Outreach and Education

Purpose: Under this sub-element, the MPO will ensure that decision making, prioritization of projects, and documentation is a public process.

Core MPO Functions:

5. Involve the public

Planning Factors: Planning Factors 5 and 6 are addressed under this sub-element that provides opportunities for the public to learn about and contribute to the transportation planning process; and allows planners to know the priorities of the citizens.

Project Description: Activities include, but are not limited to:

1. Publish notices to inform public of transportation meetings, workshops, and events
2. Publish notices concerning the locations and time periods when documents are available for public review
3. Organize and hold public input events to share transportation information and to gather comments from the public
4. Ensure that policy and procedure documents outlining public participation requirements are current and adequate.
5. Increase efforts to reach out to traditionally underserved populations through neighborhood organizations, public service agencies, and bi-lingual internet survey vehicles.

Previous Work: On 15 June of 2016, the MPO worked with the RTD to hold a joint informational event at the Farmer's Market in order to discuss bicycle and pedestrian priorities, and to share transit information. On 14 May of 2016, the MPO staff participated with health care providers and the Rome Police Department to hold a bike rodeo for children. On 28 September of 2016, the MPO and RTD held a Farmer's Market event to share Title VI information with the public. All transportation documents created in 2016 including the LRTP, Amended TIP, CDR, UPWP, Amended Title VI for FTA, and Title VI for FHWA were put out for public review with notice.

Product: Citizens who have the opportunity to participate in the transportation planning process. It will also ensure that citizens are aware of transportation options available to them.

SUB-ELEMENT 2.1 Community Outreach and Education	
Activities	Agencies
Public outreach, documentation, meetings	Rome—Floyd County Metropolitan Planning Organization
Attend meetings, arrange transportation if needed	RTD
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$3,200
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$800
Total	\$4,000
Other Information	
<i>Lead Agency:</i>	Rome—Floyd County Metropolitan Planning Organization
<i>Start Date:</i>	January 1, 2017
<i>End Date:</i>	December 31, 2017

SUB-ELEMENT 2.2

Environmental Justice/Title VI (Metropolitan Planning Organization)

Purpose: This sub-element supports all-inclusive public involvement in the transportation planning process, as required by the Limited English Proficiency Plan, the Public Participation Plan, and the Title VI Plan. It also ensures that transportation planning considers the impact of selected transportation projects on Environmental Justice* populations.

Core MPO Functions:

5. Involve the public

Planning Factors: This sub-element supports all Planning Factors by identifying minority and other environmental justice populations and ensuring inclusion of all citizens in the planning process. It also provides a background for evaluation of transportation project prioritization, and for provision of multi-modal transportation services.

Project Description: Activities include:

1. Ensure that environmental justice populations are identified and concentrations are mapped according to the latest United States Census data.
2. Ensure that participation in the transportation planning process is available to all citizens via public notice.
3. Ensure that use of transportation facilities is available to all citizens.
4. Ensure that transportation projects do not put an undue burden on any group of citizens.
5. Make accommodation for participation by disabled citizens, and citizens with limited English proficiency, if notice is given ahead of the meeting/event date.
6. Whenever possible, transportation to and from events is provided by RTD.

The MPO staff is responsible for this sub-element with the assistance of RTD staff.

Previous Work: On 24 June 2016, the MPO completed and submitted a Title VI survey required by Georgia Department of Transportation Planning Department. In September of 2016, the MPO completed and adopted a Title VI Plan to meet FHWA and GDOT Planning Standards.

Product:

1. Continuing coordination with the CAC.
2. Environmental justice population documentation and mapping.
3. Ensure that Title VI notices and complaint forms are available in English and Spanish.
4. Public involvement documentation.
5. Up-to-date Limited English Proficiency Plan, Public Participation Plan, and Title VI Plans if state or federal agencies require amendment (currently all documents including Public Participation Plan, Limited English Proficiency Plan, and Title VI Plans are up-to-date).

*Executive Order 12898 "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" states that "Federal agencies must identify and address, as appropriate, disproportionately high and adverse human health or environmental effects of their programs, policies, and activities on minority populations and low-income populations."

SUB-ELEMENT 2.2 Environmental Justice/Title VI (Metropolitan Planning Organization)	
Activities	Agencies
Public outreach, documentation, meetings	Rome—Floyd County Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$3,200
Federal Transit Administration-5303	\$ 0
Georgia Department of Transportation	\$ 0
Local	\$800
Total	\$4,000
Other Information	
<i>Lead Agency:</i>	Rome—Floyd County Metropolitan Planning Organization
<i>Start Date:</i>	January 1, 2017
<i>End Date:</i>	December 31, 2017

SUB-ELEMENT 2.2
FTA TRANSIT ACTIVITY LINE ITEM 44.27.00
Environmental Justice/Title VI (Rome Transit Department)

Purpose: This sub-element supports public involvement in the transportation planning process, as required by the Participation Plan, the Limited English Proficiency Plan, and the Title VI Plans; and ensures that public transit use is available to all citizens, particularly Environmental Justice* populations.

Core MPO Functions:

5. Involve the public

Planning Factors: This sub-element supports all Planning Factors by identifying minority and other environmental justice populations and ensuring inclusion of all citizens in the planning process. It also provides a background for evaluation of transportation project prioritization, and for provision of multi-modal transportation services.

Project Description: Activities include:

1. Ensure that environmental justice populations are identified and concentrations are mapped according to the latest United States Census data.
2. Ensure that participation in the transportation planning process is available to all citizens via public notice.
3. Ensure that use of transportation facilities, particularly transit, is available to all citizens by providing route and fare information in Spanish as well as in English.
4. Ensure that transportation projects do not put an undue burden on any group of citizens.
5. Increase efforts to inform the public about the para-transit services offered by the RTD.

Both the MPO and RTD staffs are responsible for this sub-element.

Previous Work: The Participation Plan was amended in March of 2016 to reflect the need for RTD to hold public meetings for certain fare adjustments. On 24 June 2016, the MPO staff completed and submitted a Title VI survey required by Georgia Department of Transportation Planning Department, and in September of 2016, the Title VI Plan for FTA was amended.

Products:

1. Continuing coordination with the Citizens Advisory Committee.
2. Environmental justice population documentation.
3. Public involvement documentation.
4. Up-to-date Limited English Proficiency Plan, Public Participation Plan, and Title VI Plan if state or federal agencies require amendment (currently all documents including Public Participation Plan, Limited English Proficiency Plan, and Title VI Plan are up-to-date).

*Executive Order 12898 "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" states that "Federal agencies must identify and address, as

appropriate, disproportionately high and adverse human health or environmental effects of their programs, policies, and activities on minority populations and low-income populations.”

SUB-ELEMENT 2.2 FTA TRANSIT ACTIVITY LINE ITEM 44.27.00 Environmental Justice/Title VI (RTD)	
Activities	Agencies
Public outreach, documentation, meetings	Rome—Floyd County Metropolitan Planning Organization
Attend meetings, arrange transportation if needed	Rome Transit Department
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$0
Federal Transit Administration-5303	\$3,200
Georgia Department of Transportation	\$ 400
Local	\$ 400
Total	\$4,000
Other Information	
Lead Agency:	Rome—Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2017
End Date:	December 31, 2017

Element 3 DATA COLLECTION

SUB-ELEMENT 3.1 SOCIO-ECONOMIC DATA/ENVIRONMENTAL JUSTICE ANALYSIS

Purpose: The purpose is to maintain an up-to date socio-economic profile for the MPA. Characteristics such as population, employment by sector, school enrollment, and households are allocated by TAZ and used for travel demand modeling. Environmental Justice data is collected at the Census Tract level and is used to determine the potential impacts of transportation projects on Environmental Justice populations.

Planning Factors: This sub-element specifically addresses planning factors 5 and 6 by providing information concerning demographic patterns and shifts for decision makers. It also addresses planning factors 5 and 6 by identifying the connection between demographics and transportation needs.

Project Description: The activities associated with this sub-element include:

1. Collect enrollment figures annually from Rome City and Floyd County Schools.
2. Obtain employment data from the Georgia Department of Labor (Area Labor Profiles).
3. Allocate socio-economic indicators by TAZ to generate a basis for travel demand modeling.
4. Download U.S. Census Data for households living in poverty and minority populations, and determine whether Environmental Justice communities are being reached by services, being disproportionately impacted by transportation projects, and being included in the planning process.

The MPO is responsible for this activity which supports long and short term transportation planning.

Previous Work: In 2016, the MPO staff gathered socio-economic data (employment, residence, school enrollment) and assigned it to each TAZ (as generated by the 2010 U.S. Census) for construction of the transportation demand model for development of the 2016 LRTP for 2040. Staff used 2010 Census data to map environmental justice populations for the 2016 LRTP for 2040 to ensure that such populations would not be disproportionately impacted by prioritized projects.

Products: Accurate, up-to date socio-economic data and environmental justice population data with which to evaluate the transportation planning process, in the form of tables, TAZ maps, and population concentration maps.

SUB-ELEMENT 3.1 Socio-Economic Data/Environmental Justice Analysis	
Activities	Agencies
Monitor population characteristics and identify EJ population concentrations and use the data to plan and evaluate potential transportation projects.	Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$3,200
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$ 800
Total	\$4,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2017
End Date:	December 31, 2017

SUB-ELEMENT 3.3 AIR QUALITY

Purpose: This sub-element's purpose is to monitor air quality data, to maintain an up-to-date Conformity Determination Report, and to coordinate air quality information and reporting with state and federal agencies.

Effective 24 October 2016, the 1997 annual PM2.5 national ambient air quality standard was revoked for the Rome-Floyd County PM2.5 maintenance area. Therefore, there is no longer a requirement to demonstrate transportation conformity (hot-spots included) for the PM2.5 standard. The MPA will continue to be in attainment/maintenance.

Project Description/Activities: The MPO staff will continue to monitor the ambient air quality readings for the meter located within the MPA and compare them with the standards. By keeping records the MPO staff can identify potential trends toward non-attainment. The MPO staff will continue to consider the potential air quality impacts of transportation decisions and project selection.

Previous Work: The Rome-Floyd County MPO completed and adopted a 2016 Conformity Determination Report under the 1997 PM2.5 standard for their 2016 LRTP for 2040 and the April 2016 Amended 2014-2017 TIP.

SUB-ELEMENT 3.3 Air Quality Management	
Activities	Agencies
Keep records	Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$2,400
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$ 600
Total	\$3,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2017
End Date:	December 31, 2017

SUB-ELEMENT 3.6

Planning Data and Information Management

Purpose: Under this sub-element, the MPO will maintain, update, and improve the land use database (GIS based). The database is used in travel demand modelling, monitoring land use changes, and socio-economic trends.

Planning Factors: This sub-element supports planning factors 1, 5, and 7 by providing information for planners concerning environment, land use, and development.

Project Description: Activities include, but are not limited to:

1. Update the county-wide mapping system to show zoning, land use, and development as reflected in zoning map amendments and building permits issued.
2. Ensure that evaluation of new development considers the impact of the transportation infrastructure.
3. Evaluate projects and services with full knowledge of the natural and cultural environment.
4. Determine whether new development is adequately served by transportation infrastructure.
5. Share information with local, regional, state and federal agencies, and with citizens.
6. Provide mapping to support the transportation planning process.

The MPO is responsible for the activities within this sub-element.

Previous Work: Previous work included the updating of Traffic Analysis Zone boundaries based on the 2040 U.S. Census. The MPO Staff incorporated new aerial photography into the Geographic Information System (GIS) system. Based on zoning map amendments and building permits, land use changes were incorporated into GIS maps. The MPO staff corrected the roadway centerline alignments as shown on GIS maps, as requested by the Georgia Department of Transportation.

Products: Accurate, up-to-date, accessible data and information on which to base transportation planning decisions. The information is used to make decisions that affect documents such as the LRTP and the TIP.

SUB-ELEMENT 3.6 Planning Data and Information Management	
Activities	Agencies
Monitor and report on land use activities and socio-economic population densities, and maintain land use data sources, particularly GIS system	Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$35,200
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$8,800
Total	\$44,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2017
End Date:	December 31, 2017

SUB-ELEMENT 4.5

Bicycle and Pedestrian Planning

Purpose: This sub-element supports coordination of community activities relating to bicycle and pedestrian infrastructure planning, development, and improvement.

Core MPO Functions:

2. Identify and evaluate alternative transportation improvement options

Planning Factors: This sub-element addresses planning factors 4 and 5 because it promotes multi-modal transportation alternatives. It addresses planning factor 11 because it promotes expansion of the bicycle and pedestrian network, a community asset that generates tourism and supports economic development.

Project Description: Activities include, but are not limited to:

1. Determine where new bicycle and pedestrian facilities need to be located, based on locations/connectivity of population and destinations.
2. Ensure that bicycle and pedestrian facilities are accessible and usable for all citizens.
3. Attend regional bike and pedestrian meetings.
4. Meet with local bicycle advocacy groups to promote cooperation in identifying and prioritizing projects.
5. Seek sources of funding to construct bicycle and pedestrian infrastructure.
6. Identify additional locations for the use of sharrows and bike lanes.
7. Develop educational materials for the public concerning sharrows and bike lanes.

The MPO staff is responsible for these activities.

Previous Work: The MPO staff continued efforts to complete the TE 2011 trails connectivity project environmental clearance and final design in 2016. Minor changes in the project scope resulted in potential impacts on habitat for endangered bats. While environmental clearance is under way final design work is being completed. MPO staff designed the layout for a trial project to determine community support of sharrows within and through downtown Rome in October of 2016.

Product: The MPO intends to prepare an addendum in 2017 to address the need to improve bicycle and pedestrian movement in downtown Rome (an activity recommended in the 2015 Plan). Additional products will include the identification of additional opportunities for bike lanes, and educational materials for the public regarding sharing the road with bicyclists.

SUB-ELEMENT 4.5 Bicycle and Pedestrian Planning	
Activities	Agencies
Data, meetings, documentation, grant applications and administration	Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$6,400
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$1,600
Total	\$8,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2017
End Date:	December 31, 2017

SUB-ELEMENT 4.11

Long Range Transportation Plan

Purpose: This sub-element supports development and refinement of the comprehensive planning process and results in production of an LRTP update every five years; and in minor updates in-between.

Core MPO Functions:

2. Identify and evaluate alternative transportation improvement options
3. Prepare and maintain a Metropolitan Transportation Plan (MTP)

Planning Factors: It supports all Planning Factors because the LRTP is a public process that considers the available funding, identifies the community's needs, and addresses all modes of transportation.

Project Description Activities include:

1. Review and update the LRTP, incorporating any new land use and socio-economic data in the Travel Demand Model. The next scheduled complete update will be in 2021.
2. Carry out minor updates to the LRTP in response to changes in project scope, schedule, or funding; this is generally directed from the state level.
3. Begin to transition the LRTP to a performance based planning document.
4. Provide long range transportation planning input for the Rome-Floyd County Comprehensive Plan that is due in 2018.

The MPO is responsible for this sub-element. The next LRTP update will require full compliance with performance based planning practices.

Previous Work: On 26 April 2016, the MPO adopted the 2016 LRTP for 2040, with public review, and in conformance with federal standards.

Product: An up-to-date LRTP, in compliance with federal standards, reviewed by the community, acceptable to state and federal agencies, and adopted by the local governments.

SUB-ELEMENT 4.11 Long Range Transportation Plan	
Activities	Agencies
Prepare document, Meetings, documentation, coordination	Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$6,400
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$1,600
Total	\$8,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2017
End Date:	December 31, 2017

SUB-ELEMENT 4.11
FTA TRANSIT ACTIVITY LINE ITEM 44.23.01
Transit Long Range Transportation Plan

Purpose: This sub-element supports development and refinement of the comprehensive planning process factors and results in production of an LRTP update every five years; and in minor updates in-between. Under this sub-element, the focus is on transit related projects and programs.

Core MPO Functions:

2. Identify and evaluate alternative transportation improvement options
3. Prepare and maintain a Metropolitan Transportation Plan (MTP)

Planning Factors: It supports all Planning Factors because the LRTP is a public process that considers the available funding, identifies the community's needs, and addresses all modes of transportation.

Project Description: Activities include:

1. Review and update the LRTP every five years, based on new land use and socio-economic data in the Travel Demand Model – the next scheduled complete update will be in 2021.
2. When the LRTP is updated, ensure that it complies with the FAST Act.
3. Carry out minor updates to the LRTP in response to changes in project scope, schedule, or funding; generally at the state level.
4. Transition the LRTP to a performance based planning document.

The MPO staff and the RTD staff are responsible for this sub-element. The next LRTP update will require full compliance with performance based planning practices.

Previous Work: On 26 April 2016, the MPO adopted the 2016 LRTP for 2040, with public review and in conformance with federal standards. In the final quarter of 2016, a second minor amendment was prepared to address changes in the transit program contained in the TIP.

Product: An up-to-date LRTP, in compliance with federal standards, reviewed by the community, acceptable to state and federal agencies, and adopted by the local governments.

SUB-ELEMENT 4.11 FTA TRANSIT ACTIVITY LINE ITEM 44.23.01 Transit Long Range Transportation Plan	
Activities	Agencies
Preparation of document, Coordination	Metropolitan Planning Organization
Planning, meetings, data	RTD
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$0
Federal Transit Administration-5303	\$4,000
Georgia Department of Transportation	\$500
Local	\$500
Total	\$5,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2017
End Date:	December 31, 2017

SUB-ELEMENT 4.12

Transportation Improvement Program

Purpose: Development and refinement of the TIP reflects the prioritization and scheduling of new projects and projects listed in the LRTP.

Core MPO Functions:

2. Identify and evaluate alternative transportation improvement options
4. Develop a TIP

Planning Factors: It addresses all Planning Factors because the TIP is a public process that addresses all modes of transportation included in the LRTP in the short-term:

Project Description: Activities include:

1. Preparation of a new four year TIP: in 2017 a TIP for 2018-2021 will be prepared and adopted
2. Up-date of an existing TIP in response to scheduling or funding changes.
3. Ensure that the new or amended TIP complies with the FAST Act.

Previous Work: In 2016, the April 2016 Amended 2014-2017 TIP was written and adopted.

Product: A 2018-2021 TIP that is in compliance with federal standards, reviewed by the community, acceptable to state and federal agencies, and adopted by the local governments.

SUB-ELEMENT 4.12 Transportation Improvement Program	
Activities	Agencies
TIP update, meetings, data	Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$8,000
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$2,000
Total	\$10,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	April 1, 2017
End Date:	October 31, 2017

SUB-ELEMENT 4.12
FTA TRANSIT ACTIVITY LINE ITEM 44.25.00
Transit Transportation Improvement Program

Purpose: Development and refinement of the TIP reflects the prioritization and scheduling of new projects and projects listed in the LRTP. Under this sub-element, the focus is on transit related projects and programs.

Core MPO Functions:

2. Identify and evaluate alternative transportation improvement options
4. Develop a Transport Improvement Program (TIP)

Planning Factors: It addresses all Planning Factors because the TIP is a public process that addresses all modes of transportation in the short-term:

Project Description: Activities include:

1. Preparation annually of a new four year TIP: in 2017 a TIP for 2018-2021 will be prepared and adopted
2. Up-date of an existing TIP in response to scheduling or funding changes.
3. Ensure that any new or amended TIP complies with the FAST Act.

Previous Work: In 2016, the April 2016 Amended 2014-2017 TIP was amended and adopted. A second amendment in 2016 addressed changes in funding and scheduling for transit operating and capital activities.

Product: A TIP that is in compliance with federal standards, reviewed by the community, acceptable to state and federal agencies, and adopted by the local governments. In 2017, a new TIP for 2018-2021 will be prepared.

SUB-ELEMENT 4.12 FTA TRANSIT ACTIVITY LINE ITEM 44.25.00 Transit Transportation Improvement Program	
Activities	Agencies
Transportation Improvement Program Preparation	Metropolitan Planning Organization
Transportation Improvement Program Preparation	RTD
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$0
Federal Transit Administration-5303	\$4,800
Georgia Department of Transportation	\$ 600
Local	\$ 600
Total	\$6,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	April 1, 2017
End Date:	October 31, 2017

SUB-ELEMENT 4.13

Special Transportation Studies (DeSoto River District)

Purpose: This study will be carried out by the MPO staff and will focus on multi-modal transportation issues and opportunities in the DeSoto River District, an area near downtown Rome.

Core MPO Functions:

2. Identify and evaluate alternative transportation improvement options

Planning Factors: Addresses Planning Factors 7, 8, and 11 because special multi-modal issues such as parking, sidewalks, and bicycle lanes will be studied for an area where the City of Rome encourages economic development and tourism.

Project Description: Activities will include:

1. Identify opportunities for parking within existing right-of-way and on public land.
2. Identify and prioritize projects to provide infrastructure to support bus rider safety (sidewalks, bus stops, crosswalks, etc.).
3. Determine appropriate locations for bicycle and pedestrian facilities within the area and for connections with the network outside the area.
4. Collect traffic count and traffic flow information to determine where congestion exists or may develop and to determine whether additional connections to the surrounding street network are supportable.
5. Coordinate the project with the public, and present the document to the TPC for adoption.

The MPO will be responsible for all activities.

Previous Work: In 2016, the MPO staff prepared a scope of work for this project, anticipating applying for additional PL funding.

Product: A study that can be used by the City of Rome to focus and prioritize public expenditures to support safe, efficient, multi-modal transportation within and around the DeSoto/River District.

SUB-ELEMENT 4.13 Special Transportation Studies Special Transportation Studies (DeSoto/River District)	
Activities	Agencies
Planning, meetings, data, documentation	Metropolitan Planning Organization
Study multi-modal transportation patterns and existing infrastructure	Metropolitan Planning Organization, Consultant
Prepare results, recommendations, and implementation report	Metropolitan Planning Organization, Consultant
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$16,000
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$4,000
Total	\$20,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2017
End Date:	August 31, 2017

SUB-ELEMENT 4.13 FTA TRANSIT ACTIVITY LINE ITEM 44.27.00

Special Transportation Studies

Purpose: This sub-element provides the MPO and RTD staffs with the most current information concerning the needs of the community, specifically related to public transportation, by means of special studies and surveys and ensures that those needs are met as effectively and efficiently as possible.

Core MPO Functions:

2. Identify and evaluate alternative transportation improvement options

Planning Factors: For 2017, Planning Factors 2, 3, and 4 will be addressed.

Project Description: Activities include, but are not limited to:

1. Continuation of the Transit Analysis Study that was initiated in 2015 adding information about infrastructure to support rider safety (sidewalks, crosswalks, etc.).
2. Coordinate results with Public Works and set priorities for infrastructure improvements.
3. Make the document available to the public for comments and address relevant comments.

Although the activities are the responsibility of the MPO staff, RTD staff provides information and reviews the results.

Previous Work: In 2016, the RTD and the MPO carried out a transit infrastructure study in conjunction with the City of Rome Neighborhood Enhancement Program, looking at active bus stops for safety, connection to sidewalks and crosswalks, and needed improvements. In September-November of 2016, MPO staff worked with community leaders to plan a downtown public transportation loop that would utilize either personal transportation vehicles or small buses.

Product: The Special Project will result in a comprehensive, neighborhood level survey of bus stops, infrastructure, and prioritized desired improvements to provide the best possible service for the citizens of Rome. In 2017, the MPO and the RTD intend to continue looking at the active bus stops found in the 2015 survey for safety; including connection to sidewalks and crosswalks, on a route-by-route basis. MPO staff will continue to work on a project to provide alternative modes of transportation in downtown Rome.

SUB-ELEMENT 4.13 FTA TRANSIT ACTIVITY LINE ITEM 44.27.00 Special Transportation Studies (Transit Infrastructure)	
Activities	Agencies
Planning, meetings, data, documentation	Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$0
Federal Transit Administration-5303	\$6,400
Georgia Department of Transportation	\$ 800
Local	\$ 800
Total	\$8,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2017
End Date:	September 30, 2017

SUB-ELEMENT 4.14
FTA TRANSIT ACTIVITY LINE ITEM 44.26.06
Incorporating Safety and Security in Transit Planning

Purpose: This sub-element addresses the Federal Transit Administration's latest administrative guidelines, wherein safety is a primary emphasis. Transit agencies are urged to "develop plans and strategies that increase the safety and security of transportation systems."

Planning Factors: This sub-element addresses Planning Factors 2 and 3 by scheduling safety training for transit drivers.

Project Description: The RTD regularly holds safety training for drivers and other staff, and will continue to follow the latest in safety initiatives, to offer the latest in safety training to employees, and to plan for any contingencies. In 2017 that mission will continue with training of all drivers.

Previous Work: Safety is a continuing high priority of RTD and the MPO. The RTD employees who come in direct contact with the public are receiving the latest in training related to recognizing and handling events or situations that may affect public safety, on a quarterly basis. Training of all drivers was held in 2016. Also in 2016, a driver safely evacuated all passengers from a para-transit vehicle that was totally destroyed by fire.

Product: There is not a specific document but the anticipated result/impact is that drivers carry out their duties with the safety and security of riders foremost in their minds.

SUB-ELEMENT 4.14 FTA TRANSIT ACTIVITY LINE ITEM 44.26.06 Incorporating Safety and Security in Transit Planning	
Activities	Agencies
Organization of training meetings and opportunities	RTD
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$0
Federal Transit Administration-5303	\$1,600
Georgia Department of Transportation	\$200
Local	\$200
Total	\$2,000
Other Information	
Lead Agency:	RTD
Start Date:	January 1, 2017
End Date:	December 31, 2017

APPENDICES

PL AND 5303 BUDGET WORKSHEET

Funding Source	Sub-Element/ALI*	FHWA	FTA	Federal Total	GDOT PL Match	GDOT 5303 Match	GDOT Total	Local	TOTALS
FHWA	1.2 Program Operations and Administration (Metropolitan Planning Organization)	\$26,124		\$26,124	\$0	\$0	\$0	\$6,531	\$32,655
FHWA	1.3 Training/Employee Education	\$3,200		\$3,200	\$0	\$0	\$0	\$ 800	\$4,000
FHWA	1.6 UPWP	\$8,800		\$8,800	\$0	\$0	\$0	\$2,200	\$11,000
FHWA	2.1 Community Outreach/Education	\$3,200		\$3,200	\$0	\$0	\$0	\$800	\$4,000
FHWA	2.2 Environmental Justice/Title VI (Metropolitan Planning Organization)	\$3,200		\$3,200	\$0	\$0	\$0	\$800	\$4,000
FHWA	3.1 Socio-economic Data/Environmental Justice Analysis	\$3,200		\$3,200	\$0	\$0	\$0	\$800	\$4,000
FHWA	3.3 Air Quality Management	\$2,400		\$2,400	\$0	\$0	\$0	\$600	\$3,000
FHWA	3.6 Planning Data and Information Management	\$35,200		\$35,200	\$0	\$0	\$0	\$ 8,800	\$44,000
FHWA	4.5 Bicycle and Pedestrian Planning	\$6,400		\$6,400	\$0	\$0	\$0	\$1,600	\$8,000
FHWA	4.11 Long Range Transportation Planning	\$6,400		\$6,400	\$0	\$0	\$0	\$1,600	\$8,000
FHWA	4.12 Transportation Improvement Program	\$8,000		\$8,000	\$0	\$0	\$0	\$2,000	\$10,000
FHWA	4.13 Special Studies (DeSoto/River District Intermodal Mobility)	\$16,000		\$16,000				\$4,000	\$20,000
SUB-TOTAL		\$122,124		\$122,124				\$30,531	\$152,655
FTA	4.2/44.21.00 Transit Program Operations and Administration	\$0	\$29,171	\$29,171		\$3,646	\$3,646	\$3,647	\$36,464
FTA	2.2/44.27.00 Transit Environmental Justice/Title VI (RTD)	\$0	\$3,200	\$3,200		\$400	\$400	\$400	\$4,000
FTA	4.11/44.23.01 Transit Long Range Transportation Planning	\$0	\$4,000	\$4,000		\$500	\$500	\$500	\$5,000
FTA	4.12/44.25.00 Transit Transportation Improvement Program	\$0	\$4,800	\$4,800		\$600	\$600	\$600	\$6,000
FTA	4.13/44.27.00 Special Transportation Studies (Transit Infrastructure)	\$0	\$6,400	\$6,400		\$800	\$800	\$800	\$8,000
FTA	4.14/44.26.06 Incorporating Safety and Security in Transit Planning	\$0	\$1,600	\$1,600		\$200	\$200	\$200	\$2,000
SUB-TOTAL				\$49,171		\$6,146	\$6,146	\$6,147	\$61,464
TOTALS		\$122,124	\$49,171	\$171,295	\$0	\$6,146	\$6,146	\$36,678	\$214,119

*FTA Transit Activity Line Item

5303 Budget Worksheet

SUB-ELEMENT/ALI* DESCRIPTION			PROJECT BUDGET
4.2/44.21.00 Transit Program Operations and Administration			\$36,464
2.2/44.27.00 Transit Environmental Justice/Title VI			\$ 4,000
4.11/44.23.01 Transit Long Range Transportation Planning			\$ 5,000
4.12/44.25.00 Transit Transportation Improvement Program			\$ 6,000
4.13/44.27.00 Special Transportation Studies (Transit Stops and Infrastructure)			\$ 8,000
4.14/44.26.06 Incorporating Safety and Security in Transit Planning			\$ 2,000
		TOTAL	\$61,464
	ALI	DESCRIPTION	PROJECT BUDGET
	41.20.01	Personnel—Direct Salaries	\$42,982
	41.20.12	Fringe/Overhead	\$18,482
	41.20.03	Travel	\$ NA
	41.20.04	Equipment	\$ NA
	41.20.05	Supplies (Expendable Items)	\$ NA
	41.20.06	Contractual Services)	\$ NA
	41.20.07	Other (Printing, Notices, etc.)	\$ NA
		TOTAL	\$61,464
		Federal Share	\$49,171
		State Share	\$ 6,146
		Local Share	\$ 6,147
		TOTAL	\$61,464

*Federal Transit Administration Activity Line Item Number

PL Budget Worksheet

SUB-ELEMENT DESCRIPTION		PROJECT BUDGET
1.2 Program Operations and Administration		\$ 32,655
1.3 Training and Employee Education		\$ 4,000
1.6 UPWP		\$ 11,000
2.1 Community Outreach and Education		\$ 4,000
2.2 Environmental Justice/Title VI		\$ 4,000
3.1 Socio-economic Data/ Environmental Justice Analysis		\$ 4,000
3.3 Air Quality		\$ 3,000
3.6 Planning Data and Information Management		\$ 44,000
4.5 Bicycle and Pedestrian Planning Activities		\$8,000
4.11 Long Range Transportation Planning		\$ 8,000
4.12 Transportation Improvement Program		\$ 10,000
4.13 Special Studies (DeSoto/River District Intermodal Mobility)		\$ 20,000
	TOTAL	\$152,655
	Federal Share	\$122,124
	State Share	\$ 000,000
	Local Share	\$ 30,531
	TOTAL	\$152,655

Planning Factors Matrix

1. Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; and
2. Increase the safety of the transportation system for motorized and non-motorized users; and
3. Increase the security of the transportation system for motorized and non-motorized users; and
4. Increase the accessibility and mobility options available to people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system; and
10. Reduce or mitigate stormwater impacts of surface transportation; and
11. Enhance travel and tourism

2017 UPWP Sub-Element/ALI* Number, Name	1	2	3	4	5	6	7	8	9	10	11
1.2 Program Operations and Administration (Metropolitan Planning Organization)	X					X					
4.2/44.21.00 Transit Program Operations and Administration (RTD)	X	X	X	X	X	X	X	X	X	X	X
1.3 Training and Employee Education	X	X	X	X	X	X	X	X	X	X	X
1.6 UPWP	X	X	X	X	X	X	X	X	X	X	X
2.1 Community Outreach and Education					X	X					
2.2 Environmental Justice/Title VI (Metropolitan Planning Organization)	X	X	X	X	X	X	X	X	X	X	X
2.2/44.27.00 Environmental Justice/Title VI (RTD)	X	X	X	X	X	X	X	X	X	X	X
3.1 Socio-economic Data/Environmental Justice Analysis					X	X					
3.3 Air Quality											
3.6 Planning Data and Information Management	X				X		X				
4.5 Bicycle and Pedestrian Planning Activities				X	X						X
4.11 Long Range Transportation Plan	X	X	X	X	X	X	X	X	X	X	X
4.11/44.23.01 Transit Long Range Transportation Plan	X	X	X	X	X	X	X	X	X	X	X
4.12 Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X	X
4.12/44.25.00 Transit Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X	X
4.13 Special Transportation Studies (DeSoto/River District Intermodal Mobility)							X	X			X
4.13/44.27.00 Transit Special Transportation Studies		X	X			X					
4.14/44.26.06 Incorporating Safety and Security in Transit Planning		X	X								

*Federal Transit Administration Activity Line Item Number

Project Schedule Summary

UPWP Work Sub-Element/ALI*	2 0 1 7											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.2 Program Operations and Administration (Metropolitan Planning Organization)	X	X	X	X	X	X	X	X	X	X	X	X
4.2/44.21.00 Transit Program Operations and Administration (RTD)	X	X	X	X	X	X	X	X	X	X	X	X
1.3 Training and Employee Education	X	X	X	X	X	X	X	X	X	X	X	X
1.6 UPWP						X	X	X	X	X		
2.1 Community Outreach and Education	X	X	X	X	X	X	X	X	X	X	X	X
2.2 Environmental Justice/Title VI (Metropolitan Planning Organization)	X	X	X	X	X	X	X	X	X	X	X	X
2.2/44.27.00 Environmental Justice/Title VI (RTD)	X	X	X	X	X	X	X	X	X	X	X	X
3.1 Socio-economic Data/Environmental Justice Analysis	X	X	X	X	X	X	X	X	X	X	X	X
3.3 Air Quality	X	X	X	X	X	X	X	X	X	X	X	X
3.6 Planning Data and Information Management	X	X	X	X	X	X	X	X	X	X	X	X
4.5 Bicycle and Pedestrian Planning Activities	X	X	X	X	X	X	X	X	X	X	X	X
4.11 Long-Range Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X
4.11/44.223.01 Transit Long-Range Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X
4.12 Transportation Improvement Program				X	X	X	X	X	X	X		
4.12/44.25.00 Transit Transportation Improvement Program				X	X	X	X	X	X	X		
4.13 Special Transportation Studies (DeSoto/River District Intermodal Mobility)	X	X	X	X	X	X	X	X				
4.13/44.27.00 Transit Special Transportation Studies	X	X	X	X	X	X	X	X	X			
4.14/44.26.06 Incorporating Safety and Security in Transit Planning	X	X	X	X	X	X	X	X	X	X	X	X

*Federal Transit Administration Activity Line Item Number

Organizational Chart

Rome-Floyd County Planning Organizational Chart
Director – Sue Hiller AICP
Transportation Planner – (Acting) Sue Hiller AICP
Associate Planner, Zoning – David Thompson
Senior Planner – Bryan King
Planning Department Administrative Assistant – Position Open

JOB TITLE: Planning Director

DEPARTMENT: Rome-Floyd County Planning Department

JOB SUMMARY: This position is responsible for professional planning that must provide technical planning services and advice to the Rome/Floyd County Planning Commission, City of Rome, City of Cave Spring and Floyd County. This position also assists in developing, coordinating and administering work programs to serve the planning and developmental needs of each individual jurisdiction and of the county as a whole.

This position is classified as Exempt under the Fair Labor Standards Act and is not subject to overtime or comp time for hours physically worked in excess of 40 hours per workweek. There may be flexibility from time to time based on the workload and as coordinated with and approved by the Director.

JOB DUTIES:

- Advise the Historic Preservation Commission.
- Review all annexations and zoning map amendments with appropriate staff recommendations to the review committee and the Planning Commission. The Planning Director should be available to City and County staff and elected officials for questions and comments concerning zoning amendment issues.
- Assist local developers and City and County departments with the interpretation of adopted zoning ordinances, subdivision regulations and other development issues.
- Prepares text amendments to the Unified Land Development code.
- Ensure that the transportation planning function of the Planning Commission in its role as Metropolitan Planning Organization for the urban area of Rome and Floyd County is fully executed.
- Maintain a liaison with community, regional, state and federal agencies concerned with planning, economic development, and effective resource utilization.
- Updates map and prepare studies and reports necessary to maintain a viable planning program for Rome, Cave Spring, and Floyd County.
- Prepares a comprehensive plan and keeps City and County officials informed on issues relative to updates and changes in the plan.
- Works with the County and City Managers and their staff on policy changes and enforcement of subdivision regulations and zoning issues.
- Manages and supervises all positions within the Planning Department.

Essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as assigned.

KNOWLEDGE AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of research and planning principles and practices as applied to urban and regional planning, transportation, recreation, capital improvements, economic development and the interrelationships among these.
- Knowledge of local, regional, state and federal regulations, laws and funding sources pertaining to planning activities.
- Knowledge of local, state, and federal regulations, laws and policies related to public administration.
- Knowledge of local, state and federal requirements to be met and approvals obtained before proceeding with capital improvement projects.
- Ability to express ideas effectively orally and in writing.
- Ability to read complex regulations and interpret their application to local agencies and situations.
- Ability to establish and maintain effective working relationships with co-workers; RDC members; County and City staff; other officials; and the general public.

MINIMUM QUALIFICATIONS:

- Master Degree in urban planning with two years of increasing responsible urban or local planning experience, including supervision of personnel. An equivalent combination of experience and training may be considered for employment.
- Must already possess or obtain National Incident Management Systems (NIMS) 100 and 700 within three (3) months of employment.
- Must possess and maintain a valid Driver's license.

JOB TITLE: **Transportation Planner**

DEPARTMENT: Rome-Floyd County Planning Department

JOB SUMMARY: This position requires full professional level work in urban planning with adequate knowledge of transportation planning. The employee is primarily responsible for development, coordination and administration of the work items contained in the UPWP relative to highway and other modes of transportation, as well as other duties as assigned by the Planning Director to accomplish the goals and programs of the Planning Commission.

MAJOR DUTIES:

- Prepares the UPWP and the Transportation Improvement Program.
- Obtains data from sources available to develop short and long-range transportation priorities.
- Assures that applications and contract deadlines are met and that reimbursement requisitions are submitted to the appropriate state and federal agencies.
- Prepares agendas and provides technical assistance to the Technical Coordinating Committee, the Citizens Advisory Committee and the Policy Committee.
- Develop technical reports as required by state and federal agencies.
- Maintains liaison with local community officials, state and federal agencies concerned with transportation planning.
- Performs other duties as assigned by the Planning Director.

- Conducts development review in accordance with local ordinances and requirements.
- Conducts research studies necessary for the performance of the above.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of local, state and federal regulation laws and funding sources pertaining to transportation planning activities is desired.
- Knowledge of urban and regional procedures and statistical analysis.
- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers government officials, and the general public.

SUPERVISORY CONTROLS: The director assigns work in terms of general instructions, requiring the use of some judgment. The employee performs independently. Completed work is reviewed to ensure compliance and accuracy.

GUIDELINES: Guidelines include established procedures and city, state and federal requirements, which must be met. Guidelines are clear and specific, requiring little interpretation.

COMPLEXITY: The work of this position consists of related data from sources available to develop long and short range transportation priorities.

SCOPE AND EFFECT: The purpose of this position is to work in urban planning with adequate knowledge of transportation planning to prepare an urban transportation study. Errors may result in unnecessary costs to the department.

PERSONAL CONTACTS: Contacts are typically with the city and county departments, other government agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS: Work involves sitting standing, stooping, bending, walking, crouching, and occasionally lifting light objects.

WORK ENVIRONMENT: Work is typically performed in an office environment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- A Master's degree in urban and regional planning or a degree in a related field.
- Two years of professional experience in urban and regional planning or equivalent combination of experience and training to meet the job requirements.
- Must have a valid driver's license.
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship internship or having had a similar position for one to two years.

JOB TITLE: **Geographic Information Systems (GIS) Administrator**

DEPARTMENT Rome Floyd County Planning Department

JOB SUMMARY: Under the direction of the Planning Director, this position is responsible for designing, developing, implementing and managing a computer based Geographic Information System (GIS) for the city and county; providing maps and data to city and county departments in support of planning decision making, service provision, and construction; and training city and county staff and related individuals in the use of the GIS system.

MAJOR DUTIES:

- Manages all hardware, software, and databases integral to the Geographic Information System.
- Works with City and County staff to develop databases useful to these departments and the general public.
- Manages the flow and dissemination of all cartographic and GIS materials collected, cataloged and prepared by the GIS department.
- Keeps existing maps and databases updated and ensures that the system is in working order and accessible to other departments and to the public. Creates and produces specialized maps for departments as necessary.
- Interprets data and designs systems to further the goals of the City and County as they relate to cartographic information.
- Works on many tasks simultaneously. These tasks have to be analyzed and prioritized by the manager and coordinated with the Planning Director.
- Conducts analysis using a variety of modules and GIS software.
- Performs research and analysis of geographic data.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Attends and participates in meetings.
- Stays abreast of new trends and innovations in the field of geographic information systems.
- Completes various planning projects as requested and assigned by the Planning Director and assists in other activities and duties as assigned.

Essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge relevant to managing all aspects of the GIS System for Rome and Floyd County, including hardware, software, and data bases; and to keep all systems in working order and accessible to staff and the general public
- Understanding of GPS data collection systems and methods associated with map creation.
- Knowledge of methods and techniques of conducting and analyzing research.
- Ability to provide support in the implementation and maintenance of various geographic information systems applications.
- Ability to create and maintain geographic databases and to create maps and charts from Transportation Improvement Program layers of data.

- Ability to communicate effectively and express ideas both orally and in writing; and to prepare clear and concise maps, reports, and other material to be used in tables, PowerPoint presentations, etc.
- Ability to organize work to efficiently and effectively advance several projects or issues simultaneously.
- Ability to work independently exercising sound judgment; or as a team member.
- Creative problem-solving skills and the ability to gather and analyze relevant information to solve practical problems.
- Must be able to establish and maintain effective working relationships with the general public, elected officials, and other departments and divisions.

SUPERVISORY CONTROLS: The Planning Director assigns work; however, assignments are carried out with a high degree of independence.

GUIDELINES: Guidelines include departmental policies, procedures, and practices; and established local, state and federal rules and standards involved in planning, development and historic preservation.

COMPLEXITY: Work involves performing a variety of routine and complex administrative, technical and professional assignments and work projects.

SCOPE AND EFFECT: The purpose of this position is to assist in the implementation of city and county planning, policies, procedures and programs which will be of value to the organization and the community

PERSONAL CONTACTS: Contacts are typically with co-workers, department heads, public officials, committee volunteers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for giving, receiving or exchanging information, resolving problems, and providing services.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position which includes working mostly in an office environment, in the field in outside weather conditions, and driving a city vehicle. The noise level in the work environment is usually quiet in the office and moderate in the field.

PHYSICAL REQUIREMENTS: Constant sitting, use of hands - arms, grasping, typing, and communication involving speaking and hearing. Frequent standing, walking. Occasional kneeling, stooping, bending, reaching overhead, and lifting up to 25 pounds. Vision and hearing must be correctable. Position requires the operation of a City vehicle.

SUPERVISORY RESPONSIBILITY OVER OTHER POSITIONS: None other than the supervision of work processes.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Geography, Planning, GIS, Computer Science or a related field, with a minimum of five years of experience desired.

- Requires extensive knowledge in the use of the ESRI suite of products, such as: ArcGIS Desktop, ArcGIS Server, ArcGIS Explorer, ArcInfo, ArcPad, and ArcMap among others.
- Requires extensive knowledge of the Microsoft Office Suite of Products in order to create and manipulate spreadsheets, databases, word processing documents as well as a general familiarity with Windows 7 and Windows Server 2008.
- GISPO and/or GIS Certification, or the ability to obtain such certification, will be considered a plus.
- Must be able to communicate clearly with staff, the public and elected officials; and to work as part of a team.
- Must possess and maintain a valid driver's license.

JOB TITLE: **Associate Planner, Zoning**

DEPARTMENT: **Rome-Floyd County Planning Department**

JOB SUMMARY: Under the direction of the Planning Director, performs responsible, professional planning activities involving current planning, short- and long-range planning, and special projects; as part of a team, this position is responsible for carrying out land use and transportation planning activities as assigned. Responsible for providing general land use information, simple maps and, zoning information to property owners and developers on a daily basis. Coordinates zoning, annexation, and land use map changes with the GIS Administrator to keep all records up to date.

MAJOR DUTIES:

- Assists with the delivery of services to customers of the Planning Department; and communicates and coordinates with tenants, residents, and property owners in compliance with the Unified Land Development Code.
- Prepares simple maps using ESRI ArcGIS software for customers and other staff.
- Participates in maintenance of Comprehensive Plan and Transportation Plan; and in writing land development regulations.
- Serves as staff to the Planning Commission and Board of Adjustment, including administration, agendas, minutes, meeting notices, maps, signs, photos, and public notices, as well as committee information.
- Coordinates with existing City and County departments and state and federal agencies involved in land use and zoning procedures, programs, and policies.
- Identifies, prepares and implements grants from applicable agencies to enhance the community.
- Conducts extensive research in specific or general project areas.
- Maintains Planning Commission and Board of Adjustment records, including maps and photography; keeps GIS maps updated to reflect zoning actions; and coordinates annexations with the City Engineer, GIS Administrator, City Attorney, and City Clerk
- Writes and presents formal and technical reports, working papers, and correspondence.
- Identifies issues and opportunities in particular neighborhoods that could be mitigated through better community planning.
- Assists Code Enforcement staff with research on zoning and land use issues.
- Completes various planning projects as requested and assigned by the Planning Director and assists in other activities and duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the principles and techniques of planning, development, and zoning including relevant local codes and state and federal laws and the application of such knowledge to land use regulation, zoning, land development standards, and planned growth strategies in the City of Rome and Floyd County
- The ability to communicate effectively and express ideas both orally and in writing; and to prepare clear and concise technical documents, reports, correspondence and other written materials to include visual displays, PowerPoint presentations, etc.
- Creative problem-solving skills and the ability to gather and analyze relevant information to solve practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to use ESRI ArcGIS for Desktop to fulfill simple map requests, map updates, and simple analysis. Also updating and maintaining databases and tables in MS Access and Excel
- Ability to organize work to efficiently and effectively advance several projects or issues simultaneously.
- Ability to work independently exercising sound judgment; or as a team member.
- Must be able to establish and maintain effective working relationships with those encountered in work/project assignment.

SUPERVISORY CONTROLS: The Planning Director assigns work; however, assignments are carried out with a high degree of independence.

GUIDELINES: Guidelines include departmental policies, procedures, and practices; and established local, state and federal rules and standards involved in planning, development and historic preservation.

COMPLEXITY: Work involves performing a variety of routine and complex administrative, technical and professional assignments and work projects.

SCOPE AND EFFECT: The purpose of this position is to coordinate and assist in the implementation of the City and County land use standards and codes, and to establish policies, procedures and programs which will be of value to the organization and the community

PERSONAL CONTACTS: Contacts are typically with co-workers, department heads, public officials, committee volunteers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for giving, receiving or exchanging information, resolving problems, and providing services.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position which includes working mostly in an office environment, in the field in outside weather conditions, and driving a city vehicle. The noise level in the work environment is usually quiet in the office and moderate in the field.

PHYSICAL REQUIREMENTS: Constant sitting, use of hands - arms, grasping, typing, and communication involving speaking and hearing. Frequent standing, walking. Occasional kneeling, stooping, bending, reaching overhead, and lifting up to 25 pounds. Vision and hearing must be correctable. Position requires the operation of a City vehicle.

SUPERVISORY RESPONSIBILITY OVER OTHER POSITIONS: None other than the supervision of work processes.

MINIMUM REQUIREMENTS:

- A Bachelor's degree in planning or a related field. Land use planning experience is highly desirable. Familiarity with transportation planning will be considered a plus.
- Must be technically proficient and able to effectively use the Microsoft Office Suite of Products and ESRI GIS applications.
- Must already possess or obtain National Incident Management Systems (NIMS) 100 and 700 within three (3) months of employment.
- Must possess and maintain a valid Georgia Driver's license.

JOB TITLE: Senior Planner

DEPARTMENT: Rome-Floyd County Planning Department

JOB SUMMARY: Under the direction of the Planning Director, this position is responsible for managing the planning department and overseeing the review and approval of plans, permits, rezoning's, or appeals, and working with the Rome-Floyd County Planning Commission, City of Rome, City of Cave Spring and Floyd County.

FLSA STATUS: This position is classified as Exempt under the Fair Labor Standards Act and is not subject to overtime or comp time for hours physically worked in excess of 40 hours per work week. There may be flexibility from time to time based on the workload and as coordinated with and approved by the Director.

JOB DUTIES:

- Assists the director in supervising staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, assisting in the hiring, termination, and disciplinary recommendations of planning staff members. Assists on advising subordinates on the interpretation and application of ordinances, laws, rules and regulations.
- Works closely with the Rome/Floyd County Building Official(s) to effectively interpret and apply land use regulations.
- Assists the Director in the following areas:
 - Historic Preservation Commission.
 - Geographic Information Systems
 - Planning Commission.
 - Unified Land Development Code.
 - Metropolitan Planning Organization
 - Transportation Planning.
 - Comprehensive Plan.
 - Planning programs for the City of Rome, City of Cave Spring and Floyd County.
 - Policy changes and enforcement of subdivision regulations and zoning.
- Coordinates activities with other departments to share pertinent information and the efficient use of resources.
- Creates various reports detailing planning operations.

- Assists in the development of capital improvement budgets and operating budgets.
- Consults and assists contractors, government agencies, and the general public on interpreting ordinances, laws, rules, and regulations, and resolves related problems.

Essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of research and planning principles and practices as applied to urban and regional planning, transportation, recreation, capital improvements, economic development and the interrelationships among these.
- Knowledge of local, regional, state and federal regulations, laws and funding sources pertaining to planning activities.
- Knowledge of local, state, and federal regulations, laws and policies related to public administration.
- Knowledge of local, state and federal requirements to be met and approvals obtained before proceeding with capital improvement projects.
- Demonstrates skill in operating office equipment including computer, calculator, phone operations, copy machine, fax machine and personal computer including word processing, spreadsheet and database software.
- Proficient skill using Microsoft Word, Excel and other Microsoft applications.
- Skill in written and oral communication. Communicate clearly, concisely and courteously and maintains effective business relationships with County and City staff; other officials; and the general public.
- Ability to express ideas effectively orally and in writing.
- Ability to read complex regulations and interpret their application to local agencies and situations.
- Ability to establish and maintain effective working relationships with co-workers; RC members; County and City staff; other officials; and the general public.
- Ability to work effectively under pressured conditions and timelines, maintaining flexibility as priorities change and be able to organize and prioritize effectively.
- Ability to establish and maintain effective working relationships with employees, other departments, vendors and the general public.
- Proficient skill using ESRI GIS Software.

SUPERVISORY CONTROLS: The Rome/Floyd County Planning Director assigns work in terms of general instructions requiring some use of judgment. Regularly performed tasks are completed independently on the basis of standard procedures. More detailed instructions are provided as needed but work must be planned and performed independently. Completed work is reviewed for accuracy and propriety of results.

GUIDELINES: Guidelines include accepted professional standards, relevant laws and ordinances, research and planning principles and practices as applied to urban and regional planning, transportation, recreation, capital improvements, economic development and the interrelationships among these. Employee must see judgment in interpretation of guidelines and in application of them to particular situations.

COMPLEXITY: This position consists of professional planning which provides technical planning services and advice to Rome/Floyd County Planning Commission, City of Rome, City of Cave

Spring and Floyd County. Complexity is present in the variety of tasks, the number of guidelines and the presence of time constraints.

SCOPE AND EFFECT: Successful performance in this position contributes to efficient operation of the Rome/Floyd County Planning Department. The work is essential to providing a professional, efficient and helpful department to the community it serves.

PURPOSE OF CONTACTS: Contacts are typically for giving and exchanging information, providing services and problem solving.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit and talk or hear. The employees is occasionally required to walk; use hands to operate, handles or feel objects, tools, or controls; and reach with hands and arms. Work is typically performed sitting at a desk with intermittent standing or stooping. The employee must frequently lift and/or move light (up to 10 pounds) and occasionally lift and/or move heavy (up to 50 pounds) objects. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: Work is performed in an office setting and sometimes outside, usually on City or Floyd County owned property or to attend a meeting.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over positions assigned by the Rome/Floyd County Planning Director.

MINIMUM QUALIFICATIONS:

- Master's Degree in urban planning with five years of increasing responsible urban or local planning experience, including supervision of personnel. Governmental experience and American Institute of Certified Planners (AICP) credential highly desired.
- Must be proficient in Microsoft Office Suite.
- Excellent administrative and interpersonal skills required. Strong written and oral communications. Must be detailed oriented and a multi-tasker.
- Must be able to obtain and maintain a valid Georgia's driver's license.
- Must already possess or obtain National Incident Management Systems (NIMS) 100 and 700 within three (3) months of employment.

RTD Organizational Chart

Kathy Shealy	Director
Phyllis Lee	Assistant Director
Janice Gibson	Route Supervisor/Para-Transit
Susan Chambless	Route Supervisor/Main Line/Tripper
Byron Bradfield	Shop Supervisor
Vicki Coggins	Executive Secretary

JOB TITLE: **Director**

DEPARTMENT: Transit Department

JOB SUMMARY: This position is responsible for managing the daily operations of the transit department and ensuring an efficient bus service for the City of Rome

MAJOR DUTIES:

- Supervises office operations; selects, directs, trains, counsels, evaluates, and disciplines subordinate employees.
- Plans transit route schedules and changes; recommends expansion or revision of service; recommends fare structure rates.
- Formulates and enforces departmental training policies and procedures; conducts routine inspections to ensure compliance.
- Plans, submits and updates five-year capital equipment needs and construction projects to local, state and federal agencies.
- Inspects buildings and equipment for malfunctions; assists in the establishment and administration of preventive maintenance schedules.
- Supervises operations of transit garage; assures adequacy of working equipment and efficiency of operation.
- Prepares and operates within annual budget.
- Confers with school and community groups on schedule changes and charter services; confers with police, street and sign departments regarding traffic problems; answers correspondence and questions regarding Transit Service.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of federal and state rules and regulations regarding Transit operations, personnel policies and traffic laws.
- Knowledge of City Transit Services regarding maintenance and operations functions, public transportation service design and implementation and evaluation methods.
- Knowledge of the geography of the city, location of principal buildings and points of interest.
- Skill in supervising, planning and scheduling.
- Skill in oral communication, interpersonal relations and writing.

SUPERVISORY CONTROL: The Assistant City manager assigns work in terms of general instructions requiring the use of much discretion and judgment. Work is spot-checked in progress

and reviewed upon completion for accuracy and compliance with procedures and specific instructions.

GUIDELINES: Guidelines include federal regulations concerning mass transportation activities, Georgia Department of Transportation regulations, personnel policies, and Loss Prevention Program. Some of these guidelines are clear and specific, although many require interpretation in application.

COMPLEXITY: The work involves performing administrative and supervisory duties in order to provide public transportation for the city. Complexity is added by the variety of responsibilities and the necessity for formulating a number of decisions based on a thorough analysis of the alternative.

SCOPE AND EFFECT: The purpose of this position is to provide efficient bus services to the City of Rome and to manage the daily operation of the Transit Department. Errors may result in a loss of passengers, loss of revenue or loss of federal and state grants.

PERSONAL CONTACTS: Contacts are typically with co-workers, city employees, representatives from education systems and civic groups, bus manufacturers, elected officials, employees from the State Department of Transportation and Federal TRANSIT ADMINISTRATION, media and the general public.

PURPOSE OF CONTACTS: Contacts are typically for giving or exchanging information, resolving problems, motivating persons, and providing services.

PHYSICAL DEMANDS: Work is typically performed at a desk with intermittent standing and walking.

WORK ENVIRONMENT: Work is performed in an office environment as well as outdoors where the incumbent may be exposed to inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The position has direct supervision over Shop Supervisor (2), Assistant Director (1), and Route Supervisors (3).

MINIMUM QUALIFICATIONS:

- Graduate from an accredited college or university in a course of study related to the occupation field. Experience sufficient to thoroughly understand the diverse objectives and functions of the sub-units in the division/department in order to direct and coordinate work, usually interpreted to require three (3) to five (5) years of related experience.
- Knowledge of Microsoft Word programs.
- Supervisory experience.

JOB TITLE: **Assistant Director**

DEPARTMENT: Transit Department

JOB SUMMARY: This position is responsible for assisting the Transit Director in the completion of administrative activities including personnel and related functions.

MAJOR DUTIES:

- Assumes responsibility of Transit operation in absence of Transit Director.
- Responsibility for supervision and duty assignments of office personnel.
- Assists director in the preparation of annual budget and route scheduling.
- Applies for capital and operating grants to state and federal agencies and for reimbursements for capital, operating and marketing assistance.
- Counsels and disciplines employees in conjunction with Transit Director by discussing problems or complaints, resolving informal or formal grievances, and/or initiating disciplinary actions.
- Acts as liaison between the Transit Department, public, and other city departments regarding inquiries and complaints.
- Prepares and submits statistical and financial reports.
- Coordinates inventory control system and maintains maintenance records.
- Orders supply needs for the department office and maintain records of purchase orders and requisition for all materials and equipment.
- Prepares agenda, operation reports and minutes of Transit Committee.
- Attends meetings or various committees such as Transit and Advisory Committees.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of federal and state rules and regulations regarding Transit operations, personnel policies and traffic laws.
- Knowledge of city Transit services regarding maintenance and operations functions and public transportation service design.
- Knowledge of inventory control.
- Skill in mathematics.
- Skill in supervising, planning and scheduling.
- Skill in oral and written communication.

SUPERVISORY CONTROL: The Assistant Director consults with Transit Director when assistance is needed. Work is spot-checked while in progress and reviewed upon completion for accuracy and compliance with procedures and specific instructions.

GUIDELINES: Guidelines include federal regulations concerning mass transportation activities, Georgia Department of Transportation regulations, personnel policies, and Loss Prevention Program. Some of these guidelines are clear and specific, but many require interpretation in application.

COMPLEXITY: This position consists primarily of related administrative and supervisory. The job is made complex by the need for dealing with budgetary matters, grant administration and writing, and the need for accuracy in preparing information from various sources.

SCOPE AND EFFECT: The purpose of this position is to supervise office work procedures, prepare statistical and financial reports and assist the Transit Director. Errors may result in the loss of federal and state contracts and loss of revenue.

PERSONAL CONTACTS: Contacts are typically with co-workers, Georgia Department of transportation officials, other transit agencies, civic groups, school officials, senior citizen organizations, other city departments, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for giving or exchanging information, resolving problems, motivating employees, and providing services.

PHYSICAL DEMANDS: Work is typically performed at a desk with intermittent standing and walking.

WORK ENVIRONMENT: Work is performed in an office environment as well as outdoors where the incumbent may be exposed to inclement weather.

MINIMUM QUALIFICATIONS:

- Graduate from an accredited college or university in a course of study related to the occupation field. Experience sufficient to thoroughly understand the diverse objectives and functions of the sub-units in the division/department in order to direct and coordinate work usually interpreted to require three (3) to five (5) years of related experience.
- Supervisor experience
- Experience in Microsoft Word.

JOB TITLE: **Shop Supervisor**

DEPARTMENT: Transit Department

JOB SUMMARY: This position is responsible for overseeing all operations of the Transit Garage to insure timely maintenance and repair of all city buses and other transit department vehicles.

MAJOR DUTIES:

- Oversees maintenance and repair of all RTD vehicles to assure that these vehicles are in good mechanical and safe working condition.
- Supervises and assists employees in vehicle maintenance and repair s
- Requisitions all needed parts and maintains a current parts inventory.
- Orders fuel, gasoline and oil as needed and monitors supply on hand.
- Schedules work and assign s to subordinate employees.
- Maintains time inventory.
- Maintains information on charter bus schedules assuring availability of maintenance and repair staff in the event of a charter bus breakdown.
- Completes all required paperwork including monthly reports detailing costs of fuel, parts, and labor for each vehicle.
- Interviews, recommends hiring, evaluate, counsels, and disciplines subordinate employees.
- Prepares budget proposal for garage and monitors expenditures under current budget
- Performs duties as a Bus Operator as needed.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of preventive and corrective vehicle maintenance and repair techniques including diagnostic procedures.

- Knowledge of the techniques of management, supervision and budgeting.
- Knowledge of purchasing, inventory control, and record keeping procedures.
- Knowledge of city and department policies and procedures.
- Knowledge of technical manuals and manufactures equipment specification.
- Skill in planning, supervising and coordinating the work of skilled and semi-skilled employees.
- Skill in oral and written communication.
- Skill in operating calculator, welding machine, brake drum lay, paint gun, tire balance machine, and a variety of hand tools.

SUPERVISORY CONTROL: The Shop Supervisor uses general instructions and judgment in planning daily shop activities and work assignments. Instructions are provided before beginning new or one-time s. Completed work is reviewed for propriety of results through overall assessment of shop operations. The Transit Director and Assistant Director will issue specific guidelines and instructions as needed.

GUIDELINES: Guidelines are manufacturer specifications, technical manuals, standard operating procedures, department and city policies, and instructions from the supervisor. Guidelines are generally y clear and specific but require judgment, selection and interpretation in application.

COMPLEXITY: This position involves overseeing and assisting a maintenance and repair crew as they work on buses and other vehicles. The work includes supervision, diagnosis of mechanical problems, management, and inventory control.

SCOPE AND EFFECT: Successful performance in this position assures efficient and effective operation of the Transit Garage. Position assures that vehicles are maintained in safe and sound operating condition thereby avoiding delays and breakdowns.

PERSONAL CONTACTS: Contacts are typically with co-workers, equipment manufacturers, vendors, city manager, department directors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for providing and exchanging information, receiving instructions, resolving problems, and directing subordinate employees.

PHYSICAL DEMANDS: Work is performed with employee intermittently sitting, standing, walking, bending, crouching or stooping. Employee must lift both light and heavy objects frequently. Employee must be able to distinguish between shades of color and must possess manual dexterity.

WORK ENVIRONMENT: Work is performed in an office, stockroom, garage, and outdoors. Employee is exposed to noise, dust, dirt, grease and machinery with its moving parts. Protective devices may be required.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The position has direct supervision over Assistant Shop Supervisor ,Lead Mechanic, Mechanics, Garage Attendant, and Building Service Worker.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Must possess a Commercial Driver's License (CDL) within a twelve (12) month period.
- Ability to obtain the certifications required to correct mechanical, electrical, and other problems related to the bus repairs on from Blue Bird buses, Commercial Series (CS) buses, and Goshen Shuttle buses. Once each bus certification is completed, a five (5) percent incentive increase will be issued.

JOB TITLE: **Route Supervisor (Tripper)**

DEPARTMENT: Transit Department

JOB SUMMARY: This position is responsible for overseeing and coordinating work of bus operators.

MAJOR DUTIES:

- Makes and posts daily route assignments in order to keep drivers work hours at forty hours per week.
- Assures that drivers report to work on time and that buses leave the garage on schedule; assists drivers in staying on schedule.
- Interviews, recommends for hiring, supervises, counsels and disciplines drivers.
- Assists drivers in resolving problems with passengers and coordinates with school officials in resolving discipline problems that involve students.
- Completes all required paperwork and reports, including rider counts, accident reports, and fare receipts report.
- Delivers daily revenue to the city clerk's office or bank for deposit and daily cash receipts report to City Hall.
- Maintains records of hours worked by drivers.
- Monitors drivers on routes and assists in training new drivers.
- Drives bus as needed in the absence of scheduled driver.
- Assists bus operators for wheelchair procedures on mainline, tripper, and paratransit services.
- Responds to inquiries or complaints and provides schedule information as requested.
- Performs other related duties assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the techniques of operating a bus safely.
- Knowledge of the geography of the city, including street names landmarks, and the location of schools.
- Knowledge of all city and school bus routes.
- Knowledge of relevant city and departmental policies and procedures including safety regulations.
- Knowledge of traffic rules and regulations.
- Knowledge of all ADA related requirements.

- Skill in supervision and management.
- Skill in oral and written communication.
- Skill in operating calculator and two-way radio.

SUPERVISORY CONTROL: The Transit Director, and Assistant Transit Director assigns work in terms of general instructions that require the employee to work independently in organizing work. General instructions are provided at the initiation of new or one-time , and approaches are developed in consultation. Work is reviewed in progress and at completion for compliance with instructions and procedures and for accuracy.

GUIDELINES: Guidelines are department and city policies and procedures, safety regulations, bus operator's manuals, and traffic rules. While guidelines are usually clear and specific, interpretation is required especially in application to unusual or emergency situations.

COMPLEXITY: This position consists of scheduling and monitoring bus operators and s in administration and management.

SCOPE AND EFFECT: The purpose of this position is to schedule drivers for all city and school route and to assure that passengers are transported safely. Successful performance assures an adequate level of transportation service, safety of passengers, and timeliness of service.

PERSONAL CONTACTS: Contacts are typically with co-workers, police officers, insurance agents, school personnel, students and their parents, passengers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for exchanging information, providing information and services, resolving problems, and directing subordinate employees.

PHYSICAL DEMANDS: Work is performed with employee intermittently sitting, standing, stooping or walking. Employee must possess manual dexterity and must be able to distinguish between shades of color.

WORK ENVIRONMENT: Work is performed in an office or in a bus or automobile.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Bus Operators.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service
- Ability to operate a computer.
- Employee has to complete the Passenger Service Safety Certification Class by the end of their twelve (12) month probationary period to receive a one (1) time bonus of \$100.00. This certification is required by the Department of Human Resources and employee must be recertified every three (3) years.

JOB TITLE: Route Supervisor (Para-Transit)

DEPARTMENT: Transit Department

JOB SUMMARY: This position is responsible for overseeing and coordinating work of bus operators.

MAJOR DUTIES:

- Makes and posts daily route assignments in order to keep drivers work hours at forty hours per week.
- Assures that drivers report to work on time and that buses leave garage on schedule assists drivers in staying on schedule.
- Interviews, recommends for hiring, supervises, counsels and disciplines drivers.
- Assists drivers in resolving problems with passengers and coordinates with school officials in resolving discipline problems that involve students.
- Completes all required paperwork and reports, including rider counts, accident reports, and fare receipts report
- Responsible for assisting in monthly safety meetings as required by City Safety Policy.
- Delivers daily revenue to the city clerk's office or bank for deposit and daily cash receipts report to City Hall.
- Maintains records of hours worked by drivers.
- Monitors drivers on routes and assists in training new drivers.
- Drives bus as needed in the absence of scheduled driver.
- Responsible for training all bus operators for wheelchair procedures on Main Line, Tripper and Paratransit and ADA related requirements.
- Responds to inquiries or complaints and provides schedule information as requested.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the geography of the city including street names, landmarks, and location of schools.
- Knowledge of all Main Line, Tripper and Paratransit bus routes.
- Knowledge of the techniques of operating a bus safely.
- Knowledge of traffic rules and regulations.
- Skill in supervision and management.
- Skill in operating a calculator and two-way radio.

SUPERVISORY CONTROL: The Transit Director assigns work in terms of general instructions that require the employee to work independently in organizing work. General instructions are provided at the initiation of new or one-time , and approaches are developed in consultation. Work is reviewed in progress and at completion for compliance with instructions and procedures and for accuracy.

GUIDELINES: Guidelines are department and city policies and procedures, safety regulations, bus operator's manuals, and traffic rules. While guidelines are usually clear and specific, interpretation is required especially in application to unusual or emergency situations.

COMPLEXITY: This position consists of scheduling and monitoring bus operators and s in administration and management.

SCOPE AND EFFECT: The purpose of this position is to schedule drivers for all city and school route and to assure that passengers are transported safely. Successful performance assures an adequate level of transportation service, safety of passengers, and timeliness of service.

PERSONAL CONTACTS: Contacts are typically with co-workers, police officers, insurance agents, school personnel, students and their parents, passengers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for exchanging information, providing information and services, resolving problems, and directing subordinate employees.

PHYSICAL DEMANDS: Work is performed with employee intermittently sitting, standing, stooping or walking. Employee must possess manual dexterity and must be able to distinguish between shades of color.

WORK ENVIRONMENT: Work is performed in an office or in a bus or automobile.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Bus Operators.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Ability to operate a computer.
- Employee has to complete the Passenger Service Safety Certification Class by the end of their twelve (12) month probationary period to receive a one (1) time bonus of \$100.00. This certification is required by the Department of Human Resources and employee must be recertified every three (3) years.

JOB TITLE: **Route Supervisor (Main Line)**

DEPARTMENT: Transit Department

JOB SUMMARY: This position is responsible for overseeing and coordinating work of bus operators.

MAJOR DUTIES:

- Makes and posts daily route assignments in order to keep drivers work hours at forty hours per week.
- Assures that drivers report to work on time and that buses leave the garage on schedule; assists drivers in staying on schedule.
- Interviews, recommends for hiring, supervise, councils and disciplines drivers.
- Assists drivers in resolving problems with passengers and coordinates with school officials in resolving discipline problems that involve students.
- Completes all required paperwork and reports, including rider counts, accident reports, and fare receipts report.
- Delivers daily revenue to bank for deposit and daily cash receipts report to City Hall.

- Maintains records of hours worked by drivers.
- Monitors drivers on routes and assists in training new drivers.
- Drives bus as needed in the absence of scheduled driver.
- Assists bus operators for wheelchair procedures on mainline, tripper, and paratransit services.
- Responds to inquiries or complaints and provides schedule information as requested.
- Performs other related duties assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the techniques of operating a bus safely.
- Knowledge of the geography of the city, including street names landmarks, and the location of schools.
- Knowledge of all city and school bus routes.
- Knowledge of relevant city and departmental policies and procedures including safety regulations.
- Knowledge of traffic rules and regulations.
- Knowledge of all ADA related requirements.
- Skill in supervision and management.
- Skill in oral and written communication.
- Skill in operating calculator and two-way radio.

SUPERVISORY CONTROL: The Transit Director assigns work in terms of general instructions that require the employee to work independently in organizing work. General instructions are provided at the initiation of new or one-time, and approaches are developed in consultation. Work is reviewed in progress and at completion for compliance with instructions and procedures and for accuracy.

GUIDELINES: Guidelines are department and city policies and procedures, safety regulations, bus operator's manuals, and traffic rules. While guidelines are usually clear and specific, interpretation is required especially in application to unusual or emergency situations.

COMPLEXITY: This position consists of scheduling and monitoring bus operators and s in administration and management.

SCOPE AND EFFECT: The purpose of this position is to schedule drivers for all city and school route and to assure that passengers are transported safely. Successful performance assures an adequate level of transportation service, safety of passengers, and timeliness of service.

PERSONAL CONTACTS: Contacts are typically with co-workers, police officers, insurance agents, school personnel, students and their parents, passengers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for exchanging information, providing information and services, resolving problems, and directing subordinate employees.

PHYSICAL DEMANDS: Work is performed with employee intermittently sitting, standing, stooping or walking. Employee must possess manual dexterity and must be able to distinguish between shades of color.

WORK ENVIRONMENT: Work is performed in an office or in a bus or automobile.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Bus Operators.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Ability to operate a computer.
- Employee has to complete the Passenger Service Safety Certification Class by the end of their twelve (12) month probationary period to receive a one (1) time bonus of \$100.00. This certification is required by the Department of Human Resources and employee must be recertified every three (3) years.

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METROPOLITAN PLANNING ORGANIZATION

MEMORANDUM OF UNDERSTANDING

FOR THE

FLOYD-ROME URBAN TRANSPORTATION STUDY

BETWEEN:

The City of Rome, the city of Cave Spring, the County of Floyd, Rome-Floyd County Planning Commission, Rome Transit Department and the Georgia Department of Transportation in cooperation with the U.S. Department of Transportation,

RELATIVE TO:

The continuing, comprehensive, and cooperative urban transportation planning process known as the "Floyd-Rome Urban Transportation Study" (F-RUTS).

I. IT IS THE INTENTION OF THE PARTIES:

A. That the Floyd-Rome Urban Transportation Study is to:

1. Maintain a continuing, cooperative and comprehensive transportation planning process as defined in Title 23 USC Section 134 that explicitly regards the seven TEA-21 planning factors and results in plans and programs consistent with comprehensively planned development of the urbanized area.
2. Update and revise the 20 Year Transportation Plan, to create a fiscally feasible transportation system that integrates thoroughfare development, public mass transportation, air facilities, rail systems, bicycle and pedestrian facilities and transportation enhancements;

plan and overall social, economic, environmental, and energy conservation plans, goals and objectives.

3. Create a functional relationship between transportation planning and city-county development.
4. Maintain the data obtained in the original data collection phase of the study and any pertinent data collected thereafter on a current level so that existing and forthcoming recommendations may be evaluated and updated periodically.
5. Produce all documents and studies that are necessary to maintain a Certified Transportation Planning Process.

II. **IT IS FURTHER INTENDED**, that the areas of responsibility of the aforementioned counties, municipalities, and government agencies shall lie within the Metropolitan Area Boundary established by the Policy Committee as the Floyd-Rome Urban Transportation Study.

III. **IT IS FURTHER INTENDED**, that the Metropolitan Planning Organization (MPO) as designated by the Governor of Georgia is the Rome-Floyd County Planning Commission. The MPO shall have the primary responsibility for carrying out the urban transportation planning process and of developing the planning work programs, transportation plan, and transportation improvement program.

IV. **IT IS FURTHER INTENDED**, that the F-RUTS shall be coordinated by a project director who shall be the Planning Director of the Rome-Floyd County Planning Commission or their designee and the staff of said agency shall serve, in part, as staff to the F-RUTS program and process. Additional staff resources may be provided, upon request, from the Technical Coordinating Committee (TCC) membership and existing staff resources of the participating agencies and governments. The Project Director shall coordinate all requests under the direction of the Policy Committee.

- V. **IT IS FURTHER INTENDED**, that the F-RUTS Policy Committee shall continue to function to adopt appropriate goals, work programs, and plans; and to establish the need, form, and direction of future transportation improvements in the Rome-Floyd County area. The Policy Committee shall be the MPO forum for cooperative decision-making by principal elected and appointed officials of general purpose local government and intermodal transportation providers. The individuals representing the government jurisdictions involved in the F-RUTS planning process and other involved agencies shall comprise the Policy Committee. The membership shall be enumerated in the Policy Committee Bylaws. The Policy Committee shall have final authority in the matters of policy and plan adoption for the Floyd-Rome Urban Transportation Study.
- VI. **IT IS FURTHER INTENDED**, that the committee known as the Technical Coordinating Committee (TCC) shall continue to function to assure the involvement of all operating departments, advisory agencies, and multimodal transportation providers concerned with, or affected by, the planning process and subsequent implementation of plans. The technical guidance and direction of the continuing Floyd-Rome Urban Transportation Study shall be furnished by the TCC. The membership shall be enumerated in the Technical Coordinating Committee Bylaws.
- VII. **IT IS FURTHER INTENDED**, that the Citizens Advisory Committee (CAC) shall continue to function as a public information and involvement committee, and shall be representative of a cross-section of the community. The CAC shall keep the Policy Committee and the Technical Coordinating Committee informed of the community's perspective and shall also provide information to the community about transportation policies and issues. The membership shall be enumerated in the Citizens Advisory Committee Bylaws.
- VIII. **IT IS FURTHER INTENDED**, that the various committees meet at significant stages in the planning process in accordance with the bylaws adopted by each committee.

deemed necessary to maintain the study.

2. Update and maintain travel simulation models for use in evaluating the metropolitan area's transportation needs. Said models shall be the "official" F-RUTS models. The Department shall also provide the expertise and computer software for the above mentioned tasks.
3. Make periodic reviews and evaluations of projected transportation needs; and revisions, when necessary, of the multimodal transportation plan.
4. Aid the MPO in preparation of planning-oriented preliminary engineering, right-of-way, and construction cost estimates where applicable for multimodal projects in the F-RUTS 20 Year Transportation Plan.
5. Provide the local agencies with current information concerning the status of planning and implementation of the F-RUTS 20 Year Transportation Plan.
6. Ensure cooperation with the F-RUTS MPO and the Rome Transit Department in the development and implementation of the six ISTEA management systems and the traffic monitoring system (23 CFR Part 500).
7. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analyses and define each agency's role in the development of the Major Investment Study (23 CFR §450.318).
8. Incorporate, without modification, the adopted F-RUTS Transportation Improvement Program into the State Transportation

Improvement Program; and coordinate with the F-RUTS Transportation Plan in the development of the Statewide Transportation Plan.

9. Annually certify, concurrently with the F-RUTS MPO, to the FHWA and the FTA that the F-RUTS planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.
10. Provide various types of traffic count data.
11. Provide other assistance as mutually agreed upon.

X. **IT IS FURTHER INTENDED**, that the Rome-Floyd County Planning Commission, only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Prepare planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for multimodal projects in the F-RUTS 20 Year Transportation Plan.
2. Update and maintain maps showing existing and proposed land use, and make appraisals of actual land use development in comparison with projections.
3. Review zoning and subdivision requests in accordance with the F-RUTS Transportation and Land Use Plans.
4. Provide social and community development plans as may relate to transportation needs.
5. Develop and maintain base and projected population, housing, employment, economic, vehicle and land use data by traffic zone and supply information as requested concerning special generators.
6. Make recommendations for revisions of the F-RUTS 20 Year Multimodal Transportation Plan to conform with new planning goals, objectives, policies, or developments.
7. Periodically review traffic zone boundaries and make appropriate recommendations to the Technical Coordinating Committee and

cooperate with the Georgia Department of Transportation in revision of said boundaries.

8. Provide available maps, aerial photographs, charts, records, and directories to the extent possible.
9. Collect, analyze, and distribute traffic data such as traffic counts and accident data to the public, governmental agencies, and other parties.
10. Prepare and publish as necessary, a fiscally constrained 20 Year multimodal transportation plan that leads to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The transportation plan shall be reviewed and updated at least every five years.
11. Prepare and maintain a financially balanced Three Year Multimodal Transportation Improvement Program (TIP) which will be updated annually.
12. Prepare an annual Unified Planning Work Program to document planning activities to be performed in the next fiscal year; in sufficient detail to indicate who will perform the work, the schedule for completion and the products that it will produce.
13. Prepare an annual Performance Report for the comparison of established goals in the Unified Planning Work Program and completed work elements.
14. Compile, maintain, and document data on existing water, air, motor freight and rail terminal and transfer facilities.
15. Prepare and publish as necessary a Public Involvement Process which documents how the MPO will provide complete information, timely public notices, full public access to key decisions, and support early and continuing involvement of the public in the development of plans and TIPs; and meets the criteria specified in 23 CFR Part 450.

17. Ensure that the Congestion Management System, the Public Transportation Management System and the Intermodal Management System shall, to the extent appropriate, be part of the metropolitan transportation planning process.
18. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analyses and define each agency's role in the development of the study.
19. Annually certify, concurrently with the Georgia Department of Transportation, to the FHWA and the FTA that the F-RUTS planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.

XI. IT IS FURTHER INTENDED, that the City of Rome within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the F-RUTS program will be coordinated with the Technical and Policy Committees.
2. When appropriate, provide funding for right-of-way acquisition and clearance that may be required for F-RUTS construction projects and be the agent responsible for acquiring said right-of-way.
3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the F-RUTS 20 Year Transportation Plan.
4. Be responsible for the cooperation of the Rome-Floyd County Planning Commission insofar as its authority extends.

XII. IT IS FURTHER INTENDED, that the County of Floyd within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the F-RUTS Program will be coordinated with the Technical and Policy Committees.
2. Maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the F-RUTS 20 Year Transportation Plan.
4. Be responsible for the cooperation of the Rome-Floyd County Planning Commission insofar as its authority extends.
5. When appropriate, provide funding for the right-of-way acquisition and clearance that may be required for F-RUTS construction projects and be the agent responsible for acquiring said right-of-way.

XIII. IT IS FURTHER INTENDED, that the Rome Transit Department shall:

1. Provide instructions and directions to the Rome-Floyd County Planning Commission as to studies and plans to be conducted on its behalf by the Rome-Floyd County Planning Commission, including, but not limited to, corridor and sub-area studies when necessary.
2. Make available to the Rome-Floyd County Planning Commission any records, documents or information necessary to accomplish the transit department's planning objectives and to develop the F-RUTS 20 Year Transportation Plan and the TIP.

3. Cooperate with the Georgia Department of Transportation in the development of the Public Transportation Management System and the Intermodal Management System.
4. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analyses and define each agency's role in the development of the study.

XIV. IT IS FURTHER INTENDED, that:

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

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

However, nothing contained herein shall be construed to prohibit any party's undertaking any act, project, study, analysis, or any other activity which the party is

required by law or contract to undertake as part of any other program which fulfills some function shown herein as intended to be performed by the party undertaking such act, project, study, analysis, or other activity.

In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 13th day of December, 2003.

CITY OF ROME

Margaret Sailer
Witness

Frank Hall
Mayor

Joye S. Weeks
Notary Public

Notary Public Polk County, Georgia
My Commission Expires Nov. 7, 2004



COUNTY OF FLOYD

Michelle Fountain
Witness

Alvin
Commission Chairman

Mona E. Toole
Notary Public

CITY OF CAVE SPRING

June C. Pope
Witness

Frank B. Sealf
Mayor

Eril Roberts
Notary Public
Com. Exp. 1/16/06

ROME-FLOYD COUNTY PLANNING COMMISSION


Witness


Chairman


Notary Public

Notary Public, Floyd County, Georgia
My Commission Expires Jan. 9, 2007

ROME TRANSIT DEPARTMENT


Witness


Director


Notary Public

RECOMMENDED:



Director of Transportation Planning, Data and Intermodal Development
Georgia Department of Transportation

GEORGIA DEPARTMENT OF TRANSPORTATION

Linda S. Brown
Witness

David E. Spivey
Commissioner

Tamice Wilson
Notary Public



ROME-FLOYD COUNTY METROPOLITAN PLANNING ORGANIZATION TRANSPORTATION POLICY COMMITTEE BY-LAWS

ARTICLE I

Name

The name of this organization shall be the Transportation Policy Committee for the Floyd-Rome Urban Transportation Study.

ARTICLE II

Composition

The Policy Committee shall be composed of the officials of participating governmental jurisdictions. Membership shall be determined by organizational position, with the following positions being members:

Voting Members:

Citizens' Advisory Committee Chair	Floyd County Commissioner (2)
Rome City Commissioner (2)	Cave Spring Mayor
Floyd County Manager	Rome City Manager
Commissioner, GDOT	Rome/Floyd Co. Planning
Commission Chair District VI Engineer, GDOT	

Non-Voting Participants:

Assistant City Manager, City of Rome	Assistant County Manager, Floyd County
Public Works Director, Floyd County	Public Works Director, City of Rome
City of Rome Engineer	Floyd County Engineer
NW Georgia Regional Commission Director	Rome/Floyd County Planning Director
Rome Area Chamber of Commerce	Rome Area Engineer, GDOT
GDOT District VI Pre-Construction Engineer**	GDOT District VI Program Engineer*
GDOT-Atlanta -Intermodal Programs	GDOT-Atlanta -Planning Administrator
GDOT-Atlanta -Planning	GDOT-Atlanta -Planner for MPO
Rome-Floyd Co. Planning Dept	Citizens' Advisory Committee Vice-Chair
Federal Highway Administration District IV	District 11 State Representatives
District 13 State Representative	District 14 State Representative
District 16 State Representative	District 52 State Senator

ARTICLE III

Duties

1. The Policy Committee is the body responsible for review and approval of the goals, objectives, plans, and programs developed by the Floyd Rome Urban Transportation Study (FRUTS).

2. The Policy Committee has responsibility for insuring the Study Area Transportation Plan is kept up-to-date, that timely reports are made to inform the public on the progress of the Plan, that a *complete* and *unified* work program is developed for all aspects of FRUTS, and that the respective agencies, jurisdictions, or commissions are kept informed of the progress of the Plan.
3. The Policy Committee has the authority to determine and alter from time to time the membership of the Technical Coordinating Committee and the Citizens Advisory Committee.
4. The Policy Committee has the authority to determine and alter as required the membership of the Citizens Advisory Committee with the intended purpose of providing a broad cross section of citizen interest.

ARTICLE IV

Organization

1. The Policy Committee shall elect a chairperson and vice chairperson from among its members. Such election shall be by a majority of the voting membership.
2. Elections shall take place on the first meeting of the calendar year providing there is a majority of the voting membership.
3. An officer may succeed himself with no limitations to the number of terms, except that such term will not continue in the event an officer becomes ineligible for membership on the Policy Committee.
4. The term of office shall be one year, from January to January.

ARTICLE V

Duties of the Chairperson

1. The Chairperson shall preside at all meetings of the Committee.
2. The Chairperson shall authenticate, by his signature, the minutes and resolutions adopted by the committee.
3. The Chairperson shall serve Chief Policy Advocate for the Committee.
4. The Chairperson shall represent the committee at hearings, conferences, and other events as required or designate another member in his/her stead.

5. During the absence or disability of the Chairperson or in the event that a vacancy occurs in the office of the Chairperson, the Vice Chairperson shall preside of meetings of the committee and shall exercise all duties of the Chairperson.

ARTICLE VI

Meetings

1. The regular meeting date of the committee shall be decided upon at the first scheduled meeting of the year.
2. The Policy Committee will have mandatory meetings during the months of January, April, July, and October.
3. In order for business to be transacted there must be a recognized quorum of six (6) voting members or their designate.
4. All voting members shall provide an alternate attendee from their respective body who shall in the event of a member's absence serve and vote in that member's stead.

ARTICLE VII

Amendments to Bylaws

These bylaws may be amended by an affirmative vote of a simple majority of the full voting membership of the committee. A bylaw change shall be presented for consideration at a regular meeting of the committee; however, voting shall be deferred until the regular meeting following the meeting at which the bylaw change was proposed.

In any event the bylaws and organizational frame work are bound to the parameters established in the Memorandum of Understanding.

Amended September 22, 2011 by the Rome Floyd County Transportation Policy Committee

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CERTIFICATION OF THE FLOYD-ROME URBAN TRANSPORTATION STUDY

Be it known to all, the below signees do hereby endorse and certify the Metropolitan Planning Process for the Floyd-Rome Urban Transportation Study (FRUTS), and further certify that the Metropolitan Planning Process is being conducted in accordance with all applicable requirements of:

I. 23 U.S.C. 134, 49 U.S.C. 5305, and this subpart

- Agreements are in place to address responsibilities of each MPO for its share of the overall Metropolitan Planning Area (MPA), where multiple Metropolitan Planning Organizations share geographic portions of a Transportation Management Area (TMA).
- All major modes of transportation are members of the MPO
- Any changes to the MPA boundaries were reflected in the Policy Board representation.
- Agreements or memorandums are signed and in place for identification of planning responsibilities among the MPO, GDOT, public transit operator(s), air quality agency(ies), or other agencies involved in the planning process.
- Roles and responsibilities are defined for the development of the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and other related planning documents.
 - UPWP
 - The UPWP documents in detail the activities to be performed with Title 23 and the Federal Transit Act.
 - The UPWP activities are developed, selected and prioritized with input from the State and public transit agency(ies).
 - The UPWP provides funding for the professional development of MPO staff.
 - The final UPWP is submitted in a timely manner to GDOT with authorization occurring by before the MPO's fiscal year begins.
 - Amendments to the UPWP are developed and processed in accordance with procedures outlined in the MPO's Participation Plan.
 - Planning activities and status reports are submitted quarterly by the MPO to GDOT.
 - LRTP
 - The LRTP incorporates a minimum 20-year planning horizon.
 - The LRTP identifies both long-range and short-range strategies and actions leading to the development of an intermodal transportation system.
 - The LRTP is fiscally constrained.
 - The development of the LRTP and the TIP are coordinated with other providers of transportation (e.g. regional airports, maritime port operators)
 - All of the Moving Ahead for Progress in the 21st Century Act (MAP-21) planning factors were considered in the planning process.

- The LRTP includes a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities in consultation with federal, state and tribal land management and regulatory agencies.
- The Congestion Management Process (CMP) was developed as part of the LRTP in TMA's.
- The MPO approves the LRTP in a timely manner without entering into a planning lapse.
- Amendments to the LRTP/STIP/TIP follow the approved Amendment Process.
- The MPO approves LRTP amendments in accordance with procedures outlined in the MPO's Participation Plan.
- The transit authority's planning process is coordinated with the MPO's planning process.
- In non-attainment and maintenance areas the MPO, as well as FHWA and FTA, must make a conformity determination on any updated or amended LRTP in accordance with 40 CFR Part 93.

TIP

- The TIP is updated at least every 4 years, on a schedule compatible with STIP development.
- Each project included in the TIP is consistent with the LRTP.
- The MPO, GDOT and the transit operator collaborate on the development of the TIP.
- The TIP contains all projects to be funded under Title 23 U.S.C. and Title 49 U.S.C. Chapter 53.
- The TIP is financially constrained by year and revenue estimates reflect reasonable assumptions.
- The MPO TIP is included in the STIP by reference, without modification.
- Amendments to the LRTP/STIP/TIP follow the approved Amendment Process.
- In non-attainment and maintenance areas, the MPO as well as the FHWA and FTA must make a conformity determination on any updated or amended TIP in accordance with 40 CFR Part 93.

Participation Plan

- A 45-day comment period was provided before the Participation Plan process was adopted/revised.
- Transportation plans, programs and projects provide timely information about transportation issues and processes to citizens and others who may be affected.
- Opportunities are provided for participation for local, State, and federal environmental resource and permit agencies where appropriate.
- The public involvement process demonstrates explicit consideration and responsiveness to public input received during the planning and program development process.
- The transportation planning process identifies and addresses the needs of those traditionally underserved, including low-income and minority households.
- The disposition of comments and changes in the final LRTP and /or TIP are documented and reported when significant comments are submitted.
- Additional time is provided if the "final" document is significantly different from the draft originally made for public review.

- The MPO undertakes a periodic review of the public involvement process to determine if the process is efficient and provides full an open access for all.
CMP (applies to TMAs)
- In TMA's, the planning process includes the development of a CMP that provides for effective management of new and existing transportation facilities through the use of travel demand reduction and operational management strategies, thus meeting the requirements of 23 CFR Part 500.
- The CMP is fully integrated into the overall metropolitan planning process.
- The CMP has established performance measures.
- The MPO has a process for periodically evaluating the effectiveness of the CMP.
- The CMP is updated on a periodic basis to reevaluate network strategies and projects.
- The CMP work activities are included in the UPWP.
- List of Obligated Projects*
- The MPO provides a listing for all projects for which funds are obligated each year, including bicycle and pedestrian facilities.
- The annual listing is made available to the public via the TIP or the LRTP.

II. In non-attainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93

- The MPO's UPWP incorporates all of the metropolitan transportation-related air quality planning activities addressing air quality goals, including those not funded by FHWA/FTA.
- Agreements exist to outline the process for cooperative planning within full nonattainment/maintenance areas that are not designated by the MPO planning area.
- The MPO coordinates the development of the LRTP with SIP development and the development of Transportation Control Measures (TCM) if applicable.
- The LRTP includes design concept and scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding source, to permit conformity determinations.
- The MPO's TIP includes all proposed federally and non-federally funded regionally significant transportation projects, including intermodal facilities.
- If applicable, the MPO ensures priority programming and expeditious implementation of TCMs from the STIP.

III. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21

- The MPO has adopted goals, policies, approaches and measurements to address Title VI and related requirements.
- The public involvement process is consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance execution by the State.
- The MPO has processes, procedures, guidelines, and/or policies that address Title VI, ADA, and DBE.
- The MPO has a documented policy on how Title VI complaints will be handled.
- The MPO has a demographic profile of the metropolitan planning area that includes identification of the locations of protected populations.

- The MPO undertakes a periodic review of the public involvement process to determine if the process is efficient and provides full an open access for all.
CMP (applies to TMAs)
- In TMA's, the planning process includes the development of a CMP that provides for effective management of new and existing transportation facilities through the use of travel demand reduction and operational management strategies, thus meeting the requirements of 23 CFR Part 500.
- The CMP is fully integrated into the overall metropolitan planning process.
- The CMP has established performance measures.
- The MPO has a process for periodically evaluating the effectiveness of the CMP.
- The CMP is updated on a periodic basis to reevaluate network strategies and projects.
- The CMP work activities are included in the UPWP.

List of Obligated Projects

- The MPO provides a listing for all projects for which funds are obligated each year, including bicycle and pedestrian facilities.
- The annual listing is made available to the public via the TIP or the LRTP.

II. In non-attainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93

- The MPO's UPWP incorporates all of the metropolitan transportation-related air quality planning activities addressing air quality goals, including those not funded by FHWA/FTA.
- Agreements exist to outline the process for cooperative planning within full nonattainment/maintenance areas that are not designated by the MPO planning area.
- The MPO coordinates the development of the LRTP with SIP development and the development of Transportation Control Measures (TCM) if applicable.
- The LRTP includes design concept and scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding source, to permit conformity determinations.
- The MPO's TIP includes all proposed federally and non-federally funded regionally significant transportation projects, including intermodal facilities.
- If applicable, the MPO ensures priority programming and expeditious implementation of TCMs from the STIP.

III. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21

- The MPO has adopted goals, policies, approaches and measurements to address Title VI and related requirements.
- The public involvement process is consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance execution by the State.
- The MPO has processes, procedures, guidelines, and/or policies that address Title VI, ADA, and DBE.
- The MPO has a documented policy on how Title VI complaints will be handled.
- The MPO has a demographic profile of the metropolitan planning area that includes identification of the locations of protected populations.

- As appropriate, the planning process identifies/considers/addresses the needs of protected/traditionally underserved populations (low-income/minority as defined by the U.S. Census Bureau).
- IV. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment of business opportunity**
- The MPO adheres to all requirements prohibiting discrimination against a person under, a project, program, or activity receiving financial assistance under because of race, color, creed, national origin, sex, or age.
- V. Section 1101(b) of MAP-21 (Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects**
- The GDOT establishes overall goals for the percentage of work to be performed by DBE's based on the projections of the number and types of federal-aid highway contracts to be awarded and the number and types of DBE's likely to be available to compete for the contracts.
- VI. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts**
- The MPO as required by Title VII of the Civil Rights Act of 1964, does not discriminate on employment opportunities based on race, color, religion, sex, or national origin;
- VII. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38**
- The MPO as required by 49 U.S.C. 5332 prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity, otherwise known as Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, and U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21 at 21.7.
- VIII. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance**
- The MPO has identified strategies and services to meet the needs of older persons' needs for transportation planning and programming.

IX. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender

- The MPO adheres to the Act on Equality between women and men and prohibits both direct and indirect discrimination based on gender.
- The MPO adheres to the Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination;

X. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

- The MPO adheres to Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), which prohibits employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments



Sue Hiller, Director
Rome-Floyd County Planning Department

17 November 2015

Date



Rodney Simpson, Assistant State Transportation Planning Administrator
Georgia Department of Transportation, Office of Planning

11/23/15

Date



Cynthia L. VanDyke, State Transportation Planning Administrator
Georgia Department of Transportation, Office of Planning

11-23-15

Date



Jay Roberts, Director of Planning
Georgia Department of Transportation, Division of Planning

12/1/15

Date