



## **PUBLIC SERVICES COMMITTEE MEETING AGENDA**

Commission Chamber  
Tuesday, April 30, 2024  
1:00 PM

### **PUBLIC SERVICES**

- 1. A.N. 24-18 - New Location: Madhusudhan Kothakapu** requesting **Retail Package Beer and Wine** for Integrity Investments GA, Inc. d/b/a Pick N Mov located at 3082 Deans Bridge Road. District 5, Super District 9
- 2. A.N. 24-19 - New Location: Deep Patel** requesting **Retail Package Beer and Wine** for Gas World #7 located at 3293 Deans Bridge Road. District 5, Super District 9
- 3. A.N. 24-20 – Existing Location: Betty Brown** requesting Liquor, Beer and Wine consumption on premises for Pasches Island Soul Restaurant located at 307 James Brown Boulevard, District 1, Super District 9.
- 4. A.N. 24-21 - New Ownership (Existing Location): Swetha Jaini** requesting **Retail Package Beer, and Wine** for Texaco Food Mart located at 4150 Windsor Springs Road. District 6, Super District 10
- 5. A.N. 24-22 - New Location: Karl Hunsinger, Jr.** requesting **Retail Package Beer and Wine** located at 3661 Mike Padgett Highway. District 6, Super District 10
- 6.** A request by **Tiffany McGuire** for **Massage Operator's License** to be used in connection with Mindful Relief located at 1502 Monte Sano Avenue. District 2, Super District 9.
- 7.** Motion to approve additional funding for Senior Nutrition Sites for the provision of cost-free recreational services to program participants.
- 8.** Update from the Planning and Development Department regarding a revision of the ordinance relating to the Modular Trailers on the corner of Morning and Hwy. 25. **(Referred from the March 26 Public Services Committee)**
- 9.** Motion to adopt the Title VI FTA Compliance and Implementation for the Metropolitan Planning Organization and Augusta Transit.
- 10.** Motion to Approve Change Order No. 2 to contract with RW Allen Construction, LLC in the amount of (\$1,730.80). Approved by the Augusta Aviation Commission on March 28, 2024 (23BFA132).
- 11.** Motion to Approve Change Order No. 1 to contract with Independence Excavating in the amount of \$291,001.25. Approved by the Augusta Aviation Commission on March 28, 2024 (23BFA254).
- 12.** Motion to approve the minutes of the Public Services Committee held on March 26, 2024.



## Augusta Public Services Committee Meeting

April 30, 2024

Alcohol License

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<b>Department:</b>	Planning & Development
<b>Presenter:</b>	Brian Kepner, Deputy Director, Planning and Licensing Divisions
<b>Caption:</b>	<b>A.N. 24-18 - New Location: Madhusudhan Kothakapu</b> requesting <b>Retail Package Beer and Wine</b> located at 3082 Deans Bridge Road. District 5, Super District 9
<b>Background:</b>	New Location – Integrity Investments GA Inc. D/B/A Pick N Mov
<b>Analysis:</b>	Applicant meets the requirements of the City of Augusta’s Alcohol Ordinance.
<b>Financial Impact:</b>	Applicant will pay a fee of \$1,330.00
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	Planning & Development Department approved the application subject to additional information not contradicting the applicant’s statements.  Sheriff’s Office approved the application subject to additional information not contradicting applicant’s statements.
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A

Augusta-Richmond County  
1815 Marvin Griffin Road  
Augusta, GA 30906

### ALCOHOL BEVERAGE APPLICATION

Alcohol Number \_\_\_\_\_ Year \_\_\_\_\_ Alcohol Account Number \_\_\_\_\_

1. Name of Business INTEGRITY INVESTMENTS GA INC DBA PIC N MOV
2. Business Address 3082 DEANS BRIDGE ROAD
3. City AUGUSTA State GEORGIA Zip 30906
4. Business Phone (203) 583-7457 Home Phone (\_\_\_\_) \_\_\_\_\_
5. Applicant Name and Address: MADHUSUDHAN REDDY KOTHAKAPU  
2426 SOUTHDAL DR  
HEPHZIBAH, GEORGIA, 30815
6. Applicant Social Security # \_\_\_\_\_ D.O.B. \_\_\_\_\_
7. If Application is a transfer, list previous Applicant:  
NEW LOCATION APPLICATION
8. Business Location: Map & Parcel 096-2-187-00-0 Zoning C
9. Location Manager(s) MADHUSUDHAN REDDY KOTHAKAPU

10. Is Applicant an American Citizen or Alien lawfully admitted for permanent residency?  
☒ Yes ( ) No

### OWNERSHIP INFORMATION

11. Corporation (if applicable): Date Chartered: 01-05-2023
12. Mailing Address:  
Name of Business INTEGRITY INVESTMENTS GA INC DBA PIC N MOV  
Attention \_\_\_\_\_  
Address 3082 DEANS BRIDGE ROAD  
City/State/Zip AUGUSTA, GEORGIA, 30906
13. Ownership Type: ☒ Corporation ( ) Partnership ( ) Individual
14. Corporate Name: INTEGRITY INVESTMENTS GA INC  
List name and other required information for each person having interest in this business.

Name	Position	SSNO #	Address	Interest
MADHUSUDHAN REDDY KOTHAKAPU (OWNER)			4393 TRAYLOR STREET, HEPZIBAH, GEORGIA 30906	

15. What type of business will you operate in this location?  
( ) Restaurant ( ) Lounge ☒ Convenience Store  
( ) Package Store ( ) Other: \_\_\_\_\_

License Information	Liquor	Beer	Wine	Dance	Sunday Sales
Retail Package Dealer		YES	YES		
Consumption on Premises					
Wholesale					

Total License Fee: \$ \_\_\_\_\_  
Prorated License Fee: (After July 1 ONLY) \$ \_\_\_\_\_

16. Have you ever applied for an Alcohol Beverage License before: YES (10-27-2023)  
If so, give year of application and its disposition: ARCHY INVESTMENTS LLC DBA POPS LUCKY STORE, 3780 FARMERS BRIDGE ROAD, HEPZIBAH, GA, 30906
17. Are you familiar with Georgia and Augusta-Richmond County laws regarding the sale of alcoholic beverages? ☒ Yes ( ) No If so, please initial. \_\_\_\_\_



18. Attach a passport-size photograph (front view) taken within two years. Write name on back of the dealer submitting the license application.

19. Has any liquor business in which you hold, or have held, any financial interest, or are employed, or have been employed, ever been cited for any violation of the rules and regulations of Richmond County or the State Revenue Commission relating to the sale and distribution of distilled spirits? ( ) Yes ☒ No  
If yes, give full details: \_\_\_\_\_

20. Have you ever been arrested, or held by Federal, State, or other law-enforcement authorities, for any violation of any Federal, State, County or Municipal law, regulation or ordinance? (Do not include traffic violations, with the exception of any offenses pertaining to alcohol or drugs.) All other charges must be included, even if they are dismissed. ( ) Yes ☒ No  
If yes, give reason charged or held, date and place where charged and its disposition. \_\_\_\_\_

21. List owner or owners of building and property.  
SUCHITHPAL REDDY LANKALA (BUILDING OWNER)

22. List the name and other required information for each person, firm or corporation having any interest in the business.  
MADHUSUDHAN REDDY KOTHAKAPU (100% OWNERSHIP)

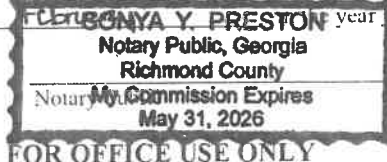
23. If a new application, attach a surveyor's plat and state the straight line distance from the property line of school, church, library, or public recreation area to the wall of the building where alcohol beverages are sold.

A.) Church 1100' C.) School OVER 1 MILE  
B.) Library OVER A MILE D.) Public Recreation OVER A MILE

24. State of Georgia, Augusta-Richmond County, I, MADHUSUDHAN REDDY KOTHAKAPU  
Do solemnly swear, subject to the penalties of false swearing, that the statements and answers made by me as the applicant in the foregoing alcoholic beverage application are true.

Applicant Signature Madu

25. I hereby certify that Madu is personally known to be, that he/she signed his/her name to the foregoing application stating to me that he/she knew and understood all statements and answers made herein, and, under oath actually administered by me, has sworn that said statements and answers are true.  
This 16 day of February, year 24.



Department Recommendation	Approve	Deny	Comments
Alcohol Inspector			
Sheriff			
Fire Inspector			

The Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_  
(Approved. Disapproved) the foregoing application.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



## PLANNING & DEVELOPMENT DEPARTMENT STAFF REPORT

**Case Number:** A.N. 24-18

**Application Type:** Retail Package Beer, and Wine - New Location

**Business Name:** Pick N Mov

**Hearing Date:** April 30, 2024

**Prepared By:** Brian Kepner, Deputy Director, Planning & Licensing Divisions, Planning and Development Department

**Applicant:** Madhusudhan Kothakapu

**Property Owner:** Suchithpal Lankala

**Address of Property:** 3082 Deans Bridge Road

**Tax Parcel #:** 096-2-187-00-0

**Commission Districts:** District 5, Super District 9

### ANALYSIS:

#### Location Restrictions:

- **Zoning:** Neighborhood Business, B-1
- **Distance Requirements:** The proposed location for retail package Beer & Wine meets the minimum distance to churches, schools, libraries, and public recreational areas.

### ADDITIONAL CONSIDERATIONS:

- **Reputation, Character** – The applicant's reputation, character, trade and business associations or past business ventures, mental and physical capacity to conduct business.
- **Previous Violations of Liquor Laws** – If the applicant is a previous holder of a license to sell alcoholic liquors, whether they have violated any laws, regulations, or ordinances relating to such business.
- **Manner of Conducting Prior Liquor Business** – If the applicant is a previous holder of a license to sell alcoholic liquors, the manner with which they conducted the business thereunder especially as to the necessity for unusual police observation and inspection to prevent the violation of any law, regulation, or ordinance relating to such business.
- **Location** - The location for which the license is sought, as to traffic congestion, general character of neighborhood, and the effect such an establishment would have on the adjacent surrounding property values.
- **Number of Licenses in a Trading Area** – The number of licenses already granted for a similar business in the trading area of place for which the license is sought.

- **Dancing** – If dancing is to be permitted upon the premise for which the license is sought and the applicant has previously permitted dancing upon the premises controlled or supervised by them, the manner with which they controlled or supervised such dancing to prevent any violation of any law, regulation, or ordinance.
- **Previous Revocation of License** – If the applicant is a person whose license issued under the police powers of any governing authority has been previously suspended, or revoked, or who has previously had an alcoholic beverages license suspended or revoked.
- **Payment of Taxes** - If the applicant and business are not delinquent in the payment of any local taxes.
- **Congregation of Minors** – Any circumstances which may cause minors to congregate in the vicinity of the proposed location, even if the location meets the distance requirements under Section 6-2-64(b) herein.
- **Prior Incidents** - Evidence that a substantial number of incidents requiring police intervention have occurred within a square city block of the proposed location during the twelve (12) months immediately preceding the date of application.
- **Previous Denial or Revocation** – The denial of an application or revocation of a license, occurring within the preceding twelve (12) months, which was based on the qualifications of the proposed location.

**FINANCIAL IMPACT:** The applicant will pay a fee of \$1,330.00

**RECOMMENDATION:**

Planning and Development Department recommends approval of the application subject to additional information not contradicting the applicant's statements.

Sheriff's Office recommends approval of the application subject to additional information not contradicting the applicant's statements.

**NOTE:** The staff report includes information available approximately two (2) weeks prior to the Public Services Committee meeting. It represents an evaluation of the facts presented by the applicant; research done by staff, and consideration of the relevant factors in the Comprehensive Zoning Ordinance and the Alcohol Ordinance of Augusta, Georgia. New facts may emerge, and staff reserves the right to make an oral recommendation at the hearing based on all information available at that time.



## Augusta Public Services Committee Meeting

April 30, 2024

Alcohol License

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<b>Department:</b>	Planning & Development
<b>Presenter:</b>	Brian Kepner, Deputy Director, Planning and Licensing Divisions
<b>Caption:</b>	<b>A.N. 24-19 - New Location: Deep Patel</b> requesting <b>Retail Package Beer and Wine</b> located at 3293 Deans Bridge Road. District 5, Super District 9
<b>Background:</b>	New Location – Gas World #7
<b>Analysis:</b>	Applicant meets the requirements of the City of Augusta’s Alcohol Ordinance.
<b>Financial Impact:</b>	Applicant will pay a fee of \$1,330.00
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	Planning & Development Department approved the application subject to additional information not contradicting the applicant’s statements.  Sheriff’s Office approved the application subject to additional information not contradicting applicant’s statements.
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A

Augusta-Richmond County Planning & Development Department  
1803 Marvin Griffin Road  
Augusta, GA. 30906

**ALCOHOL BEVERAGE APPLICATION**

Alcohol Number \_\_\_\_\_ Year \_\_\_\_\_ Alcohol Account Number 2024-365

1. Name of Business Gas World 7
2. Business Address 3293 Deans Bridge Rd
3. City Augusta State GA Zip 30906
4. Business Phone ( ) Home Phone ( )
5. Applicant Name and Address: Deep Patel  
646 Emerald Xing  
Evans, GA 30809
6. Applicant Social Security # \_\_\_\_\_ D.O.B. \_\_\_\_\_
7. If Application is a transfer, list previous Applicant: \_\_\_\_\_
8. Business Location: Map & Parcel 0954054000 Zoning \_\_\_\_\_
9. Location Manager(s) Deep Patel
10. Is Applicant an American Citizen or Alien lawfully admitted for permanent residency?  
(☒) Yes ( ) No

**OWNERSHIP INFORMATION**

11. Corporation (if applicable): Date Chartered: Laxmi 7 LLC
12. Mailing Address:  
Name of Business Gas World 7  
Attention Deep Patel  
Address 646 Emerald Xing  
City/State/Zip Evans, GA 30809
13. Ownership Type: (☒) Corporation ( ) Partnership ( ) Individual
14. Corporate Name: Laxmi 7 LLC  
List name and other required information for each person having interest in this business.

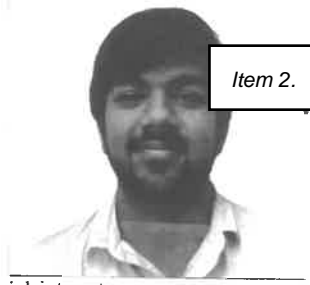
Name	Position	SSNO#	Address	Interest
<u>Deep Patel</u>	<u>Owner</u>		<u>646 Emerald Xing</u> <u>Evans, GA</u>	<u>100</u>

15. What type of business will you operate in this location?  
( ) Restaurant - Full ( ) Lounge (☒) Convenience Store  
( ) Restaurant - Limited ( ) Package Store ( ) Hybrid  
( ) Other: \_\_\_\_\_

License Information	Liquor	Beer	Wine	Dance	Sunday Sales
Retail Package Dealer		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Consumption on Premises					
Wholesale					

Total License Fee: \$ \_\_\_\_\_  
Prorated License Fee: (After July 1 ONLY) \$ \_\_\_\_\_

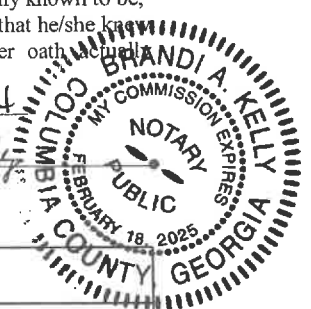
16. Have you ever applied for an Alcohol Beverage License before: Yes  
If so, give year of application and its disposition: Laxmi 15 Approved  
17 Approved  
21 Just Applied
17. Are you familiar with Georgia and Augusta-Richmond County laws regarding the sale of alcoholic beverages? (☒) Yes ( ) No If so, please initial D.P.



18. Attach a passport-size photograph (front view) taken within two years. Write name on back of the dealer submitting the license application.
19. Has any liquor business in which you hold, or have held, any financial interest, or are employed, or have been employed, ever been cited for any violation of the rules and regulations of Augusta-Richmond County or the State Revenue Commission relating to the sale and distribution of distilled spirits? ( ) Yes (✓) No  
If yes, give full details: \_\_\_\_\_
20. Have you ever been arrested, or held by Federal, State, or other law-enforcement authorities, for any violation of any Federal, State, County or Municipal law, regulation or ordinance: (Do not include traffic violations, with the exception of any offenses pertaining to alcohol or drugs). All other charges must be included, even if they are dismissed. (✓) Yes ( ) No  
If yes, give reason charged or held, date and place where charged and its disposition.  
Disorderly Conduct, 2022 dismissed
21. List owner or owners of building and property.  
Laxmi
22. List the name and other required information for each person, firm or corporation having any interest in the business.  
Laxmi 7 LLC
23. If a new application, attach a surveyor's plat and state the straight line distance from the property line of school, church, library, or public recreation area to the wall of the building where alcohol beverages are sold.  
A) Church \_\_\_\_\_ C) School \_\_\_\_\_  
B) Library \_\_\_\_\_ D) Public Recreation \_\_\_\_\_
24. State of Georgia, Augusta-Richmond County, I, Deep Patel  
Do solemnly swear, subject to the penalties of false swearing, that the statements and answers made by me as the applicant in the forgoing alcoholic beverage application are true.  
Deep Patel  
Applicant Signature
25. I hereby certify that Deep Patel is personally known to be, That he/she signed his/her name to the forgoing allocation stating to me that he/she has read and understood all statements and answers made herein, and, under oath administered by me, has sworn that said statements and answers are true.  
This 1 day of March, in the year 2024

Applicant Signature

Notary Public



### FOR OFFICE USE ONLY

Department	Approve	Deny	Comments
<u>Recommendation</u>			
Alcohol Inspector			
Sheriff			
Fire Inspector			

The Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.  
(Approved, Disapproved) the forgoing application

Administrator

Date

## PLANNING & DEVELOPMENT DEPARTMENT STAFF REPORT

**Case Number:** A.N. 24-19

**Application Type:** Retail Package Beer, and Wine - New Location

**Business Name:** Gas World 7

**Hearing Date:** April 30, 2024

**Prepared By:** Brian Kepner, Deputy Director, Planning & Licensing Divisions, Planning and Development Department

**Applicant:** Deep Patel

**Property Owner:** LAXMI, LLC

**Address of Property:** 3293 Deans Bridge Road

**Tax Parcel #:** 095-4-054-00-0

**Commission Districts:** District 5, Super District 9

### ANALYSIS:

#### Location Restrictions:

- **Zoning:** General Business, B-2
- **Distance Requirements:** The proposed location for retail package Beer & Wine meets the minimum distance to churches, schools, libraries, and public recreational areas.

### ADDITIONAL CONSIDERATIONS:

- **Reputation, Character** – The applicant's reputation, character, trade and business associations or past business ventures, mental and physical capacity to conduct business.
- **Previous Violations of Liquor Laws** – If the applicant is a previous holder of a license to sell alcoholic liquors, whether they have violated any laws, regulations, or ordinances relating to such business.
- **Manner of Conducting Prior Liquor Business** – If the applicant is a previous holder of a license to sell alcoholic liquors, the manner with which they conducted the business thereunder especially as to the necessity for unusual police observation and inspection to prevent the violation of any law, regulation, or ordinance relating to such business.
- **Location** - The location for which the license is sought, as to traffic congestion, general character of neighborhood, and the effect such an establishment would have on the adjacent surrounding property values.
- **Number of Licenses in a Trading Area** – The number of licenses already granted for a similar business in the trading area of place for which the license is sought.

- **Dancing** – If dancing is to be permitted upon the premise for which the license is sought and the applicant has previously permitted dancing upon the premises controlled or supervised by them, the manner with which they controlled or supervised such dancing to prevent any violation of any law, regulation, or ordinance.
- **Previous Revocation of License** – If the applicant is a person whose license issued under the police powers of any governing authority has been previously suspended, or revoked, or who has previously had an alcoholic beverages license suspended or revoked.
- **Payment of Taxes** - If the applicant and business are not delinquent in the payment of any local taxes.
- **Congregation of Minors** – Any circumstances which may cause minors to congregate in the vicinity of the proposed location, even if the location meets the distance requirements under Section 6-2-64(b) herein.
- **Prior Incidents** - Evidence that a substantial number of incidents requiring police intervention have occurred within a square city block of the proposed location during the twelve (12) months immediately preceding the date of application.
- **Previous Denial or Revocation** – The denial of an application or revocation of a license, occurring within the preceding twelve (12) months, which was based on the qualifications of the proposed location.

**FINANCIAL IMPACT:** The applicant will pay a fee of \$1,330.00

**RECOMMENDATION:**

Planning and Development Department recommends approval of the application subject to additional information not contradicting the applicant's statements.

Sheriff's Office recommends approval of the application subject to additional information not contradicting the applicant's statements.

**NOTE:** The staff report includes information available approximately two (2) weeks prior to the Public Services Committee meeting. It represents an evaluation of the facts presented by the applicant; research done by staff, and consideration of the relevant factors in the Comprehensive Zoning Ordinance and the Alcohol Ordinance of Augusta, Georgia. New facts may emerge, and staff reserves the right to make an oral recommendation at the hearing based on all information available at that time.



## Augusta Public Services Committee Meeting

April 30, 2024

Alcohol License

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<b>Department:</b>	Planning and Development
<b>Presenter:</b>	Brian Kepner, Deputy Director, Planning & Licensing Divisions
<b>Caption:</b>	<b>A.N. 24-20 – Existing Location: Betty Brown</b> requesting Liquor, Beer and Wine consumption on premises located at 307 James Brown Boulevard, District 1, Super District 9.
<b>Background:</b>	Existing Location - Liquor, Beer, and Wine consumption on premises, Pasches Island Soul Restaurant
<b>Analysis:</b>	Applicant meets the requirements of the City of Augusta’s Alcohol Ordinance.
<b>Financial Impact:</b>	Applicant will pay a fee of \$4,365.00
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	Planning and Development recommends approval of the application subject to additional information not contradicting the applicant’s statements.  Sherri’s Office recommends approval of the application subject to additional information not contradicting the applicant’s statements.
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A



Augusta-Richmond County  
1815 Marvin Griffin Road  
Augusta, GA 30906

### ALCOHOL BEVERAGE APPLICATION

Alcohol Number \_\_\_\_\_ Year \_\_\_\_\_ Alcohol Account Number \_\_\_\_\_

1. Name of Business Pasches Island Soul Restaurant LLC  
2. Business Address 307 James Brown Blvd  
3. City Augusta State Georgia Zip 30901  
4. Business Phone (706) 550 0189 Home Phone (\_\_\_\_) \_\_\_\_\_  
5. Applicant Name and Address: Betty Brown  
226 Sudlow Ridge Road,  
North Augusta, SC 29841

6. Applicant Social Security # \_\_\_\_\_ D.O.B. \_\_\_\_\_  
7. If Application is a transfer, list previous Applicant: \_\_\_\_\_

8. Business Location: Map & Parcel #037-3-219-00-0 Zoning B2  
9. Location Manager(s) Paschelle Holder

10. Is Applicant an American Citizen or Alien lawfully admitted for permanent residency?  
☒ Yes ( ) No

### OWNERSHIP INFORMATION

11. Corporation (if applicable): Date Chartered: \_\_\_\_\_  
12. Mailing Address: Pasches Island Soul Restaurant LLC  
Name of Business  
Attention Betty Brown  
Address 307 James Brown Blvd  
City/State/Zip Augusta, GA, 30901  
13. Ownership Type: ( ) Corporation ( ☒ ) Partnership ( ) Individual  
14. Corporate Name: \_\_\_\_\_  
List name and other required information for each person having interest in this business.

Name	Position	SSNO #	Address	Interest
<u>Paschelle Holder</u>	<u>Co-Owner</u>		<u>3292 Parker Road</u> <u>Hephizbah, GA 30815</u>	<u>25%</u>
<u>Betty Brown</u>	<u>Co-Owner</u>		<u>226 Sudlow Ridge Road,</u> <u>North Augusta, SC 29841</u>	<u>75%</u>

15. What type of business will you operate in this location?  
(x) Restaurant ( ) Lounge ( ) Convenience Store  
( ) Package Store ( ) Other: \_\_\_\_\_

License Information	Liquor	Beer	Wine	Dance	Sunday Sales
<u>Retail Package Dealer</u>					
<u>Consumption on Premises</u>	<u>X</u>	<u>X</u>	<u>X</u>		
<u>Wholesale</u>					

Total License Fee: \$ 4,365  
Prorated License Fee: (After July 1 ONLY) \$ \_\_\_\_\_

16. Have you ever applied for an Alcohol Beverage License before: No  
If so, give year of application and its disposition: \_\_\_\_\_

17. Are you familiar with Georgia and Augusta-Richmond County laws regarding the sale of alcoholic beverages? (X) Yes ( ) No If so, please initial. BJB



18. Attach a passport-size photograph (front view) taken within two years. Write name on back of the dealer submitting the license application.

19. Has any liquor business in which you hold, or have held, any financial interest, or are employed, or have been employed, ever been cited for any violation of the rules and regulations of Richmond County or the State Revenue Commission relating to the sale and distribution of distilled spirits? ( ) Yes (X) No  
If yes, give full details: \_\_\_\_\_

20. Have you ever been arrested, or held by Federal, State, or other law-enforcement authorities, for any violation of any Federal, State, County or Municipal law, regulation or ordinance? (Do not include traffic violations, with the exception of any offenses pertaining to alcohol or drugs.) All other charges must be included, even if they are dismissed. (X) Yes ( ) No  
If yes, give reason charged or held, date and place where charged and its disposition.  
NYC, indecent behavior and expunged Over 40 years ago

21. List owner or owners of building and property.  
Betty Brown

Paschelle Holder

22. List the name and other required information for each person, firm or corporation having any interest in the business.

None

23. If a new application, attach a surveyor's plat and state the straight line distance from the property line of school, church, library, or public recreation area to the wall of the building where alcohol beverages are sold.

A.) Church \_\_\_\_\_ C.) School \_\_\_\_\_

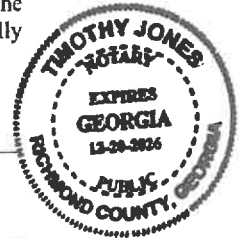
B.) Library \_\_\_\_\_ D.) Public Recreation \_\_\_\_\_

24. State of Georgia, Augusta-Richmond County, I, Betty Brown  
Do solemnly swear, subject to the penalties of false swearing, that the statements and answers made by me as the applicant in the forgoing alcoholic beverage application are true.

Applicant Signature

25. I hereby certify that Betty Brown is personally known to be, that he/she signed his/her name to the foregoing application stating to me that he/she knew and understood all statements and answers made herein, and, under oath actually administered by me, has sworn that said statements and answers are true.  
This 4 day of March, in the year 2024.

Notary Public



### FOR OFFICE USE ONLY

Department Recommendation	Approve	Deny	Comments
Alcohol Inspector			
Sheriff			
Fire Inspector			

The Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_  
(Approved, Disapproved) the forgoing application.

Administrator

Date

## PLANNING & DEVELOPMENT DEPARTMENT STAFF REPORT

**Case Number:** A.N. 24-20

**Application Type:** Existing Location - Liquor, Beer, and Wine consumption on premises

**Business Name:** Pasches Island Soul Restaurant

**Hearing Date:** April 30, 2024

**Prepared By:** Brian Kepner, Deputy Director, Planning & Licensing Divisions, Planning & Development Department

**Applicant:** Betty Brown

**Property Owner:** Betty Brown

**Address of Property:** 307 James Brown Boulevard

**Tax Parcel #:** 037-3-219-00-0

**Commission Districts:** District 1, Super District 9

### ANALYSIS:

#### Location Restrictions:

- **Zoning:** General Business, B-2
- **Distance Requirements:** The proposed location for retail package Beer & Wine meets the minimum distance to churches, schools, libraries, and public recreational areas.

### ADDITIONAL CONSIDERATIONS:

- **Reputation, Character** – The applicant's reputation, character, trade and business associations or past business ventures, mental and physical capacity to conduct business.
- **Previous Violations of Liquor Laws** – If the applicant is a previous holder of a license to sell alcoholic liquors, whether they have violated any laws, regulations, or ordinances relating to such business.
- **Manner of Conducting Prior Liquor Business** – If the applicant is a previous holder of a license to sell alcoholic liquors, the manner with which they conducted the business thereunder especially as to the necessity for unusual police observation and inspection to prevent the violation of any law, regulation, or ordinance relating to such business.
- **Location** - The location for which the license is sought, as to traffic congestion, general character of neighborhood, and the effect such an establishment would have on the adjacent surrounding property values.
- **Number of Licenses in a Trading Area** – The number of licenses already granted for a similar business in the trading area of place for which the license is sought.

- **Dancing** – If dancing is to be permitted upon the premise for which the license is sought and the applicant has previously permitted dancing upon the premises controlled or supervised by them, the manner with which they controlled or supervised such dancing to prevent any violation of any law, regulation, or ordinance.
- **Previous Revocation of License** – If the applicant is a person whose license issued under the police powers of any governing authority has been previously suspended, or revoked, or who has previously had an alcoholic beverages license suspended or revoked.
- **Payment of Taxes** - If the applicant and business are not delinquent in the payment of any local taxes.
- **Congregation of Minors** – Any circumstances which may cause minors to congregate in the vicinity of the proposed location, even if the location meets the distance requirements under Section 6-2-64(b) herein.
- **Prior Incidents** - Evidence that a substantial number of incidents requiring police intervention have occurred within a square city block of the proposed location during the twelve (12) months immediately preceding the date of application.
- **Previous Denial or Revocation** – The denial of an application or revocation of a license, occurring within the preceding twelve (12) months, which was based on the qualifications of the proposed location.

**FINANCIAL IMPACT:** The applicant will pay a fee of \$4,365.00

**RECOMMENDATION:**

Planning and Development Department recommends approval of the application subject to additional information not contradicting the applicant's statements.

Sheriff's Office recommends approval of the application subject to additional information not contradicting the applicant's statements.

**NOTE:** The staff report includes information available approximately two (2) weeks prior to the Public Services Committee meeting. It represents an evaluation of the facts presented by the applicant; research done by staff, and consideration of the relevant factors in the Comprehensive Zoning Ordinance and the Alcohol Ordinance of Augusta, Georgia. New facts may emerge, and staff reserves the right to make an oral recommendation at the hearing based on all information available at that time.



## Augusta Public Services Committee Meeting

April 30, 2024

Alcohol License

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<b>Department:</b>	Planning & Development
<b>Presenter:</b>	Brian Kepner, Deputy Director, Planning and Licensing Divisions
<b>Caption:</b>	<b>A.N. 24-21 - New Ownership (Existing Location): Swetha Jaini</b> requesting <b>Retail Package Beer, and Wine</b> located at 4150 Windsor Springs Road. District 6, Super District 10
<b>Background:</b>	New Ownership of Existing Location – Texaco Food Mart
<b>Analysis:</b>	Applicant meets the requirements of the City of Augusta’s Alcohol Ordinance.
<b>Financial Impact:</b>	Applicant will pay a fee of \$1,330.00
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	Planning & Development Department approved the application subject to additional information not contradicting the applicant’s statements.  Sheriff’s Office approved the application subject to additional information not contradicting applicant’s statements.
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A

Augusta-Richmond County Planning & Development Department  
1803 Marvin Griffin Road  
Augusta, GA. 30906

### ALCOHOL BEVERAGE APPLICATION

Alcohol Number \_\_\_\_\_ Year \_\_\_\_\_ Alcohol Account Number 2024-409

1. Name of Business SAT BALAJI INC DBA-TEXACO FOOD MART
2. Business Address 4150 WINDSOR SPRING RD
3. City HEPHZIBAH State GA Zip 30815
4. Business Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_
5. Applicant Name and Address: SWETHA JAINI  
736 CRESTWOOD PKWY  
EVANS, GA - 30809
6. Applicant Social Security # \_\_\_\_\_ D.O.B. \_\_\_\_\_
7. If Application is a transfer, list previous Applicant: \_\_\_\_\_

8. Business Location: Map & Parcel \_\_\_\_\_ Zoning \_\_\_\_\_
9. Location Manager(s) \_\_\_\_\_

10. Is Applicant an American Citizen or Alien lawfully admitted for permanent residency?  
(☒) Yes ( ) No

### OWNERSHIP INFORMATION

11. Corporation (if applicable): Date Chartered: 02/06/2024
12. Mailing Address:  
Name of Business TEXACO FOOD MART  
Attention SWETHA JAINI  
Address 4150 WINDSOR SPRING RD  
City/State/Zip HEPHZIBAH /GA/ 30815
13. Ownership Type: (☒) Corporation ( ) Partnership ( ) Individual
14. Corporate Name: SAT BALAJI INC  
List name and other required information for each person having interest in this business.

Name	Position	SSNO#	Address	Interest
<u>SWETHA JAINI</u>	<u>OWNER</u>		<u>736 CRESTWOOD PKWY</u> <u>EVANS, GA 30809</u>	<u>100 %</u>

15. What type of business will you operate in this location?  
( ) Restaurant - Full ( ) Lounge (☒) Convenience Store  
( ) Restaurant - Limited ( ) Package Store ( ) Hybrid  
( ) Other: \_\_\_\_\_

License Information	Liquor	Beer	Wine	Dance	Sunday Sales
Retail Package Dealer		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Consumption on Premises					
Wholesale					

Total License Fee: \$ \_\_\_\_\_  
Prorated License Fee: (After July 1 ONLY) \$ \_\_\_\_\_

16. Have you ever applied for an Alcohol Beverage License before: NO  
If so, give year of application and its disposition: \_\_\_\_\_

17. Are you familiar with Georgia and Augusta-Richmond County laws regarding the sale of alcoholic beverages? (☒) Yes ( ) No If so, please initial SJ



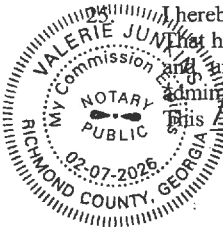
18. Attach a passport-size photograph (front view) taken within two years. Write name on back of the dealer submitting the license application.
19. Has any liquor business in which you hold, or have held, any financial interest, or are employed, or have been employed, ever been cited for any violation of the rules and regulations of Augusta-Richmond County or the State Revenue Commission relating to the sale and distribution of distilled spirits? ( ) Yes (✓) No  
If yes, give full details: \_\_\_\_\_
20. Have you ever been arrested, or held by Federal, State, or other law-enforcement authorities, for any violation of any Federal, State, County or Municipal law, regulation or ordinance: (Do not include traffic violations, with the exception of any offenses pertaining to alcohol or drugs). All other charges must be included, even if they are dismissed. ( ) Yes (✓) No  
If yes, give reason charged or held, date and place where charged and its disposition. \_\_\_\_\_
21. List owner or owners of building and property.  
\_\_\_\_\_
22. List the name and other required information for each person, firm or corporation having any interest in the business.  
\_\_\_\_\_
23. If a new application, attach a surveyor's plat and state the straight line distance from the property line of school, church, library, or public recreation area to the wall of the building where alcohol beverages are sold.  
A) Church \_\_\_\_\_ C) School \_\_\_\_\_  
B) Library \_\_\_\_\_ D) Public Recreation \_\_\_\_\_
24. State of Georgia, Augusta-Richmond County, I, SWETHA JAINT  
Do solemnly swear, subject to the penalties of false swearing, that the statements and answers made by me as the applicant in the forgoing alcoholic beverage application are true.

J. Swella  
Applicant Signature

I hereby certify that SWETHA JAINT is personally known to be, that he/she signed his/her name to the forgoing allocation stating to me that he/she knew and understood all statements and answers made herein, and, under oath actually administered by me, has sworn that said statements and answers are true.

This 15 day of March, in the year 2024.

Valerie Junthaus  
Notary Public



#### FOR OFFICE USE ONLY

Department Recommendation	Approve	Deny	Comments
Alcohol Inspector			
Sheriff	✓		<u>[Signature]</u>
Fire Inspector			

The Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.  
(Approved, Disapproved) the forgoing application

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

## PLANNING & DEVELOPMENT DEPARTMENT STAFF REPORT

**Case Number:** A.N. 24-21

**Application Type:** Retail Package Beer, and Wine - New Ownership (Existing Location)

**Business Name:** Texaco Food Mart

**Hearing Date:** April 30, 2024

**Prepared By:** Brian Kepner, Deputy Director, Planning & Licensing Divisions, Planning and Development Department

**Applicant:** Swetha Jaini

**Property Owner:** RSS 2012, LLC

**Address of Property:** 4150 Windsor Springs Road

**Tax Parcel #:** 153-0-121-00-0

**Commission Districts:** District 6, Super District 10

### ANALYSIS:

#### Location Restrictions:

- **Zoning:** General Business, B-2
- **Distance Requirements:** The proposed location for retail package Beer & Wine meets the minimum distance to churches, schools, libraries, and public recreational areas.

### ADDITIONAL CONSIDERATIONS:

- **Reputation, Character** – The applicant's reputation, character, trade and business associations or past business ventures, mental and physical capacity to conduct business.
- **Previous Violations of Liquor Laws** – If the applicant is a previous holder of a license to sell alcoholic liquors, whether they have violated any laws, regulations, or ordinances relating to such business.
- **Manner of Conducting Prior Liquor Business** – If the applicant is a previous holder of a license to sell alcoholic liquors, the manner with which they conducted the business thereunder especially as to the necessity for unusual police observation and inspection to prevent the violation of any law, regulation, or ordinance relating to such business.
- **Location** - The location for which the license is sought, as to traffic congestion, general character of neighborhood, and the effect such an establishment would have on the adjacent surrounding property values.
- **Number of Licenses in a Trading Area** – The number of licenses already granted for a similar business in the trading area of place for which the license is sought.



- **Dancing** – If dancing is to be permitted upon the premise for which the license is sought and the applicant has previously permitted dancing upon the premises controlled or supervised by them, the manner with which they controlled or supervised such dancing to prevent any violation of any law, regulation, or ordinance.
- **Previous Revocation of License** – If the applicant is a person whose license issued under the police powers of any governing authority has been previously suspended, or revoked, or who has previously had an alcoholic beverages license suspended or revoked.
- **Payment of Taxes** - If the applicant and business are not delinquent in the payment of any local taxes.
- **Congregation of Minors** – Any circumstances which may cause minors to congregate in the vicinity of the proposed location, even if the location meets the distance requirements under Section 6-2-64(b) herein.
- **Prior Incidents** - Evidence that a substantial number of incidents requiring police intervention have occurred within a square city block of the proposed location during the twelve (12) months immediately preceding the date of application.
- **Previous Denial or Revocation** – The denial of an application or revocation of a license, occurring within the preceding twelve (12) months, which was based on the qualifications of the proposed location.

**FINANCIAL IMPACT:** The applicant will pay a fee of \$1,330.00

**RECOMMENDATION:**

Planning and Development Department recommends approval of the application subject to additional information not contradicting the applicant's statements.

Sheriff's Office recommends approval of the application subject to additional information not contradicting the applicant's statements.

**NOTE:** The staff report includes information available approximately two (2) weeks prior to the Public Services Committee meeting. It represents an evaluation of the facts presented by the applicant; research done by staff, and consideration of the relevant factors in the Comprehensive Zoning Ordinance and the Alcohol Ordinance of Augusta, Georgia. New facts may emerge, and staff reserves the right to make an oral recommendation at the hearing based on all information available at that time.



## Augusta Public Services Committee Meeting

April 30, 2024

Alcohol License

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<b>Department:</b>	Planning & Development
<b>Presenter:</b>	Brian Kepner, Deputy Director, Planning and Licensing Divisions
<b>Caption:</b>	<b>A.N. 24-22 - New Location: Karl Hunsinger, Jr.</b> requesting <b>Retail Package Beer and Wine</b> located at 3661 Mike Padgett Highway. District 6, Super District 10
<b>Background:</b>	New Location – Parker’s #110
<b>Analysis:</b>	Applicant meets the requirements of the City of Augusta’s Alcohol Ordinance.
<b>Financial Impact:</b>	Applicant will pay a fee of \$1,330.00
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	Planning & Development Department approved the application subject to additional information not contradicting the applicant’s statements.  Sheriff’s Office approved the application subject to additional information not contradicting applicant’s statements.
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A

Augusta-Richmond County  
1815 Marvin Griffin Road  
Augusta, GA 30906

### ALCOHOL BEVERAGE APPLICATION

Alcohol Number \_\_\_\_\_ Year 2024 Alcohol Account Number 2024-367

1. Name of Business Parker's #110
2. Business Address 3661 Mike Padgett Hwy
3. City Augusta State GA Zip 30906
4. Business Phone (706) 785-0003 Home Phone (843) 898-3634
5. Applicant Name and Address: 3113 Westwood Circle  
Beaufort, SC 29906
6. Applicant Social Security # \_\_\_\_\_ D.O.B. \_\_\_\_\_
7. If Application is a transfer, list previous Applicant: \_\_\_\_\_
8. Business Location: Map & Parcel 157-0-006-01-0 Zoning \_\_\_\_\_
9. Location Manager(s) Karl E. Hunsinger, Jr.
10. Is Applicant an American Citizen or Alien lawfully admitted for permanent residency?  
(X) Yes ( ) No

### OWNERSHIP INFORMATION

11. Corporation (if applicable): Date Chartered: \_\_\_\_\_
12. Mailing Address:  
Name of Business Gregory M. Parker, Inc.  
Attention Blake L. Greco, General Counsel  
Address 171 Crossroads Parkway  
City/State/Zip Savannah, GA 31407
13. Ownership Type: (x) Corporation ( ) Partnership ( ) Individual
14. Corporate Name: Gregory M. Parker, Inc.  
List name and other required information for each person having interest in this business.

Name	Position	SSNO #	Address	Interest
Gregory M. Parker	Owner/CEO		10 E. Taylor Street, Savannah, GA	100%

15. What type of business will you operate in this location?  
( ) Restaurant ( ) Lounge (x) Convenience Store  
( ) Package Store ( ) Other: \_\_\_\_\_

License Information	Liquor	Beer	Wine	Dance	Sunday Sales
Retail Package Dealer		x	x		x
Consumption on Premises					
Wholesale					

Total License Fee: \$ 120.00

Prorated License Fee: (After July 1 ONLY) \$ \_\_\_\_\_

16. Have you ever applied for an Alcohol Beverage License before: Yes  
If so, give year of application and its disposition: See attached Exhibit "A"
17. Are you familiar with Georgia and Augusta-Richmond County laws regarding the sale of alcoholic beverages? (x) Yes ( ) No If so, please initial. [Signature]



18. Attach a passport-size photograph (front view) taken within two years. Write name on back of the dealer submitting the license application.

19. Has any liquor business in which you hold, or have held, any financial interest, or are employed, or have been employed, ever been cited for any violation of the rules and regulations of Augusta-Richmond County or the State Revenue Commission relating to the sale and distribution of distilled spirits? ( ) Yes (X) No  
If yes, give full details: \_\_\_\_\_

20. Have you ever been arrested, or held by Federal, State, or other law-enforcement authorities, for any violation of any Federal, State, County or Municipal law, regulation or ordinance? (Do not include traffic violations, with the exception of any offenses pertaining to alcohol or drugs.) All other charges must be included, even if they are dismissed. ( ) Yes (X) No  
If yes, give reason charged or held, date and place where charged and its disposition. \_\_\_\_\_

21. List owner or owners of building and property.  
Property: Drayton-Parker Companies, LLC  
Building: Gregory M. Parker, Inc.

22. List the name and other required information for each person, firm or corporation having any interest in the business.  
Gregory M. Parker

23. If a new application, attach a surveyor's plat and state the straight line distance from the property line of school, church, library, or public recreation area to the wall of the building where alcohol beverages are sold.

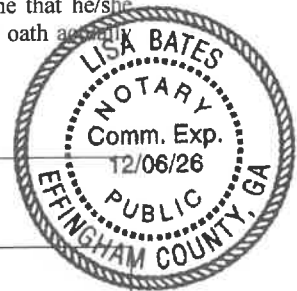
A.) Church 872 yds C.) School 2,235 yds  
B.) Library 6,370 yds D.) Public Recreation 1,933 yds

24. State of Georgia, Augusta-Richmond County, I, Karl E. Hunsinger, Jr.  
Do solemnly swear, subject to the penalties of false swearing, that the statements and answers made by me as the applicant in the forgoing alcoholic beverage application are true.

Applicant Signature

25. I hereby certify that Karl E. Hunsinger, Jr. is personally known to be, that he/she signed his/her name to the foregoing application stating to me that he/she knew and understood all statements and answers made herein, and, under oath administered by me, has sworn that said statements and answers are true.  
This 1<sup>st</sup> day of MARCH, in the year 2024.

Notary Public



#### FOR OFFICE USE ONLY

Department Recommendation	Approve	Deny	Comments
Alcohol Inspector			
Sheriff			
Fire Inspector			

The Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_  
(Approved, Disapproved) the forgoing application.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

## PLANNING & DEVELOPMENT DEPARTMENT STAFF REPORT

**Case Number:** A.N. 24-22

**Application Type:** Retail Package Beer, and Wine - New Location

**Business Name:** Parker's #110

**Hearing Date:** April 30, 2024

**Prepared By:** Brian Kepner, Deputy Director, Planning & Licensing Divisions, Planning and Development Department

**Applicant:** Karl Hunsinger, Jr.

**Property Owner:** Drayton-Parker Companies, LLC

**Address of Property:** 3293 Deans Bridge Road

**Tax Parcel #:** 157-0-006-01-0

**Commission Districts:** District 6, Super District 10

### ANALYSIS:

#### Location Restrictions:

- **Zoning:** General Business, B-2
- **Distance Requirements:** The proposed location for retail package Beer & Wine meets the minimum distance to churches, schools, libraries, and public recreational areas.

### ADDITIONAL CONSIDERATIONS:

- **Reputation, Character** – The applicant's reputation, character, trade and business associations or past business ventures, mental and physical capacity to conduct business.
- **Previous Violations of Liquor Laws** – If the applicant is a previous holder of a license to sell alcoholic liquors, whether they have violated any laws, regulations, or ordinances relating to such business.
- **Manner of Conducting Prior Liquor Business** – If the applicant is a previous holder of a license to sell alcoholic liquors, the manner with which they conducted the business thereunder especially as to the necessity for unusual police observation and inspection to prevent the violation of any law, regulation, or ordinance relating to such business.
- **Location** - The location for which the license is sought, as to traffic congestion, general character of neighborhood, and the effect such an establishment would have on the adjacent surrounding property values.
- **Number of Licenses in a Trading Area** – The number of licenses already granted for a similar business in the trading area of place for which the license is sought.

- **Dancing** – If dancing is to be permitted upon the premise for which the license is sought and the applicant has previously permitted dancing upon the premises controlled or supervised by them, the manner with which they controlled or supervised such dancing to prevent any violation of any law, regulation, or ordinance.
- **Previous Revocation of License** – If the applicant is a person whose license issued under the police powers of any governing authority has been previously suspended, or revoked, or who has previously had an alcoholic beverages license suspended or revoked.
- **Payment of Taxes** - If the applicant and business are not delinquent in the payment of any local taxes.
- **Congregation of Minors** – Any circumstances which may cause minors to congregate in the vicinity of the proposed location, even if the location meets the distance requirements under Section 6-2-64(b) herein.
- **Prior Incidents** - Evidence that a substantial number of incidents requiring police intervention have occurred within a square city block of the proposed location during the twelve (12) months immediately preceding the date of application.
- **Previous Denial or Revocation** – The denial of an application or revocation of a license, occurring within the preceding twelve (12) months, which was based on the qualifications of the proposed location.

**FINANCIAL IMPACT:** The applicant will pay a fee of \$1,330.00

**RECOMMENDATION:**

Planning and Development Department recommends approval of the application subject to additional information not contradicting the applicant's statements.

Sheriff's Office recommends approval of the application subject to additional information not contradicting the applicant's statements.

**NOTE:** The staff report includes information available approximately two (2) weeks prior to the Public Services Committee meeting. It represents an evaluation of the facts presented by the applicant; research done by staff, and consideration of the relevant factors in the Comprehensive Zoning Ordinance and the Alcohol Ordinance of Augusta, Georgia. New facts may emerge, and staff reserves the right to make an oral recommendation at the hearing based on all information available at that time.



## Public Services Committee Meeting

April 30, 2024

### Massage Operator's License Application

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<b>Department:</b>	Planning and Development
<b>Presenter:</b>	Brian Kepner, Deputy Director, Planning and Licensing Divisions
<b>Caption:</b>	A request by <b>Tiffany McGuire</b> for <b>Massage Operator's License</b> to be used in connection with Mindful Relief located at 1502 Monte Sano Avenue. District 2, Super District 9.
<b>Background:</b>	New Location
<b>Analysis:</b>	The applicant meets the requirements of the City of Augusta's Massage Therapy Ordinance.
<b>Financial Impact:</b>	The applicant will pay an application fee of \$120.00, and a fee based on Gross Revenue.
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	Planning & Development recommends approval of the application subject to additional information not contradicting the applicant's statements.  Sheriff's Office recommends approval of the application subject to additional information not contradicting the applicant's statements.
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A

**PERSONNEL STATEMENT**  
**1803 MARVIN GRIFFIN ROAD**  
**AUGUSTA, GA. 30906**

- 1) Full Name of Applicant: Tiffany Kay McGuire
- 2) Home Address: 2501 Castlewood Drive Augusta, GA 30904
- 3) Telephone #:                      #:                      Date of Birth                       
 High School Diploma: Yes ☒ No ☐ or GED: Yes ☐ No ☐
- 4) Trade name of Business of which personnel statement is a part of: mindful Relief
- 5) Business Address: 2501 Castlewood Drive Augusta, GA 30904
- 6) Business Telephone:
- 7) Position of Applicant in Business: Owner
- 8) Other names used by applicant: maiden name, names used in former marriages, alias, stage name and/or nicknames N/A
- 9) Place of Birth: Augusta, GA U.S. Citizen ☒ yes ( ) no  
 Naturalized: N/A Date, Place and Court: N/A  
 Certification No: N/A
- 10) Marital Status: ( ) Married ( ) Divorced ( ) Separated ( ) Widowed ☒ Single
- 11) If married, divorced, or widowed, complete the information requested below.  
 Full name of spouse: N/A SS# N/A
- 12) Applicants: Height: 5'4" Weight: 160 Age: 46  
 Color Hair: Blonde Color Eyes: Green

13) Employment Records: (Give most recent experience first. If self-employed, give details)

From		To		Occupation and Description of Duties Performed	Salaries Received	Employees	State	Reason for Leaving
Month	Year	Month	Year					
4/22		present		HR manager		130	GA	N/A
11/19		7/21		HR Director		150	GA	Laid off
2/18		2/19		HR Talent mgr.		4500	GA	Resigned
10/15		9/16		HR manager		75	GA	Resigned
4/13		4/15		HR Director		150	GA	Resigned



14) List in reverse chronological order all of your residence for the past ten years.

From		Street	City	State
Month	Year			
10	2011	2501 Castlewood Dr.	Augusta	GA

15) References: Give three personal references, not relatives, former employers, fellow employees, or school teachers, who are responsible, reputable, adults, business or professional men or women, who have known you well during the past five years. (Name, residence, business, address, and number of years known).

16) Military service: (Serial numbers, branch of service, period of service, type of discharge)

N/A

17) Have you ever been arrested, or held by Federal, State, or other law enforcement authorities, for any violations of any federal, state, county, or municipal law, regulation or ordinance? (Do not include traffic violations, unless they are offenses pertaining to alcohol or drugs, such as driving under the influence.) All other charges must be included even if they were dismissed: Give reason charged or held, date, place where charged and disposition. NO

18) Attach two (2) copies of driver's license and or picture I.D. to application.

Note: Before signing this statement, check all answers and explanations to see that you have answered all questions correctly. This statement is to be executed under oath and subject to the penalties of false swearing, and it includes all attached sheets submitted herein.

#### VERIFICATION

State of Georgia Richmond County

Tiffany McGuire do solemnly swear, subject to the penalties of false swearing that the statements and answers made by me as the applicant in the foregoing personnel statement are true.

Tiffany McGuire  
Applicant's signature (Full name in ink)

I hereby certify that Tiffany McGuire (the above signed person) is personally known to me, that he/she signed his/her name to the foregoing application stating to me that he/she knew and understood all statements and answers made therein, and, under oath.

This 4 day of MARCH in the year 2024

Tara Finlay  
Notary Public

Sheriff Department Approval \_\_\_\_\_ Disapproval \_\_\_\_\_



## PLANNING & DEVELOPMENT DEPARTMENT STAFF REPORT

**Case Number:** Discussion

**Application Type:** Massage Operators License

**Business Name:** Mindful Relief

**Hearing Date:** April 30, 2024

**Prepared By:** Brian Kepner, Deputy Director, Planning & Licensing Divisions, Planning & Development

**Applicant:** Tiffany McGuire

**Property Owner:** Blue Jay Properties, LLC

**Address of Property:** 1502 Monte Sano Avenue

**Tax Parcel #:** 044-1-199-01-0

**Commission Districts:** District 2, Super District 9

**Background:** New Location

### ANALYSIS:

Location Restrictions:

- **Zoning:** General Business – B-2

### LICENSE REQUIREMENTS:

- Any person desiring to own, operate, conduct, or carry on in Augusta, Georgia, the business of offering or providing massage therapy, before doing so shall have in his/her possession the current operator's license. A licensee holding an operator's license under this chapter is not authorized or licensed to actually perform the massage therapy on the customers of the massage therapy business unless such licensee also holds a massage therapy license. Any person other than an exempt person, employed or otherwise engaged by a massage therapy business to perform massage therapy on members of the public shall, prior to engaging in such activity, have in person's possession, a then current massage therapy license issued by the Augusta-Richmond County Commission. A licensee holding a massage therapy license is not licensed to own, operate, conduct, or carry on a massage therapy business without an operator's license. Any massage therapy business which does not maintain an office in Augusta-Richmond County, but which sends a massage therapist into Augusta-Richmond County to provide massage therapy on an outcall basis, must possess an operator's License. Any person providing massage on an outcall basis must possess a massage therapy license.

### Qualifications for Operator's License, Section 6-4-3

- Must be at least 18 years of age and have received a high school diploma or graduate equivalency diploma.
- Must be a citizen of the United States or alien lawfully admitted.
- Must show ownership in the business.
- Consent to criminal background check. No operator's license shall be issued to any person convicted of or pleading guilty or nolo contendere to any charge under any federal, state, or local law within ten (10) years prior to filing date of the application for an operator's license.
- No operator's license shall be issued to any person who has had any license under the police powers of Augusta revoked within two (2) years to filing the application for an operator's license,
- If a person in whose name an operator's license is issued is not a resident of Augusta, such person must appoint and continuously maintain in Augusta a registered agent upon whom any process, notice or demand required or permitted by law or under this chapter may be served.
- An operator's license may be denied where it appears to the Augusta-Richmond County Commission that the applicant does not have adequate financial strength or adequate financial participation on the proposed business to direct and manage its affairs, or where it appears that the applicant is intended or likely to be a surrogate for a person who would not otherwise qualify for an operator's license.
- At the time of filing the application for an operator's license and thereafter, the applicant must have in his/her employ or under a binding contract, a person who holds a massage therapy license for the applicant if the operator's license is granted.

**FINANCIAL IMPACT:** The applicant will pay an administrative fee of \$120.00 for the Massage Operator's License, and a fee based on estimated gross revenue reported.

### RECOMMENDATION:

Planning and Development Department recommends approval of the application subject to additional information not contradicting the applicant's statements.

Sheriff's Office recommends approval of the application subject to additional information not contradicting the applicant's statements.

**NOTE:** The staff report includes information available approximately two (2) weeks prior to the Public Services Committee meeting. It represents an evaluation of the facts presented by the applicant; research done by staff, and consideration of the relevant factors in the Comprehensive Zoning Ordinance and the Alcohol Ordinance of Augusta, Georgia. New facts may emerge, and staff reserves the right to make an oral recommendation at the hearing based on all information available at that time.



## Public Services Committee Meeting

Meeting Date: April 30, 2024

Motion to approve additional funding for Senior Nutrition Sites

<b>Department:</b>	Parks and Recreation
<b>Presenter:</b>	Charles Jackson
<b>Caption:</b>	Motion to approve additional funding for Senior Nutrition Sites for the provision of cost-free recreational services to program participants
<b>Background:</b>	The Public Services Committee tasked the Parks & Recreation Department with researching the establishment of a monetary supplement for the senior programs to disseminate between the senior nutrition sites, and to look at the establishments of senior rates for facilities. The expressed focus of the supplement is on senior program participants being able to participate in educational and/or cultural field trips without risking a financial hardship.
<b>Analysis:</b>	The Parks & Recreation Department has reached out to other Parks & Recreation agencies to collect information on best practices and discuss the Department's approach. Staff has developed recommendations based on the information received and the subsequent discussion. With currently 200 registered participants, the Department recommends increasing the budgets for the six senior nutrition sites by \$5,000 each. The Department will establish a field trip policy for the senior programs so that those funds can be managed by each community center manager and are utilized for cost-free educational and cultural field trips.
<b>Financial Impact:</b>	\$30,000.00
<b>Alternatives:</b>	<ol style="list-style-type: none"> <li>1. To Approve</li> <li>2. To move to no action</li> </ol>
<b>Recommendation:</b>	<ol style="list-style-type: none"> <li>1. To Approve</li> </ol>
<b>Funds are available in the following accounts:</b>	Requesting the needed funds come from the 1% cut from Recreation's 2024 Administrator recommended budget.
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A

# Senior Center Social Outings Guidelines

Blythe Senior Center  
Carrie J. Mays Senior Center  
Henry H. Brigham Senior Center  
McBean Senior Center  
McDuffie Woods Senior Center  
Sand Hills Senior Center



## **PURPOSE OF THE SENIOR CENTERS/LEISURE SITES**

The Senior Centers/Leisure Sites were established to provide services to seniors in their communities. Most are multi-purpose facilities offering meals, educational programs such as Health and Wellness and activities to seniors and the community. The programs, projects, and activities are designed to help meet individual and community needs and contribute to the welfare of senior citizens.

## **ADDITIONAL FUNDING**

An additional one-time Fiscal Year 2024 funding appropriation of \$30,000, distributed equally among the six Senior Nutrition Sites, would cover the cost for registered seniors within our programs to attend educational, and cultural field trips, to include but not limited to, arts, movies, museums, and plays. Funds will be managed by the Community Center Managers at each nutrition site.

## **SENIOR ELIGIBILITY REQUIREMENTS**

- To be eligible for the Senior Nutrition Program, seniors must be
  - Age 60 or older.
  - The spouse of an eligible person 60 or older.
  - An individual with a disability who resides in a non-institutional household and accompanies an eligible person for the program.
  - Be able to function on the premises without supervision and without one-on-one assistance. Those needing assistance must be accompanied by a responsible person who will provide the assistance/supervision needed.
- All seniors wanting to participate in a senior outing must sign up via an activity sign in sheet at their registered senior site.
- Currently, there are approximately 200 registered seniors in the Senior Nutrition Program.

**SAMPLE ACTIVITY SIGN IN SHEET**

ACTIVITY:	
DATE:	
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.
17.	18.
19.	20.
21.	22.
23.	24.
25.	26.
27.	28.
29.	30.



## Public Services Committee

March 26, 2024

Modular Trailers

---

<b>Department:</b>	N/A
<b>Presenter:</b>	N/A
<b>Caption:</b>	Update from Planning and Zoning Dept. regarding the Modular Trailers on the corner of Morning and Hwy. 25 status. <b>(Requested by Commissioner Wayne Guilfoyle)</b>
<b>Background:</b>	N/A
<b>Analysis:</b>	N/A
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	N/A
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A



**Lena Bonner**

---

**From:** Commissioner Wayne Guilfoyle  
**Sent:** Thursday, March 21, 2024 8:46 AM  
**To:** Lena Bonner; Commissioner Tony Lewis; Commissioner Francine Scott  
**Subject:** Administrative Services Committee

Mrs. Bonner, can you add to the Administrative Service committee?

Planning and Zoning Dept. to discuss the Modulars Trailers on the corner of Morning and Hwy. 25 status. Thanks Wayne Guilfoyle

---

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AFD-104.1





## Public Services Committee Meeting

Meeting Date: April 30, 2024: 1:00 PM

Request a Motion to Adopt: The Federal Transit Administration (FTA) Title VI Civil Rights Program

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<b>Department:</b>	Planning and Development
<b>Presenter:</b>	Carla Delaney or Department Designee
<b>Caption:</b>	Motion to adopt the Title VI FTA Compliance and Implementation for the Metropolitan Planning Organization and Augusta Transit.
<b>Background:</b>	Every three (3) years FTA requires an update to the Title VI Program. The objectives of the updates are: 1) compliance with federal and state regulations, 2) ensure that the most current socio/demographic information is being used to identify minority and low-income populations, 3) promote participation and meaningful access to transportation planning and programming.
<b>Analysis:</b>	Compliance with the updates is required to retain eligibility for funding opportunities from state and federal agencies pertaining to transit and other transportation-related services.
<b>Financial Impact:</b>	The Augusta Transit and the Augusta Regional Transportation Study (ARTS) receives access to millions of dollars annually to pursue transportation projects, studies, and improvements typically with an 80/20 match or 100% grant (as was the case with CARES funding).
<b>Alternatives:</b>	AT & ARTS would be ineligible for state and federal funding if the updated program is not approved.
<b>Recommendation:</b>	Motion to adopt the FTA Title VI Civil Rights Program as presented.

**Funds are available in** Fund 220 & 547  
**the following accounts:**

**REVIEWED AND** N/A  
**APPROVED BY:**



---

# FEDERAL TRANSIT ADMINISTRATION TITLE VI CIVIL RIGHTS PROGRAM

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*Pursuant to U.S Department of Transportation –  
Federal Transit Administration  
Prepared by: Augusta Planning and Development Department  
Carla Delaney, Director  
Augusta Transit Department  
535 Telfair Street, Augusta, GA 30901  
Phone (706) 821-1796*

**Updated:  
3/31/2024**

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**TITLE VI**  
**FEDERAL TRANSIT ADMINISTRATION**  
**COMPLIANCE AND IMPLEMENTATION**  
**METROPOLITAN TRANSPORTATION PLANNING**  
**AUGUSTA PLANNING AND DEVELOPMENT DEPARTMENT**  
**AUGUSTA TRANSIT**  
*On behalf of*  
**AUGUSTA REGIONAL TRANSPORTATION STUDY (ARTS)**

***(TITLE VI APPROVAL LETTER FROM GDOT HERE)***



## List of Acronyms

3C	Cooperative, Continuous & Comprehensive planning	LSCOG	Lower Savannah Council of Governments
ACPDD	Aiken County Planning & Development Department	MB	Motor Bus
ACS	American Community Survey	MOU	Memorandum of Understanding
ADA	The Americans With Disabilities Act	MPA	Metropolitan Planning Area
APA	American Planning Association	MPO	Metropolitan Planning Organization
APDD	Augusta Planning & Development Department	MPR	Milestone Progress Reports
ARP	American Rescue Plan	MSA	Metropolitan Statistical Area
ARTS	Augusta Regional Transportation Study	MTP	Metropolitan Transportation Plan
AT	Augusta Transit	NAPDD	North Augusta Planning and Development Department
BFE	Best Friend Express	NEPA	National Environmental Policy Act
BPAC	South Carolina Bicycle and Pedestrian Advocacy Committee	NHPMS	National Highway Performance Monitoring System
CAC	Citizens Advisory Committee	NHS	National Highway System
CCPD	Columbia County Planning Division		NPMRDS National Performance Management Research Data Set
CEO	Chief Executive Officer	NTD	National Transit Database
CFR	Code of Federal Regulations	NTI	National Transit Institute
CHSP	Coordinated Human Services Plan	PBPP	Performance-Based Planning and Programming
CMP	Congestion Management Process	PC	Policy Committee
CMS	Congestion Management System	POP	Program of Projects
COA	Comprehensive Operations Analysis	PPP	Public Participation Plan
COG	Council of Governments	PTASP	Public Transit Agency Safety Plan
COOP	Continuity of Operations Plan	RFP	Request for Proposals
CSRA-RC	Central Savannah River Area – Regional Council	SC	South Carolina
DAR	Dial-A-Ride	SCDHEC	South Carolina Department of Health and Environmental Control
DBE	Disadvantaged Business Enterprise	SCDOT	South Carolina Department of Transportation
DBE	Disadvantaged Business Enterprise	SCDPS	South Carolina Department of Public Safety
DOT	Department of Transportation	SETP	Self-Evaluation and Transition Plan
DR	Demand Response	SMTF	State Mass Transit Funds
EJ	Environmental Justice	STIP	State Transportation Improvement Program
EMA	Emergency Management Agency	TA	Transportation Alternatives (TA set-aside)
EPA	Environmental Protection Agency	TAM	Transit Asset Management
FAST Act	Fixing America's Surface Transportation Act	TAP	Transportation Alternatives Program
FFR	Federal Financial Reports	TASC	Transportation Association of South Carolina
FHWA	Federal Highways Administration	TAZ	Traffic Analysis Zone
FTA	Federal Transit Administration	TBD	To be determined
FTA	Federal Transit Administration	TCAC	Transit Citizens Advisory Committee
GA	Georgia	TCC	Technical Coordinating Committee
GAMPO	Georgia Association of Metropolitan Planning Organizations	TDP	Transit Development Plan
GAPA	Georgia Chapter of American Planning Association	TIP	Transportation Improvement Program
GDOT	Georgia Department of Transportation	TNSC	Test Network Subcommittee
GDOT	Georgia Department of Transportation	TPO	Transportation Planning Organization
GIS	Geographic Information Systems	TrAMS	Transit Award Management System
ITS	Intelligent Transportation Systems	TSIR	Traffic Safety Improvement Report
LAP	Language Assistance Plan	TTI	Travel Time Index
LEP	Limited English Proficiency	UPWP	Unified Planning Work Plan
LEP	Limited English Proficiency	USDOT	U.S. Department of Transportation
LOF	Letter of Finding		
LOS	Level of Service		

# 1. Title VI Civil Rights 1964 Program

*Pursuant to Federal Regulations of U.S. Department of Transportation*

## Title VI Policy Statement

Title VI Civil Rights of 1964 states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Title VI bars intentional discrimination as well as unintended discrimination impact (i.e., a neutral policy or practice that has a disparate impact on protected groups).

## Governing Agency

Augusta Georgia, as a recipient of federal funds from the U.S. Department of Transportation under the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) is required to implement the U.S. Department of Transportation Title VI regulations (49 CFR part 21) and guidelines as a recipient of FTA and FHWA federal-aid funds in accordance with Circular FTA C 4702.1 B issued October 1, 2012. The City of Augusta is the designated recipient of FTA federal funding for public transportation service and operations provided by the Augusta Transit Department. The City of Augusta GA through the Augusta Planning and Development Department (APDD) in partnership with Aiken County Planning and Development Department functions as the Metropolitan Planning Organization (MPO). The Augusta Regional Transportation Study (ARTS) is the MPO serving the Augusta-Richmond, GA, and Aiken, SC Metropolitan Area including all of Richmond County, the urbanized area in Columbia, Co. GA; Edgefield and Aiken Co. South Carolina including the Cities of Aiken, North Augusta, New Ellenton, and Burnetown in South Carolina.

This governing policy and procedures encompass the administration, operations, and implementation of metropolitan transportation planning, public transportation service, projects, plans, programs and construction of transportation infrastructure funded in part or wholly funded with federal funds undertaken within and/or by Augusta, Georgia through the Augusta Planning and Development Department, the Augusta Transit Department, and the Augusta Engineering Department.

## Title VI Statement of Policy

Augusta, Georgia is committed to a policy of non-discrimination in its operations, including its responsibilities under Title VI of the Civil Rights Act of 1964. As a result, Augusta, Georgia will utilize its best efforts to assure that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program that receives federal funds and its related benefits.

### Objectives

Towards this end, it is Augusta, Georgia’s objective to:

1. Ensure that the level and quality of services under any program that receives federal funds are provided without regard to race, color, or national origin;
2. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects, of programs and activities on minority populations and low-income populations;
3. Promote the full and fair participation of all affected populations in transportation planning and program decision making;

4. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit Environmental Justice populations including but not limited to minority populations and low-income populations;
5. Ensure meaningful access to programs and activities by persons with limited English proficiency.

### **Responsibility**

All Directors, managers, supervisors, and employees share in the responsibility of making Augusta, Georgia's Title VI Program a success. Augusta, Georgia will ensure that third party contractors and/or sub-recipients receiving federal funds shall adhere to and implement this policy to the fullest extent possible. Any complaints or questions regarding Augusta, Georgia's Title VI Program should be directed to the Augusta, Georgia Administrator's Office at (706) 821-2400; 535 Telfair Street, Suite 910 Augusta, Georgia 30901.

### **Notice to Public:**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance (42 U.S.C. Section 2000d). Augusta, Georgia is committed to a policy of non-discrimination in its operations, including the responsibilities of the Augusta Planning and Development Department to facilitate and implement federal regulations relative to the Metropolitan Transportation Planning process in support of the Augusta Regional Transportation Study – MPO to develop the Metropolitan Transportation Plan, Transportation Improvement Program and other required plans and programs and operations, including the responsibilities of the Augusta Transit.

If you believe you have been subjected to discrimination in any Augusta, Georgia service, program or activity receiving federal financial assistance, you may file a Complaint in the Augusta, Georgia Administrator's Office (Title VI Coordinator) at (706) 821-2400; 535 Telfair Street, Suite 910 Augusta, GA 30901; the Augusta Planning and Development Department at (706) 821-1796, 535 Telfair Street, Suite 300 Augusta, GA 30901; or with the Augusta Transit Department, 2844 Regency Boulevard, Augusta Georgia 30904. Any complaints or question regarding Augusta, Georgia's Title VI Program will be directed to the Office of the Administrator.

### **Title VI Notification Procedures**

Augusta, Georgia, as a condition for receiving financial assistance from the Federal Transportation Administration (FTA) and Federal Highway Administration (FHWA), ensures that:

1. Augusta, Georgia will compile, maintain, and timely submit Title VI information required by the FTA and FHWA, copies of which will be available to the general public.
2. Augusta, Georgia makes it known to the public that any person or persons alleging discrimination on the basis of race, color, or national origin as regards the provision of transportation services and transit related benefits may file a Complaint in the Office of the Administrator of Augusta, Georgia, with the Augusta Planning and Development Department, the Augusta Transit Department, or the Federal Transit Administration – Region IV. Any complaint or questions regarding Augusta's Title VI Program will be directed to the Office of the Administrator of Augusta, Georgia.
3. Informal Complaint - Any member of the general public who feels that his or her rights under Title VI of the Civil Rights Act of 1964 have been violated in any manner may first speak informally with the Administrator of Augusta, Georgia or her/his designated representative in order to see if the matter can be resolved informally. The Administrator or her/his designated representative will investigate the complaint and decide on its merits. Complaining parties will receive notification of the determination of the Administrator. As pertaining to public transit services and operations

of the Augusta Transit Department and/or any sub-recipient of federal funds, all complaints whether informal or formal are referred to the Office of Administrator and/or designated representative.

4. Formal Complaint - Any complaining individual who does not feel that his or her concerns have been resolved informally may then file a formal written complaint in the Office of the Administrator, 535 Telfair St., Suite 910 Augusta, GA 30901, phone (706) 821-2400. A Formal Complaint should be submitted no later than thirty (30) days from the date of the last alleged discriminatory act.

With regard to public transit services and operations of the Augusta Transit Department and/or any sub-recipient of federal funds, all complaints whether informal or formal are referred to the Office of Administrator of Augusta, Georgia or her/his designated representative.

The Office of the Administrator of Augusta, Georgia (Title VI Coordinator) or his or her designated representative will set a mutually agreed-upon time and place for the review process with the complaining individual or their representatives within thirty (30) working days of filing the complaint. The complainant may submit documents or other information to be included with the record and considered in the review process. The complainant will generally be issued a letter of findings and recommendations from the Office of the Administrators within forty-five (45) working days after filing a formal complaint. If additional time is required to investigate the complaint, then all parties will be notified by the Administrator's Office. Individuals may withdraw their formal grievance and decide to seek mediation or an informal resolution at any point in the compliant process.

Procedures to correct any deficiencies found through the complaint will be initiated within a forty-five (45) day period from the issuance of the final findings of the Administrator. If no deficiencies are found to exist as a result of the complaint, a written response will be sent to the complainant within fifteen (15) working days from the completed investigation, detailing the investigation and the results of that investigation. Any complainant not satisfied with the results of the investigation may further appeal his or her complaint to the offices of the Federal Transit Administration, Regional Civil Rights Office, 230 Peachtree St., NW, Suite 800, Atlanta, GA 30303.

5. Augusta, Georgia, through the Augusta Planning and Development (APDD) and Augusta Transit Department, will notify the general public of its Title VI responsibilities by posting this statement on the physical office bulletin board, Public Transit terminal, transit terminal office and web sites. The statement will be posted to meet requirements of individuals within the minority populations as well as persons with limited English proficiency.

This notice and complete contents of this program are available at the following locations:

- The Office of Administrator
- The Augusta Planning and Development Department
- The Augusta Transit Department
- The Augusta Human Resource Department
- Office of Equal Employment Opportunity of Augusta, Georgia
- Augusta Transit Department website; [www.augustaga.gov/235/About](http://www.augustaga.gov/235/About)
- ARTS web site; [www.augustaga.gov/680/ARTS-Metropolitan-Planning-Organization](http://www.augustaga.gov/680/ARTS-Metropolitan-Planning-Organization)
- Aiken County Website
- Aiken County Planning Department

## 2. Title VI program Compliance and Implementation

### Introduction

The Civil Rights Act of 1964 and the Fourteenth Amendment of the constitution ensures that there is no discrimination due to race, color, and national origin. The Civil Rights Act “prohibits discrimination by recipients of Federal financial assistance on the basis of race, color and national origin, including matters related to language access for limited English proficient (LEP) Persons.” These classes of individual are protected.

### Regulations

The ever-changing landscape of Federal policies plays important roles influencing state and regional transportation planning. Since the conception of the Federal Aid Road Act in 1916 and every other federal transportation policy since the past century, new laws continue to influence state and regional transportation planning decisions. Some of the more notable acts include:

- Intermodal Surface Transportation and Efficiency Act of 1991 (ISTEA)
- Transportation Equity Act of 21st Century of 1994 (TEA-21)
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users of 2005 (SAFETELU)
- The Infrastructure Investment and Jobs Act (IIJA), aka Bipartisan Infrastructure Law (BIL), was signed into law on November 15, 2021.

Of those listed above, Federal Transit Administration continues to enforce SAFETY-LU for projects funded in Fiscal Year 2012 and previous years. All of these are also reflected in the Georgia Department of Transportation’s (GDOT) Statewide Transportation Improvement Program (STIP) for the fiscal year 2024 – 2027. Both GDOT and ARTS MPO are subject to FHWA and FTA regulations; ARTS MPO is further required to meet their certification review process. The ARTS MPO transportation planning process seeks to promote a fair transportation planning process while meeting state and federal requirements required by Title VI legislation.

### Development and Update

ARTS Title VI is created through extensive research of regional transportation planning activities, documentations, and public participation. The Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), Metropolitan Transportation Plan (MTP), and other planning documents are investigated in conjunction with demographic data provided by the U.S. Census. ARTS Title VI is updated periodically in relationship to revisions of regional transportation planning practices. Input from minorities, residents, and businesses are always welcome and detailed reports are compiled when developing and updating the ARTS Title VI. The ARTS Public Participation Plan is included in the ARTS Title VI. The ARTS Title VI document is located on the City of Augusta’s Title VI Program webpage; [www.augusta.gov/2105/Title-VI-Program](http://www.augusta.gov/2105/Title-VI-Program) .

## 3. Augusta Regional Transportation Study (ARTS) Metropolitan Planning Organization (MPO) Implementation

### Overview and Objectives

To implement the required federal guidelines, ARTS conducted extensive research of regional transportation planning activities, reports, and public participation. As mentioned earlier in this program document, the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), Metropolitan Transportation Plan (MTP), and other planning documents are updated periodically in conjunction with demographic data provided by the U.S. Census. These documents are updated periodically in relationship to revisions of regional transportation planning practices. Input from minority populations, residents, and businesses are documented as part of the public participation process. The ARTS Title VI Program procedure is supplemented by implementation of the Public Participation Plan which is included in this document.

### Analysis Method

ARTS uses the following terms and definitions for specific concepts in regional planning to meet federal Title VI regulations. These terms and analytical concepts include:

1. Minority Population – Any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons who will be similarly affected by a proposed USDOT program, policy or activity.
2. Low-Income Population – Any readily identifiable groups of low-income person who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons who will be similarly affected by a proposed USDOT program, policy or activity.
3. Elderly Population – People 65 years and older.
4. Children – People 16 years and younger.
5. Disproportionately high and adverse effect on Minority and Low-Income Population – Adverse Effect that is primarily on a minority and/or low-income population or they suffer a great adverse effect than non-minority and/or non-low-income population.
6. Benefits – For specific project, corridor or sub-area, benefits are listed in the purpose and needs statement.

### Evaluation is based on:

1. Identification of impacts
2. Quantitative and qualitative tests on positive and negative impacts

### ARTS MPO Approach

ARTS Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) institute the following principles to address Title VI:

- Identify, address, and ensure there are no disproportionate or adverse impacts on regional demographics, especially minority and low-income populations.
- Promote and market full and fair participation by all residents and communities in the planning process.
- Assure benefits from federal transportation programs are received equally in the target population.

ARTS methodology follows both FTA and FHWA for Title VI Analysis and does so for each individual census tract.

1. Analysis: Identify Target Population, burdens, and benefits and correlate them to one another.
2. Plan: Present mitigation strategies for identified burdens and make Title VI recommendations.
3. Public Involvement: Document Public participation methodologies used.
4. Implementation: Evaluate the implementation of the Title VI process.

## Planning Assessment

ARTS MPO is a transparent government agency responsible for the transportation planning for the Augusta GA., - Aiken, South Carolina Metropolitan Area. The entire planning process, research, and documentation for all ARTS plans – including but not limited to MTP, UPWP, and TIP – are a matter of public record. Everyone is encouraged to participate in the region’s growing transportation network and no one is discriminated against. ARTS has also instituted their Environmental Justice Plan to ensure all manner of people regardless of their race, age, and national origin, income, mobility, are taken into great consideration when conducting any planning activity.

## Data Analysis

ARTS Title VI data is collected from the US Decennial Census 2020, and the American Community Survey 5-Year 2018-2022 estimates. Where census tracts split the boundary of the ARTS MPO region, a ratio of the data is taken based off of the proportion within the boundary. Demographic information within the ARTS MPO region is presented in Table 1: ARTS MPO Population and Table 2: Hispanic Population in ARTS. This population is also illustrated in Figures 1 and 2, depicting their distribution throughout the ARTS MPO region.

**Table 1: ARTS MPO Population: 2020 to ACS Five Year Estimate (2018-2022)**

Category	2020		2018-2022	
	Total	Percent	Total	Percent
Population	484,005	100.0%	484,926	100.0%
Minority Population	239,918	49.6%	236,003	48.7%
Hispanic Population	31,384	6.5%	30,281	6.2%
Age 65 and Older	81,136	16.8%	78,160	16.1%
Below Poverty Level	N/A	N/A	69,139	14.7%
Households without Vehicles	N/A	N/A	11,682	6.7%

Sources: U.S. Decennial Census 2020, U.S. Census American Community Survey 5-year Estimate U.S. 2018-2022

**Table 2: Hispanic Population in ARTS to ACS Five Year Estimate (2018-2022)**

Race	2020		2018-2022	
	Number	Percent	Number	Percent
White	6,863	21.87%	12,167	40.18%
Black	2,212	7.05%	2,180	7.20%
American Indian	497	1.58%	426	1.41%
Asian	186	0.59%	711	2.35%
Hawaiian	82	0.26%	17	0.06%
Other	10,539	33.58%	5,937	19.61%
Two or More	11,004	35.06%	8,841	29.20%

<b>Total</b>	<b>31,383</b>	<b>100.00%</b>	<b>30,279</b>	<b>100.00%</b>
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*Sources: U.S. Decennial Census 2020, U.S Census American Community Survey, 5-Year Estimates (2018-2022).*

Minority population accounts for more than 48.70% of the 2018-2022 estimated total population within the MPO area while nonminority population accounts for under 53.10%. A majority of the African Americans and Hispanics reside in Richmond County, Georgia, and Aiken County, South Carolina. Columbia County Georgia has the majority of the Asian population. Figure 2 presents the distribution of elderly within the MPO boundary, with a majority of them being located in Aiken South Carolina.

ARTS racial diversity is found mainly in the urban cores of Aiken and Augusta. According to the U.S Census Bureau, people who identify themselves as “Hispanic”, “Latino”, or “Spanish” may be of any race. For this reason, this is why Fort Gordon is illustrated as having a high Hispanic population simply because it includes all race demographics. ARTS demographics are predominantly made up of minorities with very few census tracts containing a white majority, except in Columbia and Aiken Counties. Augusta Transit and Best Friends Express routes are planned to ensure all racial and Hispanic demographics have access to their services.

English is the prevailing language in ARTS. There are only a very few census tracts that have populations that speak languages other than English. A maximum of 3% of the population in specific census tracts within ARTS speak a language other than English. These and other census tracts with less than 8.2% English speaking populations are considered Limited English Proficiency population for the ARTS MPO area and are depicted in Figure 6. The highest Limited English Proficiency population group is reflective in the Hispanic population as many of them are in Richmond, Aiken, and Columbia County.

Demand Response service in Columbia and Richmond County is a valuable resource provided to residents within and outside the ARTS MPO area. Columbia County Public Transit operates Monday through Friday and provides curb-to-curb demand response services for all Columbia County residents. Richmond County Transit provides the same services for all of Richmond County residents living in rural areas. Paratransit services provided by Augusta Transit and Best Friends Express services require are offered to seniors and individuals with disabilities.



Figure 1: Map of Hispanic/ Latino Population by Census Tract

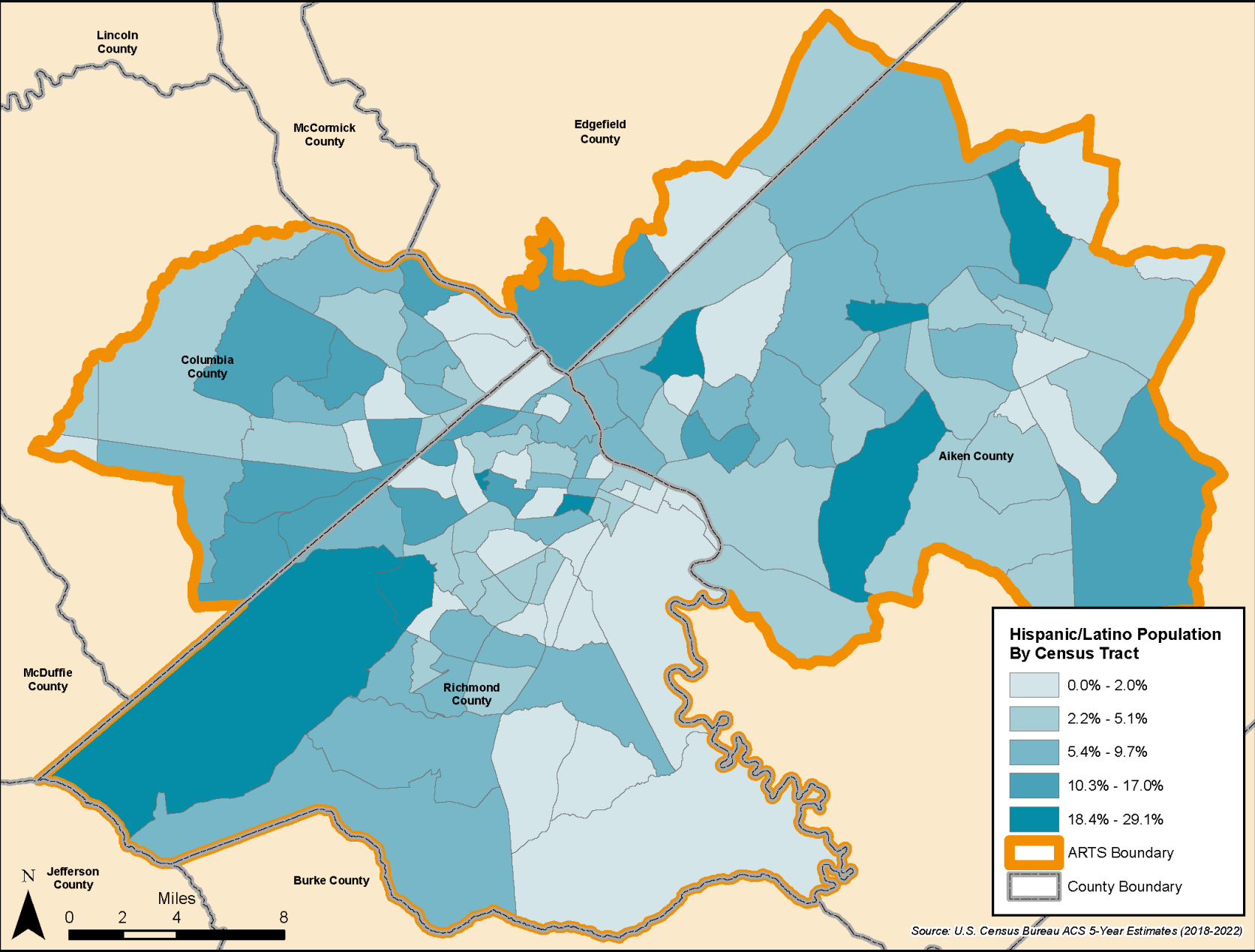


Figure 2: Map of 65 Years and Older Population by Census Tract

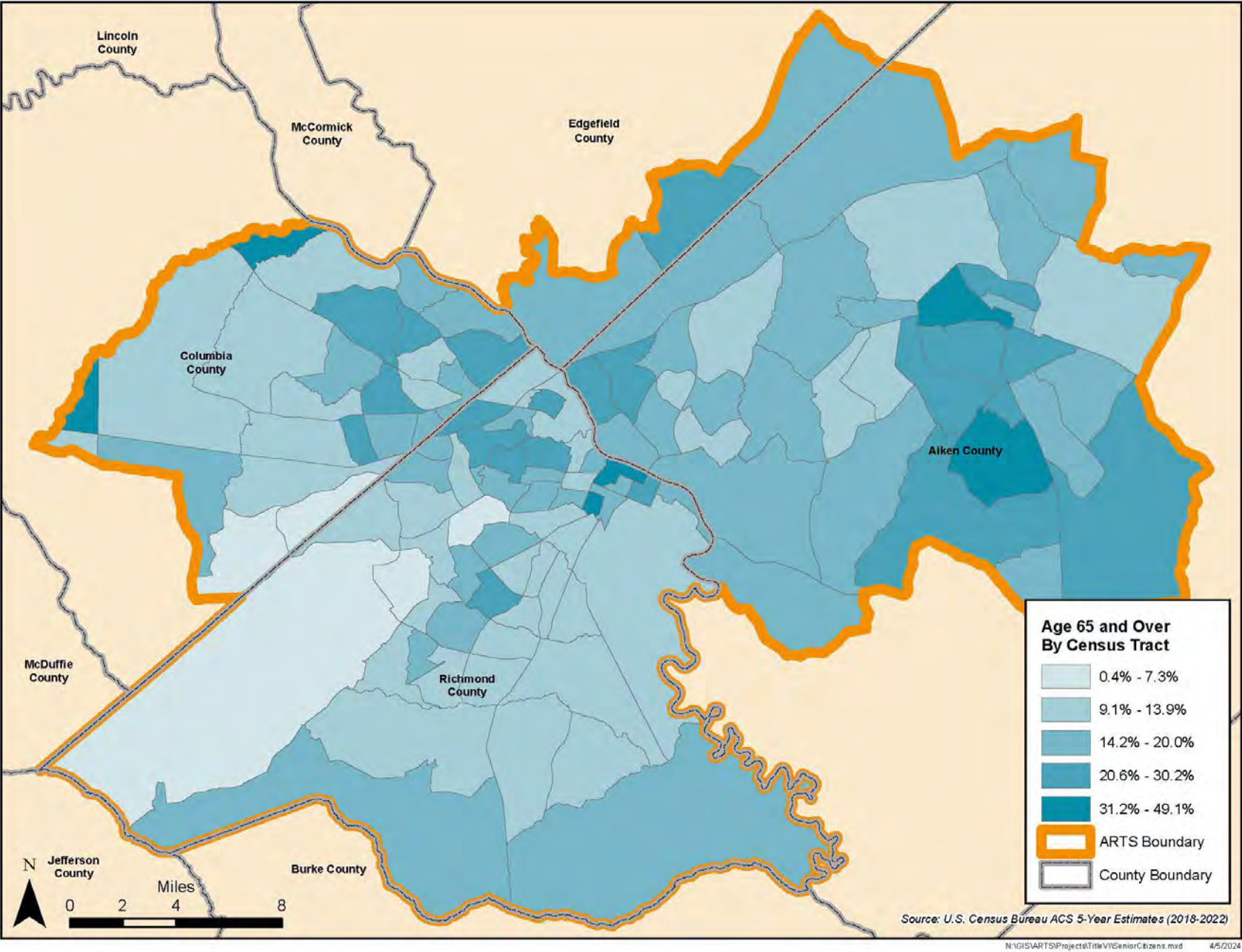


Figure 3: Map of Total Population Per Acre by Census Tract

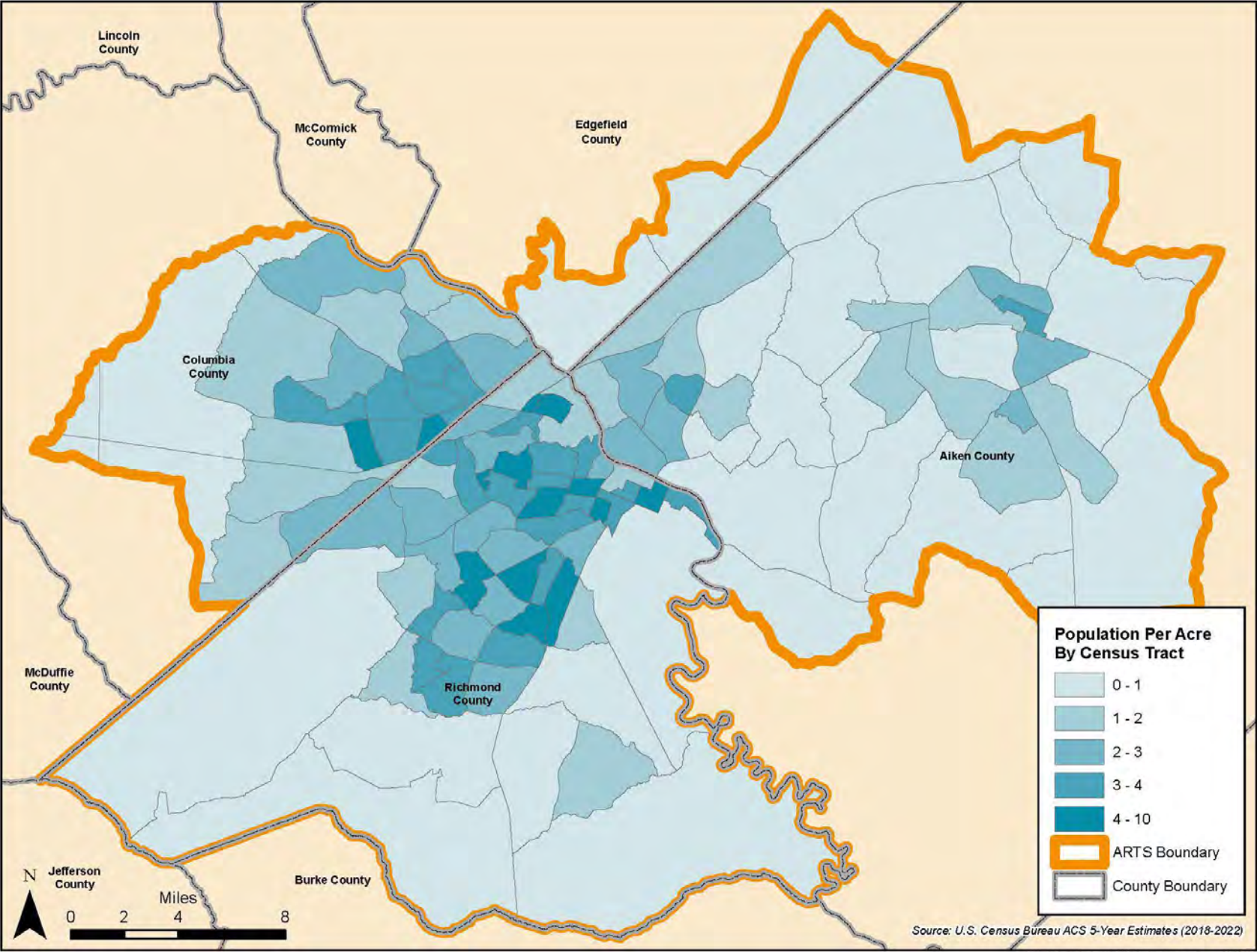




Figure 4: Map of Total Employees Per Acre by Census Tract

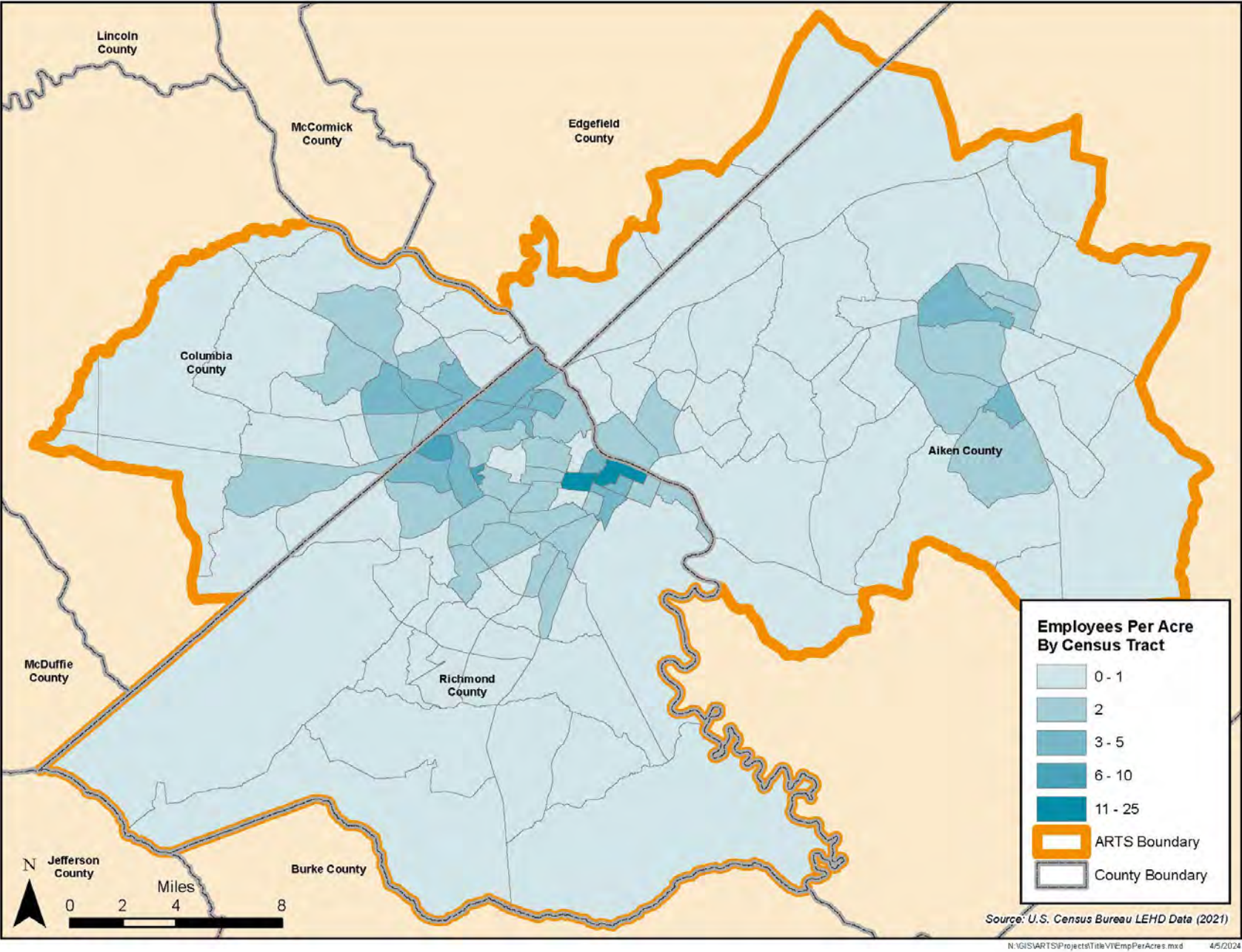


Figure 5: Map of Zero-Vehicle Households by Census Tract

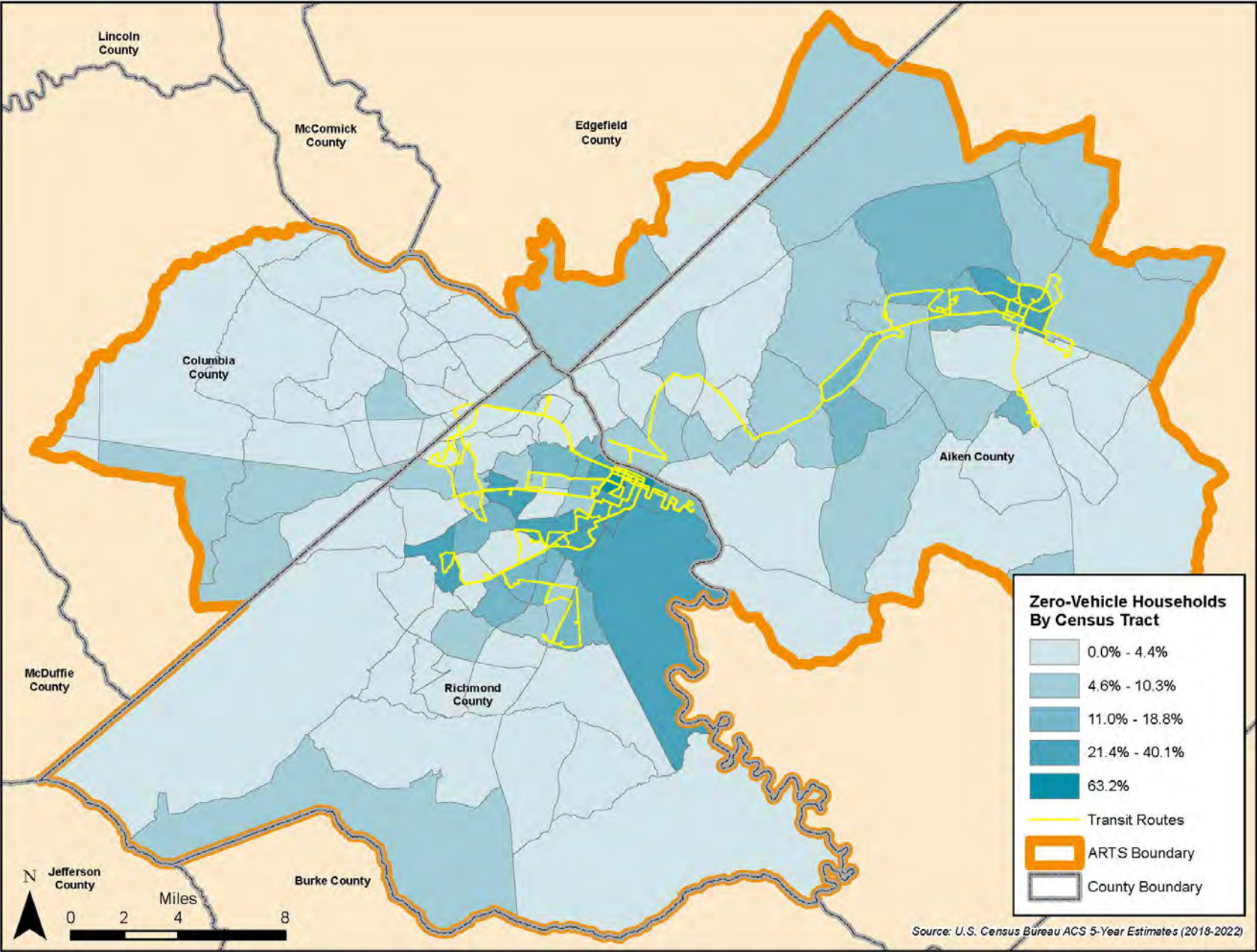
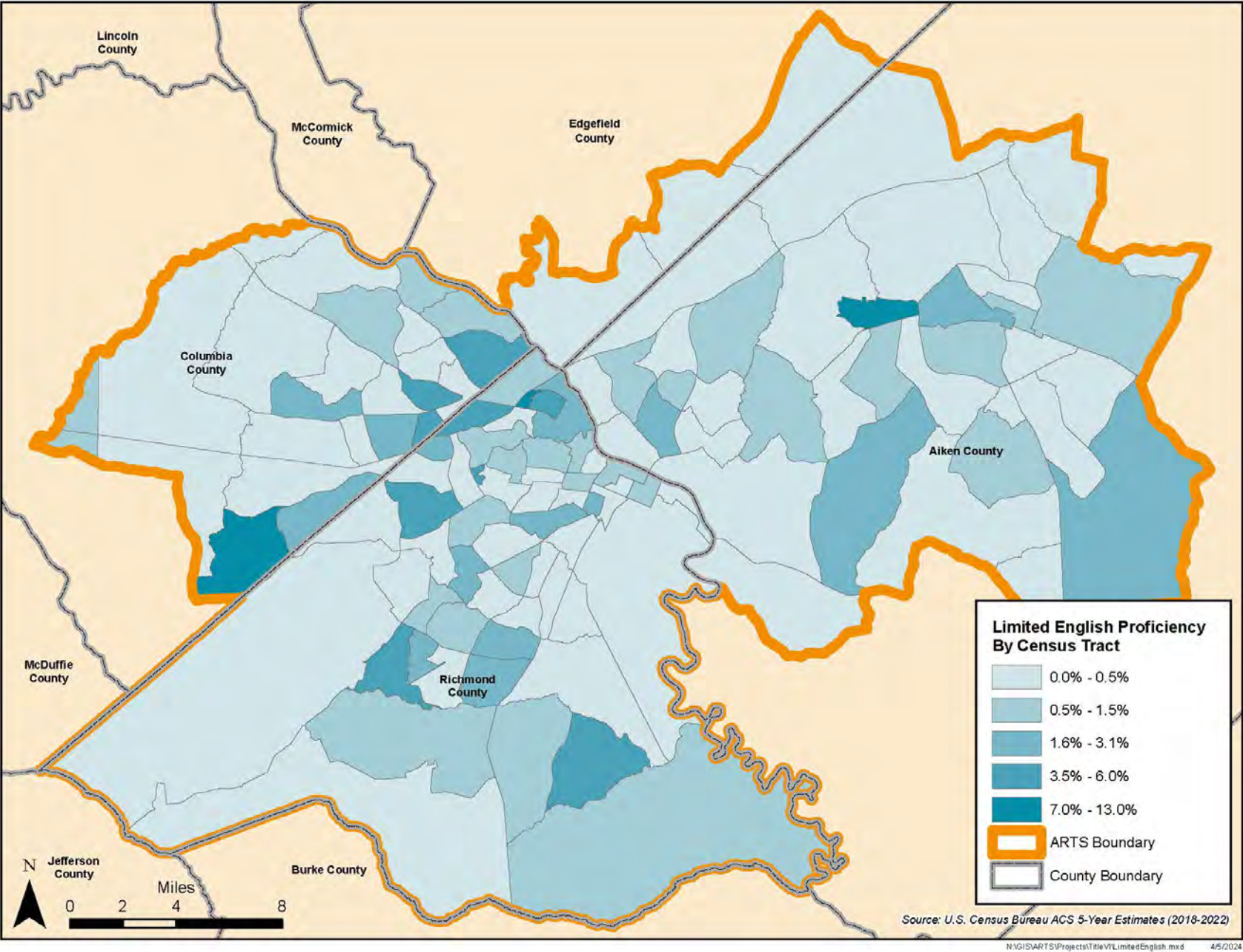




Figure 6: Map of Limited English Proficiency by Census Tract



## Demographic and Low-Income Analysis

Data for the demographics and low-income analysis – Table 3 - 5 – is derived from the U.S. Decennial Census 2020 and the American Community Survey, 5-Year Estimates (ACS) 2018-2022 estimates.

**Table 3: ARTS Population by Age and Gender**

Population	2020		2018-2022	
	484,004	100.0%	484,926	100.0%
Age	Number	Percent	Number	Percent
Under 5	28,756	5.9%	29,519	6.1%
5 to 19	96,219	19.9%	95,071	19.6%
20 to 64	277,894	57.4%	282,176	58.2%
65 and over	81,136	16.8%	78,160	16.1%
Gender				
Male	233,520	48.2%	235,982	48.7%
Female	250,484	51.8%	248,944	51.3%

Sources: U.S. Decennial Census 2020, U.S. Census American Community Survey 5-year Estimate (2018-2022)

**Table 4: ARTS and Counties by Race**

2020 Decennial Census				
Race	In MPO	Percent	4 Counties	Percent
White	244,087	50.43%	290,316	52.11%
Black	170,384	35.20%	188,334	33.81%
American Indian	1,199	0.25%	1,462	0.26%
Asian	12,426	2.57%	12,900	2.32%
Hawaiian	701	0.14%	764	0.14%
other	2,297	0.47%	2,564	0.46%
Two or More	21,526	4.45%	24,538	4.40%
Hispanic	31,384	6.48%	36,204	6.50%
<b>Total</b>	<b>484,004</b>	<b>100.00%</b>	<b>557,082</b>	<b>100.00%</b>
ACS 5-Year Estimates (2018-2022)				
Race	In MPO	Percent	4 Counties	Percent
White	248,923	51.33%	295,686	52.88%
Black	171,066	35.28%	190,245	34.03%
American Indian	390	0.08%	468	0.08%
Asian	10,970	2.26%	11,580	2.07%
Hawaiian	148	0.03%	189	0.03%
other	3,349	0.69%	3,466	0.62%
Two or More	19,799	4.08%	22,753	4.07%
Hispanic	30,281	6.24%	34,733	6.21%
<b>Total</b>	<b>484,926</b>	<b>100.00%</b>	<b>559,120</b>	<b>100.00%</b>

Sources: U.S. Decennial Census 2020, U.S. Census American Community Survey 5-year Estimate (2018-2022)

**Table 5: Countywide Location, Gender, and Age: 2020 Decennial Census, and ACS Five Year Estimate to (2018-2022)**

Category	2020				2018 - 2022			
	Columbia	Richmond	Aiken	Edgefield	Columbia	Richmond	Aiken	Edgefield
Urban	85%	92%	63%	12%	N/A	N/A	N/A	N/A
Rural	15%	8%	37%	88%	N/A	N/A	N/A	N/A
Male	49.0%	48.0%	48.0%	53.0%	49.0%	48.0%	48.0%	54.0%
Under 5	7.0%	7.0%	6.0%	4.2%	6.0%	7.0%	6.0%	3.0%
Age 5 - 17	21.0%	17.0%	17.0%	14.3%	19.0%	17.0%	16.0%	13.0%
Age 18 - 64	59.0%	63.0%	58.0%	64.0%	61.0%	63.0%	59.0%	68.0%
Age 65 Plus	13.0%	14.0%	19.0%	17.5%	13.0%	13.0%	18.0%	16.0%
Female	51.0%	52.0%	52.0%	47.0%	51.0%	52.0%	52.0%	46.0%
Under 5	6.1%	6.0%	5.0%	4.0%	6.0%	6.0%	5.0%	4.0%
Age 5 - 17	19.2%	25.0%	15.0%	15.0%	18.0%	15.0%	15.0%	15.0%
Age 18 - 64	59.3%	63.0%	58.0%	58.0%	60.0%	62.0%	58.0%	59.0%
Age 65 Plus	15.4%	17.0%	22.0%	23.0%	16.0%	16.0%	22.0%	22.0%

*Source: Urban and Rural Designation as Percentage of Total Population taken from 2020 Decennial Census, US Census Bureau, American Community Survey, 5-Year Estimates, 2018-2022*

## Needs Assessment

ARTS Low-Income Transportation needs include the following:

- Public Transit in ARTS has developed incrementally, leaving some areas distant from any access or availability.
  - Bus stops are located at inconvenient spots along major arterial and collector roads away from the neighborhood, commercial, or residential centers.
  - Recreation centers, parks, shopping venues, and employment centers are outside any transit stops.
- Employers, Neighborhood Organizations, Civic Leaders, and others require incentives to assist in transportation improvements.
  - Presenting to local speaker bureaus, civic leagues, neighborhood organizations, and churches while gathering information from them.
  - Publicizing all research, documents, plans, and projects through the city webpage.
  - Creating public and private partnerships with local stakeholders, organizations, and communities.

## Benefits and Burdens

The ARTS provides a brief description of possible benefits, burdens and mitigation strategies in the following table.



**Table 6: Benefits and Burdens Based on LRTP 2050**

Project Type	Benefit	Burden	Mitigation
New road	<ul style="list-style-type: none"> <li>Enhance travel conditions</li> <li>Provides alternative routes, and reduces traffic on major streets</li> </ul>	<ul style="list-style-type: none"> <li>Increased noise pollution, affects existing neighborhoods</li> <li>Construction delays in existing neighborhoods</li> </ul>	<ul style="list-style-type: none"> <li>Design ROW standards for minimum impact</li> <li>Complete Street Policy</li> <li>Context-sensitive design in neighborhoods</li> </ul>
Local road improvements	<ul style="list-style-type: none"> <li>Promote system preservation</li> <li>Improve safety and travel conditions</li> </ul>	<ul style="list-style-type: none"> <li>Diverts traffic during construction causing heavy traffic and dangerous conditions on local streets</li> </ul>	<ul style="list-style-type: none"> <li>Build curbs and sidewalks rather than shoulders</li> </ul>
Fixed route service	<ul style="list-style-type: none"> <li>Extend accessibility to transit in the EJ population / Reduce reliance on motor vehicles and maintain air quality / Increase mobility to EJ population</li> </ul>	<ul style="list-style-type: none"> <li>Reliable financial / funding resource</li> </ul>	<ul style="list-style-type: none"> <li>Improve transit frequency when possible</li> <li>Install bus shelters that comply with ADA policy</li> </ul>
Para-Transit/Rural Transportation	<ul style="list-style-type: none"> <li>Provides service for people with mobility limitations</li> <li>Service provided county wide including the outside target area</li> </ul>	<ul style="list-style-type: none"> <li>Problems with ride reservation and cancelation</li> <li>Riders are sensitive to driver's comments and behavior</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training and improve reservation policy</li> </ul>
Pedestrian Improvements	<ul style="list-style-type: none"> <li>Improve safety and alternative modes of transportation</li> </ul>		<ul style="list-style-type: none"> <li>Complete Streets Policy</li> </ul>

## Benefits and Burdens impact on Title VI Target Population

ARTS MTP is financially constrained as required by state and federal regulations. Table 7 and Table 8 shows expected revenue and costs based on the previous MTP's three-tier Financial Plan for the state of Georgia and South Carolina.

**Table 7: Georgia Expected Revenue and Costs**

Georgia			
Time Period/ Tier	Projects Estimate	Maintenance Estimate	Subtotal Estimate
FY 2021 to FY 2024 3/4yrs	\$140,208, 201	\$28,418,771	\$168,626,970
FY 2025 to FY 2034 -10yrs	\$375, 935,660	\$76,198, 318	\$452,133,979
FY 2035 to FY 2050 15 yrs	\$685, 000, 324	\$138,842, 569	\$823,842, 894
<b>Total</b>	<b>\$1,201,144,185</b>	<b>\$243,459, 658</b>	<b>\$1,444, 603, 843</b>

Source: ARTS Metropolitan Transportation Plan 2050, Chapter 6 Financial Plan, 2020

**Table 8: South Carolina Expected Revenue and Costs**

South Carolina
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Year	Projects Estimates (Guide share)	State Infrastructure Bank	TAP	Resurfacing /Preservation/Operation	Total Estimate
2021-2021 -1yr	\$14,040,000	\$4,000,000	\$541,064	\$27,651,856	\$46,232,920
2025-2035 - 10yrs	\$43,566,435	\$12,412,089	\$1,678,940	\$85,804,331	\$143,461,793
2036-2050 - 15yrs	\$76,982,141	\$21,932,233	\$2,966,698	\$151,616,745	\$253,497,815
<b>Total</b>	<b>\$134,588,577</b>	<b>\$38,344,324</b>	<b>\$5,186,700</b>	<b>\$265,072,930</b>	<b>\$443,192,530</b>

Source: ARTS Metropolitan Transportation Plan 2050, Chapter 6 Financial Plan, 2020

The ARTS MTP 2050 recommendations including the Transportation Improvement Programs, contained within the plan are used to evaluate the benefits and burdens and the impact it has on the target population. It is the impact of specific projects and plans that will determine any disproportionate adverse impacts on the ARTS population along with assessing the benefits that have been distributed evenly.

## Measures of MTP 2050

The following are ARTS measures used to evaluate the impact of a projects on target and non-target areas. Implementation of the recommendations in the MTP and specific TIP projects are not evaluated, only the resulting benefits and burdens.

Highway and Freeway construction in EJ target and non-target areas

- Local Road traffic counts and infrastructure improvements in EJ target and non-target areas
- Pedestrian Improvements in EJ target and non-target areas
- Public Transit accessibility in EJ target and non-target areas

## Measures Applied to MTP 2050

ARTS MTP 2050 is a bi-state plan providing planning, financial, and physical resources to four counties and assisting them in their efforts to ensure all residents have access to the same transportation services. Title VI Analysis is for all four counties within the MPO's jurisdiction and is based on the measures listed above. The following table documents the funding allocation based on the same measures:

**Table 9: ARTS MTP Project Measures -Georgia and South Carolina**

Georgia Total Projected Expenditures by Improvement Type

Expenditures by Type	Tier 1 FY 2021-2024	Tier 2 FY 2025-2034	Tier 3 FY 2035-2050	Grand Total	
Widening / Capacity Projects	\$112,994,521	\$323,802,626	\$588,768,133	\$1,025,565,280	41%
Operations Budget	\$22,981,259	\$65,095,354	\$118,364,755	\$206,441,368	8%
Bridges	\$3,011,118	\$8,375,584	\$15,230,038	\$26,616,740	1%
Safety studies / defined projects	\$1,638,900	\$1,353,410	\$474,331	\$3,466,641	0.1%
Safety Lump Sum	\$9,680,227	\$30,708,481	\$57,824,727	\$98,213,435	4%
Ped/Bike Lump Sum	\$13,196,470	\$37,522,836	\$68,228,411	\$118,947,717	5%
Transit Lump Sum	\$18,951,466	\$50,766,290	\$90,463,156	\$160,180,912	6%
Available for other transit improvements	\$6,067,039	\$18,415,929	\$35,338,035	\$59,821,003	2%

Maintenance Lump Sum	\$108,454,079	\$282,095,632	\$401,981,295	\$792,531,006	32%
<b>Total Funding</b>	<b>\$296,975,079</b>	<b>\$818,136,142</b>	<b>\$1,376,672,882</b>	<b>\$2,491,784,103</b>	<b>100%</b>

Source: ARTS Metropolitan Transportation Plan 2050, Chapter 6 Financial Plan, 2020

#### South Carolina Total Projected Expenditures by Improvement Type

Expenditures by Type	Tier 1 FY 2021-2024	Tier 2 FY 2025-2034	Tier 3 FY 2035-2050	Grand Total	
Widening / Capacity Projects	\$14,585,828	\$39,123,534	\$79,604,882	\$133,314,244	22%
Operations Budget	\$6,515,003	\$17,475,179	\$35,556,847	\$59,547,029	10%
Bridges	\$1,736,408	\$4,657,564	\$9,476,772	\$15,870,744	3%
Safety studies / defined projects	\$660,700	\$319,425	\$1,634,025	\$2,614,150	0.4%
Safety Lump Sum	\$2,548,182	\$8,287,752	\$15,879,049	\$26,714,983	5%
Ped/Bike Lump Sum	\$2,083,690	\$5,589,076	\$11,372,126	\$19,044,892	3.2%
Transit Lump Sum	\$6,432,813	\$14,145,594	\$25,594,948	\$46,173,355	8%
Available for other transit improvements	\$165,538	\$3,553,147	\$10,416,785	\$14,135,470	2%
Maintenance Lump Sum	\$29,431,811	\$82,178,880	\$170,525,032	\$282,135,723	47%
<b>Total Funding</b>	<b>\$64,159,974</b>	<b>\$175,330,152</b>	<b>\$360,060,466</b>	<b>\$599,550,592</b>	<b>100%</b>

Source: ARTS Metropolitan Transportation Plan 2050, Chapter 6 Financial Plan, 2020

### Highway and Freeway Analysis

New construction and future improvements to both the I-20 and I-520 will help all residents within the MPO area as well as those outside. Enhancements to I-520 with the assistance of Federal funds will assist in developing a stronger link to minorities and low-income people living in the southern portions of Richmond County. Future HOV lanes, additional lanes, and access points to the highways and freeways will help improve vehicular circulation and make local roads safer for pedestrians and non-commuting travelers. This will also reduce the travel time through improved traffic conditions along federal highways for distance commuters between Columbia and Atlanta, while simultaneously refining linkages between Aiken and Richmond County, and improving access to major employers and healthcare in the region.

### Local Roads Analysis

Maintenance, expansion, and creation of new local roads will benefit minorities and low-income residents throughout the ARTS area by providing better access to alternative travel routes, improved traffic conditions, and reduced travel time. People living in West Columbia County outside the MPO boundary will be able to drive into the urban areas of Columbia County in less time than before the improvements were made to local roads. Currently, people living outside Columbia County's portion of ARTS must travel fifteen miles to access government facilities, central business district, and other urban amenities. People living in Aiken County outside the ARTS must travel even further – an average of 20 miles – to access the government and business facilities of North Augusta and Augusta. People in Richmond County are able to

access a variety of alternative and improved local routes and reduced congestion within the County while also accessing surrounding counties in less time. Improvements to local roads in these counties will facilitate better access for minorities and low-income people who live outside the ARTS.

## Pedestrian Analysis

ARTS Bicycle and Pedestrian Plan, as part of the Metropolitan Transportation Plan, documents the various pedestrian-oriented transportation developments occurring throughout the area. Many residents of all races, ages, incomes, and disabilities now have access to greater avenues for walking, cycling, and recreation. Aiken County continues to promote Safety Routes to School by expanding it to other schools throughout the County, while Augusta promotes its Age-Friendly designation by GA AARP through walkability surveys in neighborhoods throughout the County. Columbia County is ensuring pedestrian safety by insisting on sidewalks in any new construction and road improvement projects.

## Public Transit Analysis

Best Friends Express in Aiken County, South Carolina and Augusta Transit in Richmond County, Georgia continue to provide public transportation for residents throughout their area. Both constantly seek new opportunities to expand their service to other minority and low-income neighborhoods so even more people may have access to public transportation. Columbia County continues to promote its non-fixed route service through marketing, where people of all income levels can make reservations from the comfort of their home and be delivered to the destination of their choosing.

## Key Findings

ARTS continued efforts to ensure there is no discrimination within its planning area are based on some of the findings the analyses presented. The Metropolitan Transportation Plans various transportation modes are documented below.

1. The highway system consisting of I-520 and I-20 which bisect the counties in the region primarily between Columbia and Richmond County in Georgia and Aiken County in South Carolina, benefits all four counties areas.  
Minority and low-income populations are located outside each of the four counties' urban cores but all within the ARTS boundary. Age and racial demographics are equally distributed throughout the metropolitan area. Constant maintenance, improvements, and expansion of the two highways are critical for the ARTS MPO area. Each of the counties is anticipating population and employment growth while more and more commuters continue to travel along these two highways. The addition of HOV lanes, expansion of existing system, installation of an additional access point, and other necessary improvements to the highway network will provide greater safety for elderly and slow drivers while allowing others to travel more freely.
2. Public transportation in the ARTS areas is always attempting to expand into additional minority and low-income neighborhoods.  
17% of public transit funding allocation is improving operational service, in the ARTS MTP 2050 Plan. Richmond County's 9 fixed bus routes and Aiken County's 3 fixed-bus routes continue to provide minority and low-income residents with the public transit needs while seeking to expand into other neighborhoods. Columbia County's rural transportation on-demand route currently is not assisted by the ARTS, it is a self-sustaining system implemented by the county as an independent means to addressing their population. In Richmond County, public transportation providers are planning to expand their marketing initiatives in an effort to increase ridership and will eventually be linked to park and ride facilities throughout the ARTS area.

## Complaints and Compliance Review

Currently, there are no complaints and/or lawsuits on file with either the ARTS, Augusta Transit, or Best Friends Express. All complaints and lawsuits are a matter of public record and none are found nor were any recently filed. ARTS has not been subject to any civil rights compliance reviews.

## Public Involvement

Input from the public is an important part of the ARTS' transportation planning process. Transportation presentations to local neighborhood organizations, speaker bureaus, and other community venues, the ARTS staff have collected a wide range of information from the public. ARTS has acquired online pooling to collect information from the public. This has been instrumental in collecting and compiling data at public meetings highlighting transportation issues to be addressed in the Metropolitan Transportation Plan. Findings from these numerous grassroots public participation events are documented and should be incorporated into the ARTS Title VI Plan.

## ARTS Committee Involvement

The ARTS is composed of four committees: Citizen Advisory Committee (CAC), Technical Coordinating Committee (TCC), South Carolina Policy Subcommittee, and Policy Committee (PC). The CAC and TCC evaluate plans, programs, and initiatives presented to them by ARTS staff and make their recommendations to the PC. The PC is the governing body of ARTS and votes on whether to approve or reject such plans, programs and recommendations. The following tables below provide a summary of the racial composition of the counties from which the members are drawn from. Table 10 and Table 11 provides a breakdown of race composition for each of the county areas in the MPO boundary. Table 12 and Table 13 provides a breakdown of race composition for each of the county areas based on the entire population. Table 14 provides a summary of ARTS committee voting members by gender and race.

**Table 10: ARTS Population by Race - 2020 Decennial Census**

Race	Richmond	Columbia	Aiken	Edgefield	MPO	Percent
White	68,397	85,149	87,908	2,633	244,087	50.43%
Black	112,947	23,755	32,708	974	170,384	35.20%
American Indian	511	284	395	9	1,199	0.25%
Asian	3,907	6,823	1,679	17	12,426	2.57%
Hawaiian	391	234	76	0	701	0.14%
Other	905	786	579	27	2,297	0.47%
Two or More	8,100	7,625	5,656	145	21,526	4.45%
Hispanic	11,449	10,420	9,325	190	31,384	6.48%
<b>Total</b>	<b>206,607</b>	<b>135,076</b>	<b>138,326</b>	<b>3,995</b>	<b>484,004</b>	<b>100.00%</b>

*Source: Decennial Census 2020*

**Table 11: ARTS Population by Race - ACS 5-Year Estimates (2018-2022)**

Race	Richmond	Columbia	Aiken	Edgefield	MPO	Percent
White	67,416	88,897	90,088	2,522	248,923	51.33%
Black	113,697	22,057	34,407	905	171,066	35.28%
American Indian	185	24	177	4	390	0.08%
Asian	3,201	6,203	1,563	3	10,970	2.26%
Hawaiian	144	0	4	0	148	0.03%
Other	1,395	1,485	448	21	3,349	0.69%

Two or More	9,152	6,840	3,600	207	19,799	4.08%
Hispanic	10,963	10,660	8,465	193	30,281	6.24%
<b>Total</b>	<b>206,153</b>	<b>136,166</b>	<b>138,752</b>	<b>3,855</b>	<b>484,926</b>	<b>100.00%</b>

Source: American Community Survey, 5-Year Estimates, 2018-2022

**Table 12: County Population by Race - 2020 Decennial Census**

Race	Richmond	Columbia	Aiken	Edgefield	Total	Percent
White	68,397	99,111	107,918	14,890	290,316	52.11%
Black	112,947	27,621	39,465	8,301	188,334	33.81%
American Indian	511	354	530	67	1,462	0.26%
Asian	3,907	7,102	1,773	118	12,900	2.32%
Hawaiian	391	271	96	6	764	0.14%
Other	905	897	669	93	2,564	0.46%
Two or More	8,100	8,796	6,831	811	24,538	4.40%
Hispanic	11,449	11,858	11,526	1,371	36,204	6.50%
<b>Total</b>	<b>206,607</b>	<b>156,010</b>	<b>168,808</b>	<b>25,657</b>	<b>557,082</b>	<b>100.00%</b>

Source: Decennial Census 2020

**Table 13: County Population by Race - ACS 5-Year Estimates (2018-2022)**

Race	Richmond	Columbia	Aiken	Edgefield	Total	Percent
White	67,416	102,875	110,521	14,874	295,686	52.88%
Black	113,697	26,446	41,616	8,486	190,245	34.03%
American Indian	185	24	201	58	468	0.08%
Asian	3,201	6,628	1,696	55	11,580	2.07%
Hawaiian	144	0	4	41	189	0.03%
Other	1,395	1,498	500	73	3,466	0.62%
Two or More	9,152	7,946	4,861	794	22,753	4.07%
Hispanic	10,963	11,504	10,466	1,800	34,733	6.21%
<b>Total</b>	<b>206,153</b>	<b>156,921</b>	<b>169,865</b>	<b>26,181</b>	<b>559,120</b>	<b>100.00%</b>

Source: American Community Survey, 5-Year Estimates, 2018-2022

**Table 14: ARTS Committee Demographics**

Committee	Demographic	Count
Technical Coordinating Committee	White, Male	13
	Black, Male	1
	Other, Male	1
	White, Female	3
	Black, Female	3
	Other, Female	0
<b>Total</b>		<b>21</b>
Committee	Demographic	Count
Citizens Advisory Committee	White, Male	2
	Black, Female	1
	Hispanic, Male	1
<b>Total</b>		<b>4</b>
Committee	Demographic	Count

Policy Committee	White, Male	10
	Black, Male	1
	White, Female	3
	Black, Female	1
	Hispanic, Male	1
<b>Total</b>		<b>16</b>

Source: ARTS

## Minority Representation on Decision Making Bodies

The Citizen Advisory Committee provides for public involvement in the ARTS process. The membership is structured so that all portions of the study area are represented. It serves as a sounding board for and a generator of community interest. It provides a balance to the technical input provided by the Technical Coordinating Committee. The Citizen Advisory Committee has four (4) members; two (2) White males, one (1) Black male, one (1) Hispanic male, one (1) Black female. Several seats on the CAC are vacant as ARTS revises its current bylaws to encourage appointments to the current vacancies.

The Technical Coordinating Committee is the group that conducts the technical review of planning studies relating to the transportation system in the ARTS area. Its membership is composed of key staff member of participating government jurisdiction in the ARTS process. The Technical Coordinating Committee has Twenty-one (21) members: thirteen (13) White males, one (1) black male, three (3) White females, one (1) Other Race male, and three (3) Black females.

The South Carolina Policy Subcommittee serves in an advisory capacity to the ARTS Policy Committee and is responsible for ensuring that the South Carolina portion of ARTS is kept up-to-date. The South Carolina Subcommittee is comprised of local elected officials (voting members), and federal, state, and local appointed personnel (nonvoting members) representing the South Carolina part of the study area.

The Policy Committee is responsible for the establishment of policy and overall guidance of ARTS. In carrying out its responsibilities, it receives recommendations and in turn, makes the decision that actually sets transportation priorities. Its membership consists of the elected representatives of each of the governmental units in the ARTS area. The Policy Committee has sixteen (16) members: ten (10) White males, one (1) Black male, one (1) Black Female, one (1) Hispanic male and three (3) White females.

The Transit Citizen Advisory Committee (TCAC) acts as a representative body for the citizens of Augusta, Georgia, and serves in an advisory capacity to the Augusta Transit Department. They are a positive catalyst between Augusta Transit, the community, and the Augusta Commission. The TCAC provides comments on transportation, plans, programs, and respective transit studies and will assist Augusta Transit in publicizing transportation projects and plans to neighborhoods and provide feedback, to the department. The following table is a list of their meet members and demographic.

Augusta Planning and Development Department regularly attends TCAC meetings to provide updates on the MTP, TIP, and public transit planning activities. TCAC meets on the fourth Thursday of every month at 4:00 p.m. and consists of twelve (12) members: three (3) black males, three (3) black females, two (2) white females, and four (4) vacancies. Since the COVID-19 pandemic, Augusta Transit holds its regularly scheduled TCAC meetings through virtual zoom meetings.

Public involvement during the period covered by this Title VI Update is through formal as well as informal public and committee meetings on the following dates. ARTS takes an active role with local media – interviews, articles, and press releases – ensuring the public is always notified of public meetings. This was



done in coordination with social media – Facebook and Twitter – each meeting is initiated through a comprehensive media broadcast notifying residents and businesses in all four counties of these events.

## ARTS Committee Meetings for the Fiscal Year 2021 to the Fiscal Year 2024

TCC/CAC MEETINGS @ 10:30 am	PC MEETINGS @ 11 am
Wednesday, July 7, 2021	Thursday, July 22, 2021
* Monday, August 30, 2021	Monday, August 30, 2021
x Wednesday, September 1, 2021	Thursday, September 16, 2021
Monday, November 1, 2021	Thursday, November 18, 2021
Thursday, January 6, 2022	Thursday, January 20, 2022
Wednesday, February 16, 2022	Thursday, March 3, 2022
Wednesday, May 4, 2022	Tuesday, May 24, 2022
* Thursday, June 9, 2022	Thursday, June 9, 2022
Wednesday, September 7, 2022	Thursday, September 22, 2022
Wednesday, November 2, 2022	Thursday, November 17, 2022
Wednesday, January 4, 2023	Thursday, January 19, 2023
Wednesday, March 1, 2023	Thursday, March 16, 2023
Wednesday, May 3, 2023	Thursday, May 18, 2023
Wednesday, July 5, 2023	Thursday, July 20, 2023
Wednesday, September 6, 2023	Thursday, September 21, 2023
Wednesday, November 1, 2023	Thursday, November 16, 2023
Wednesday, January 10, 2024	Thursday, January 25, 2024
Wednesday, March 6, 2024	Thursday, March 21, 2024
* Special Called Meeting X Cancelled Meeting	

## Methodology

The CAC works in conjunction with TCC reviewing various planning documents presented to them including but not limited to the Metropolitan Transportation Plan, Congestion Management Process, Unified Planning Work Program, and Title VI as well as any others prepared by ARTS. These documents are presented to them for comments and recommendations for the PC. ARTS staff are permitted sometimes to incorporate their comments into the plans, programs, and initiatives before presenting to PC.

Public involvement is conducted by the ARTS staff by attending civic organizations, neighborhood association meetings, and other community venues where the Metropolitan Transportation Plan and Transportation Improvement Programs are presented and all comments are welcome.

The ARTS adopted Public Participation Plan updated in 2021, guides efforts to involve the public in the planning process and to provide information about transportation planning activities. It includes notification procedures for public hearings and meetings, as well as public notification and information dissemination processes for specific ARTS products such as the Transportation Improvement Program.



## Public Participation Contacts

A contact list is maintained by the ARTS for the entire area, consisting of neighborhood organizations, faith-based organizations, stakeholders, public leaders, and many more. This list is used to keep people informed through the ARTS News Letter, make reservations for presentations, and gather information from an organized and structured public participation process. All meetings held by CAC, TCC, and PC are open to the public. The meeting agendas are posted online as well as distributed to interested citizens, neighborhood organizations, and stakeholders.

Public notices are included during the public involvement process for Metropolitan Transportation Plan, Transportation Improvement Plan, and Special Transportation Projects. Plan documents are placed in over thirty locations throughout the region for access to the public. These locations include public facilities, libraries, community centers, and government buildings.

## Public Notice

All public participation events from speaker bureaus to public meetings are posted on the website and/or distributed through flyers and bill drops inviting the public to attend a community meeting near them. The following is a list of locations ARTS has reserved for public meetings and speaker bureaus, each encouraging the local residents and businesses to participate in the transportation planning process in their area. Notifications for all public events and community meetings including public hearings are conducted through written publications in The Augusta Chronicle, The Aiken Standard, Columbia County News-Times as well as The Metro Courier and The Urban Pro Weekly. All information concerning ARTS is also made available through social media sites such as Facebook and Twitter/Instagram in conjunction with the city and ARTS independent webpages.

### Speaker Bureaus

- Trinity on the Hill Methodist Church
- Columbia County Exchange Club at Snelling Center
- Augusta Chamber of Commerce Advocacy Council
- Augusta Exchange Club at First Baptist Church
- Augusta Canal Authority at Enterprise Mill
- Aiken Chamber of Commerce
- Merchants Association of Columbia County
- Sierra Club at Unitarian Universalist Church
- Wheel Movement- Richmond County, GA
- Friends of Our Greenway-North Augusta, SC
- Augusta Transit Citizen Advisory Committee

**Table 15: ARTS Public Review/ Comment Meeting Venues**

Public Meeting Venues		
<b>Hephzibah City Hall</b> 2530 Highway 88 Hephzibah, GA 30815	<b>Warren Road Community Center</b> 300 Warren Road Augusta, GA 30907	<b>Augusta-Richmond County Municipal Building</b> 535 Telfair Street, 1ST Floor Augusta, GA 30901
<b>Liberty Community Center</b> 1040 Newmantown Road Grovetown, GA 30813	<b>Oak Point Community Center</b> 703 East Boundary Augusta, GA 30901	<b>Augusta Transit- Transfer Facility</b> 1546 Broad Street Augusta, GA 30904
<b>Sand Hills Community Center</b> 2540 Wheeler Road	<b>North Augusta Community Center</b> 495 Brookside Avenue	<b>Evans Government Complex, Auditorium</b> 630 Ronald Reagan Drive

Augusta, GA 30904	North Augusta, SC 29841	Evans, GA 30809
<b>Carrie J. Mays Family Life Center</b> 1014 Eleventh Avenue Augusta, GA 30901	<b>Odell Weeks Activity Center</b> 1700 Whiskey Road Aiken, SC 29803	<b>Aiken County Government Center</b> 1930 University Pkwy, 1st Floor Aiken, SC 29801
<b>First Baptist Church of Evans</b> 515 N. Belair Road Evans, GA 30809	<b>Smith Hazel Recreation Center</b> 400 Kershaw Street NE Aiken, SC 29801	<b>Zoom.com.</b> <a href="https://us02web.zoom.us/j/9946694292">https://us02web.zoom.us/j/9946694292</a>

## Documentation

The ARTS Public Participation Plan located in the Attachment lists all the documentation strategies implemented by the MPO. All documents are a matter of public record and available on the city's webpage as well as the ARTS webpage. ARTS publicizes at least seven (7) days prior to MPO planning meetings.

## Marketing Strategies

1. Press Releases – Used to announce upcoming meetings and activities and to provide information on specific issues related to transportation planning.
2. Print Display Ads – Used to advertise public meetings and review and comment periods for transportation plans and projects. Display ads are published in area newspapers and distributed at public facilities throughout the ARTS area.
3. Direct Mailings – Used to advertise public meetings and review and comment periods for transportation plans and projects, or to provide information to a targeted area.
4. ARTS Newsletter – A quarterly publication used to provide information on transportation issues, projects, documents, contacts and resources.
5. ARTS Website – Used to display general information about ARTS, copies of major ARTS transportation documents, committee meeting schedules, agendas and minutes, project updates, and the ARTS Newsletter. The website is also used to advertise public meetings and review and comment periods for transportation plans and projects.
6. Speaking Engagements – The MPO shall make staff available to speak to civic groups, neighborhood associations, and other interested parties about ARTS transportation planning and projects.
7. ARTS Committee Meetings – The ARTS committee meetings will be a regularly-scheduled forum for the discussion of, and updates on regional transportation needs, plans, programs and activities.
8. ARTS Public Meetings – ARTS public meetings will be held in conjunction with the update of the MTP and the TIP, and the development of any special studies related to regional transportation issues.
9. Comment Cards – Comment cards will be distributed at public meetings to obtain feedback on regional transportation needs, plans, programs, and activities.
10. Surveys – Surveys will be used to obtain information from the general public and other stakeholders.
11. Visualization Techniques – The MPO will use GIS maps, sketches, drawings, and similar tools at public meetings to both convey information and elicit public input about transportation plans and projects.

## Monitor of Sub-recipient

Each jurisdiction within the ARTS boundary is encouraged to participate in federally funded programs dedicated to transportation. Furthermore, they are also subject to review by the MPOs for Title VI compliance, ensuring there is no discrimination. From Metropolitan Transportation Plan projects to Transportation Improvement Programs seeking federal and state funds, each jurisdiction must show Augusta Regional Transportation Study that they are not discriminating and the projects will ensure all burden and benefits are evenly distributed. ARTS Policy Council makes the decisions, taking into account public input from the Citizen Advisory Council and professional consultation from the Technical Coordinating Committee. These committees monitor all programs and projects for Title VI and all manner of transportation related projects, programs and policies.

## Minority Participation

Planning activities conducted by ARTS rely heavily on public involvement, mainly from the minorities, neighborhood organizations, faith-based centers, speaker bureaus, and community meetings. Recent community meetings for the update to the Metropolitan Transportation Plan included minorities at every meeting voicing their support for the Augusta Transit and Best Friends Express the need for more routes, alternative means of public transportation such as light rail, and many other views on particular road projects. The same input is gathered from speaker bureau meetings and community events.

## ARTS/MPO – Monitor Report of Title VI Activities

A close working relationship has been established between the Augusta Planning and Development Department and Augusta Transit. The Augusta Transit Department does not maintain a planning staff of its own. The Augusta Planning & Development Department (APDD) provides public transportation planning and FTA grant administrative compliance assistance to Augusta Transit. It also allows the Augusta Planning & Development Department to coordinate the planning activities with the administration of the FTA grant program. For example, as part of the assistance provided to Augusta Transit in complying with FTA grant program requirements, the APDD provides technical assistance needed to update Title VI submission assist with ADA compliance.

The Augusta Planning & Development Department, recently, completed the data analysis update to monitor benefits and burdens of the MPO transportation planning process and Augusta Transit's service with respect to minority communities. Public Transportation services to these communities are evaluated by the following service standards:

- Each census tract in the service area with a minority population that is equal to or more total percentage of all minorities in the service area is monitored;
- An inventory is made of the transit service provided to these areas;
- An assessment is made of the performance of each route operating in each minority area;
- The performance of service provided in minority areas is compared to system policy standards.

## Information Dissemination

An adopted Public Participation Plan guides effort to involve the public in ARTS planning process and to provide information about transportation planning activities. It includes notification procedures for public hearings and meetings, as well as public notification and information dissemination processes for specific ARTS products such as the Transportation Improvement Program.

In addition to the Public Participation Plan, the Citizen Advisory Committee (described in more detail below) has become an important mechanism for obtaining both citizen input and providing information to the public about current ARTS activities. Citizens Advisory Committee members have become proactive

in encouraging public involvement in transportation planning. Members have begun distributing ARTS documents in their neighborhoods, meetings with other citizen groups to discuss transportation issues, attending public meetings and hearings, and encouraging others to participate as well. Since the Citizen Advisory Committee members represent a cross-section of area residents, including minority residents, their actions have become an important aspect of citizen participation in the ARTS process.

Notifications procedures for public meetings, public hearings, and public review of certain ARTS products include purchased notices in local newspapers, news releases to local media, and direct mail notifications of interested individuals, direct mail notifications to 17 neighborhood association in Richmond County, and posting of notices in 37 public places. Purchased notices are placed in The Augusta Chronicle, The Aiken Standard and Columbia County News-Times, the local general circulation newspapers, and in The Metro Courier and The Urban Pro Weekly primarily minority-oriented newspapers.

### List of Public Notice Publications

- Augusta Planning and Development Department
- Aiken County Planning and Development Department
- Columbia County Development Services
- City of Aiken Planning Department
- North Augusta Planning and Economic Development
- Augusta Engineering Department
- Columbia County Engineering Services Department
- North Augusta Department of Energy and Public Works
- City of Aiken Public Works and Engineering
- Aiken County Engineering
- Augusta Traffic Engineers
- Burnetown Town Hall
- GA DOT Augusta Area Engineering's Office
- SC DOT Area Engineer
- Grovetown City Hall
- Fort Gordon
- August Transit
- Best Friends Express
- Columbia County Public Transit
- Richmond County Transit
- All Public Libraries in Columbia, Aiken, and Richmond County
- Hephzibah City Hall
- Blythe City Hall
- Lower Savannah Council of Governments (LSCOG)
- Central Savannah River Area Regional Commission (CSRA-RC)

It is impossible to list all instances of media involvement in disseminating information about transportation planning-related activities. All media involvement, other than the purchased notices, is voluntary non-purchased activity, usually as part of news reporting. The activity is rather extensive as evidenced by the list of transportation-related newspapers. Coverage by the electronic media is not as well quantified but is also extensive.

Media coverage is difficult to estimate accurately. Circulation and audience figures for some local media provide an estimate. The urbanized area population in 2010 was estimated over 300,000. The daily circulation of the Augusta Chronicle, the newspaper with the largest daily circulation, is approximately 80,000. The weekly circulation of The Metro Courier is approximately 10,000. It is estimated that all Augusta radio stations have an average-quarter hour listening audience in excess of 50,000 persons or slightly more than 17% of the urbanized area population. However, this represents the maximum audience, not the audience of the station covering transportation planning and activities. Radio stations that do cover transportation planning meetings and activities draw approximately 50% of the total audience. Local minority-oriented radio stations like all radio stations are utilized only to the extent of receiving press releases concerning transportation planning meetings and activities.

Notification of members of the MPO Policy Committee, Technical Coordinating Committee, and Citizens Advisory Committee remain the same. Agendas are mailed to all members at least one week prior to a meeting.

ARTS also has its own independent webpage in conjunction with the Columbia County and Augusta's city webpages. This page is maintained and updated by ARTS Staff through the IT-GIS Department of the City of Augusta. Social media also plays a very important role in public notifications as ARTS also has its own Facebook and Twitter pages so people are kept informed and up to date on regional transportation planning activities.

## Minority Participation in the Decision-Making Process

The Augusta Regional Transportation Study MPO Policy Committee, as described below in the Minority Representation on Decision Making Bodies Section of this Title VI Program, has approval authority for ARTS public transportation planning matters. Citizens' participation and more specifically minority participation in ARTS public transportation planning is through members in the ARTS Technical Coordinating Committee and Citizen Advisory Committee and through involvement in ARTS public transportation planning activities.

Efforts to encourage minority participation in public transportation planning activities include:

- Purchase notices in the minority oriented newspaper
- Press releases to minority oriented media for public meetings, hearings, and announcements of document availability;
- Speaker Bureau presentation and Community meetings throughout the ARTS area
- Locating public hearing and public meetings at accessible facilities located in or near minority neighborhoods; i.e. The Augusta Richmond County Civic Center and the Municipal Building; and
- Public hearing and meeting notices are mailed to 17 neighborhood associations, at least six of which represent neighborhoods consisting primarily of minority residents.

In addition to the efforts described above to involve minorities in public transportation planning, the Augusta Transit Department organized a Transit Advisory Committee that meets monthly to discuss public transit issues. This committee will be made up of 10 representatives from each district with a total of 10 members. ARTS planning staff assists the AT with technical support on the committees' activities.

## 2050 MTP Public Meetings

In FY 2020, public meetings were held between Tuesday, August 8th, 2019, and Thursday, October 10th, 2019 in which the public was invited to review and comment on the ARTS 2050 Metropolitan Transportation Plan (MTP).

Location	Date	Time
<b>Aiken County Government Complex</b> Sandlapper Room 1930 University Parkway Aiken, SC 29801	August 8th, 2019	5:30 pm to 8:00 pm
<b>TW Josey High School</b> Media Center 1701 15th Street Augusta GA 30901	August 8th, 2019	5:30 pm to 8:00 pm
<b>First Baptist Church of Augusta</b> 3500 Walton Way Ext Augusta GA 30909	October 10th, 2019	5:30 pm to 8:00 pm
<b>Columbia County Government Center</b> Auditorium, Building A 630 Ronald Reagan Drive Evans, GA 30809	October 10th, 2019	5:30 pm to 8:00 pm

## TIP Public Meetings

In FY 2024, in person and virtual public meetings were held between Thursday, August 10, 2023 to Thursday, August 24th, 2023. The purpose of the Virtual Public Meetings was to allow the public to review and comment on the ARTS MPO draft Georgia FY 2024-2027 and South Carolina FY 2021-2027 TIP.

A series of public meetings is scheduled for the following dates, times and locations:

DATE/TIME	LOCATION
Thursday, August 10, 2023, 6:00PM-8:00PM	Public Meeting #1 – Robert Howard Community Center, 103 Diamond Lakes Way, Hephzibah, GA 30815, Multipurpose Room
Tuesday, August 15, 2023, 6:00PM-8:00PM	Public Meeting #2 – Zoom Meeting
Tuesday, August 22, 2023, 6:00PM-8:00PM	Public Meeting #3 – Zoom Meeting
Thursday, August 24, 2023, 6:00PM-8:00PM	Public Meeting #4 – Columbia County Board of Commissioners, Evans Auditorium A, 630 Ronald Reagan Drive, Evans, GA 30809

## TIP Public Notice

Announcements were posted on the below websites and local newspapers:

Publication	Run Date	Languages
Augusta Chronicle	7/30/2023	English
Augusta Chronicle	8/4/2023	English, Spanish & Korean
Urban Pro Weekly	7/27/2023 - 8/9/2023 and 8/9/2023 - 8/22/2023	English, Spanish & Korean
ARTS MPO Website	8/1/2023 - 8/31/2023	English, Spanish & Korean
Facebook (Paid Advertising)	8/8/2023 - 8/31/2023	English, Spanish & Korean



## 4. Limited English Proficiency Plan

### Introduction

The purpose of this Limited English Proficiency policy guidance is to clarify the responsibilities of recipients of Federal financial assistance from the U.S. Department of Transportation (DOT) and assist them in fulfilling their responsibilities to Limited English Proficient (hereinafter “LEP”) persons, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. It was prepared in accordance with Title VI of Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance.

### Executive Order 13166

Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency was signed into law by President William J. Clinton on August 11, 2000,” reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency that is subjected to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice’s (“DOJ”) Policy Guidance with the compliance standards and framework titled Improving Access to Services for Persons with Limited English Proficiency. The purpose of this order was to ensure that people who had very limited ability to read, write, and speak English were provided the necessary assistance so they may access the same service as those who knew English proficiently. This order was geared to safeguard the use of federal funds. Each Federal agency is required to follow Title VI stipulations; any agency receiving federal funds is equally required to follow them as well. U.S. Department of Transportation’s publication of Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons ensures people are not excluded from DOT assistance programs and activities simply due to communication.

### Plan Summary

Augusta, Georgia has developed this Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to Augusta Transit services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, write, or understand English.

### Elements

***The essential elements of a Limited English Proficiency Plan are as follow:***

1. Identification of LEP persons
2. Identification of Language Assistance
3. Training Staff
4. Notices to LEP persons

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates.



## Four-Factor Analysis

The first two elements – Identification of LEP Persons, and Language Assistance - are conducted through a four-factor analysis. While determining the extent of the obligation to provide LEP services in the development of its plan, Augusta, Georgia through Augusta Transit Department and Augusta Planning and Development Department conducted the four-factor LEP analysis as it applies to public transit and metropolitan transportation planning relative to guidance under the U.S. Department of Transportation.

### ***The four-factor analysis includes:***

1. Identification of the number or proportion of LEP persons eligible in the AT service area who may be served or likely to encounter ARTS metropolitan transportation planning process and an AT program, activity, or service;
2. The frequency with which LEP individuals come in contact with ARTS, metropolitan transportation planning process, and an AT service.
3. The nature and importance of the program, activity, or service provided by the AT to the LEP population;
4. The resources available to the AT and overall cost to provide LEP assistance.

A brief description of these considerations for the ARTS metropolitan transportation planning process and AT services is provided in the following sections.

ARTS uses the four-factor analysis to identify the number of LEP persons, frequency of LEP persons utilizing the program, nature of the program, and availability and cost of resources. Data is compiled using 2010.

### 1st Factor: Number or proportions of LEP persons in ARTS

**Table 16: Countywide LEP Population in ARTS MPO area**

	Columbia		Richmond		Aiken		Edgefield	
Speak Only English	112,460	83%	179,418	87%	120,948	89%	1,186	90%
Speak English Only or Speak English "Very Well"	10,646	8%	9,973	5%	5,412	4%	36	3%
Speak English "Less than "Very Well"	4,588	3%	3,259	2%	2,201	2%	39	3%

*Source: US Census Bureau, American Community Survey, 5-Year Estimates, 2018-2022*

### 2nd Factor: Frequency of LEP person contact with ARTS

While the number of LEP persons in the ARTS area is relatively low, the frequency of how often they will utilize public transportation services in the region may increase. They will facilitate the requirements to develop appropriate strategies necessary to meet their language needs. It is this small yet growing number of LEP persons in the ARTS area who will make the most use of public transportation and ARTS staff will be prepared and ensure they receive the same quality services as everyone else in the region.

### 3rd Factor: Nature or importance of the program for LEP persons

Public input during various phases of the Metropolitan Transportation planning process and TIP. From public meetings regarding Transportation Improvement Programs to attending local speaker bureau and civic organization meetings, meeting local residents directly and exchanging information with them about local transportation issues helps ARTS understand and plan for their needs. Presentations, handouts, and

personal conversations are conducted with the public to show ARTS's commitment to the growing regional transportation network.

#### 4th Factor: Availability of resources and overall costs

LEP plan is primarily funded through FTA Section 5303 program, assisting local and regional transportation agencies with resources necessary to meet the needs of LEP persons. Assistance through these programs comes in the form of the following initiatives for ARTS:

- Provide translation on an as-needed basis.
- Coordination with Board of Education to assist in data collection and analysis of LEP persons in the ARTS area.
- GIS analysis of LEP persons in the ARTS area and their use of transportation in urbanized and rural areas.
- Publication of ARTS documents in multiple languages upon request by the public.

### Safe Harbor Stipulation

This stipulation of Title VI provides recipients of federal funds an absolute certainty means of verifying their compliance to Limited English Proficiency requirements through written translation. Safe Harbor is met when agencies provide a written translation of all vital documents for any language for groups of people that consist of 5% or 1,000 – whichever is less – of the people serviced by the agency. Not providing all translation does not constitute a breach of the safe harbor, simply a guideline in the event they seek to ensure absolute compliance. Oral communication can also be conducted in situations where extensive writing proves overburden to the agency.

#### **AT implementation of the four-factor analysis relative to public transit services and operations:**

1. Number and Proportion of (LEP) Persons Served or Encountered in the Service Area Population. The Augusta Transit (AT), has examined the information posted from the U.S. Census Bureau's report of 2010 on Richmond County, Georgia. As can be seen from the table at the end of this analysis, the area then had and may still have 181,028 persons altogether, including 2,896 persons (1.6% of the total population) who said they spoke English "less than very well". Of these LEP persons, a population of 11,168 were estimated as Limited-English persons, while a population of 3,334 were counted as persons who spoke a language other than English; German, French, Korean, Chinese, Arabic, Gujarathi, Vietnamese, Japanese, Persian, Thai, or Portuguese.

2. Frequency in which LEP Persons Come into Contact with the Program:

AT has never had a request for an interpreter. Supervisors report having little to no contact with LEP individuals who make themselves known by requesting assistance. Of the few requesting assistance, most are Hispanics. Supervisors say they have been able to handle questions by pointing to or writing down schedule information. Two supervisors have reported helping an LEP Asian Indian gentleman by phoning his wife or a friend, both of whom could function as an interpreter.

3. Nature or Importance of the Program

The parts of Richmond County served by AT including hospitals, schools, stores, libraries, parks, community centers, recreation facilities, government buildings, and numerous businesses (e.g., hotels) where LEP individuals may work. The Hispanic community (5,560 persons or 3% of the total population) constitutes the largest non-English group. (According to census tracts, Hispanics make up 2.17% of the population where AT provides route service.) AT has reached out to LEP members of this group by printing brochures and maps in Spanish and by advertising in *El-Augustino*, the area's monthly Hispanic newspaper.

#### 4. Resources Available and Cost:

To assess the available resources, Augusta Georgia through AT has identified and contacted local individuals who are willing and able to interpret or translate for LEP Hispanics, and has learned of their fees. AT is exploring the feasibility of using the telephonic interpreting services of Language Line ([www. LanguageLine.com](http://www.LanguageLine.com)) to assist non-Hispanic LEP persons, and has contacted the East Central Georgia Regional Library about assembling a list of local organizations that can help with reaching and assisting current and potential LEP riders.

#### **How to Identify an LEP Person Who Needs Language Assistance?**

Below are tools to help identify persons who may need language assistance:

1. Examine records request for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings;
2. When AT-sponsored workshops or conferences are held, set up a sign-in sheet table, have a staff member greet, and briefly speak to each attendee. To informally gauge the attendee's ability to speak and understand English, ask a question that requires a full-sentence reply.
3. Have the Census Bureau's "I Speak Cards" at the workshop or conference sign-in sheet table. While staff may not be able to provide translation assistance at this meeting, cards are an excellent tool to identify language needs for future meetings. Also, have the cards available at the AT Customer Service Area; and
4. Survey drivers and other first-line staff on an annual basis at the beginning of each fiscal year regarding their experience of having any direct or indirect contact with LEP individuals.

### Language Assistance Measures

Augusta Georgia through AT and APDD has or will implement the following LEP procedures. The creation of these steps are based on the very low percentage of persons speaking other languages or not speaking English at least "well", and the lack of resources available in the AT and ARTS service area:

1. Census Bureau's "Speak Cards" are to be located at the Customers Service window in the Transit Facility at all times.
2. When an interpreter is needed, in person or on the telephone, and the staff has exhausted the above options, staff will first attempt to determine what language is required. Staff shall use the telephone interpreter service- Language Line Service at <http://www.languageLine.com>. On the Language Line home page, the staff will select the Need an Interpreter Now link and follow the directions to receive and access the code.

## Staff Training

This plan is part of each ARTS staff member's library, serving as a resource for Title VI requirements and policies currently in place. Certain staff members are proficient in other languages while others will be provided the necessary training so they too may interact with the public more directly. This document is made available both as a hard copy and online as a digital one so they may access it anywhere. The public may also obtain a copy of this for their reference in any language they require.

Training topics are listed below:

1. Understanding the Title VI policy and LEP responsibilities;
2. What language assistance services the AT offers;
3. Use of LEP "I Speak Cards";
4. How to use the Language Line interpretation and translation services;
5. Documentation of language assistance request;
6. How to handle a Title VI and / or LEP complaint (See Attachment E).

## LEP Notifications

Augusta Georgia through ARTS regularly publicizes a local newsletter throughout the year in a variety of languages primarily but not limited to Spanish to ensure LEP persons are kept up to date on local transportation planning projects. ARTS and AT also publicizes notices and reviews of reports and publications through a variety of media outlets informing LEP persons of public transportation services and MPO transportation planning meetings. These initiatives include the following:

- Signs in Spanish and Asian (Korean) Languages on buses and at transit stations
- Local newspapers, news outlets, television and radio stations
- Neighborhood and faith-based organizations as well as stakeholder groups
- Presentations in schools, civic leagues, and speaker bureaus

**The following are few options that ARTS and AT will incorporate when and /or if the need arises for LEP outreach:**

1. If the staff knows that they will be presenting a topic that could be of potential importance to an LEP person or if staff will be hosting a meeting or a workshop in a geographic location with a known concentration of LEP persons, meeting notices, flyers, advertisements, and agendas will be printed in an alternative language, based on known LEP population in the area.
2. When running a general public meeting notice, staff will insert the clause, based on the LEP population and when relevant, that translates into "A (insert alternative Language) translator will be available". For example: "Un traductor del idioma español estará disponible" This means "A Spanish translator will be available".
3. Key printed materials, including but not limited to maps and (schedules in the future) will be translated and made available at the AT Transit Center, in the Office of Augusta Planning and Development Department, and in public places listed in ARTS public participation plan, onboard vehicles and in communities when a specific and concentrated LEP population is identified.

Continued efforts to reach out to the public will be implemented as funding become more available.

## Monitoring and Updating to LEP Plan

The LEP Plan is monitored and updated along with the ARTS Participation Plan both of which are subject to review by the ARTS Technical Coordinating Committee and Citizen Advisory Committee. Both plans are also guiding public outreach tools as part of the ARTS MTP and TIP. All documents are available to the public in the primary LEP languages, Spanish and Asian (Korean), upon request.

At a minimum, AT will follow the Title VI Program update schedule for the LEP Plan. Each update should examine all plan components such as:

1. How many LEP persons were encountered?
2. Were their needs met?
3. What is the current LEP population in Augusta Georgia and ARTS MPO area?
4. Has there been a change in the types of languages where translation services are needed?
5. Is there still a need for continued language assistance for previously identified projects, plans, programs, and services? Are there other programs that should be included?
6. Have AT's available resources, such as technology, staff, and financial costs changed?
7. Has Augusta Georgia fulfilled the goals of the LEP Plan?
8. Were any complaints received?

## Dissemination of the AT Limited English Proficiency Plan

Augusta Georgia through the APDD and AT will include the LEP plan on its websites ([www.augustaga.gov](http://www.augustaga.gov)) together with its Title IV Policy and Complaint Procedures. August Georgia's Notice of Rights under Title VI to the public posted in public places including Offices of APDD, AT, transit transfer facility, on all AT vehicles, and in selected printed materials also refers to the LEP Plan's availability.

Any person, including social service, nonprofit, and law enforcement agencies, and other community partners with internet access will be able to access the plan. Copies of the LEP Plan will be provided, on request, to any person(s) requesting the document via phone, in person, by mail or email. LEP person(s) may obtain copies/translations of the plan upon request. Any questions or comments regarding this plan should be directed to the Augusta Transit Department and Augusta Planning and Development Department.

## LEP Complain Processing

The public is also permitted to use the Title VI Complaint forms for any violations they feel may have been made against them in regards to this LEP Plan. Title VI Complaint Form is provided in the Appendix as well as online.

## S1601: LANGUAGE SPOKEN AT HOME

Table 17: American Community Survey (ACS) 5-Year Estimates, 2018-2022, of Population Language Spoken At Home in Richmond County, Georgia

	Total		Percent		Percent of specified language speakers							
Subject					Speak English only or speak English "very well"		Percent speak English only or speak English "very well"		Speak English less than "very well"		Percent speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	192,650	±164	(X)	(X)	189,391	±615	98.3%	±0.3	3,259	±571	1.7%	±0.3
Speak only English	179,418	±1,067	93.1%	±0.6	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	13,232	±1,088	6.9%	±0.6	9,973	±990	75.4%	±3.9	3,259	±571	24.6%	±3.9
<b>SPEAK A LANGUAGE OTHER THAN ENGLISH</b>												
Spanish	7,242	±705	3.8%	±0.4	5,504	±689	76.0%	±5.8	1,738	±444	24.0%	±5.8
5 to 17 years old	1,538	±428	0.8%	±0.2	1,255	±445	81.6%	±12.9	283	±190	18.4%	±12.9
18 to 64 years old	4,945	±529	2.6%	±0.3	3,678	±517	74.4%	±6.2	1,267	±319	25.6%	±6.2
65 years old and over	759	±114	0.4%	±0.1	571	±148	75.2%	±16.4	188	±126	24.8%	±16.4
Other Indo-European languages	2,822	±713	1.5%	±0.4	2,383	±610	84.4%	±8.0	439	±261	15.6%	±8.0
5 to 17 years old	361	±266	0.2%	±0.1	361	±266	100.0%	±12.3	0	±34	0.0%	±12.3
18 to 64 years old	1,966	±644	1.0%	±0.3	1,594	±518	81.1%	±10.4	372	±254	18.9%	±10.4
65 years old and over	495	±182	0.3%	±0.1	428	±175	86.5%	±10.4	67	±51	13.5%	±10.4
Asian and Pacific Island languages	2,310	±374	1.2%	±0.2	1,351	±296	58.5%	±8.3	959	±247	41.5%	±8.3
5 to 17 years old	188	±142	0.1%	±0.1	113	±102	60.1%	±46.2	75	±115	39.9%	±46.2
18 to 64 years old	1,507	±313	0.8%	±0.2	933	±253	61.9%	±11.0	574	±205	38.1%	±11.0
65 years old and over	615	±80	0.3%	±0.1	305	±95	49.6%	±14.5	310	±100	50.4%	±14.5
Other languages	858	±338	0.4%	±0.2	735	±321	85.7%	±12.9	123	±112	14.3%	±12.9
5 to 17 years old	74	±94	0.0%	±0.1	0	±34	0.0%	±41.7	74	±94	100.0%	±41.7
18 to 64 years old	760	±331	0.4%	±0.2	718	±321	94.5%	±8.8	42	±68	5.5%	±8.8
65 years old and over	24	±30	0.0%	±0.1	17	±28	70.8%	±55.2	7	±11	29.2%	±55.2

CITIZENS 18 YEARS AND OVER												
<b>All citizens 18 years old and over</b>	156,275	±600	(X)	(X)	154,624	±596	98.9%	±0.2	1,651	±293	1.1%	±0.2
<b>Speak only English</b>	147,344	±1,038	94.3%	±0.6	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
<b>Speak a language other than English</b>	8,931	±889	5.7%	±0.6	7,280	±851	81.5%	±3.3	1,651	±293	18.5%	±3.3
<b>Spanish</b>	4,881	±595	3.1%	±0.4	4,025	±532	82.5%	±5.2	856	±277	17.5%	±5.2
<b>Other languages</b>	4,050	±749	2.6%	±0.5	3,255	±741	80.4%	±5.6	795	±195	19.6%	±5.6
Source: US Census Bureau, American Community Survey, 5-Year Estimates, 2018-2022												

## APPENDICES

### Appendix A: Title VI Program Checklist for All Grantees

All recipients should submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Sub-recipients shall submit the information below to their direct recipient.

Provision	Circular Reference	Citation in DOT Title VI Regulations or reference to the DOT Order on Environmental Justice	Reporting Requirement
Title VI Complaint Procedures	Chapter IV, part 2	49 CFR 21.9(b)	A copy of their procedures for filing a Title VI complaint  <b>INCLUDED AS ATTACHMENT</b>
Record of Title VI investigations, complaints, or lawsuits	Chapter IV part 3	48 CFR 21.9(b)	A list of any Title VI investigations, complaints, or lawsuits filed with the agency since the time of the last submittal  <b>NO INVESTIGATIONS, COMPLAINTS OR LAWSUITS HAVE BEEN FILED SINCE THE LAST SUBMITTAL</b>
Access to Services by Persons with Limited English Proficiency	Chapter IV, part 4	49 CFR 21.5(b) and the DOT Limited English Proficiency Guidelines	Either a copy of the agency's plan for providing access to meaningful activities and programs for persons with Limited English Proficiency which was based on the DOT Limited English Proficiency guidance or a copy of the agency's alternative framework for providing access to activities and programs.  <b>ACTIONS DESCRIBED IN PLAN NARRATIVE</b>
Notifying beneficiaries of their rights under Title VI	Chapter IV part 5	49 CFR 21.9(d)	A notice that it complies with Title VI and procedures the public may follow to file a discrimination complaint.  <b>INCLUDED AS ATTACHMENT</b>
Provision	Circular Reference	Citation in DOT Title VI Regulations or reference to the DOT Order on Environmental Justice	Reporting Requirement
Inclusive public participation	Chapter IV part 9	DOT Order 5610	A summary of public outreach and involvement activities undertaken since the last submission and a description of steps taken to ensure that minority persons had meaningful access to these activities.  <b>ACTIONS DESCRIBED IN PLAN NARRATIVE</b>

### Appendix B: Title VI Program Checklist for Recipients Serving Urbanized Areas with Populations of 200,000 People or Greater

All recipients providing service to geographic areas with 200,000 people or greater should submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program.



Provision	Circular Reference	Citation	Information to be included in the Title VI report
Demographic Data Collection	Chapter V, Part 1	49 CFR 21.9(b);	Either demographic maps and charts prepared since the most recent decennial census, results of customer surveys that include demographic information, or demographic information on beneficiaries through the locally developed procedure.  <b>INCLUDED AS ATTACHMENT</b>
Service Standards	Chapter V, Part 2	49 CFR 21.5(b)(2); 49 CFR 21.5(b)(7); Attachment C to 49 CFR 21	System-wide service standards (such as standards for vehicle load, vehicle headway, distribution of transit amenities, on-time performance, transit availability, and transit security).  <b>INCLUDED IN PLAN NARRATIVE</b>
Service Policies	Chapter V, Part 3	49 CFR 21.5(b)(2); 49 CFR 21.5(b)(7); Attachment C to 49 CFR 21	System-wide policies (such as policies for vehicle assignment or transit security).  <b>INCLUDED IN PLAN NARRATIVE</b>
Equity Evaluation of Service and Fare Changes	Chapter V, Part 4	49 CFR 21.5(b)(2); 49CFR 21.5(b)(7); Attachment C to 49 CFR 21;	An analysis of the impacts on minority and low-income populations of any significant service and fare changes that occurred since the previous report was submitted. <b>INCLUDED IN PLAN NARRATIVE</b>
Monitoring	Chapter V, Part 5	49 CFR 21.5(b)(2); 49CFR 21.5(b)(7); Attachment C to 49 CFR 21;	The results of either level of service monitoring, quality of service monitoring, analysis of customer surveys, or locally developed monitoring procedure.  <b>INCLUDED IN PLAN NARRATIVE</b>

## Appendix C: FTA FISCAL YEAR 2023 CERTIFICATIONS AND ASSURANCES

### Federal Fiscal Year 2023 Certifications and Assurances for FTA Assistance Programs

Name of Applicant: The Augusta Regional Transportation Study

**The Applicant agrees to comply with applicable provisions of Categories 01 - 21. ✓**

OR

**The Applicant agrees to comply with applicable provisions of the Categories it has selected:**

Category	Description	
1	Certifications and Assurances Required of Every Applicant	
2	Public Transportation Agency Safety Plans	_____
3	Tax Liability and Felony Convictions	
4	Lobbying	
5	Private Sector Protections	
6	Transit Asset Management Plan	
7	Rolling Stock Buy America Reviews and Bus Testing	_____
8	Urbanized Area Formula Grants Program	
9	Formula Grants for Rural Areas	
10	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
12	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	
13	State of Good Repair Grants	
14	Infrastructure Finance Programs	_____
15	Alcohol and Controlled Substances Testing	_____
16	Rail Safety Training and Oversight	
17	Demand Response Service	
18	Interest and Financing Costs	_____
19	Cybersecurity Certification for Rail Rolling Stock Operations	
20	Tribal Transit Programs	
21	Emergency Relief Program	

## Federal Fiscal Year 2023 FTA Certifications and Assurances Signature Page

Required of all Applicants for federal assistance to be awarded by FTA in FY 2025.

### AFFIRMATION OF APPLICANT

Name of Applicant: The Augusta Regional Transportation Study

Name and Relationship of the Authorized Representative: Carla Delaney, MPO Project Director

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2025, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek, federal assistance to be awarded during federal fiscal year 2025.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature:  Date: 12/5/2023

Name and Relationship of the Authorized Representative: Carla Delaney, MPO Project Director

**AFFIRMATION OF APPLICANT'S ATTORNEY**For: The Augusta Regional Transportation Study

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature: Wayne Brown Date: 1-2-24Name of Attorney for Applicant: Wayne Brown

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*



## Appendix D: MPO Certification

**CERTIFICATION  
OF THE  
AUGUSTA REGIONAL TRANSPORTATION STUDY  
METROPOLITAN PLANNING ORGANIZATION**

***Be it known to all, the below signees do hereby endorse and certify the Augusta Regional Transportation Study MPO, and further certify that the Metropolitan Planning Process is being conducted in accordance with all applicable requirements of:***

1. **23 U.S.C. 134, 49 U.S.C. 5305, and this subpart**
  - a) 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).
  - b) All major modes of transportation are members of the MPO
  - c) Any changes to the MPA boundaries were reflected in the Policy Board representation.
  - d) 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.
  - e) Roles and responsibilities are defined for the development of the Long Range Transportation Plan (LRTP) / Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and other related planning documents.
  - f) All MPO required planning products per 23 CFR Part 450, meeting minutes and agenda items are current and available on the MPO's website.
  - g) The metropolitan transportation planning process shall provide for the establishment and use of a performance-based approach to transportation decision-making to support the national goals described in 23 U.S.C. 150(b) and the general purposes described in 49 U.S.C. 5301(c).
2. **UPWP (23 CFR Part 450.308)**
  - a) The UPWP documents in detail the activities to be performed with Title 23 and the Federal Transit Act.
  - b) The UPWP activities are developed, selected and prioritized with input from the State, MPO committees and public transit agency(ies).
  - c) The final UPWP is submitted in a timely manner to GDOT with authorization occurring before the MPO's fiscal year begins.
  - d) Initial Adoption and Amendments to the UPWP are developed and processed in accordance with procedures outlined in the MPO's Participation Plan.

- e) Planning activities and status reports are submitted quarterly by the MPO to GDOT and FHWA.

LRTP/MTP (23 CFR Part 450.324)

- a) The LRTP/MTP incorporates a minimum 20-year planning horizon.
  - b) The LRTP/MTP identifies both long-range and short-range strategies and actions leading to the development of an intermodal transportation system.
  - c) The LRTP/MTP is fiscally constrained.
  - d) The development of the LRTP/MTP and the TIP are coordinated with other providers of transportation (e.g. regional airports, maritime port operators).
  - e) All of the Fixing America's Surface Transportation (FAST) Act planning factors were considered in the planning process.
  - f) The LRTP/MTP 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.
  - g) The MPO approves the LRTP/MTP in a timely manner without entering into a planning lapse.
  - h) Initial Adoption and Amendments to the LRTP/MTP are developed and processed in accordance with procedures outlined in the MPO's Participation Plan.
  - i) The transit authority's planning process is coordinated with the MPO's planning process.
  - j) 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/MTP in accordance with 40 CFR Part 93.
- 
- a) The TIP is updated at least every 4 years, on a schedule compatible with STIP development.
  - b) Each project included in the TIP is consistent with the LRTP/MTP.
  - c) The MPO, GDOT and the transit operator collaborate on the development of the TIP.
  - d) The TIP contains all projects to be funded under Title 23 U.S.C. and Title 49 U.S.C. Chapter 53.
  - e) The TIP is financially constrained by year and revenue estimates reflect reasonable assumptions.
  - f) The MPO TIP is included in the STIP by reference, without modification.
  - g) Initial Adoption and Amendments to the TIP are developed and processed in accordance with procedures outlined in the MPO's Participation Plan.
  - h) 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 (23 CFR Part 450.316)

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

List of Obligated Projects (23 CFR Part 450.334)

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

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

- a) 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.
- b) Agreements exist to outline the process for cooperative planning within full nonattainment/maintenance areas that are not designated by the MPO planning area.
- c) The MPO coordinates the development of the LRTP/MTP with SIP development and the development of Transportation Control Measures (TCM) if applicable.
- d) The LRTP/MTP includes design concept and scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding source, to permit conformity determinations.
- e) The MPO's TIP includes all proposed federally and non-federally funded regionally significant transportation projects, including intermodal facilities.
- f) 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
  - a) The MPO has adopted goals, policies, approaches and measurements to address Title VI and related requirements.
  - b) 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.
  - c) The MPO has processes, procedures, guidelines, and/or policies that address Title VI, ADA, and DBE.
  - d) The MPO has a documented policy on how Title VI complaints will be handled.
  - e) The MPO has a demographic profile of the metropolitan planning area that includes identification of the locations of protected populations.
  - f) 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
  - a) 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 the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in U.S. DOT funded projects
  - a) 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
  - a) 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
  - a) 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
- a) 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
- a) The MPO adheres to the Act on Equality between women and men and prohibits both direct and indirect discrimination based on gender.
  - b) 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.
- a) 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.

   
 Dr. William Molnar, Policy Committee Chairman Date  
 Augusta Regional Transportation Study (ARTS) Metropolitan Planning Organization

 Digitally signed by Vivian Canizares  
 Date: 2023.09.28 10:18:48-04'00'  
 Vivian Canizares  
 Vivian Canizares, Assistant State Transportation Planning Administrator Date  
 Georgia Department of Transportation, Office of Planning

 Digitally signed by Matt Markham  
 Date: 2023.09.28 10:34:18 -04'00'  
 Matt Markham  
 Matthew Markham, Deputy Director of Planning Date  
 Georgia Department of Transportation, Office of Planning

## Appendix E: AUGUSTA TRANSIT (AT) TITLE VI PUBLIC COMPLAINT PROCESS

If you believe that you have been excluded from participation in, been denied the benefits of, or been subjected to discrimination under any Augusta, Georgia service, program, or activity receiving federal financial assistance, including, but not limited to, service, projects, or activities provided by or administered by the Augusta Planning and Development Department, the Augusta Transit Department, the Augusta Engineering Department, you may file an official Title VI Complaint with the Office of The Administrator of Augusta, Georgia and/or the designated representative, (hereafter "Title VI

Coordinator”). The following steps describe the procedures to file a complaint and how Augusta, Georgia will respond.

1. The complaint must be submitted to the Title VI Coordinator no later than thirty (30) working days after the date of the alleged discrimination.
2. A Title VI Complaint Form can be obtained by calling (706) 821-1721, (706) 821-1796 or by downloading the form from these websites at [www.augustaga.gov](http://www.augustaga.gov); <http://www.augustaga.gov/290/Planning-and-Development>; and [www.augustaga.gov/arts](http://www.augustaga.gov/arts)
3. Please provide the following information on the complaint form or you may submit a signed written statement that contains all of the following written information:
  - Your name, address and how to contact you (phone number, email address, etc.);
  - The basis of the alleged discrimination complaint (race, color, or national origin);
  - How, why, when, and where you believe you were excluded from participation in, were denied the benefits of, or were subjected to discrimination. If the alleged incident occurred on the bus, give date, time of day, and bus number if available;
  - Include the location, names, and contact information of any witnesses;
  - Indicate whether you have filed the complainant with Federal Transit Administration; and
  - You must sign your letter of complaint.

If you, as the complainant, are unable to read and/or write a complaint, the Title VI Coordinator will assist you with the complaint. Augusta, Georgia is committed to providing open access to its services to persons with limited ability to speak or understand English; if requested by complainant, the Title VI Coordinator will provide language translation services.

4. The complaint shall be sent to any of the following address:

**Office of the Administrator**

**535 Telfair Street, Suite 910, Augusta, GA 30901**

**Augusta Transit Department**

**2844 Regency Blvd, Augusta, GA 30904**

**Augusta Planning and Development Department**

**535 Telfair Street, Suite 300, Augusta, GA 30901**

5. All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The Title VI Coordinator will review every complaint, and when necessary, begin the investigation process. At a minimum the investigating will:
  - Identify and review all relevant documents, practices and procedures;
  - Identify and interview persons with knowledge of the alleged discrimination, that is, the person making the complaint; witnesses or anyone identified by the Complainant; anyone who may have been subject to similar activity, or anyone with relevant information.
6. Upon completion of the investigation, the Title VI Coordinator will complete a final report for Augusta, Georgia. The investigation process and final report should take no longer than ninety (90) days after

receipt of the complaint. If a Title VI violation is found to exist, remedial steps as appropriate and necessary will be taken immediately. The Complainant will also receive a copy of the final report together with any remedial steps.

If no violation is found and the complainant wishes to appeal the decision, he or she may contact the Federal Transit Administration, 230 Peachtree Street NW, Suite 800, Atlanta, GA 30303 Attention: Regional Civil Rights Officer, or by calling (404) 865-5628, or web site [http://www.fta.dot.gov/civilrights/title6/civil\\_rights\\_5104.html](http://www.fta.dot.gov/civilrights/title6/civil_rights_5104.html)

Complainants may also file their initial Title VI complaint directly to the Federal Transit Administration no later than 180 days after the date of the alleged discrimination.

#### **APPENDIX F: TITLE VI COMPLAINT FORM AUGUSTA, GEORGIA**

File # \_\_\_\_\_

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Title VI guarantees fair treatment for all people and provides for AT, to identify and address, as appropriate, disproportionately high and adverse effects of its programs, policies, and activities on minority and low-income populations, such as undertaking reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to the programs, services, and information AT provides.

AT works to ensure nondiscriminatory transportation in support of our mission to provide quality, dependable, safe, accessible, and affordable transit service, to enhance the social and economic quality of life for all Augusta-Richmond County citizens. AT’s Title VI Coordinator is responsible for the Civil Rights Compliance and Monitoring to ensure the non-discriminatory provision of transit services and programs.

Complainant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Numbers \_\_\_\_\_

(Home)

(Work)

Email Address \_\_\_\_\_

List type of discrimination (please check all that apply):

Race ( ) Color ( ) National Origin ( )

Other \_\_\_\_\_

Please indicate your race/color, if it is a basis of your complaint \_\_\_\_\_

\_\_\_\_\_

Please describe your national origin, if it is a basis of your complaint \_\_\_\_\_

\_\_\_\_\_

Location where incident occurred \_\_\_\_\_

Time and date of incident \_\_\_\_\_

Name/Position title of the person who allegedly subjected you to Title VI discrimination:

\_\_\_\_\_

Briefly describe the incident (use a separate sheet, if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did anyone else witness the incident? Yes ( ) No ( )

List witnesses (Use a separate sheet, if necessary)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Have you filed a complaint about the alleged discrimination with the Federal Transit Administration?

Yes ( ) No ( ) If yes, when? \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### **Appendix G: AUGUSTA TRANSIT'S FARE/SERVICE CHANGE POLICY AND PROCEDURES**

The policy of Augusta Transit is to evaluate transit fares and routes every three years or when needed. In the event there is a need for a change in fares, elimination or reduction of services and that change affects at least 20% of the ridership, Augusta Transit will schedule a public hearing. The purpose of the public hearing will be to solicit comments from transit riders and the public regarding the proposed changes.

Augusta Transit's procedures for informing the public are as follows:

1. Notices of Public Hearings will be published in local newspapers: The Augusta Chronicle, Metro Courier, and El-Augustino. Notices will also be given to all media outlets for maximum coverage.
2. Notices of Public Hearings will be posted in all transit vehicles and at the Downtown Transfer Facility.
3. Conduct the public meeting.
4. Review and consider comments made at the public hearing.
5. Submit recommendations for fare/service changes to the Public Services Committee for approval.
6. Submit the recommendations by the Public Services Committee to the Full Commission for final approval.
7. Upon receiving approval from the Full Commission, fare/service changes will be implemented within 30 days after the date of approval

## APPENDIX H: Augusta Transit Demographics Charts

Title VI PLAN

APDD – Internal Use Only

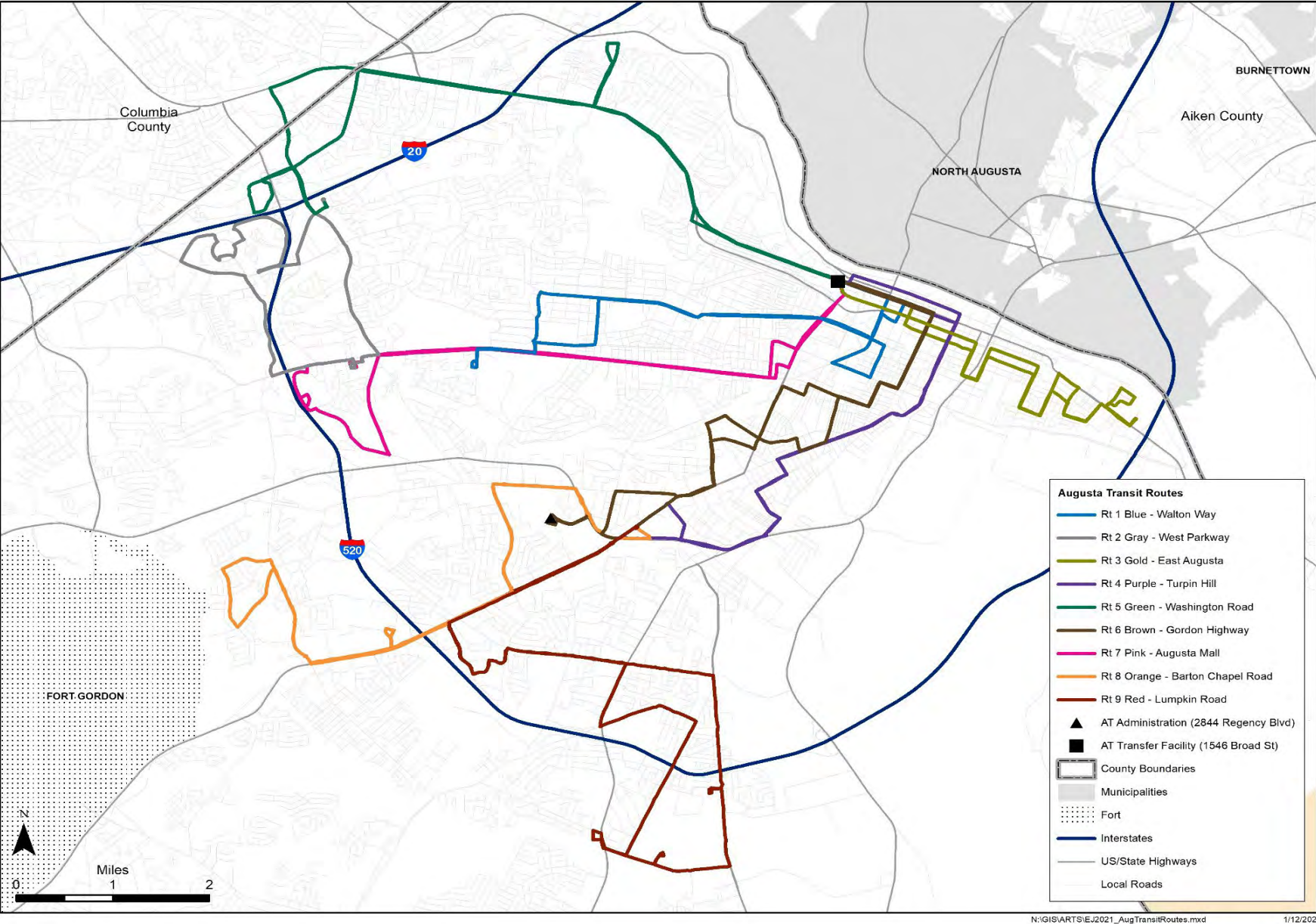
Title VI PLAN

Augusta Transit Service Area: Population/ Race Distribution Chart																	
2020 Census	Total Population	Black Pop.		Hispanic Pop.		Native American Pop.		Asian Pop.		Native Hawaiian and Other Pacific Islander Pop.		Other Race Pop.		Two or More Races Pop.		Total Minority Pop.	
Tract	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
1	3754	1239	33.00%	146	3.89%	14	0.37%	48	1.28%	8	0.21%	64	1.70%	182	4.85%	1555	41.42%
2	2679	1514	56.51%	85	3.17%	16	0.60%	19	0.71%	4	0.15%	23	0.86%	159	5.94%	1735	64.76%
3	1105	660	59.73%	24	2.17%	7	0.63%	1	0.09%	0	0.00%	17	1.54%	91	8.24%	776	70.23%
6	2254	1451	64.37%	66	2.93%	2	0.09%	13	0.58%	0	0.00%	27	1.20%	87	3.86%	1580	70.10%
7	1155	942	81.56%	19	1.65%	2	0.17%	17	1.47%	2	0.17%	7	0.61%	37	3.20%	1007	87.19%
10	2681	1168	43.57%	156	5.82%	4	0.15%	82	3.06%	0	0.00%	55	2.05%	149	5.56%	1458	54.38%
11	1725	78	4.52%	51	2.96%	5	0.29%	45	2.61%	4	0.23%	12	0.70%	59	3.42%	203	11.77%
12	4501	2188	48.61%	173	3.84%	15	0.33%	48	1.07%	4	0.09%	41	0.91%	245	5.44%	2541	56.45%
13	1261	734	58.21%	32	2.54%	1	0.08%	16	1.27%	0	0.00%	18	1.43%	51	4.04%	820	65.03%
14	1194	1037	86.85%	22	1.84%	0	0.00%	23	1.93%	2	0.17%	14	1.17%	42	3.52%	1118	93.63%
16.02	4022	991	24.64%	106	2.64%	7	0.17%	65	1.62%	2	0.05%	45	1.12%	177	4.40%	1287	32.00%
16.03	1504	894	59.44%	82	5.45%	6	0.40%	24	1.60%	6	0.40%	28	1.86%	87	5.78%	1045	69.48%
16.04	3431	2655	77.38%	189	5.51%	14	0.41%	77	2.24%	6	0.17%	72	2.10%	177	5.16%	3001	87.47%
101.01	2969	353	11.89%	121	4.08%	11	0.37%	107	3.60%	8	0.27%	45	1.52%	197	6.64%	721	24.28%
101.04	4512	1922	42.60%	252	5.59%	12	0.27%	242	5.36%	6	0.13%	103	2.28%	279	6.18%	2564	56.83%
101.05	4916	983	20.00%	271	5.51%	14	0.28%	153	3.11%	8	0.16%	93	1.89%	382	7.77%	1633	33.22%
101.07	2496	991	39.70%	103	4.13%	7	0.28%	112	4.49%	0	0.00%	31	1.24%	151	6.05%	1292	51.76%
101.08	2327	1452	62.40%	175	7.52%	6	0.26%	69	2.97%	8	0.34%	72	3.09%	117	5.03%	1724	74.09%
101.09	3464	1002	28.93%	199	5.74%	4	0.12%	144	4.16%	11	0.32%	78	2.25%	234	6.76%	1473	42.52%
102.01	5372	880	16.38%	197	3.67%	6	0.11%	142	2.64%	10	0.19%	57	1.06%	343	6.38%	1438	26.77%

Augusta Transit Service Area: Population/ Race Distribution Chart																	
2020 Census	Total Population	Black Pop.		Hispanic Pop.		Native American Pop.		Asian Pop.		Native Hawaiian and Other Pacific Islander Pop.		Other Race Pop.		Two or More Races Pop.		Total Minority Pop.	
Tract	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
102.03	4375	2404	54.95%	330	7.54%	23	0.53%	122	2.79%	51	1.17%	131	2.99%	314	7.18%	3045	69.60%
102.05	2192	1023	46.67%	154	7.03%	6	0.27%	98	4.47%	3	0.14%	75	3.42%	137	6.25%	1342	61.22%
102.06	4940	2067	41.84%	251	5.08%	12	0.24%	207	4.19%	7	0.14%	90	1.82%	334	6.76%	2717	55.00%
102.07	5782	3490	60.36%	369	6.38%	17	0.29%	82	1.42%	2	0.03%	122	2.11%	362	6.26%	4075	70.48%
102.08	6392	4304	67.33%	353	5.52%	30	0.47%	294	4.60%	12	0.19%	150	2.35%	427	6.68%	5217	81.62%
103	4768	3730	78.23%	204	4.28%	6	0.13%	28	0.59%	3	0.06%	115	2.41%	167	3.50%	4049	84.92%
104	3555	2954	83.09%	113	3.18%	15	0.42%	7	0.20%	1	0.03%	69	1.94%	116	3.26%	3162	88.95%
105.06	4485	2984	66.53%	165	3.68%	18	0.40%	18	0.40%	2	0.04%	79	1.76%	163	3.63%	3264	72.78%
105.07	5765	4174	72.40%	342	5.93%	20	0.35%	52	0.90%	10	0.17%	167	2.90%	299	5.19%	4722	81.91%
105.08	3514	2262	64.37%	182	5.18%	5	0.14%	33	0.94%	2	0.06%	101	2.87%	202	5.75%	2605	74.13%
105.09	4261	2583	60.62%	152	3.57%	17	0.40%	40	0.94%	9	0.21%	56	1.31%	205	4.81%	2910	68.29%
105.1	4976	2774	55.75%	179	3.60%	7	0.14%	46	0.92%	0	0.00%	89	1.79%	185	3.72%	3101	62.32%
105.11	3490	2387	68.40%	136	3.90%	6	0.17%	9	0.26%	0	0.00%	58	1.66%	157	4.50%	2617	74.99%
105.12	4743	3843	81.02%	290	6.11%	15	0.32%	44	0.93%	2	0.04%	144	3.04%	235	4.95%	4283	90.30%
105.13	3272	2609	79.74%	93	2.84%	3	0.09%	27	0.83%	7	0.21%	41	1.25%	159	4.86%	2846	86.98%
105.14	3733	3140	84.11%	187	5.01%	10	0.27%	29	0.78%	3	0.08%	75	2.01%	171	4.58%	3428	91.83%
105.15	3625	2174	59.97%	481	13.27%	21	0.58%	34	0.94%	3	0.08%	305	8.41%	249	6.87%	2786	76.86%
106.01	2431	2169	89.22%	51	2.10%	2	0.08%	16	0.66%	0	0.00%	15	0.62%	66	2.71%	2268	93.29%
106.02	2451	2327	94.94%	25	1.02%	1	0.04%	6	0.24%	3	0.12%	12	0.49%	66	2.69%	2415	98.53%
107.06	6045	3230	53.43%	349	5.77%	37	0.61%	53	0.88%	6	0.10%	173	2.86%	357	5.91%	3856	63.79%
107.07	2914	2428	83.32%	97	3.33%	28	0.96%	25	0.86%	2	0.07%	26	0.89%	130	4.46%	2639	90.56%
107.08	5584	4319	77.35%	263	4.71%	26	0.47%	64	1.15%	12	0.21%	117	2.10%	294	5.27%	4832	86.53%
107.09	4929	4255	86.33%	237	4.81%	7	0.14%	45	0.91%	12	0.24%	97	1.97%	202	4.10%	4618	93.69%
107.1	5743	3476	60.53%	393	6.84%	42	0.73%	89	1.55%	36	0.63%	185	3.22%	321	5.59%	4149	72.24%
107.11	3496	2321	66.39%	172	4.92%	13	0.37%	50	1.43%	21	0.60%	64	1.83%	194	5.55%	2663	76.17%
107.13	5476	4540	82.91%	217	3.96%	20	0.37%	117	2.14%	19	0.35%	60	1.10%	226	4.13%	4982	90.98%

Augusta Transit Service Area: Population/ Race Distribution Chart																	
2020 Census	Total Population	Black Pop.		Hispanic Pop.		Native American Pop.		Asian Pop.		Native Hawaiian and Other Pacific Islander Pop.		Other Race Pop.		Two or More Races Pop.		Total Minority Pop.	
Tract	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
107.14	3425	2865	83.65%	147	4.29%	14	0.41%	43	1.26%	11	0.32%	51	1.49%	189	5.52%	3173	92.64%
108.01	2189	462	21.11%	405	18.50%	10	0.46%	68	3.11%	24	1.10%	91	4.16%	415	18.96%	1070	48.88%
108.02	6177	398	6.44%	1721	27.86%	1	0.02%	446	7.22%	7	0.11%	702	11.36%	595	9.63%	2149	34.79%
109.03	5019	1546	30.80%	230	4.58%	33	0.66%	22	0.44%	11	0.22%	68	1.35%	319	6.36%	1999	39.83%
109.04	3639	1655	45.48%	137	3.76%	12	0.33%	44	1.21%	7	0.19%	72	1.98%	239	6.57%	2029	55.76%
109.05	4841	1019	21.05%	206	4.26%	25	0.52%	15	0.31%	12	0.25%	77	1.59%	326	6.73%	1474	30.45%
109.07	2104	659	31.32%	87	4.13%	6	0.29%	23	1.09%	12	0.57%	43	2.04%	135	6.42%	878	41.73%
109.08	4559	1602	35.14%	158	3.47%	15	0.33%	53	1.16%	10	0.22%	52	1.14%	264	5.79%	1996	43.78%
110	1946	945	48.56%	44	2.26%	11	0.57%	68	3.49%	5	0.26%	21	1.08%	76	3.91%	1126	57.86%
111	2449	1949	79.58%	60	2.45%	3	0.12%	111	4.53%	0	0.00%	27	1.10%	64	2.61%	2154	87.95%
Source: US Census Bureau, 2020 Decennial Census																	









## A. PURPOSE

## PLANEAR SU VIAJE ES SIMPLE...

1. Empezar por encontrar su destino en el mapa al reverso.
2. Encuentre el punto de partida donde puede abordar el autobús y vaya a la parada más próxima.
3. Decida cual ruta o rutas debe tomar. Algunos viajes requieren más de un autobús, lo cual quiere decir que usted debe pasarse de un autobús a otro.
4. Si debe pasarse, encuentre el cruce de las dos rutas. Aquí es donde usted se bajará del primer autobús y abordará el segundo.
5. Planee llegar a su parada de autobús de acuerdo a la hora anunciada en la "tarjeta de ruta individual" para su ruta. (Las tarjetas de ruta están disponibles en la Estación de Autobuses o en la Internet)

## ABORDANDO EL AUTOBÚS

### Encontrando Su Parada de Autobús

Los rótulos de paradas de autobús están colocados por toda la ciudad a lo largo de las rutas. Encuentre la parada de autobús más cercana y espere que el autobús llegue a su parada. Tenemos más de cien paradas de autobús con techo y bancas para su comodidad mientras espera.

### Encontrando Su Autobús

Cuando vea venir el autobús, asegúrese que es el autobús correcto, leyendo el número de ruta y destino en el rótulo en la parte delantera del autobús. Si piensa pasarse a otro autobús, pídale al conductor una boleto de transferencia ("transfer slip").

- Párese a plena vista del conductor del autobús y levante su brazo o póngase de pie si está sentado, para que el conductor sepa que usted quiere abordar el autobús.
- Por favor deje que primero se bajen los pasajeros antes de abordar.

### Pagando su Tarifa – Cambio Exacto

Dinero efectivo, pases y boletos de transferencia pueden ser utilizados en todos los autobuses. Si usa dinero en efectivo, debe utilizar el pago exacto. Los conductores no llevan cambio.

- Por favor entregue el pago exacto, lábralo para depositarlo en la caja de tarifas.
- Coloque los monedas en la parte superior izquierda y los billetes en la parte superior derecha de la caja.

### Pasarse de un Autobús a otro es Fácil

Si usted necesita ir a más de un autobús por día, cuando su boleto pida al conductor un boleto de transferencia. Transfiriendo cuando aborde el primer autobús, el boleto de transferencia cuesta \$0.50 por una regular y \$0.25 para tarifa de descuento. Los billetes de transferencia no pueden ser utilizados para viajar en la dirección opuesta o para hacer su viaje de vuelta.

### Bajándose del Autobús

La mayor parte del tiempo los conductores pasarán paradas sin detenerse si nadie está esperando el autobús, o no se que un pasajero le pida detenerse. Avísele al conductor tirando del cordón o barra sobre la ventana. Por favor avise con suficiente tiempo para que el autobús se detenga suavemente.

## PASES Y TARIFAS

Los pases permiten viajes ilimitados durante un mes o una semana por un bajo precio. Están disponibles en la Estación de Autobuses en la calle Broad.

Tarifas	Tarifas de Descuento*	
Tarifa Regular	\$ 1.25	\$ 0.60
Tarifa de transferencia	\$ 0.50	\$ 0.25

### Pases

Pase Semanal (ilimitado)	\$ 15.00	\$ 7.50
Pase Mensual (ilimitado)	\$ 50.00	\$ 25.00

Las Tarifas de Descuento\* son para personas mayores de 65 años, incapacitados con tarjeta de Medicare, con identificación de APT o APD y para estudiantes. Debe presentar la identificación necesaria para recibir la tarifa de descuento. Tarifa de Estudiante – los descuentos están disponibles entre 6:00 AM y 5:00 PM, Lunes a Viernes, durante el año escolar.

### Estudiantes de Universidad viajan gratis

Los estudiantes de universidades locales viajan gratis en el autobús con la identificación adecuada del semestre o cuatrimestre actual de las siguientes universidades:

- Augusta State University
- Paine College
- Augusta Technical College

## TIPS PARA SU VIAJE

### Asientos de Cortesía

Los asientos delanteros están reservados para pasajeros de edad avanzada y para personas con discapacidades.

### Accesibilidad de Sillas de Ruedas

Todos los autobuses del APT (Transporte Público de Augusta) tienen rampas para el acceso fácil de pasajeros en sillas de ruedas o que tienen dificultad subiendo escaleras.

### No se permiten Animales, Fumar o Comida

Visite nuestra página de Internet:  
[http://www.augusta.gov/departments/public\\_transport.html](http://www.augusta.gov/departments/public_transport.html)

### Downtown Augusta

The Augusta Regional Transportation Study (ARTS) Participation Plan is designed to ensure timely and meaningful participation into the metropolitan transportation planning process. The Participation Plan outlines the process to involve all interested parties in the regional transportation planning process and the development and amendment of major transportation studies undertaken as part of ARTS. The overall objective is to provide a process that is proactive, provides complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. The Participation Plan replaces the ARTS Public Involvement Policy adopted on October 22, 1998. The update is in response to changes to the metropolitan transportation planning process. This Plan fulfills requirements outlined in the Final Rule for Statewide and Metropolitan Transportation Planning as published in the Federal Register on February 14, 2007, by the Federal Highway Administration and Federal Transit Administration. The rules were effective on March 16, 2007. The regulations are a result of the passage of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (Pub. L. 109-59, August 10, 2005).

## **B. INTRODUCTION**

The Augusta Regional Transportation Study (ARTS) is the transportation planning process established for the Augusta GA – Aiken SC urbanized area. The Federal-Aid Highway Act of 1962 established the requirement for transportation planning in urban areas throughout the country. The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), the Transportation Equity Act for the 21st Century, adopted in 1998, and SAFETEA-LU, enacted on August 10, 2005, are the most recent laws extending the federal requirement for transportation planning.

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

The ARTS area includes the urbanized part of the Augusta region, as defined by the U. S. Bureau of Census, plus the area expected to become urbanized over the next twenty years. The study area now encompasses an area that includes all of Richmond County, Georgia, part of Columbia County, Georgia, the Fort Gordon Military Reservation, part of Aiken County, South Carolina, and part of Edgefield County, South Carolina. Incorporated places within the study area include the Georgia cities of Augusta, Hephzibah, Blythe and Grovetown, and the South Carolina cities of Aiken, North Augusta, and Burnetown.

### *ARTS Committees*

The ARTS planning process is guided by four committees: the Policy Committee (PC), the South Carolina Policy Subcommittee, the Technical Coordinating Committee (TCC), and the Citizens Advisory Committee (CAC). The Policy Committee meets quarterly and is responsible for prioritizing projects and making final decisions on ARTS planning and programming issues. The committee is comprised of local elected officials, representatives of the Georgia and South Carolina Departments of Transportation, representatives of the Federal Highway Administration and Federal Transit Administration, the ARTS Project Director, and the

Chairman of the CAC. The South Carolina Policy Subcommittee serves in an advisory capacity to the Policy Committee, and is responsible for insuring that the South Carolina portion of ARTS is kept up-to-date. The South Carolina Subcommittee is comprised of local elected officials (voting members), and federal, state and local appointed personnel (nonvoting members) representing the South Carolina part of the study area.

The Technical Coordinating Committee (TCC) meets 6 times each year, normally in conjunction with the Citizens Advisory Committee, and is responsible for completing all technical work related to the ARTS planning process. The TCC maintains all of the required transportation related documentation, and serves in an advisory capacity to both the Policy Committee

and Citizens Advisory Committee. The TCC is comprised of transportation engineers, planners, and managers from federal, state, and local levels.

The Citizens Advisory Committee (CAC) meets 6 times each year, normally in conjunction with the TCC, and is responsible for providing citizen input on all aspects of the ARTS planning process. The CAC is comprised of citizens from throughout the urban area. The role of the CAC is crucial to the success of the ARTS transportation planning process.

#### *ARTS Staff*

The Augusta Planning & Development Department (APDD) is the designated Metropolitan Planning Organization (MPO) for the ARTS. The Director of the APDD is the ARTS Project Director and is responsible for overall supervision of staff work on the planning process. In addition to staff of the APDD, employees of the Georgia Department of Transportation (GDOT), the South Carolina Department of Transportation (SCDOT), the Aiken County Planning and Development Department (ACPD), and the Lower Savannah Council of Governments (LSCOG) are involved in ARTS planning activities. The ACPDD staff is responsible for planning activities in the Aiken County part of the study area. The LSCOG is responsible for planning and administrative activities for Aiken County Transit. Planners with GDOT and the SCDOT coordinate state-level aspects of any studies, assist with technical analysis, and play a major role in the development and utilization of the ARTS travel demand model.

### **C. PARTICIPATION STRATEGY**

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

#### **i. CONSULTATION**

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

#### *Consultation Strategies*

1. The MPO shall maintain and update a list of stakeholders, and potential stakeholders, for the purpose of disseminating information about ARTS transportation plans and projects. Special attention shall be given to include members of potentially underserved groups.
2. The MPO has identified and involved groups that are traditionally underserved in the ARTS area in the transportation planning process. The ARTS will create and initiate a method (through census, GIS or other similar means) to identify those communities with high concentrations of minority, low-income, disabled or elderly populations. In addition, the MPO will also identify media that serves these communities and maintain a mailing/contact list to notify these media outlets of all regularly scheduled ARTS committee meetings.
3. The MTP and TIP shall be prepared and / or amended by the MPO in consultation, as appropriate, with agencies and officials responsible for other planning activities in the study area. This consultation shall include, as appropriate, contacts with State, local, Indian Tribe and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation and historic preservation.

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

- An initial identification of the resources and responsible agencies likely to be affected by the plan or program
- A review of available information (plans, maps and inventories) derived from agency websites

- Consult with the responsible agency or agencies regarding the potential impact of the plan or project.
  - Document action taken in the consultation process, including acknowledging the receipt of comments and suggestions from resource agencies, for inclusion in the ARTS MTP and TIP.
4. The MTP and TIP shall be prepared by the MPO with due consideration of governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive federal assistance from a source other than the U.S. Department of Transportation.
  5. The procedures for processing administrative modifications and amendments to the MTP and TIP shall be the same as those published by the Georgia Department of Transportation in December 2009 and included as Appendix G (as amended on March 4, 2010).

**ii. PUBLIC ACCESS**

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

*Public Access Strategies*

1. All ARTS plans and documents shall be made available for the public to review at the ARTS office. Copies and summaries of draft documents also will be available for public review in planning offices and other locations in Richmond, Aiken and Columbia Counties (see Appendix for locations). Single copies of the current ARTS plans and documents shall be provided free of charge upon request. Copies of the Transportation Improvement Program (TIP) and Metropolitan Transportation Plan shall be distributed to all other participating agencies.
2. Updates to and amendments of the MTP and TIP will be available for a 30-day public review and comment period. A 15-day public review and comment period is allowed in the event of special circumstances. Special circumstances are limited to instances in which time constraints would cause the MPO to miss a deadline for approval of a project or projects (As amended on February 8, 2010).
3. The development of the ARTS Participation Plan, and any future amendments to the plan, will be subject to a 45-day public review and comment period
4. The MPO shall provide reasonable access to technical and policy information used in the development of the MTP and TIP.
5. The MPO shall provide, upon request and 48-hour notice, assistance to those with special needs, at ARTS meetings.
6. Public meetings will be held at convenient and accessible locations and times. All meetings, public hearings and formal events of the ARTS shall be held in facilities that are accessible by persons with disabilities. Generally speaking, meetings will be held at public facilities (see Appendix for locations), on weekday evenings and at locations that are handicapped accessible and served by public transit.

**iii. PUBLIC OUTREACH AND EDUCATION**

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

*Public Outreach and Education Strategies*

1. All ARTS meeting agendas will be distributed at least seven (7) days in advance to all committee members, area media outlets and other interested parties. Agendas and minutes of meetings will be posted on the ARTS web site.

2. All public meeting notices and notices or public review and comment periods will be published at least (7) days in advance of the meeting date or the start of the review and comment period. The notices also will be posted on the ARTS web site.
3. The MPO will provide the media with information pertaining to the adoption, revision or amendment of all MPO plans at least seven (7) days prior to the date of the final action.
4. Use the following tools and techniques to inform the media, general public and other interested parties about transportation plans, programs and activities:
  - a. Press Releases – Used to announce upcoming meetings and activities and to provide information on specific issues related to transportation planning.
  - b. Print Display Ads – Used to advertise public meetings and review and comment periods for transportation plans and projects. Display ads are published in area newspapers and distributed at public facilities throughout the ARTS area.
  - c. Fact Sheets and Brochures– Used to provide general information about ARTS plans and programs, such as the MTP, TIP and Unified Planning Work Program. Fact sheets available in print and electronic format. Brochures will be used to provide summary information about ARTS and its transportation planning activities.
  - d. Direct Mailings – Used to advertise public meetings and review and comment periods for transportation plans and projects, or to provide information to a targeted area.
  - e. ARTS Newsletter – A quarterly publication used to provide information on transportation issues, projects, documents, contacts and resources.
  - f. ARTS Website – Used to display general information about ARTS, copies of major ARTS transportation documents, committee meeting schedules, agendas and minutes, project updates and the ARTS Newsletter. The website is also used to advertise public meetings and review and comment periods for transportation plans and projects.
  - g. Speaking Engagements – The MPO shall make staff available to speak to civic groups, neighborhood associations and other interested parties about ARTS transportation planning and projects.

#### iv. **PUBLIC INPUT**

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

##### *Public Input Strategies*

1. Identify Interested Parties – An interested party or stakeholder is defined as any person or group that is affected by a transportation plan, program or project, including those who may not be aware that they are affected. Stakeholders may include the general public; environmental; health, neighborhood, citizen and civic organizations; traditionally underserved communities such as people with disabilities, low income, and racial/ethnic minorities, as well as affected public agencies.
2. Citizens Advisory Committee – The ARTS Citizens Advisory Committee will continue to be a source of ongoing input on behalf of the general public. Efforts will be made to ensure that the committee membership reflects the diverse needs and interests of the region.
3. ARTS Committee Meetings – The ARTS committee meetings will be a regularly-scheduled forum for the discussion of, and updates on regional transportation needs, plans, programs and activities.
4. ARTS Public Meetings – ARTS public meetings will be held in conjunction with the update of the MTP and the TIP, and the development of any special studies related to regional transportation issues.
5. Comment Cards – Comment cards will be distributed at public meetings to obtain feedback on regional transportation needs, plans, programs and activities.

6. Project Steering Committees – Ad-hoc committees will be used as needed to coordinate and participate in the completion of special regional transportation studies. Committee members will participate in facilitated meetings / workshops, complete surveys and provide input during all phases of the study (e.g. needs assessment, background research, setting goals, objectives and strategies, identifying projects). Project steering committees have been used effectively on past special studies.
7. Surveys – Surveys will be used to obtain information from the general public and other stakeholders.
8. Visualization Techniques – The MPO will use GIS maps, sketches, drawings and similar tools at public meetings to both convey information and elicit public input about transportation plans and projects.
9. Project Web Pages – Project web pages will be used in conjunction with special studies to provide information and elicit input on the planning process, project schedule and project updates. Project web pages may include surveys and comment cards.

#### **v. EVALUATION OF PARTICIPATION PLAN**

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


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

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

#### **D. ADOPTION AND AMENDMENT OF PARTICIPATION PLAN**

1. The ARTS Participation Plan shall be adopted by the ARTS Policy Committee only after consultation with interested parties, a 45-day public review and comment period, and the consideration of any comments received from the general public and other interested parties.
2. Amendments to the ARTS Participation Plan shall be adopted by the ARTS Policy Committee only after consultation with interested parties, a 45-day public review and comment period, and the consideration of any comments received from the general public and other interested parties.
3. Appendices to the Participation Plan include supplemental information, such as comments received about the Participation Plan and a list of locations where ARTS plans are available for public review. Updates to the appendices are not subject to the consultation and public review and comment requirements. Revisions to appendices will be distributed to all ARTS committees, applicable federal, state and local agencies and other interested parties.
4. The ARTS Participation Plan, and any amendments or updates to the plan, will be made available at public facilities throughout the study area, and will also be posted on the ARTS Web site.





## PUBLIC MEETING NOTICE INVITATION TO COMMENT ON REGIONAL TRANSPORTATION PROJECTS

### 공개 회의 공지 댓글 초대 지역 교통 프로젝트

The public is invited to review and comment on the Georgia FY 2024-2027 and South Carolina FY 2021-2027 Transportation Improvement Program (TIP) for the Augusta Regional Transportation Study (ARTS). ARTS includes the urbanized portions of Richmond and Columbia Counties in Georgia, and Alcon and Edgefield Counties in South Carolina. The TIP features federally-funded transportation projects that are scheduled to be implemented in the ARTS planning area over the next four years in Georgia and South Carolina. The projects focus on improvements to roads, bridges, public transit, and bicycle and pedestrian facilities. A series of public meetings is scheduled for the following dates, times, and locations:

오거스타 지역 교통 연구(ARTS)를 위한 조지아 FY 2024-2027 및 사우스 캐롤라이나 FY 2021-2027 교통 개선 프로그램(TIP)을 검토하고 의견을 제시할 대중을 초대합니다. ARTS에는 조지아의 리치몬드 및 컬럼비아 카운티와 사우스캐롤라이나의 에디슨 및 에지필드 카운티의 도시화된 부분이 포함됩니다. TIP은 조지아와 사우스캐롤라이나에서 향후 4년 동안 ARTS 계획 영역에서 구현될 예정인 연방 자금 지원 교통 프로젝트를 특징으로 합니다. 이 프로젝트는 도로, 교량, 대중 교통, 자전거 및 보행자 시설 개선에 중점을 둡니다. 일련의 공개 회의가 다음 날짜, 시간 및 장소에 예정되어 있습니다:

DATE/TIME 날짜/시간	LOCATION 장소
Thursday, August 10, 2023, 6:00PM-8:00PM 목요일, 8월 10일 2023년 오후 6시-오후 8시	Public Meeting #1 – Robert Howard Community Center, 103 Diamond Lakes Way, Hephzibah, GA 30815, Multipurpose Room 공개 회의 #1 – 오버트 하워드 커뮤니티 센터, 103 다이몬드호수웨이, 헵지바, 조지아 30815, 다목적실
Tuesday, August 15, 2023, 6:00PM-8:00PM 화요일, 8월 15일 2023년 오후 6시-오후 8시	Public Meeting #2 – Zoom Meeting <a href="https://us02web.zoom.us/j/9946694292">https://us02web.zoom.us/j/9946694292</a> 공개 회의 #2 – 줌 미팅회의
Tuesday, August 22, 2023, 6:00PM-8:00PM 목요일, 8월 22일 2023년 오후 6시-오후 8시	Public Meeting #2 – Zoom Meeting <a href="https://us02web.zoom.us/j/9946694292">https://us02web.zoom.us/j/9946694292</a> 공개 회의 #2 – 줌 미팅회의
Thursday, August 24, 2023, 6:00PM-8:00PM 목요일, 8월 24일 2023년 오후 6시-오후 8시	Public Meeting #4 – Columbia County Board of Commissioners, Evans Auditorium A, 630 Ronald Reagan Drive, Evans, GA 30809 공개 회의 #4 – 컬럼비아 카운티 위원회, 에반스 강당 A, 630, 로널드 레이건 드라이브, 에반스, 조지아 30809

The TIP documents can be viewed online at this website:  
교통 개선 프로그램 문서는 다음 웹사이트에서 온라인으로 볼 수 있습니다:  
<https://www.augustaga.gov/1994/Transportation-Improvement-Program>

Please contact the Augusta Planning and Development Department (APDD) at (706) 821-1796 for more information. Persons with special needs related to handicapped accessibility or foreign language may contact APDD for assistance. For more information on ARTS, please visit [www.augustaga.gov/arts](http://www.augustaga.gov/arts) or email [arts@augustaga.gov](mailto:arts@augustaga.gov).

자세한 내용은 (706) 821-1796 으로 Augusta 계획 및 개발 부서(APDD)에 문의하십시오. 장애인 접근성 또는 외국어와 관련하여 특별한 도움이 필요한 사람은 APDD 에 연락하여 도움을 받을 수 있습니다. ARTS 에 대한 자세한 내용은 [www.augustaga.gov/arts](http://www.augustaga.gov/arts) 를 방문하거나 [arts@augustaga.gov](mailto:arts@augustaga.gov) 로 이메일을 보내주세요.

Carla Delaney, Director  
Augusta Planning and Development Department  
535 Telfair Street \* Suite 300 \* Augusta, GA \* 30901  
칼라 딜레니, 감독  
오거스타 기획개발부 535 텔페어 스트리트 \* 스위트 300 \* 오거스타, GA \* 30901

This announcement shall serve to fulfill the public review/comment and time requirements for the Federal Transit Administration (FTA) Section 5307 and 5339 Program of Projects funded through the FTA Urbanized Area Formula Grant Program and managed by Augusta Transit and the Lower Savannah Council of Governments. Pursuant to federal requirements, if no public comments are received during the 30-day public review and comment period, then the "Program of Projects" is final.

이 발표는 연방교통국 도시화 지역 공식 프로그램(FTA)을 통해 자금 지원되는 프로젝트의 연방 교통국(FTA) 섹션 5307 및 5339 프로그램에 대한 공개 검토/댓글 및 시간 요구 사항을 충족하는 데 사용됩니다. 연방 요구 사항에 따라 30 일의 공개 검토 및 의견 수렴 기간 동안 공개 의견이 접수되지 않으면 "프로젝트 프로그램"이 최종 결정됩니다.

AG-56706844



## NATION & WORLD BRIEFS FROM WIRE REPORTS

### Ex-Federal Reserve chair to lead Bank of England review

LONDON — Former U.S. Federal Reserve Chairman Ben Bernanke will lead a review of the Bank of England's economic forecasting amid concern that inaccurate predictions about growth and inflation hampered the central bank's efforts to combat Britain's cost-of-living crisis.

Bernanke, who served as Federal Reserve chair from 2006 to 2014, will examine how procedures and analysis affected the decisions of the bank's Monetary Policy Committee, which has approved 13 consecutive interest rate increases as it battles stubbornly high inflation. Some business leaders and government officials have suggested the bank's response to the crisis was hampered by overly pessimistic forecasts of a recession that never materialized and overly optimistic expectations for a rapid drop in inflation.

Now a senior fellow at

the Brookings Institution, Bernanke oversaw the Fed in the years immediately after the 2008 financial crisis, a time of unprecedented turmoil in the global economy.

### Notre Dame professor sues over coverage of her work

A University of Notre Dame professor has filed a defamation lawsuit against a student-run publication over news coverage of her abortion-rights work. The case is raising questions about press freedom and academic freedom at one of

the nation's preeminent Catholic institutions of higher education.

Tamara Kay's suit, filed in May in St. Joseph County, Indiana, alleges falsehoods in two articles published by The Irish Rover in the past academic year. The Rover defended its reporting as true in a motion filed earlier this month to dismiss the case, under a law meant to protect people from frivolous lawsuits over matters of public concern.

Kay, a professor of global affairs and sociology, asks for unspecified punitive damages after

she "has been harassed, threatened, and experienced damage to her residential property" and "continues to experience mental anguish" as a result of the two articles.

### Canadian border agents seize \$6M in cocaine at ND entry point

PEMBINA, N.D. — Canadian border agents seized nearly 140 pounds of cocaine worth \$6 million from a commercial truck seeking to enter the country from northeastern North Dakota, officials said.

The haul was found

July 14 in a search of the truck at the Emerson port of entry in southern Manitoba, just north of the border crossing at Pembina, North Dakota, according to a joint statement released Thursday by the Canada Border Services Agency and the Royal Canadian Mounted Police.

Canadian officials said it was the largest narcotics seizure at any Manitoba port of entry in the last five years.

A 31-year-old Winnipeg man was arrested on drug trafficking charges and later released, the statement said.

## Nonprofit

Continued from Page 1A

"In order to take a field and turn it into a beautiful forest we need to do some site prep on the land first," said Omondson. "Either mechanical or herbicide treatment will be needed to clear out the space. Then we'll come back through with planting crews and put seedlings in the ground. We're trying to make this as seamless as possible for the landowner."

### More benefits for the landowner

"There are two different ways that the landowner can make money in this 30-year cycle," said Omondson. "In addition to getting new trees on their land, loblolly is a timber market species. It's a merchantable product for a landowner to get into."

"At the halfway point the landowner can do a thinning operation and

sell the byproduct from that thinning. It's a good opportunity for the landowner to make some income. We're not going to take any of that. That's totally income for the landowner."

Omondson said landowners will not be required to sign over ownership of their land to the American Forest Foundation.

Felicia Burke, agricultural specialist for the Southwest Georgia Project, is helping connect underserved landowners throughout Georgia with AFF.

"I felt like this would be a good fit because the American Forest Foundation is very unique in a way that landowners don't have to pay for anything," said Burke. "With some programs you have to come out of pocket to clear the land and plant. With other programs you're selected during a lottery. This program is offering landowners a long-term investment."

### Making the

### commitment to reforestation

Burke said getting landowners onboard hasn't been easy.

"Farmers in Georgia ... are usually 65 or older and they have notions about outside entities that may be a threat," said Burke. "The landowner has to commit a minimum of 40 acres of land. For some landowners, 40 acres might be all that they have. They may not want to commit to that. ... A lot of factors go into the reasons why some may not be able to commit right away."

Burke said landowners of all stages in their journey can reach out to the Sherrod Institute for resource assistance.

"I work directly with about 200 underserved farmers and landowners," said Burke. "We even help beginner farmers throughout the state. We help women, veterans socially disadvantaged; we don't discriminate. We help by meeting people where they are."

For more details about American Forest Foundation, visit [www.afforest.org](http://www.afforest.org) or call 229-238-3818.

For more information about The Sherrod Institute, visit <http://www.sherrodistitute.org/>

This reporting content is supported by a partnership with several funders and Journalism Funding Partners.

Erica Van Buren is the climate change reporter for The Augusta Chronicle, part of the USA TODAY Network. Connect with her at [EVanBuren@gannett.com](mailto:EVanBuren@gannett.com) or on Twitter: @EricaVanBuren32

**ONLINE PUBLISHED RESERVE AUCTION**

**SELLS TO THE HIGHEST BIDDER ABOVE \$800 / ACRE**

**BID AUGUST 6TH - 10TH**

**Firebreak Logging Road | Oneida, KY 40972**

- 1200 +/- acres next to Daniel Boone National Forest
- Mineral, Surface and Timber rights available on some tracts
- Good access to nearby income
- Hunter Paradise with abundant Elk, Deer, Black Bear, Fox, and Coyote

**Bid At: [svnthemartingroup.com](http://svnthemartingroup.com)**

Jerry Ward, COIM  
502-412-2922  
[Jerry.Ward@svn.com](mailto:Jerry.Ward@svn.com)

Phil Ammon, Auctioneer  
502-417-0123  
[Phil.Ammon@svn.com](mailto:Phil.Ammon@svn.com)

**SVN**  
THE MARTIN GROUP

**ARTS MPA**

**PUBLIC MEETING NOTICE INVITATION TO COMMENT ON REGIONAL TRANSPORTATION PROJECTS**

**공개 회의 공지 및 의견 제출 지역 교통 프로젝트**

This public meeting notice and comment on the Georgia FY 2024-2025 and South Carolina FY 2023-2024 Transportation Improvement Program (TIP) for the Augusta-Atlanta Metropolitan Area (AAMP) is being held on the website of the Georgia Department of Transportation (GDOT) and the South Carolina Department of Transportation (SCDOT). The TIP is a plan for the next five years that outlines the state's transportation needs and how they will be met. It includes information about the state's current transportation system, the state's goals for the future, and the projects that will be funded by the state and federal governments. The TIP is a key document for the state's transportation system and is used to guide the state's transportation planning and funding decisions. The public is invited to provide input on the TIP and to comment on the projects that are included in the TIP. The public meeting will be held on the website of the Georgia Department of Transportation (GDOT) and the South Carolina Department of Transportation (SCDOT) from August 1st to August 10th, 2023. The public meeting will be held in English and Spanish. The public meeting will be held on the website of the Georgia Department of Transportation (GDOT) and the South Carolina Department of Transportation (SCDOT) from August 1st to August 10th, 2023. The public meeting will be held in English and Spanish. The public meeting will be held on the website of the Georgia Department of Transportation (GDOT) and the South Carolina Department of Transportation (SCDOT) from August 1st to August 10th, 2023. The public meeting will be held in English and Spanish.

Project Name	Location	Project Description	Project Status
Project 1: Augusta-Atlanta Metropolitan Area (AAMP)	Augusta-Atlanta Metropolitan Area	Project 1: Augusta-Atlanta Metropolitan Area (AAMP)	Project 1: Augusta-Atlanta Metropolitan Area (AAMP)
Project 2: Augusta-Atlanta Metropolitan Area (AAMP)	Augusta-Atlanta Metropolitan Area	Project 2: Augusta-Atlanta Metropolitan Area (AAMP)	Project 2: Augusta-Atlanta Metropolitan Area (AAMP)
Project 3: Augusta-Atlanta Metropolitan Area (AAMP)	Augusta-Atlanta Metropolitan Area	Project 3: Augusta-Atlanta Metropolitan Area (AAMP)	Project 3: Augusta-Atlanta Metropolitan Area (AAMP)
Project 4: Augusta-Atlanta Metropolitan Area (AAMP)	Augusta-Atlanta Metropolitan Area	Project 4: Augusta-Atlanta Metropolitan Area (AAMP)	Project 4: Augusta-Atlanta Metropolitan Area (AAMP)
Project 5: Augusta-Atlanta Metropolitan Area (AAMP)	Augusta-Atlanta Metropolitan Area	Project 5: Augusta-Atlanta Metropolitan Area (AAMP)	Project 5: Augusta-Atlanta Metropolitan Area (AAMP)

The public meeting will be held on the website of the Georgia Department of Transportation (GDOT) and the South Carolina Department of Transportation (SCDOT) from August 1st to August 10th, 2023. The public meeting will be held in English and Spanish. The public meeting will be held on the website of the Georgia Department of Transportation (GDOT) and the South Carolina Department of Transportation (SCDOT) from August 1st to August 10th, 2023. The public meeting will be held in English and Spanish.

For more information, please visit the website of the Georgia Department of Transportation (GDOT) and the South Carolina Department of Transportation (SCDOT) at [www.gdot.ga.gov](http://www.gdot.ga.gov) and [www.scdot.gov](http://www.scdot.gov).

CONTACT: Augusta Planning and Development Department (APDD) at 706-725-1100 for more information. Please email your input to [input@apdd.com](mailto:input@apdd.com) or call 706-725-1100. Please email your input to [input@apdd.com](mailto:input@apdd.com) or call 706-725-1100. Please email your input to [input@apdd.com](mailto:input@apdd.com) or call 706-725-1100.

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## Appeal

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hours.

### Augusta firefighter feeling 'confused and misled'

In Harris's appeal, he noted that the investigation led him to "question my sanity despite by clear understanding of the events."

Another flaw he noted was that the calculation to determine the speed of the truck when it overturned was incorrect. Investigators found the truck was traveling 62 mph in a 45-mph zone. Harris claims the actual speed was 45.34 mph, which corroborates his statement about going the speed limit at the time of the crash.

A video of the incident taken by a nearby business' security camera shows the truck entering the on-ramp and beginning to lose control with several wheels elevated on one side of the truck. While the investigation found speeding was the cause of the crash, Harris points to the absence of operational brake retarders as a mitigating factor.

"Brake retarders are crucial as they offer additional stopping power and effectively reduce the risk of brake fade, which is the primary reason for their invention," he wrote. "This investigation appears to selectively choose which information to provide,

raising concerns about its impartiality and thoroughness."

The truck also lacked an engine brake, according to Johnson.

Harris noted there also was a long-standing issue with an air leak in the truck's brakes. Attached to the appeal were apparatus checks for ladder truck 501 that indicate firefighters reported air break leaks on Nov. 9, Nov. 30, Dec. 6, Dec. 12 and Dec. 18 in 2022, and on Sept. 16 and Sept. 9 in 2023.

Harris noted that during the crash he had the brakes pressed all the way to the floor and nothing was happening, which he said indicates the brake system locked due to low air pressure. "I have been truthful with all my statements from the beginning," Harris wrote in the appeal. "However, I have faced pressure from the fire department administration, compelling me to sign paperwork that falsely portrays the accident as entirely my fault."

Throughout the investigation, there were instances where I felt confused and misled." Augusta Fire declined to comment or answer any questions about the investigation.

Harris claimed there was a "glaring conflict of interest" because Ten-8 had worked on the truck's brakes, according to the appeal.

### Issues with maintenance reporting

Harris claims the department's maintenance reporting system that handles work orders, Faster Reporting, has not been functioning properly.

## Vogtle

Continued from Page 1A

3 and 4 are not an economic benefit to ratepayers."

Newsome said the cost of Georgia Power's 45% share of the project has soared to \$15.2 billion, \$9 billion more than the Atlanta-based utility forecast when the PSC approved the nuclear expansion in 2009. As a result, the average residential customer's bill will increase \$14.10 per month during the first five years after the work is completed, up from the \$9.60 hit on monthly bills estimated 14 years ago.

The other 55% of the project's costs are being picked up by three utility partners: Oglethorpe Power, MEAG Power, and Dalton Utilities.

Newsome blamed the overruns on poor management throughout the project, including the period before original lead contractor Westinghouse Electric Corp. went bankrupt and after Southern Nuclear, a sister company of Georgia Power, took

over the work in 2017.

Specifically, he said designing and building the two reactors at the same time was not the way to go about such a complex project. There also were labor productivity issues caused by workers essentially getting in each other's way, he said.

"The people out there trying to get the work done were doing the best they could," he said. "[But] they just had too many people out there."

Newsome said many of the same problems encountered with the current project occurred during the 1980s when Georgia Power was building the first two nuclear reactors at Plant Vogtle. The budget on units 1 and 2 ballooned from an original forecast of \$660 million to more than \$8 billion, and the project took 12 years to complete.

Units 3 and 4 originally were expected to go into service in 2016 and 2017.

But William Jacobs of GDS Associates, an independent construction monitor on the project,

testified Thursday that lessons learned during the construction of Unit 3 at Plant Vogtle are being applied to save time on Unit 4, which is expected to go into service early next year.

For example, he said hot functional testing for Unit 4 — when plant systems achieve normal operating pressure and temperature without nuclear fuel in the reactor — was completed during the spring in just 42 days. The same testing on Unit 3 took 94 days, Jacobs said.

"I'm excited," added Steve Roetger, an analyst with the PSC, referring to the upcoming opening of Unit 3. "This has been a long road."

Steven Prevost of the consumer advocacy group Concerned Ratepayers of Georgia said the commission should not allow Georgia Power to recover Plant Vogtle's cost overruns from customers.

That decision would be made after the Unit 4 reactor goes into service and the PSC holds a "prudency" hearing on the cost issue.



# JUSTice Pops: Empowering communities through wholesome treats and local support

## ABOUT

JUSTICE Pops, the branch of community planner Sarah Bohlen Williams, has been transforming the food scene in our city for the past four years. Founded with a profound commitment to promoting a healthy lifestyle and supporting local farmers, JUSTICE Pops has been delighting its customers with delicious, fresh, and vegan popovers made from locally sourced seasonal fruit and vegetables. Since its inception, JUSTICE Pops has been at the forefront of championing the cause of local farmers and connecting communities with wholesome treats. Sarah Bohlen Williams, the visionary behind the brand, established the popovers with a mission to grow good and create organic food systems for growers, creators, and community members.

From humble beginnings at local farmers markets near JUSTICE Pops, its reputation as a pioneer in supporting new creators to underrepresented communities like Harbortown, South Augusta, and Lower Valley. There are 100+ vendors that all individuals have access to fresh, locally produced food regardless of their location.

At JUSTICE Pops, we believe that our mission goes beyond just selling delightful popovers. It's about fostering communities, celebrating diversity, and promoting a healthier lifestyle for everyone. So Sarah Bohlen Williams.

As a community planner with experience in cooperative enterprise, Sarah Bohlen Williams is currently working on a new project to create a sustainable lifestyle and food-based

lifestyle across through in every beautiful popovers. Her passion for diverse cuisine and her love for locally grown ingredients inspired her to embark on a journey of creating popovers with real fruit and vegetables, free from harmful additives.

JUSTICE Pops has become a beacon of hope for communities in need of fresh and healthy food options. By supporting local farmers and creating fairly traded popovers, the brand has not only offered delicious treats but also contributed to strengthening local food systems and policies.

Growing up in a suburban diverse community in New York, I witnessed the power of culture celebration in bringing people together. At JUSTICE Pops, we aim to carry forward that tradition by maintaining the diverse palate of one community through creating new popovers every week.

With a firm commitment to authenticity and community, JUSTICE Pops continues to serve as a platform to foster the connection with the true ingredients of the food. We are committed to the abundance of locally grown products and the health and well-being of our customers.

To experience the delicious taste of JUSTICE Pops, you can find it in a variety of locations and community events. We are committed to building a more inclusive and connected community, and we encourage you to join us in our mission. We are currently seeking new vendors to join our team, and we are open to all who are passionate about food and community. We are currently seeking new vendors to join our team, and we are open to all who are passionate about food and community.



JUSTICE Pops, founded by Sarah Bohlen Williams, is a locally sourced, seasonal, and community-driven brand. It is a platform for local farmers and creators to showcase their products and connect with the community. The brand is committed to supporting local farmers and creating fairly traded popovers, and it is currently seeking new vendors to join its team.

## CHUTKAN FROM PAGE 3

For a lot of people, I seem to think a lot of people are angry. Black, Asian, white, everyone is angry. They are angry about the fact that they are not getting what they deserve. They are angry about the fact that they are not getting what they deserve.

The featured speaker at the African American History Month event was the author of the book "The Color of Politics" and the author of the book "The Color of Politics".

He is a man who has been in the field of politics for a long time. He is a man who has been in the field of politics for a long time. He is a man who has been in the field of politics for a long time.

Young people are not in the same position as we are. They are not in the same position as we are. They are not in the same position as we are.

There are a lot of people who are not in the same position as we are. They are not in the same position as we are. They are not in the same position as we are.

## WILLIS FROM PAGE 3

Tom Willis's natural aptitude for the Southern oratorical style is evident. He has a way of speaking that is both powerful and persuasive. He has a way of speaking that is both powerful and persuasive.

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## Rolling Sea From p3

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## AUGUSTA MINI THEATRE CAPITAL CAMPAIN

### Local theatre group pushes to raise \$600,000 target by end of month

Augusta Mini Theatre Inc. is asking for help to reach its goal of \$600,000 by the end of the month. The group is asking for help to reach its goal of \$600,000 by the end of the month.

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## PUBLIC MEETING NOTICE INVITATION TO COMMENT ON REGIONAL TRANSPORTATION PROJECTS

### 공개회의 공지 및 댓글 지역 교통 프로젝트

### AVISO DE REUNION PÚBLICA INVITACION A COMENTAR SOBRE LOS PROYECTOS DE TRANSPORTE REGIONAL

The public is invited to review and comment on the Georgia FY 2024-2027 and South Carolina FY 2023-2027 Transportation Improvement Program (TIP) for the Augusta Regional Transportation Study (ARTS). ARTS includes the regional portions of Richmond and Columbia Counties in Georgia, and Aiken and Edgefield Counties in South Carolina. The TIP includes the regional portions of the TIP for the next four years in Georgia and South Carolina. The projects focus on improvements to roads, bridges, public transit, and freight and passenger facilities. A series of public meetings is scheduled for the following dates, times, and locations:

DATE/TIME	LOCATION
Meeting #1 - Robert Howard Community Center, 100 Diamond Lakes Way, Hephzibah, GA 30523, Multilingual Room	
Meeting #2 - Zoom Meeting	
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## Appendix M: Public Meeting Notices in FY 2021

### FY 2021 Virtual Public Meeting Notice -English

#### **VIRTUAL PUBLIC MEETING NOTICE INVITATION TO COMMENT ON REGIONAL TRANSPORTATION PROJECTS INVESTMENT PRIORITIES**



The public is invited to review and comment from December 21, 2020 to January 14, 2021 on the Georgia FY 2021-2024 and South Carolina FY 2021-2027 Transportation Improvement Program (TIP) for the Augusta Regional Transportation Study (ARTS). The TIP features federally-funded transportation projects scheduled to be implemented in the ARTS planning area over the next four years in Georgia and the next seven years in South Carolina. The projects focus on improvements to roads, bridges, public transit, and bicycle and pedestrian facilities.

A series of VIRTUAL public meetings is scheduled for the following dates and times:

Date	Time
Tuesday, January 12	5:30 – 6:30 pm
Wednesday, January 13	12:00 noon – 1:00 pm
Wednesday, January 13	5:30 – 6:30 pm
Thursday, January 14	12:00 noon – 1:00 pm
Thursday, January 14	5:30 – 6:30 pm

#### **Join Zoom Meeting**

Link: <https://us02web.zoom.us/j/9946694292>

Dial in: +1 929 205 6099

Meeting ID: 994 669 4292

The Transportation Improvement Program (TIP) documents can be viewed online at this website:

<https://www.augustaga.gov/1994/Transportation-Improvement-Program>

The TIP projects can be viewed through the interactive map at this website:

<https://augustagis.maps.arcgis.com/apps/webappviewer/index.html?id=1b7c864794654a4c955cd82fc3b1c837>

The public may email comments from December 21, 2020 (beginning period) – January 14, 2021 (ending period) regarding the TIP to [arts@augustaga.gov](mailto:arts@augustaga.gov).

Please contact the Augusta Planning & Development Department at (706) 821-1796 for more information about documents for public review and the community meetings. Persons with special needs related to handicapped accessibility or foreign language may contact the Planning and Development Department for assistance.

**For more information on ARTS, please visit [www.augustaga.gov/arts](http://www.augustaga.gov/arts) or email [arts@augustaga.gov](mailto:arts@augustaga.gov) or 535 Telfair Street, Suite 300, Augusta, GA 30901.**

### FY 2021 Virtual Public Meeting Notice -Korean





대중교통 2020년 12월 21일부터 2021년 1월 14일까지 조지아 FY 2021-2024 및 사우스 캐롤라이나 FY 2021-2027 교통 개선 프로그램 (ARTS)에 대한 TIP (Transportation Improvement Program)을 검토하고는 할 수 있습니다. ARTS에는 조지아의 Richmond 및 Columbia 카운티와 South Carolina의 Aiken 및 Edgefield 카운티의 도시와 일부 지역이 포함됩니다. 이는 향후 4년 동안 조지아에서, 향후 7년 동안 사우스 캐롤라이나에서 시행될 예정인 영향 자금 지원 교통 프로젝트를 특징으로 합니다. 이 프로젝트는 도로, 교차로, 대중 교통, 자전거 및 보행자 시설 개선에 중점을 둡니다.

일련의 가상 공개 회차가 다음 날짜와 시간으로 예정되어 있습니다.

날짜	시간	Join Zoom Meeting
1월 12일 화요일	오후 5:30 - 6:30	Link: <a href="https://us02web.zoom.us/j/9946694292">https://us02web.zoom.us/j/9946694292</a>
1월 13일 수요일	12:00 - 오후 1:00	Dial in: +1 929 205 6099
1월 15일 수요일	오후 5:30 - 6:30	Meeting ID: 994 669 4292
1월 14일 목요일	12:00 - 오후 1:00	
1월 14일 목요일	오후 5:30 - 6:30	

#### Join Zoom Meeting

Link: <https://us02web.zoom.us/j/9946694292>

Dial in: +1 929 205 6099

Meeting ID: 994 669 4292

TIP (Transportation Improvement Program) 문서는 다음 웹 사이트에서 온라인으로 볼 수 있습니다.

<https://www.augustaga.gov/1994/Transportation-Improvement-Program>

웹 프로젝트는 이 웹 사이트의 대화 형 지도를 통해 볼 수 있습니다.

<https://augustagis.maps.arcgis.com/apps/webappviewer/index.html?id=1b7c864794654a4c955cd82fc3b1c837>

대중교통에 관한 2020년 12월 21일 (시작 시간) - 2021년 1월 14일 (종료 시간) 사이에 arts@augustaga.gov로 의견을 이메일로 보낼 수 있습니다.

공개 검토 및 커뮤니티 회의를 위한 문서에 대한 자세한 내용은 Augusta 계획 및 개발 부서 ((706) 821-1796)에 문의하십시오. 장애인 접근성 또는 외국어와 관련하여 특별한 도움이 필요한 사람에 대해 개발 부서에서 도움을 요청할 수 있습니다. ARTS에 대한 자세한 정보는 [www.augustaga.gov/arts](http://www.augustaga.gov/arts)를 방문하거나 arts@augustaga.gov로 이메일을 보내거나 535 Telfair Street, Suite 300, Augusta, GA 30901을 참조하십시오.

### FY 2021 Virtual Public Meeting Notice -Spanish

## INVITACIÓN A COMENTARIOS SOBRE LOS PROYECTOS DE TRANSPORTE REGIONAL PRIORIDADES DE INVERSIÓN



El público está invitado a revisar y comentar desde el 21 de Diciembre del 2020 al 14 de Enero del 2021 sobre el Programa de Mejoras al Transporte (TIP) Georgia FY 2021-2024 y South Carolina FY 2021-2027 para el Estudio de Transporte Regional de Augusta (ARTS). El TIP incluye proyectos de transporte financiados federalmente y programados a ser implementados en el área de planificación de ARTS durante los próximos cuatro años en Georgia y los próximos siete años en Carolina del Sur. Los proyectos se enfocan en mejoras a las carreteras, puentes, transporte público e instalaciones peatonales y de ciclismo.

Una serie de reuniones VIRTUALES están programadas durante las próximas horas y fechas:

Fecha	Hora
Martes, 12 de Enero	5:30 - 6:30 pm
Miércoles, 13 de Enero	12:00 mediodía - 1:00 pm
Miércoles, 13 de Enero	5:30 - 6:30 pm
Jueves, 14 de Enero	12:00 mediodía - 1:00 pm
Jueves, 14 de Enero	5:30 - 6:30 pm

#### Únase a la reunión por medio de Zoom

Enlace: <https://us02web.zoom.us/j/9946694292>

Tel: +1 929 205 6099

Identificación: 994 669 4292

Los documentos del Programa de Mejoras al Transporte (TIP) pueden ser vistos en línea por medio de esta página:

<https://www.augustaga.gov/1994/Transportation-Improvement-Program>

Los proyectos del TIP pueden ser vistos por medio del mapa interactivo en esta página:

<https://augustagis.maps.arcgis.com/apps/webappviewer/index.html?id=1b7c864794654a4c955cd82fc3b1c837>

El público puede enviar sus comentarios sobre el TIP por medio de correo electrónico del 21 de Diciembre (inicio del periodo) al 14 de Enero (fin del periodo) al: arts@augustaga.gov.

Para contactar al Departamento de Planificación y Desarrollo de Augusta al (706) 821-1796 para más información sobre los documentos disponibles para revisión pública o sobre las reuniones de comunidad. Personas con necesidades especiales relacionadas a discapacitaciones o idioma, pueden contactar la Departamento de Planificación y Desarrollo para asistencia.

#### Para mas información sobre ARTS visite:

[www.augustaga.gov/arts](http://www.augustaga.gov/arts) o contacte ARTS al correo electrónico: ARTS@augustaga.gov o visítenos a la dirección 535 Telfair Street, Suite 300, Augusta, GA 30901.

**Appendix N: Title VI Questionnaires AUGUSTA-RICHMOND COUNTY, GEORGIA Title VI Compliance Questionnaire for Local Agencies**

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

Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_

**I. Administration**

**A. Staff Composition and Program Administration**

1. Provide breakdown of your administrative staff by race, color, national origin, sex, and their positions.
2. How many federally funded projects have you managed during the last two years? Dollar amount?
3. Have you designated an EEO Officer or Title VI Coordinator? Provide name and time in the position.
4. Do you have a Title VI Policy, Assurances and Plan in place? Provide proof of public dissemination of your Title VI policy.

**B. Complaint Procedure**

1. Do you have a Title VI complaint procedure for external discrimination complaints? If so, please provide a copy. To what extent is the community aware of it?
2. Have you received any Title VI related complaints during the past two years? If so, how many? What were the outcomes? Where there any Title VI complaint lodged by beneficiaries or participants? If so, explain the issues involved.
3. Do you have a Title VI Notice to Public? If so, please provide copy.

**C. Training**

1. Has your staff received any training (formal or informal) regarding Title VI?

2. Are you considering scheduling Title VI training sometime soon? If so, when and who will present it?

## II. Planning Activities

### A. Public Involvement

1. Are minority members of the community invited to participate in public hearings? How do you go about doing that?
2. Were accessible location, adequate time, and translation services considered or provided during the coordination of hearings?
3. Is the Hearing Coordinator keeping records in attendance? Is the information broken down by race, color, national origin, and sex (by visual identification)?
4. Have planning manuals, directives, guidelines, and policies been reviewed for Title VI compliance purposes?

## III. Consultant Contracts Activities

1. Are Title VI assurances and provisions included on consultant contracts?
2. Are DBE goals being included and met for consultant contracts? If not, what provisions have been taken to meet them?
3. Have directives, operational procedures, guidelines, and policies been reviewed for Title VI compliance purposes?

## IV. Design/Environmental Activities

1. Are minority members of the community invited to participate in public hearings? How do you go about doing that?
2. Are accessibility of locations, adequate time, and translation services considered during the coordination of hearings? Was any other effort made to promote maximum attendance by those affected by the project, including member of minority communities?
3. Is the Hearing Coordinator keeping records in attendance? Is the information broken down by race, color, national origin, sex, (by visual identification)?
4. Have location and design manuals, directives, operational procedures, guidelines, and policies been reviewed for Title VI compliance purposes?

5. Is statistical data being collected on race, color, national origin, and sex on communities affected by a construction project?

V. Right of Way Activities

1. Are DBE goals for real estate appraisers being met? If not, what provisions have been taken to help reach these goals?
2. Is Title VI language being incorporated in all acquisition, negotiation, property management communications, and contracts?
3. Are Title VI language and assurance statements being included in all surveys for property owners and tenants after the conclusion of all business?
4. Are all values and communications associated with appraisals conducted in an equitable fashion?
5. Do deeds, permits, and leases contain Title VI compliance clauses?
6. Is statistical data being gathered on race, color, national origin, and sex for all relocatees?

VI. Construction and Maintenance Activities

1. Are contractor selection procedures been reviewed to determine uniformity in their application to minority and nonminority contractors?
2. Are minority contractors and subcontractors being informed about contracting opportunities with your organization?
3. Are construction rules and regulations being applied in an equitable fashion? Have you received any complaints within the last two years?
4. Are Title VI assurances being included in all contracts, subcontracts, and material supply agreements?



## Appendix N: AUGUSTA-RICHMOND COUNTY, GEORGIA Title VI Compliance Questionnaire for Planning Organizations

MPO/RDC: \_\_\_\_\_

Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_

### I. Administration

#### A. Staff Composition and Program Administration

1. Provide breakdown of the administrative staff by position, race, color, gender, and national origin. Include organizational chart.
2. Provide makeup of the planning organization's Board of Directors by race, color, gender or national origin. Identify the voting members.
3. Describe the various programs administered by the planning organization and their funding sources.
4. Does the planning organization have an Affirmative Action Plan with respect to employment?

#### B. Complaint Procedure

1. Do you have a Title VI complaint procedure? To what extent is the community made aware of it?
2. Have you received any Title VI related complaints during the past two years? How many? Outcome? Any Title VI complaint lodged by beneficiaries or participants? Explain issues involved.
3. Provide copy of your complaint procedure and proof of public dissemination of Title VI policy.

#### C. Training

1. Has your staff received any training (formal or informal) regarding Title VI of the Civil Rights Act of 1964?
2. Are you considering scheduling Title VI training sometime soon? If so, when and who will present it?

### II. Planning Process

#### A. Public Involvement

1. To what extent citizen participation has been provided in the transportation planning process? Any policy in that regard? Explain.
  2. Citizen Advisory Committees: How are the members selected? For how long? What is their make up in terms of race, color, national origin, sex, and position?
  3. Are organizations representing minorities/disadvantaged individuals made aware of planning processes and offered the opportunity to provide input? How?
  4. How are the needs of the minorities/disadvantaged persons addressed during the planning process?
  5. What statistics are kept on beneficiaries of services or programs by race, religion, color, and sex?
- B. Hearings
1. What statistics are kept on public hearings participation by race, religion, color, national origin, and sex (by visual identification)?
  2. Are minority group concerns addressed in a timely manner? Explain process.
  3. Are public meeting announcements made available in languages other than English, according to the affected minority population(s)?
  4. Are accessible location (geographically and structurally), appropriate time, and translation services being planned/provided during public hearings?
- C. Procurement of Contracts
1. How are the Request for Proposals (RFP) solicited? What are the requirements for submitting RFPs?
  2. What kind of participation do DBE firms have in the RFP process? Are there goals or are goals included? Do you meet them?
  3. Do you keep record of DBE firms during the RFP process? Provide list.
  4. How does the planning organization promote the participation of qualified minority/women consultants?

5. How does the planning organization monitor consultant's adherence with Title VI requirements?
6. Provide the number, dollar value(s), and type of contract(s) used by the planning organization during the last two fiscal years. Identify contractors by race, color, national origin, and sex.
7. How many federally funded projects did you manage during the last fiscal year? Provide dollar amount for each one of them. How much of that money went to consultant contracts? DBEs?

D. Environmental Impact

1. Are minority members of the community invited to participate in public hearings pertaining to environmental issues? Are you keeping statistics on public hearing participation by race, color, national origin, and sex? Please present proof.
2. Do you have procedures for the identification of environmental impacts? How do you approach environmental issues in minority/ disadvantaged communities? Explain.
3. Are those environmental issues discussed with the affected community during public hearings? Have special provisions such as language interpreters been provided during public meetings?
4. Are these efforts documented? If so, please provide documentation.  
Could you list the major transportation projects planned or executed during the last two years where social, environmental, economic, or demographic adverse impacts were identified? To what extent did Title VI issues appear as a consequence of a project? Describe.

## APPENDIX A

The text below, in its entirety, is in all contracts entered into by AUGUSTA GEORGIA. All of the text except the final section, entitled "Incorporation of Provisions," should be included in any contract entered into by any AUGUSTA GEORGIA contractor.

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

### 1. ***Compliance with Regulations***

The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

### 2. ***Nondiscrimination***

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

### 3. ***Solicitations for Subcontracts, Including Procurement of Materials and Equipment***

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

### 4. ***Information and Reports***

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Augusta Georgia or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to Augusta Georgia, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

### 5. ***Sanctions for Noncompliance***

In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, Augusta Georgia shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the Contractor under the contract until the Contractor complies; and/or
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

## **6. *Incorporation of Provisions***

The Contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontractor or procurement as Augusta Georgia or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request Augusta Georgia enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

## **APPENDIX B**

**The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures, or improvements thereon, or interest therein from the United States.**

### ***Granting Clause***

NOW, THEREFORE, Augusta Georgia—as authorized by law, and upon the condition that the state of Georgia will accept title to the lands and maintain the project constructed thereon, in accordance with and in compliance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways; the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation; and all requirements imposed by or pursuant to Title 49, Code of Federal

Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d-4)—does hereby remise, release, quitclaim, and convey unto the state of Georgia all the right, title, and interest of AUGUSTA GEORGIA in and to said land described in Exhibit A attached hereto and made a part thereof.

### ***Habendum Clause***

TO HAVE AND TO HOLD said lands and interests therein unto the state of Georgia, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the state of Georgia, its successors, and assigns.

The state of Georgia, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree, as a covenant running with the land for itself, its successors and assigns, that (1) no person shall, on the grounds of race, color, sex, disability, national origin, age, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed\*, (2) that the state of Georgia shall use the lands, and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination of Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the agency shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in, and become the absolute property of, AUGUSTA GEORGIA and its assigns as such interest existed prior to this instruction.<sup>1</sup>

### **APPENDIX C**

**The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by AUGUSTA GEORGIA pursuant to the provisions of Assurance 7.**

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land, that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose for which AUGUSTA GEORGIA program or activity is extended, or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of

Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

**The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by AUGUSTA GEORGIA pursuant to the provisions of Assurance 7.**

The LESSEE, for himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant, and agree as a covenant running with the land, that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49,

Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation— Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the [license, lease, permit, etc.] and to reenter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

\*[Include in deeds subject to a reverter clause]

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to reenter said land and facilities there-on, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the STATE and its assigns.

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<sup>1</sup> Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of Civil Rights Act of 1964.

# Agency Name: Augusta Transit



**2<sup>nd</sup> DRAFT REPORT**  
**March 2024**

## Title VI Plan

*Date Adopted: March 29, 2024*







Title VI Plan Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks

Title VI Plan Activity Log  
(Continued)

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks

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## List of Acronyms

Acronym	Definition
ACS	American Community Survey
ADA	The Americans With Disabilities Act
ARTS	Augusta Regional Transportation Study
ARTS	Augusta Regional Transportation Study
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
DBE	Disadvantaged Business Enterprise
DOT	Department of Transportation
DR	Demand Response
FTA	Federal Transit Administration
GDOT	Georgia Department of Transportation
LAP	Language Assistance Plan
LEP	Limited English Proficiency
LOF	Letter of Finding
MB	Motor Bus
MPO	Metropolitan Planning Organization
NEPA	National Environmental Policy Act
PPP	Public Participation Plan
TCAC	Transit Citizens Advisory Committee
TPO	Transportation Planning Organization
USDOT	U.S. Department of Transportation

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

*49 CFR Part 21.7(a): Every application for Federal financial assistance to which this part applies shall contain, or be accompanied by, an assurance that the program will be conducted or the facility operated in compliance with all requirements imposed or pursuant to [49 CFR Part 21].*

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

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

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

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Executive Director/Signatory Authority, Augusta Transit, Date: Month/Day/Year

## 2.0 Introduction & Description of Services

Augusta Transit submits this Title VI Plan in compliance with Title VI of the Civil Rights Act of 1964, 49 Code of Federal Regulations (CFR) Part 21, and the guidelines of FTA Circular 4702.1B, published October 1, 2012.

Augusta Transit is a direct recipient of FTA funds and provides service in Augusta, Georgia aka Richmond County GA. A description of the current Augusta Transit system is included in Appendix B.

### **Title VI Liaison**

The Office of the Administrator of Augusta, Georgia  
(Title VI Coordinator) or his or her designated representative  
Employed by Augusta-Richmond County  
706-821-2400  
535 Telfair Street, Suite 910  
Augusta, GA 30901

### **Alternate Title VI Contact**

The Office of the Administrator of Augusta, Georgia  
(Title VI Coordinator) or his or her designated representative  
Employed by Augusta-Richmond County  
706-821-2400  
535 Telfair Street, Suite 910  
Augusta, GA 30901

## 2.1 First Time Applicant Requirements

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

Augusta Transit is not a first-time applicant for FTA/GDOT funding.

During the previous three years, FTA or GDOT did complete a Title VI compliance review of Augusta Transit. Augusta Transit has not been found to be in noncompliance with any civil rights requirements.

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

## 2.2 Annual Certifications and Assurances

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

Augusta Transit will remain in compliance with this requirement by annual submission of certifications and assurances as required by GDOT and/or FTA.

## 2.3 Title VI Plan Concurrence and Adoption

This Title VI Plan received GDOT concurrence on date XXXX. The Plan was approved and adopted by Augusta, Georgia Board of Commissioners during a meeting held on date XXXX. A copy of the meeting minutes and GDOT concurrence letter is included in Appendix C of this Plan.



### 3.0 Title VI Notice to the Public

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

#### 3.1 Notice to Public

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

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

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

#### 3.2 Notice Posting Locations

The Notice to Public will be posted at many locations to apprise the public of Augusta Transit's obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice will be posted in public areas of Augusta Transit's office(s) including the reception desk and meeting rooms, and on the Augusta Transit's website at [www.augustatransit.com](http://www.augustatransit.com). Additionally, Augusta Transit will post the notice at transfer facilities, stops and on transit vehicles as required.

An example of this notice as posted in the fleet of revenue service vehicles is included in Appendix D of this Title VI Plan along with any translated versions of the notice, as necessary. This notice may be provided on request in any other language which meets the Safe Harbor threshold (See Appendix G).

## 4.0 Title VI Procedures and Compliance

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

### 4.1 Complaint Procedure

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

Once the complaint is received, Augusta Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her/them whether the complaint will be investigated by our office.

Augusta Transit has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Augusta Transit may contact the complainant. The complainant has ten (10) business days from the date of the letter to send the requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, Augusta Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he/they will issue one of two letters to the complainant: a closure letter or a Letter of Finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, she/he/they may contact the Federal Transit Administration (FTA), 230 Peachtree Street NW, Suite 800, Atlanta, GA 30303 Attention: Regional Civil Rights Officer, or by calling (404) 865-5623, or web site

[http://www.fta.dot.gov/civilrights/title6/civil\\_rights\\_5104.html](http://www.fta.dot.gov/civilrights/title6/civil_rights_5104.html). Complainants may also file their initial Title VI complaint directly to the FTA no later than 180 days after the date of the alleged discrimination.

The complaint procedure will be made available to the public on the Augusta, Georgia website (<https://www.augustaga.gov/2105/Title-VI-Program>).

### 4.2 Complaint Form

A copy of the complaint form in English, Spanish, Korean and Chinese is provided in Appendix E and on the Augusta, Georgia website (<https://www.augustaga.gov/2105/Title-VI-Program>).

### 4.3 Record Retention and Reporting Policy

FTA requires that all direct and primary recipients (GDOT included) document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. Augusta Transit will submit Title VI Plans to GDOT for concurrence on an annual basis or any time a major change in the Plan occurs. Compliance records and all Title VI related documents will be retained for a minimum of three (3) years and reported to the primary recipient annually.

### 4.4 Sub-recipient Assistance and Monitoring

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

### 4.5 Sub recipients and Subcontractors

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

#### Nondiscrimination Clauses

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

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

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

#### **Disadvantaged Business Enterprise (DBE) Policy**

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

#### **E-Verify**

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

pursuant to work for Augusta Transit shall likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor while working for Augusta Transit.

## 5.0 Title VI Investigations, Complaints, and Lawsuits

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

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

Augusta Transit has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years.

## 6.0 Public Participation Plan

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

Augusta Transit has adopted and follows the Public Participation Plan (PPP) developed by the Arts Regional Transportation Study (ARTS) Metropolitan Planning Organization (MPO). The PPP ensures that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision-making process for Augusta Transit. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts.

The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Augusta Transit services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. The PPP is included as Appendix F to this Title VI Plan.

### Current Outreach Efforts

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

Date	Venue	Outreach Activity	Summary
Various dates in 2021	Broad Street Transfer Facility	COVID19 Clinic	Augusta Transit in partnership with the Georgia Department of Public Health hosted a COVID-19 vaccination clinic at the Broad Street Transfer Center.
July 2021	Broad Street Transfer Facility	Farmers Market	Augusta Transit in partnership with the Growing Augusta hosted a farmers' market where fresh fruits and vegetables were available.
March 2022	Project Life On Gordon Hwy	Project Life	Augusta Transit in partnership with Project Life a nonprofit that provides free food and clothing to the community. Showcased transit service offerings, disseminated information and answered questions.
June 2022	Robert Howard Community Center	Augusta on Display	Participated in an event showing City of Augusta Departments to the community. Showcased transit service offerings, disseminated transit information and answered questions.



## Title VI Plan

Date	Venue	Outreach Activity	Summary
September 2022	Downtown Augusta	Arts-in-the-Heart Festival	Conducted a Rider and Non-Rider transit survey. Showcased transit service offerings, disseminated transit information and answered questions.
March 2023	Downtown Augusta	St. Patrick's Day Parade	For the first time an Augusta Transit 40ft bus participated in the St. Patrick's Days parade increasing the awareness of the availability of transit service especially to nonriders.
March 2023	Evans GA	Careers on Wheels/ Career Day	Augusta Transit 40ft bus showcased to elementary school students at Belair K-8 School (Columbia County) increasing awareness of transit jobs and the benefits of transit.
March 2023	Atlanta GA	Transit Day at the Capitol	Representatives from Augusta Transit visited the state Capitol to showcase transit service offerings, disseminate information and answer questions from elected officials and the public.
June 2023	Downtown Augusta	Juneteenth Parade	For the first time an Augusta Transit 40ft bus participated in the Juneteenth parade increasing the awareness of the availability of transit service especially to nonriders.
August 2023	East Augusta	Ride the Bus Day/ Transit Equity Day	Partnering with an environmental nonprofit organization promoted the importance of transit access and service in Augusta.
August 2023 to date	Downtown Augusta	Community Access to Portable Showers	On the last business day of every month provides free transportation from selected locations in downtown Augusta to Richmond County Health Clinic on Laney Walker Blvd. Project Refresh provides access to a refreshing shower as a basic human right.
January 2024	Laney Walker/ Bethlehem Neighborhood	MLK Jr Parade	For the first time an Augusta Transit 40ft bus participated in each parade increasing the awareness of the availability of transit service especially to nonriders.
February 2024	Atlanta GA	Transit Day at the Capitol	Representatives from Augusta Transit visited the state Capitol to showcase transit service offerings, disseminate information and answer questions from elected officials and the public.
March 2024	McBean GA	Careers on Wheels/ Career Day	Augusta Transit 40ft bus showcased to McBean Elementary School students increasing awareness of transit jobs and the benefits of transit.
March 2024	Downtown Augusta	St. Patrick's Day Parade	An Augusta Transit 40ft bus participated in the St. Patrick's Days parade increasing the awareness of the availability of transit service especially to nonriders.

Date	Venue	Outreach Activity	Summary
June 2024	Downtown Augusta	Juneteenth Parade	An Augusta Transit 40ft bus participated in the Juneteenth parade increasing the awareness of the availability of transit service especially to nonriders.
Date TBD	Augusta GA	Community Meeting Rerouting route #1 Blue Line/Walton Way	Public input to determine the need to extend route #1 Blue Line/Walton Way to serve existing and proposed multifamily homes on Damascus Way and Walden Drive

## 7.0 Language Assistance Plan

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

Augusta Transit operates a transit system within Richmond County GA. The Language Assistance Plan (LAP) aka Limited English Proficiency Plan has been prepared to address Augusta Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are categorized LEP.

Currently, in the Augusta Transit service area there are approximately 3,259 residents or 1.6% of the population 5 years and older, who describe themselves as not able to communicate in English very well (Source: US Census, American Community Survey, 5-Year Estimates, 2018-2022). Augusta Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Augusta Transit has utilized the U.S. Department of Transportation (DOT) LEP Guidance Handbook and performed a four-factor analysis to develop its LAP. The LAP is included in this Title VI Plan as Appendix G.

## 8.0 Transit Planning and Advisory Bodies

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

The Transit Citizens Advisory Committee (TCAC) of Augusta Transit is an advisory council of elected members appointed for two-year terms by Augusta, Georgia Commissioners. Each TCAC member represents one (1) of the 10 Augusta, Georgia districts. In addition to these 10 members, two (2) TCAC members are legislative appointments. A full complement of TCAC approaches 12 members, however, in February 2024, there were four (4) unfilled vacancies.

TCAC acts as a representative body for the citizens of Augusta, Georgia and serves in an advisory capacity to the Augusta Transit. They are a positive catalyst between Augusta Transit, the community and the August, Georgia Commission. TCAC provides comments on transportation, plans, programs and respective transit studies and assists Augusta Transit in publicizing transportation projects and plans to their respective neighborhoods and community to provide feedback, to Augusta Transit.

TCAC meets on the fourth Thursday of every month at 4:00 p.m. and currently consists of seven (7) members: two (2) black males, one (1) white male, two (2) white females, three (3) African American females, and four (4) vacancies. During the COVID-19 Pandemic, Augusta Transit hosted its regularly scheduled TCAC meetings through virtual ZOOM meetings. However, starting during the 4<sup>th</sup> quarter 2023 TCAC meetings took the hybrid format allowing in-person and virtual attendance.

The following tables provides a racial demographic breakdown of Augusta Transit's service, and a racial breakdown of the membership of the TCAC.

Body	Total	White	Black/African American	Native American	Asian American	Other	Hispanic/Latino
Augusta, Georgia Service Area Population	206,153	81,425	122,578	2,281	5,534	7,178	10,963
%	100.0%	39.5%	59.4%	1.1%	2.7%	3.5%	5.1%
Source: Table DP05 American Community Survey, 5-Year Estimates, 2018-2022							

Committee	Demographic	Count
Transit Citizens Advisory Committee (TCAC) Membership Demographics (February 2024)	<b>White, Male</b>	<b>1</b>
	<b>Black, Male</b>	<b>2</b>
	Latino, Male	0
	Asian, Male	0
	Native American, Male	0
	Other, Male	0
	<b>White, Female</b>	<b>2</b>
	<b>Black, Female</b>	<b>3</b>
	Latino, Female	0
	Asian, Female	0
	Native American, Female	0
	Other, Female	0
	<b>Total Vacancies</b>	<b>4</b>

Augusta Transit will make efforts to encourage minority participation on the TCAC. These efforts are made by distributing information about the participation on the TCAC at public meetings, throughout the transit system and posting membership vacancies on social media. Augusta Transit also makes potential members aware of the required steps to be considered for TCAC membership. Any interested individual must reside in Richmond County GA and submit their name to the City of Augusta Talent Pool <https://forms.augustaga.gov/Forms/CABApplication>. Once names have been lodged the applicant must approach an Augusta, Georgia Commissioner and advise the Commissioner of their interest in becoming a TCAC Board member. If an applicant meets the TCAC membership criteria a Commissioner nominates the applicant to the TCAC following which full approval by the Augusta, Georgia Commission is required to confirm the nomination.

Augusta Transit will utilize the minority population demographic maps included in Appendix I in order to focus on the areas in which the TCAC participation information is distributed. Encouraging minority participation in the fulfillment of its mission Augusta Transit:

- Regularly posts to its Facebook Page which currently has more than 1,100 followers
- Actively engages with the community at numerous neighborhood events (Chapter 6.0) which have been found to be very effective increasing awareness of transit service offerings
- Presents at Town Hall/Breakfast meetings hosted by locally elected officials
- Offers TCAC meeting participation in a hybrid format permitting inperson and virtual attendance to increase its community reach

## 9.0 Title VI Equity Analysis

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

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

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

Augusta Transit has constructed the following facility.

- Augusta Transit Operations and Maintenance Facility constructed in 2018. The new facility (image below) is located at 2844 Regency Blvd, Augusta, GA 30904. The Title VI Equity Analysis report

prepared during the planning stage for the Operations & Maintenance Facility is included in Appendix J of this Title VI Plan.



The Title VI Equity Analysis report prepared during the planning stage is included in Appendix J of this Title VI Plan.



## 10.0 System-Wide Service Standards and Service Policies

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

Augusta Transit is a fixed route service provider and also provides complimentary ADA paratransit services.

FTA Circular 4702.1B requires that all fixed route service providers prepare and submit system-wide service standards and service policies as a part of their Title VI Plan. These standards and policies as described below address how service is distributed across Augusta Transit's service area to ensure that the manner of the distribution affords existing and potential users access to services.

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

### 10.1 Service Standards

FTA requires that all fixed route transit providers develop quantitative standards for all fixed route modes of operation for the following indicators. Augusta Transit has prepared standards for all modes it operates including Motor Bus (MB), ADA Paratransit Demand Response (DR) and Rural 5311 program.

#### a. Vehicle Load

Vehicle Type	Average Passenger Capacities			
	Seated	Standing	Total	Maximum Load Factor
29' Low Floor Bus	26	6	32	1.1
35' Low Floor Bus	31/32	8	40	1.2
40' Low Floor Bus	38	10	48	1.3

## b. Vehicle Headway

**POLICY HEADWAYS (MINUTES) AND PERIODS OF OPERATION**

WEEKDAY	Peak	Base	Evening	Night
Urban Radial	40	60-80	60	--
Cross-Town	40	40	60	--

*\* Peak: 7-9 am and 4-6 pm; Base 9am - 4pm; Evening: 6-9:30 pm;*

*Night: 9:30pm-Midnight;*

*"--" means no service is provided during that time period.*

**POLICY HEADWAYS (MINUTES) AND PERIODS OF OPERATION**

SATURDAY	Day	Evening	Night
Urban Radial	60	60	--
Cross-Town	40	40	--

*\* Day 7am - 6pm; Evening: 6-9:30 pm; Night: 9:30pm – Midnight;*

*"--" means no service is provided during that time period.*

## c. On-Time Performance

A vehicle is considered on time if it departs a scheduled time point no more than one (1) minute early and no more than five (5) minutes late. The Augusta Transit on-time performance objective is 90% or greater. Augusta Transit continuously monitors on-time performance and system results are published and posted as part of monthly performance reports covering all aspects of operations.

## d. Service Availability

It is a goal of Augusta Transit to distribute transit service so that 75% of all residents in the service area are within a ¼ mile walk of fixed route bus service. In March 2024, approximately 33% of the urbanized population (estimate 167,511 American Community Survey (ACS) 5yr Estimates 2018-2022) are within a ¼ mile walk of fixed route bus service. With each Decennial Census more formerly rural areas of Richmond County are classified as urban. This dynamic presents an ongoing challenge for Augusta Transit to meet its service frequency and area coverage goals given the availability of revenue service vehicles in a continually expanding urbanized area.

## 10.2 Service Policies

The development of service policy aids in the optimal use of limited resources within a transit agency. Service policy standards as presented in this section have the objective to: 1) evaluate existing fixed route services to identify underperforming or routes that surpass expectations; 2) evaluate deficiencies causing performance issues; and 3) evaluate proposals for new service. Transit service provision aims to evolve in synch with a growing and dynamic service area; and the application of service standards can be used to achieve this goal. The standards presented in this section are not an exhaustive compilation but presents standards that are easily implementable and have the potential to make a timely positive impact.

### a. Transit Asset Management

Transit Asset Management (TAM) is a business model that uses the condition of assets to guide the optimal prioritization of funding at transit properties in order to keep transit networks in a State of Good Repair (SGR). Following TAM protocols allows Augusta Transit manage the life cycle of assets which in turn impacts customer level of service. Current TAM guidelines from GDOT governing rolling stock are as follows (Useful Life Benchmark (ULB) represents the recommended age of replacement):

- Automobile 8 years
- Trucks 8 years
- Medium Duty Bus (29ft-30ft) 12 years
- Heavy Duty Bus (35ft-40ft) 14 years
- Cutaway Bus ULB 5 years

### b. Schedule Timings and Frequency/Headway

All nine (9) fixed route services operate according to a schedule. Clock-pattern schedules provide consistent and easy to understand schedule for riders. Clock-pattern (aka clock-face or cyclical) schedules result in even increments of bus operations such as every 60, 30, 15 minutes at the same minutes in each hour. Consistent headways throughout a service period may not reduce passenger difficulty in memorizing schedules if buses are scheduled at irregular departure times.

Recommended Service Policy Schedule Timings and Frequency/Headway

- Peak hours (7 a.m. thru 9 a.m., and 4 p.m. thru 6 p.m.) 30 minute headways
- Off-peak hours and Saturday 60 minute headways

### c. Bus Travel Speeds

Bus travel speed can be used as a quantitative measure of service quality. The higher the average speed for a given distance then less time it will take to cover that distance. Bus travel speed is a critical service standard impacting several operational performance measures such as revenue miles per hour, passenger miles per hour, etc. It can also be used to differentiate bus transit markets, e.g., local bus versus limited express bus.

Recommended Service Policy: Bus Travel Speed

- Many factors will influence the average travel speed of Augusta Transit's fixed route buses such as road type, transit service type offered, and level of congestion. However, it is

recommended that an operating speed between 13-15 mph is feasible for Augusta Transit's fixed route operations.

d. Bus Route Travel Distance

Bus route distance is a function of the spatial dispersal of trip generators (e.g., home, work) and trip attractors (e.g., work, shopping) and the route connectivity and directedness between origin and destination. Currently, Route #2 Gray Line/West Parkway operates the shortest roundtrip route at 9.20 miles compared to Route #5 Green Line/Washington Rd at 20 miles roundtrip.

Recommended Service Policy: Bus Travel Distance

- Recommended goals for travel distance are directly related to average travel speed, headways and duration. The adoption of average speed and associated headways (taking into account required schedule recovery times) will guide the determination of optimal distance for each route.

e. Directness of Travel

Directness of travel (aka circuitry of travel) is a concept to operate as directly as possible between two points to minimize travel distance. However, transit operators must also consider maximizing access to passengers to as many destinations as feasible and this may result in diversions away from the most direct route. In some cases route directness and passenger accessibility are often in conflict with each other.

Directness of travel is a key factor attracting and retaining riders who may have access to more than one mode of transportation. This operational characteristic has influenced the growth of limited stop, express bus and bus rapid transit systems in heavily congested urban areas and downtowns with limited availability of cheap parking.

Recommended Service Policy: Directness of Travel

- Augusta Transit fixed routes should not be more than 50 percent longer in route mileage distance than a comparable route by car. For example, if the car distance is ten (10) miles the ideal fixed route transit distance should be no more than fifteen (15) miles.
- The travel time on any fixed route should not take longer than 250% of the travel time by car. For example, if the travel duration by car takes 30 minutes the comparable duration by fixed route transit should be no greater than 75 minutes.

f. Transfers

A bus transfer results from a rider transferring to another bus route [or mode] in order to complete a trip. Transfers can be free or at an additional cost to the ticket purchased. The number of transfers can be limited to one (1) or two (2) on a single trip but this limitation is dependent on the structure and connectivity of the transit network.

Increasing the number of transfers required to make a trip may:

- Increase the indirectness of a trip;
- Increase the overall time to complete a trip; and,
- Complicate an understanding of the trip especially to infrequent riders

All of the above potential outcomes are dependent on consistent ontime performance of timed connections at each transfer point to ensure that transferring riders can make a trip within a reasonable timeframe.

#### Recommended Service Policy: Transfers

- No trip should require more than one (1) transfer and such a trip take no more than 90 minutes to complete (this includes the time waiting to transfer).

#### g. Two Way Service

Asymmetrical routes further increase the complexity of riding transit. Asymmetrical routes occur when on a two-way street (eastbound and westbound directions) each bus direction operates on a different street. Asymmetrically designed routes may increase catchment area but minimize service effectiveness. It also impacts route directness depending on the direction of travel.

#### Recommended Service Policy: Two Way Service

- Routes should be designed to operate in two (2) directions on the same two-way street. Symmetrical operations (where each bus direction travels along the same two-way street) minimize passenger confusion, improves service effectiveness and makes it easy for riders to know how to get back to where they came from.

#### h. Distribution of Transit Amenities

During the months of March thru August 2021 Augusta Transit conducted a Bus Stop Inventory (BSI). This BSI supplemented previous efforts in the collection of information about bus stops serving Augusta Transit's fixed route operations. This initiative aimed to compile a physical and digital inventory of fixed route bus stops served by Augusta Transit in Augusta-Richmond County and identify bus stop amenities and accessibility associated with each bus stop.

The BSI entailed visiting 619 active fixed route bus stops served by nine (9) fixed routes in Augusta-Richmond County. Findings indicate that:

- 96% lit from surrounding streetlights
- 85% do not have a bus shelter
- 67% incorporate a dedicated bus stop pole
- 59% are easily accessible by wheelchair
- 50% route number and timetable map available
- 31% no physical signage or structure indicating its status

#### Recommended Service Policy: Distribution of Transit Amenities

- 100% bus stops must be uniquely identified along with some form of single-use structure (such as a pole) together with signage differentiating it from other roadway structures
- 100% bus stops must be ADA accessible
- Incorporate lighting in all bus stop shelters sourced from a utility provider or solar powered
- Ensure that all bus stops provide an appropriate level of safety and security for all transit riders
- Develop and apply empirical criteria to the placement of amenities (simi-seats, bus schedules, benches) and/or shelters at bus stops

## 11.0 Appendices

APPENDIX A	FTA CIRCULAR 4702.1B REPORTING REQUIREMENTS FOR TRANSIT PROVIDERS
APPENDIX B	CURRENT SYSTEM DESCRIPTION
APPENDIX C	TITLE VI PLAN ADOPTION MEETING MINUTES AND GDOT CONCURRENCE LETTER
APPENDIX D	TITLE VI SAMPLE NOTICE TO PUBLIC
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APPENDIX F	PUBLIC PARTICIPATION PLAN
APPENDIX G	LANGUAGE ASSISTANCE PLAN
APPENDIX H	OPERATING AREA LANGUAGE DATA: AUGUSTA TRANSIT SERVICE AREA
APPENDIX I	DEMOGRAPHIC MAPS
APPENDIX J	TITLE VI EQUITY ANALYSIS
APPENDIX K	TEXT FORMATTING PALETTE





# **Appendix A**

## **FTA Circular 4702.1B Reporting Requirements for Transit Providers**

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

### **General Requirements**

*All recipients must submit:*

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

### **Requirements of Transit Providers**

*All Fixed Route Transit Providers must submit:*

- ☐ All requirements set out in Chapter III (General Requirements)
- ☐ Service standards
  - Vehicle load for each mode

- Vehicle headway for each mode
- On time performance for each mode
- Service availability for each mode
- ☐ Service policies
  - Transit Amenities for each mode
  - Vehicle Assignment for each mode

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

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

# Appendix B

## Current System Description

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## Historical Context

Augusta, Georgia aka the City of Augusta (COA) purchased the Augusta Coach Company, a privately-owned company, in October of 1973 and began operating its routes and schedules. In January 1996 the City of Augusta and Richmond County consolidated to form one government and one entity. In January 2011 the Augusta, Georgia Commission voted to explore the possibilities of privatizing the administration and operations of Augusta Transit. After several meetings and public hearings on May 17, 2011, the Augusta, Georgia Commission approved the privatization of Augusta Public Transit. Currently, AT contracts RATP Dev USA Inc., (RATP Dev) through Augusta Transit Management (ATM) to operate and maintain its transit services. RATP Dev is an international multimodal transportation provider operating, managing and maintaining transportation services.

## Mission, Program goals and Objectives

Augusta Transit provides fixed and demand responsive routes serving Augusta-Richmond County. Augusta Transit's mission is to 'give our customers access to all regions of Augusta-Richmond County by providing quality, dependable, safe, accessible, and affordable transportation, thereby enhancing the mobility of the general public as well as the transportation disadvantaged.'

Program goals are guided by its Bus Replacement Program, Public Transportation Agency Safety Program (PTSAP) and Program and Projects. Furthermore, transit service objectives are influenced by the Future Mobility 2050 Long Range Transportation Plan (LRTP) developed by the Augusta Regional Transportation Study (ARTS) Metropolitan Planning Organization (MPO) in collaboration with Augusta Transit; namely: Goal #2: Mobility, Accessibility and Connectivity which aims 'to increase access, expand, and improve the reliability of public transportation.'

In 2022, Augusta Transit developed a Climate Action Plan which has the following goals to accomplish by 2031:

- Transition to clean energy fueled revenue and non-revenue vehicles (Transition)
- Increase operational efficiencies and renewable energy use at all facilities (Operational Efficiency)
- Increase the proportion of Augusta-Richmond County population living within ¾ mile of a clean energy transit service (Transit Reach)

## Organizational Structure

Augusta Transit is an independent transit system established under the laws of the State of Georgia serving Augusta-Richmond County. Secondly, is a department of COA providing fixed and demand responsive routes serving the Augusta-Richmond County urbanized area.

Since August 1, 2011, Augusta, Georgia has utilized a contractor to provide operations and maintenance of the transit system. Richmond Transit rural service vans are also maintained by the contractor. A designee of Augusta, Georgia (namely the Transit Director) conducts contractor oversight, monitoring of the system and strategic planning.

Augusta, Georgia provides the operations, administration and maintenance facility, major equipment items, bus shelters, signs, benches, trash receptacles, revenue, and non-revenue vehicles. Schedules and



system maps, tickets, transfers, passes, paratransit applications, envelopes, and passenger guides are provided by the Contractor. Augusta Transit consists of four (4) operational divisions: Administrative, Operations, Maintenance, and Special Services.

### **Administrative Division**

The Administrative Division (staff are all Augusta, Georgia employees) is responsible for administering, and implementing policies and procedures received from the federal, state, and local levels within the guidelines of federal and state laws, Augusta-Richmond County policies and procedures, and departmental policies and procedures. Administration reports to the Transit Director or other designated person and works with co-workers, Augusta, Georgia employees, contractor staff and the public to ensure proper implementation of transit policies.

### **Operations Division**

The Operations Division (Contractor Staff) is responsible for managing and implementing all Transit service policies and procedures within the guidelines of federal and state laws and Augusta-Richmond County policies and procedures. The General Manager of the Contractor reports to the Transit Director. The General Manager ensures that contract staff operate and provide support to the transit system in order to fulfill Augusta Transit's mission. Additionally, the Operations Manager oversees bus operators to ensure each driver operates a transit bus following a designated schedule and route within the guidelines of federal and state laws, local and departmental policies and procedures, and Federal Transit Administrator's Alcohol and Drug Policy.

### **Maintenance Division**

The Maintenance Division (Contractor Staff) is responsible for ensuring that all vehicles, buildings, and equipment are clean, safe, dependable, reliable, and ready to serve the riding public; it also performs preventive maintenance checks and services, scheduled services, scheduled repairs, and emergency repairs for Augusta Transit within the guidelines of relevant federal and state laws, and Transit Department policies. The Maintenance Manager reports to the General Manager (Contractor) who in turn works with contractor staff, COA transit employees, salesmen, and representatives from bus/equipment manufacturers to provide efficient and safe transit service.

### **Special Services Division**

The Special Services Division (Contractor staff) is responsible for maintaining and supervising the Americans with Disabilities Act (ADA) Paratransit and Rural Programs. Special Services Manager (Contractor staff) oversees the program's overall operations within the guidelines of departmental standards and procedures, verbal instructions, and the Americans with Disabilities Act. Special Services implements all transit service policies and procedures within the guidelines of federal and state laws and Augusta Policies and Procedures. The Special Services Manager reports to the General Manager (Contractor) who in turn works with contractor staff, COA transit employees, and representatives of federal and state agencies, persons with disabilities, social

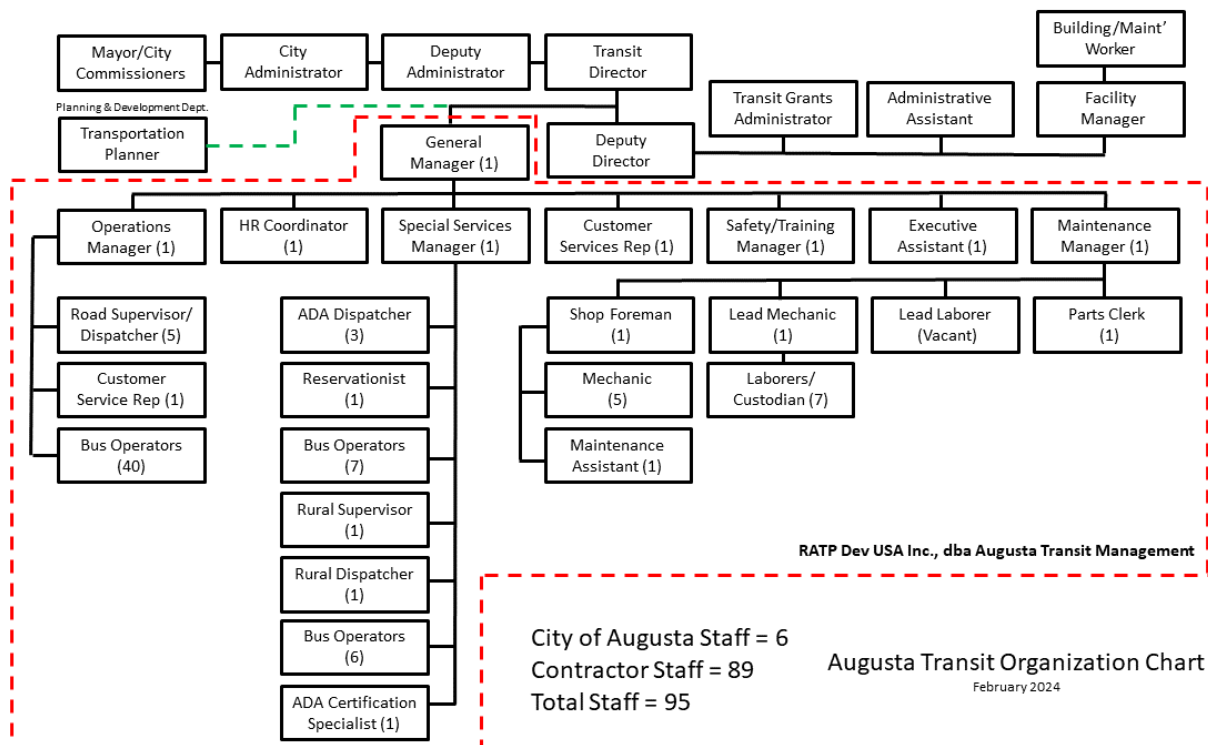
workers, and medical personnel who are affiliated with physically and mentally challenged people in the community to provide support to the public transit service.

### Physical Location of Augusta Transit

Augusta Transit's administrative and operational divisions and maintenance garage are housed in a 34,176 sq ft facility located at 2844 Regency Blvd, Augusta, GA 30904. This facility, Augusta Transit Operations and Maintenance Facility officially opened in 2019 at a cost of \$18 million. In addition, the property includes the Terrence Alton Dicks training room, conference room, commercial bus wash, chassis wash and ample parking spaces for buses, paratransit vans, staff and visitor vehicles. All divisions function as one unit to maintain the daily operation of Augusta Transit in its service to the public in a courteous and professional manner.

### Staffing & Personnel

Including Contractor staff approximately 95 persons are directly engaged in work relating to Augusta Transit services. Six of the 95 persons are Augusta, Georgia COA employees and the balance are employed by the Contractor or Contractor's local subsidiary Augusta Transit Management (ATM). The Maintenance Department is comprised of mechanics, a parts clerk and laborers, approximately 16 persons. The largest cadre of personnel are bus drivers/operators approximating 40 persons. However, post COVID19 Pandemic it has been a daily challenge to attract, train and retain fixed route bus operators.



The operation of a fixed route bus or ADA Cutaway van requires all drivers to have a Commercial Driver's License (CDL) with Passenger Endorsement. Cutaway or transit vans operated by Richmond Transit (rural) personnel only require a standard driver's license. Only Contractor employees that have completed all of the required safety and driver training requirements are allowed to drive any revenue service vehicle. The carrying of a CDL by fixed route or ADA bus operators creates the opportunity to operate Richmond Transit rural vans as and when the need arises.

### Training, Management and Other Administrative Tasks

The Transit Director has ultimate responsibility for the management and administration of Augusta Transit (COA employees and the Contractor). The Contractor's General Manager is responsible for the management and administration of their staff to fulfill all contractual obligations of the client, Augusta Transit.

Training of the maintenance, special services and operational staff is the responsibility of the Contractor. All new bus/ADA/van operator employees must fulfill a specified amount of on-the-road drivers training, which includes riding with a training driver, behind-the-wheel training, and training on proper use of wheelchair lifts and other securement devices found inside a revenue service vehicle. Furthermore, safe operations and maintaining a safe environment are a recurrent and pervasive theme of Augusta Transit and its Contractor. All safety sensitive personnel are required to complete the requisite state and federal safety and security training throughout their careers at August Transit.

The Special Services Manager is responsible for the annual renewal of all liability insurance for both Federally funded and GDOT owned vehicles, as well as vehicle registration renewal. Additionally, the Special Services Manager is responsible for the timely submission of security clearance applications of bus drivers who transport passengers to/from Fort Eisenhower (formerly Fort Gordon). It is the Operations, maintenance and Special Services Managers' shared responsibility to administer all aspects of fixed route transit, ADA and rural transit operations and to control access and usage of all agency vehicles.

### Service Description

Augusta, Georgia operates a public transit system known as Augusta Transit and Richmond Transit. A fixed route service area of 25 square miles with a county population of 202,081 (2022 National Transit Database (NTD)). Currently, Augusta Transit's transit service is made up of nine (9) fixed routes and ADA paratransit service, 619 bus stops (including transfer facilities), 92 shelters, 71 trash cans and 92 benches. Richmond Transit provides rural services, enabling rural-based riders connect with rural and urban destinations in the county. Augusta Transit fixed routes are (February 2024):

- Route 1 - Blue Line/Walton Way
- Route 2 - Gray Line/West Parkway
- Route 3 - Gold Line/East Augusta
- Route 4 - Purple Line/Turpin Hill
- Route 5 - Green Line/Washington Road
- Route 6 - Brown Line/Gordon Highway
- Route 7 - Pink Line/ Augusta Mall

- Route 8 - Orange Line/Barton Chapel
- Route 9 - Red Line/Lumpkin Road

Typical fixed route headways vary from a minimum 40 minutes to a maximum 1 hour 20 minutes. Fixed route service is provided primarily within Augusta-Richmond County. However, Route #5 Green Line/Washington Road serves the West Town Shopping Center at Washington Rd/Davis Rd just inside Columbia County, Georgia. Augusta Transit local buses interface with the Best Friend Express (BFE) operating in Aiken County at Augusta Transit's Broad Street Transfer Facility (BSTF).

Augusta Transit does not operate any transit service on Sunday. However, new routes may be added, existing routes modified, or service hours extended to include holiday or Sunday service as Augusta, Georgia deems necessary. Such changes in service area operations and dynamics will be developed as needed, meeting all FTA and GDOT regulations.

ADA complementary paratransit service operates within Augusta-Richmond County, Georgia. The program provides origin to destination paratransit service to eligible and certified persons with disabilities within a three quarter (3/4) mile corridor along all local fixed route bus routes within Augusta, Georgia. Origin to destination paratransit operations are due to passengers needing assistance beyond the curb because of their disability. Scheduling, dispatching, and reservations are handled through the use of Augusta Transit's QRyde computer software.

Rural transit service (funded by SEC 5311) operated by Richmond Transit serves the rural parts of Augusta-Richmond County, Georgia and operates in compliance with Georgia Department of Transportation (GDOT) guidelines.

### Hours Of Service

The current Fixed Routes operating hours for local service is Monday through Saturday; 6:30 a.m. through approximately 8:00 p.m. Complementary paratransit (ADA) service is provided on the same days and during the same hours as local fixed route service. Rural transportation operating hours is Monday through Friday; 6:00 a.m. through approximately 6:00 p.m. Augusta Transit in line with Augusta, Georgia does not operate on the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving (exception regular service operated)
- Christmas Eve (exception regular service operated till 6pm)
- Christmas Day

Days of operations for Augusta Transit fixed route and ADA paratransit services are provided below.

Year	2019	2020	2021	2022	2023
Weekday Service Days	254	256	255	253	252
Saturday Service Days	52	51	51	52	52
Total Service Days	<b>306</b>	<b>307</b>	<b>306</b>	<b>305</b>	<b>304</b>
Rain & Snow Days	51	56	68	59	54

### Augusta Transit's Bus Fleet and Support Vehicles

Augusta, Georgia's fleet consists of eighteen (18) fixed route buses, seven (7) paratransit vans, six (6) rural service vans, and a small fleet of supervisor and maintenance vehicles. All buses are either equipped with a wheelchair lift, or ramp and are ADA accessible. The majority of revenue earning vehicles are equipped with Sierra Wireless Modems, Trapeze Rangers, 800 MHz radios, Automatic Vehicle Locator (AVL), Automatic Passenger Counters (APC) and GFI/SPX Odyssey Fareboxes.

AUGUSTA TRANSIT FIXED ROUTE FLEET							
#	VEH. NO.	MAKE	MODEL	LENGTH FT	YR MFG	SEATS/ STANDEES	AGE @ 12/23 YRS
1	9009	GILLIG	GILLIG LOW FLOOR	40	2009	38/10	14
2	9010	GILLIG	GILLIG LOW FLOOR	40	2009	38/10	14
3	9011	GILLIG	GILLIG LOW FLOOR	40	2009	38/10	14
4	1001	ORION	ORION7	35	2010	32	13
5	1002	ORION	ORION7	35	2010	32	13
6	1101	ORION	ORION7EPA	35	2011	32	12
7	1102	ORION	ORION7EPA	35	2011	32	12
8	1103	ORION	ORION7EPA	35	2011	32	12
9	1104	ORION	ORION7EPA	35	2011	32	12
10	1601	GILLIG	BRTPLUS LOW FLOOR	40	2016	38/10	7
11	1602	GILLIG	BRTPLUS LOW FLOOR	40	2016	38/10	7
12	1603	GILLIG	BRTPLUS LOW FLOOR	40	2016	38/10	7
13	2301	GILLIG	G27E102H2	29	2023	26	0.5
14	2302	GILLIG	G27E102H2	29	2023	26	0.5
15	2303	GILLIG	G27B102	35	2023	31	0.5
16	2304	GILLIG	G27B102	35	2023	31	0.5
17	2305	GILLIG	G27B102	35	2023	31	0.5
18	2306	GILLIG	G27B102	35	2023	31	0.5

AUGUSTA TRANSIT ADA PARATRANSIT FLEET						
#	VEHICLE	MAKE	MODEL	YR. MFG	SEAT CAPACITY	AGE @ 12/23 YRS
1	1604	CHEV/BUS 6WC	G4500	2016	10	7
2	1605	CHEV/BUS 6WC	G4500	2016	10	7
4	1608	CHEV/BUS 6WC	G4500	2016	10	7
5	2309	FORD	E450	2023	14	0.5
6	2310	FORD	E450	2023	14	0.5
7	2312	FORD	E450	2023	14	0.5

RICHMOND TRANSIT (RURAL) FLEET						
#	VEH. NO.	MAKE	MODEL	YR. MFG	SEAT CAPACITY	AGE @ 12/23 YRS
1	3724	GOSHEN	E-3502WC	2017	10	6
2	3826	GOSHEN	E-3502WC	2017	10	6
3	3827	GOSHEN	E-3502WC	2017	10	6
4	3968	GOSHEN	E-3502WC	2017	10	6
5	4213	FORD	GLAVAL	2022	10	1
6	4214	FORD	GLAVAL	2022	10	1

AUGUSTA TRANSIT SUPPPORT VEHICLE FLEET						
#	VEH. NO.	MAKE	MODEL	YR. MFG	SEAT CAPACITY	AGE @ 12/23 YRS
1	96	INTERNAT.	4600 LP	1992	3	31
2	5010	FORD	RANGER	2006	3	17
3	1005	FORD	Expedition	2011	8	12
4	1110	FORD	F-150	2011	3	12

Augusta Transit adopts the GDOT Transit Asset Management Plan (TAM) to determine Useful Life Benchmarks (ULB) (recommended age for replacement) for its vehicle fleet. Current values are:

- Bus 35ft - 40ft at 14 yrs;
- Bus 29ft – 30ft at 12 yrs
- Cutaway Bus at 7 yrs
- Van at 8 yrs

AT intends to transition its fossil fuel burning fleet (revenue and non-revenue vehicles) to clean energy vehicles (electric, Compressed Natural Gas (CNG), hydrogen or hybrid). Driving this transition, in February 2021 Mayor Hardie Davis Jr. of Augusta, Georgia proposed the conversion of Augusta's motor vehicle fleet to zero-emission electric vehicles. Such a move would affect Augusta's transit operator, including all vehicle types belonging to AT and RT. The pace of transition will be dependent on available federal, state and/or local funding.

### Current Fares and Farebox Revenue

Fares, fare structure, and ticket media are subject to change. Current fares charged are as follows:

Fare Type (Fixed Route)	Cost
Adult One-way	\$1.25
Youth Under Age 18 (I.D. Required)	\$0.60 (sixty cents)
Senior Citizens (I.D. or Medicare Card Required)	\$0.60 (sixty cents)
Persons with Disabilities (AT issued ID Card Required)	\$0.60 (sixty cents)
Children under 42" Height	Free
Augusta Transit Transfers (each)	\$0.50 (fifty cents)

Special reduced fares for senior citizens and persons with disabilities are available all day (on fixed route services), Monday through Saturday.

Fare Type (Paratransit)	Cost
Adult One-way Paratransit	\$2.50
Adult One-way Paratransit	\$3.50
Adult One-way Paratransit	\$6.00

Paratransit fares (double the fixed route fare) are determined by the number of fixed routes buses and transfers required to complete a trip. Paratransit fares are twice the fare for a comparable trip on the fixed route system. Augusta Transit does not provide service outside the  $\frac{3}{4}$  mile fixed route corridor. Paratransit fares are as follows:

Trip	Fixed Route	Paratransit
One (1) fixed route bus no transfer	\$1.25	\$2.50
Two (2) fixed route buses including one (1) transfer	\$1.75	\$3.50
Three (3) fixed route buses including one (1) transfer	\$3.00	\$6.00



Richmond Transit (rural) fares are as follows:

Fare Type (Rural)	Cost
Adult One-way	\$3.00

Revenue from farebox and ticket sales for AT is presented below.

Year	2019	2020	2021	2022	2023
Farebox Cash Revenue	\$324,652.16	\$74,140.04	\$112,275.25	\$220,001.36	\$201,734.13
Tickets & Passes Revenue	\$117,443.50	\$33,719.25	\$40,165.50	\$90,975.25	\$99,618.50
Total	\$442,095.66	\$107,859.29	\$152,440.75	\$310,976.61	\$301,352.63

Due to the pandemic fixed route, ADA paratransit and RT fares were not charged from April 1, 2020 thru July 14, 2021.

### Transfers

Transfers are valid for up to two (2) hours from the time they are issued. Transfers are valid only on one (1) different route from the route that issued the transfer. Taking a trip requiring three (3) buses will involve paying two (2) regular fares and one (1) transfer. Passengers are required to ask for a transfer on boarding the bus. No transfers are available on RT (i.e., rural services).

### Discounted Tickets and Passes

Regular riders are able to save money on individual fares through purchasing weekly or monthly passes as follows:

Pass Type	Cost (Regular)	Discounted
7 Day Pass	\$15.00	\$7.50
31 Day Pass	\$50.00	\$25.00

Passes allow unlimited trips with transfers for the valid period. Tickets are discounted ½ off for Youth Under Age 18, Senior Citizens, and Persons with Disabilities (all require ID to verify eligibility).

All pass sales are final and non-refundable. AT is not responsible for lost or stolen passes. Passes and fares are subject to AT rules, regulations and tariffs and are not valid if damaged. Failure for a passenger to pay the appropriate fare constitutes fare evasion. Riders are encouraged to protect their tickets and/or passes.

Supervisors or Customer Service representatives at the BSTF are able to sell weekly and/or monthly passes to passengers. The Executive Secretary (located at Augusta Transit administrative headquarters) sells Green Tickets (one ride plus transfer), weekly and/or monthly passes and tickets (purchased in bulk).

### Paratransit Reservations

Reservations are accepted Monday through Friday between 8:00 a.m. and 5:00 p.m., AT's business hours. Augusta, Georgia reserves the right to change the days or hours of paratransit reservations according to Federal Guidelines without an additional charge to Augusta, Georgia.

### Rural Transit Reservations

Reservations are accepted Monday through Friday between 8:00 a.m. and 2:00 p.m. Augusta, Georgia reserves the right to change the days or hours of paratransit reservations according to GDOT Guidelines without an additional charge to Augusta, Georgia.

### Insurance

Augusta, Georgia is self-insured. However, as transit services are contracted out insurance relating to transit service operations is the responsibility of the Contractor. Indeed, the Contractor is responsible for the procurement and maintenance of insurance against claims for injuries to persons or damages to property, or theft which may arise from or in connection with transit operations; Augusta, Georgia owned or leased transfer centers, park and ride lots or bus stops; or theft of any and all transit vehicles and equipment either owned by Augusta, Georgia or leased by Augusta, Georgia or otherwise used by the Contractor or Augusta, Georgia in connection with the operation of the transit system.

### Safety and Security

Augusta Transit, including its contractor, strives to provide the safest and most secure experience for the riding public and our employees. All levels of management and employees are accountable for the delivery of the highest level of safety performance, starting with the Transit Director. Every employee must practice workplace safety, use equipment, tools, and materials properly, and be trained in the agency's work rules and procedures for his or her respective areas of responsibility, including contingency plans for abnormal and emergency conditions.

In providing the safest and most secure transit environment (for both riders, transit staff and anyone in contact with the transit system) Augusta Transit has developed and implemented a Safety Management System (SMS) the objectives of which are to:

- Increase the safety of our transit system by proactively identifying, assessing, and controlling risks;
- Continually improve safety performance;
- Improve the commitment of transit leadership to safety; and
- Foster a culture of safety awareness and responsiveness.

In July 19, 2018, the FTA promulgated its final rule 49 C.F.R. Part 673 - Public Transportation Agency Safety Plan (PTASP) which requires recipients of FTA Chapter 5307 funds to develop and implement a safety plan based on SMS principles and methods. In light of this FTA requirement, Augusta Transit is committed to:

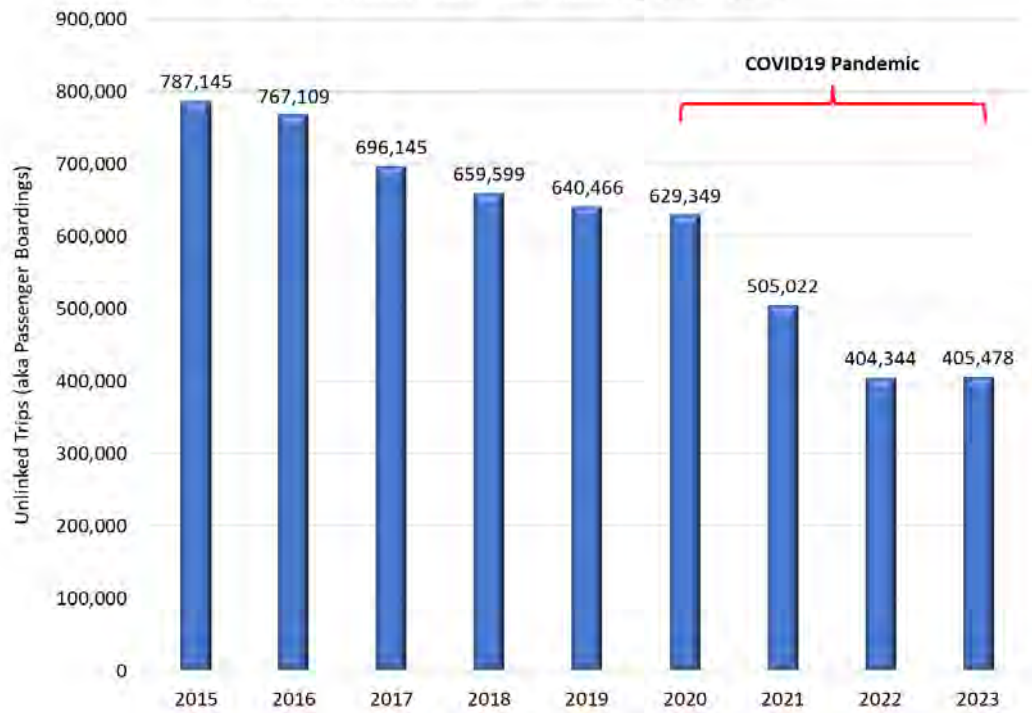
- Supporting an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as paid to other management systems of the organization;

- Continuously monitor the implementation of SMS and PTASP principles throughout the organization while conveying to all staff, managers, supervisors, and employees that SMS and PTASP are important to the highest level of the organization;
- Communicating the purpose and benefits of the SMS to all staff, managers, supervisors, and employees. This communication will specifically define the duties and responsibilities of each employee throughout the organization and all employees will receive appropriate information and SMS training;
- Integrating the management of safety as a primary responsibility of all managers and employees, including contractors;
- Defining for all staff, managers, and employees alike their accountability and responsibility for the delivery of the organization's safety performance and the overall implementation of our Safety Plan;
- Establishing and implementing a proactive safety program to manage risks to a level that is acceptable and consistent with safety performance;
- Ensuring protections for any employee who discloses a safety concern through the employee safety reporting program;
- Complying with, and wherever possible, exceeding the expectations of legislative and regulatory requirements and standards;
- Ensuring all staff are provided with adequate and appropriate safety-related information, personal protective equipment (PPE) and training, are competent in safety management matters, and are allocated only to tasks commensurate with their skills;
- Establishing and measuring safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- Continually improving our safety performance through management processes that ensure appropriate safety management actions are taken and are effective;
- Verify externally supplied systems and services to support our operations are delivered to meet our safety performance standards; and
- Verify that the strategies and guidelines to address infectious disease planning and response are consistent with the Centers for Disease Control and Prevention (CDC) and the Georgia Department of Public Health and local health authorities in order to minimize exposure to infectious diseases in accordance with 49 USC section 5329 (d)(1)(D).

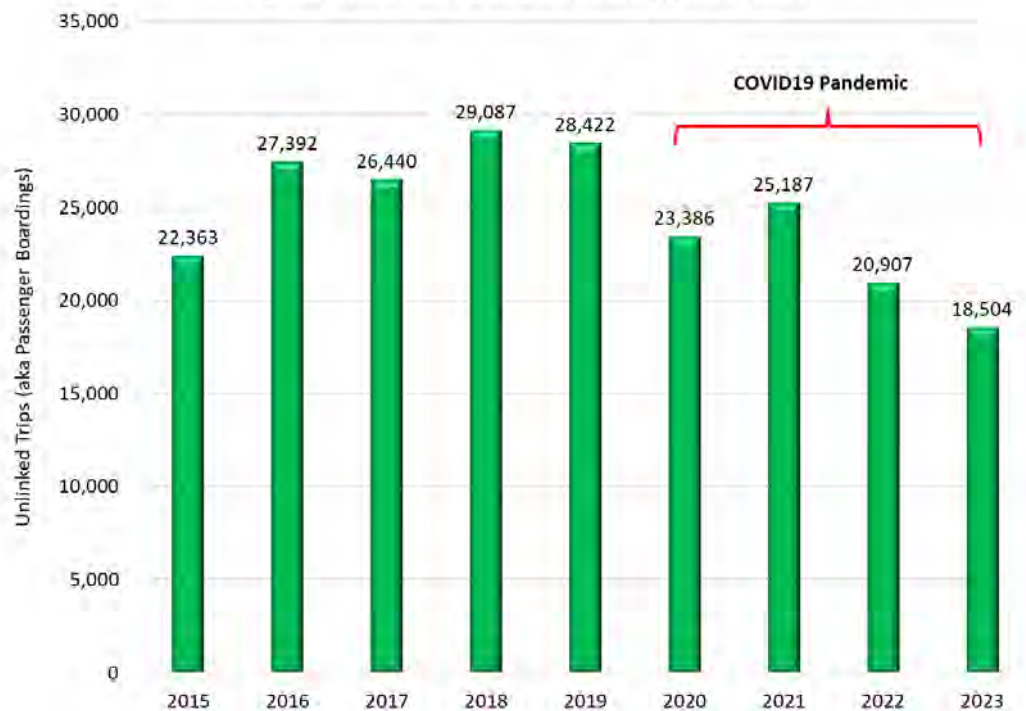
## Ridership

In recent years, APT fixed route ridership has been declining from a peak 787K in 2015 to 405K in 2023. The COVID19 Pandemic accelerated the downward ridership trend. Additionally, an aging fixed and ADA bus fleet during the period 2021-2023 negatively impacted ridership, reliability and the overall perception of transit service offerings in Augusta-Richmond County. In 2023 Augusta Transit replaced several aging revenue service vehicles with five (5) new and three (3) used fixed route buses in addition to four (4) ADA paratransit vans. This investment curtailed service unreliability and stimulated an uptick in fixed route ridership.

Augusta Transit Fixed Route Ridership 2015 - 2023



Augusta Transit ADA Paratransit Ridership 2015 - 2023



Stimulating ridership gains Augusta Transit in 2023 initiated a bus stop upgrade program where all bus stops will have a bus stop sign and be ADA accessible. Selected bus stops will include benches, shelter and trash cans as determined by rider demand. Security at transit facilities will also be enhanced and Augusta Transit will continue to partner with local law enforcement to ensure that bus stops and transfer facilities are safe spaces for all users. It is anticipated that as new replacement revenue service vehicles join the fleet, transit service will be extended to South Augusta, an increasingly urbanized area currently unserved by fixed route transit.



## **Appendix C**

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



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Insert a copy of the Title VI Plan adoption meeting minutes and the GDOT concurrence letter.



# **Appendix D**

## **Title VI Sample Notice to Public**

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## TITLE VI CIVIL RIGHTS 1964 PROGRAM

*Pursuant to Federal Regulations of U.S. Department of Transportation*

### Notice to Public

**Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance (42 U.S.C. Section 2000d). Augusta, Georgia is committed to a policy of non-discrimination in its operations, including the responsibilities of the Augusta Planning and Development Department to facilitate and implement federal regulations relative the Metropolitan Transportation Planning process in the support of the Augusta Regional Transportation Study – MPO to develop the Long Range Transportation Plan, Transportation Improvement Program and other required plans and program; and operations, including the responsibilities of the Augusta Public Transit.

If you believe you have been subjected to discrimination in any Augusta, Georgia service, program or activity receiving federal financial assistance, you may file a Complaint in the Augusta, Georgia Administrator's Office (Title VI Coordinator) at (706) 821-2400; 535 Telfair Street, Suite 910 Augusta, GA 30901; the Augusta Planning and Development Department at (706) 821-1796, 535 Telfair Street, Suite 300 Augusta, GA 30901; or with the Augusta Public Transit Department, 2844 Regency Blvd, Augusta Georgia 30904. Any Complaint or question regarding Augusta, Georgia's Title VI Program will be directed to the Office of the Administrator.

**Title VI Statement of Policy:** Augusta, Georgia is committed to a policy of non-discrimination in its operations, including its responsibilities under Title VI of the Civil Rights Act of 1964. As a result, Augusta, Georgia will utilize its best efforts to assure that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program that receives federal funds and its related benefits.

**Objectives:** Towards this end, it is Augusta, Georgia's objective to:

1. Ensure that the level and quality of services under any program that receives federal funds are provided without regard to race, color, or national origin;
2. Identify and address, as appropriate, disproportionately high, and adverse human health and environmental effects, including social and economic effects, of programs and activities on minority populations and low-income populations;
3. Promote the full and fair participation of all affected populations in transportation planning and program decision making;
4. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit Environmental Justice populations including but not limited to minority populations and low-income populations;
5. Ensure meaningful access to programs and activities by persons with limited English proficiency.

**Responsibility:** All Directors, managers, supervisors, and employees share in the responsibility of making Augusta, Georgia's Title VI Program a success. Augusta, Georgia will ensure that third party contractors and/or sub-recipients receiving federal funds shall adhere to and implement this policy to the fullest extent possible.

Any complaints or questions regarding Augusta, Georgia's Title VI Program should be directed to the Augusta,

Georgia Administrator's Office at (706) 821-2400; 535 Telfair Street, Suite 910 Augusta, Georgia 30901.

**Title VI Notification Procedures:** Augusta, Georgia, as a condition for receiving financial assistance from the Federal Transportation Administration (FTA) and Federal Highway Administration (FHWA), ensures that:

1. Augusta, Georgia will compile, maintain, and timely submit Title VI information required by the FTA and FHWA, copies of which will be available to the general public.
2. Augusta, Georgia makes it known to the public that any person or persons alleging discrimination on the basis of race, color, or national origin as regards the provision of transportation services and transit-related benefits may file a Complaint in the Office of the Administrator of Augusta, Georgia, with the Augusta Planning and Development Department, the Augusta Public Transit Department, or the Federal Transit Administration – Region IV. Any complaint or questions regarding Augusta's Title VI Program will be directed to the Office of the Administrator of Augusta, Georgia.
3. Informal Complaint - Any member of the general public who feels that his or her rights under Title VI of the Civil Rights Act of 1964 have been violated in any manner may first speak informally with the Administrator of Augusta, Georgia or her/his designated representative in order to see if the matter can be resolved informally. The Administrator or her/his designated representative will investigate the complaint and make a determination on its merits. Complaining parties will receive notification of the determination of the Administrator. As pertaining to public transit services and operations of the Augusta Public Transit Department and/or any sub-recipient of federal funds, all complaints whether informal or formal are referred to the Office of Administrator and/or designated representative.
4. Formal Complaint - Any complaining individual who does not feel that his or her concerns have been resolved informally may then file a formal written complaint in the Office of the Administrator, 535 Telfair St., Suite 910 Augusta, GA 30901, phone (706) 821-2400. A Formal Complaint should be submitted no later than thirty (30) days from the date of the last alleged discriminatory act.

With regard to public transit services and operations of the Augusta Public Transit Department and/or any sub-recipient of federal funds, all complaints whether informal or formal are referred to the Office of Administrator of Augusta, Georgia or her/his designated representative.

The Office of the Administrator of Augusta, Georgia (Title VI Coordinator) or his or her designated representative will set a mutually agreed-upon time and place for the review process with the complaining individual or their representatives within thirty (30) working days of filing the complaint. The

complainant may submit documents or other information to be included with the record and considered in the review process.

The complainant will generally be issued a letter of findings and recommendations from the Office of the Administrators within forty-five (45) working days after filing a formal complaint. If additional time is required to investigate the complaint, then all parties will be notified by the Administrator's Office. Individuals may withdraw their formal grievance and decide to seek mediation or an informal resolution at any point in the complaint process.

Procedures to correct any deficiencies found through the complaint will be initiated within a forty five

(45) day period from the issuance of the final findings of the Administrator. If no deficiencies are found to exist as a result of the complaint, a written response will be sent to the complainant within fifteen (15) working days from the completed investigation, detailing the investigation and the results of that investigation. Any complainant not satisfied with the results of the investigation may further appeal his or her complaint to the offices of the Federal Transit Administration, Regional Civil Rights Office, 230 Peachtree St., NW, Suite 800, Atlanta, GA 30303.

1. Augusta, Georgia, through the Augusta Planning and Development (APDD) and Augusta Public Transit Department, will notify the general public of its Title VI responsibilities by posting this statement on the physical office bulletin board, Public Transit terminal, transit terminal office and web sites. The statement will be posted to meet requirements of individuals within the minority populations as well as persons with limited English proficiency.

This notice and complete contents of this program are available at the following locations:

- The Augusta Planning and Development Department
- The Augusta Public Transit Department
- The Augusta Human Resource Department
- Office of Equal Employment Opportunity of Augusta, Georgia
- Augusta Public Transit Department website
- ARTS web site
- Aiken County Website
- Aiken County Planning Department





# **Appendix E**

## **Title VI Complaint Form**

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## Title VI Public Complaint Process

If you believe that you have been excluded from participation in, been denied the benefits of, or been subjected to discrimination under any Augusta, Georgia service, program or activity receiving federal financial assistance, including, but not limited to, service, projects or activities provided by or administered by the Augusta Planning and Development Department, the Augusta Public Transit Department, the Augusta Engineering Department, you may file an official Title VI Complaint with the Office of The Administrator of Augusta, Georgia and/or the designated representative, (hereafter "Title VI Coordinator"). The following steps describe the procedures to file a complaint and how Augusta, Georgia will respond.

1. The complaint must be submitted to the Title VI Coordinator no later than thirty (30) working days after the date of the alleged discrimination.
2. A Title VI Complaint Form can be obtained by calling (706) 821-1721, (706) 821-1796 or by downloading the form from these websites at [www.augustaga.gov](http://www.augustaga.gov); <http://www.augustaga.gov/290/Planning-and-Development>; and [www.augustaga.gov/arts](http://www.augustaga.gov/arts)
3. Please provide the following information on the complaint form or you may submit a signed written statement that contains all of the following written information:
  - Your name, address and how to contact you (phone number, email address, etc.);
  - The basis of the alleged discrimination complaint (race, color, or national origin);
  - How, why, when and where you believe you were excluded from participation in, were denied the benefits of, or were subjected to discrimination. If the alleged
  - incident occurred on the bus, give date, time of day, and bus number if available;
  - Include the location, names and contact information of any witnesses;
  - Indicate whether you have filed the complaint with Federal Transit Administration; and
  - You must sign your letter of complaint.

If you, as the complainant, are unable to read and/or write a complaint, the Title VI Coordinator will assist you with the complaint. Augusta, Georgia is committed to providing open access to its services to persons with limited ability to speak or understand English; if requested by complainant, the Title VI Coordinator will provide language translation services.

4. The complaint shall be sent to any of the following addresses:

**Office of the Administrator**  
**535 Telfair Street, Suite 910, Augusta, GA 30901**

**Augusta Transit Department**  
**2844 Regency Boulevard, Augusta, GA 30904**

**Augusta Planning and Development Department**  
**535 Telfair Street, Suite 300, Augusta, GA 30901**

5. All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The Title VI Coordinator will review every complaint, and when necessary, begin the investigation process. At a minimum the investigating will:
  - Identify and review all relevant documents, practices and procedures;
  - Identify and interview persons with knowledge of the alleged discrimination, that is, the person making the complaint; witnesses or anyone identified by the Complainant; anyone who may have been subject to similar activity, or anyone with relevant information.
6. Upon completion of the investigation, the Title VI Coordinator will complete a final report for Augusta, Georgia. The investigation process and final report should take no longer than ninety (90) days after receipt of the complaint. If a Title VI violation is found to exist, remedial steps as appropriate and necessary will be taken immediately. The Complainant will also receive a copy of the final report together with any remedial steps.

If no violation is found and the complainant wishes to appeal the decision, he or she may contact the Federal Transit Administration, 230 Peachtree Street NW, Suite 800, Atlanta, GA 30303 Attention: Regional Civil Rights Officer, or by calling (404) 865-5628, or web site [http://www.fta.dot.gov/civilrights/title6/civil\\_rights\\_5104.html](http://www.fta.dot.gov/civilrights/title6/civil_rights_5104.html) Complainants may also file their initial Title VI complaint directly to the Federal Transit Administration no later than 180 days after the date of the alleged discrimination.

**Augusta, Georgia Title VI Complaint Form**

File # \_\_\_\_\_

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of **race, color, or national origin** in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Title VI of the Civil Rights Act of 1964 guarantees fair treatment for all people and provides for Augusta Georgia through the Title VI Coordinator, Augusta Planning and Development Department (APDD), and Augusta Transit (AT), to identify and address, as appropriate, disproportionately high and adverse effects of its programs, policies, and activities on minority and low-income populations, such as undertaking reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to the programs, services, and information.

Augusta Georgia through the Title VI Coordinator, APDD, and AT works to ensure nondiscriminatory transportation in support of our mission to provide quality, dependable, safe, accessible, and affordable transit service, to enhance the social and economic quality of life for all citizens of Augusta-Richmond County and ARTS/MPO area. The Title VI Coordinator is responsible for the Civil Rights Compliance and Monitoring to ensure non-discriminatory provision of transit services and programs.

Complainant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Numbers \_\_\_\_\_  
(Home) (Work)

Email Address \_\_\_\_\_

List type of discrimination (please check all that apply):

Race Color National Origin

Other \_\_\_\_\_

Please indicate your race/color, if it is a basis of your complaint \_\_\_\_\_

Please describe your national origin, if it is a basis of your complaint \_\_\_\_\_

Location where incident occurred \_\_\_\_\_

Time and date of incident \_\_\_\_\_

Name/Position title of the person who allegedly subjected you to Title VI discrimination:



\_\_\_\_\_

Briefly describe the incident (use a separate sheet, if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did anyone else witness the incident? Yes                      No

List witnesses (Use a separate sheet, if necessary)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Have you filed a complaint about the alleged discrimination with the Federal Transit Administration?

Yes                      No                      If yes, when? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **Appendix F**

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

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## AUGUSTA REGIONAL TRANSPORTATION STUDY PUBLIC PARTICIPATION PLAN



Augusta Planning & Development Department  
535 Telfair Street, Augusta, GA 30901  
Phone: (706) 821-1796  
Fax: (706) 821-1806  
Web: <https://www.augustaga.gov/2119/Public-Outreach>

This public participation process for the Metropolitan Transportation Plan, Transportation Improvement Program, Special Projects, other plans and programs satisfies the Federal Transit Administration's Program of Projects public participation requirement for Georgia Department of Transportation and participating transit grantees in the ARTS urbanized area, including Augusta Public Transit and Lower Savannah Council of Government in South Carolina part of the urbanized area served by Best Friend Express and Dial-a-Ride transit system.

Amended and Adopted December 7, 2017  
Revised June 30, 2017  
Amended September 6, 2012  
Revised 2021

# **AUGUSTA REGIONAL TRANSPORTATION STUDY**

## **PUBLIC PARTICIPATION PLAN**

Augusta Planning & Development Department  
535 Telfair Street, Augusta, GA 30901  
Phone: (706) 821-1796  
Fax: (706) 821-1806  
Web: <https://www.augustaga.gov/2119/Public-Outreach>

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The contents of this report reflect the views of the persons preparing the document and those individuals are responsible for the facts and the accuracy of the data presented herein. The contents of this report do not necessarily reflect the views or policies of the Georgia Department of Transportation, South Carolina Department of Transportation, the Federal Highway Administration, or the Federal Transit Administration. This report does not constitute a standard, specification, or regulation.

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### ***A. The Purpose of a Public Participation Plan***

The public participation plan seeks to establish a model and forum to ensure timely and meaningful public input into the metropolitan transportation planning process. The plan outlines the process to engage all interested parties in planning the regional transportation network and the development of major transportation studies undertaken as part of the ARTS. The overall objective is to provide a process that is proactive, provides complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement.

The Federal-Aid Highway Act of 1962 established the requirement for transportation planning in urban areas throughout the country. In order to create an environment for sustained economic growth, efficient resource consumption, modal safety, and multimodal transportation planning, the Moving Ahead for Progress in the 21st Century Act (MAP-21) was signed into law on July 6, 2012. Building on the legacy of the previous Federal laws governing surface transportation funding, MAP-21 reinforces the 3-C principles of planning, e.g., cooperative, continuous, and comprehensive. The public participation plan seeks to fully demonstrate the 3-C principles of planning.

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

The Fixing America's Surface Transportation Act (FAST Act), signed into law on December 4, 2015, and emphasizes public involvement as a hallmark of the planning process. The regulations implementing FAST require that the Metropolitan Planning Organization (MPO) develop and use a participation plan that provides a variety of stakeholders the opportunity to participate fully in the regional transportation planning process. The regulations require that the MPO board include officials of public agencies that administer or operate major modes of transportation, including providers of public transportation. FAST and the regulations require that the development of the regional transportation plan and transportation improvement program be developed in consultation with agencies and officials responsible for other planning activities in the region.

## ***B. Metropolitan Planning Organization: Augusta Regional Transportation Study (ARTS)***

ARTS is the regional transportation planning process for the Augusta, GA – Aiken, SC urbanized area. The Augusta Planning & Development Department (APDD) coordinates the transportation planning process for the ARTS by achieving the following:

- Providing information and technical support to all of the committee members.
- Preparing documents, studies, programs, and plans.
- Fostering interagency coordination across all of the committees and other sub or ad-hoc committees.
- Facilitating input and feedback from the public.
- Recommending documents/processes to the committees for approval.

### ***1. MPOs Function***

As the regional transportation policy-making and planning body, the MPO seeks to ensure that federal and state spending on transportation occurs through a comprehensive, cooperative, and continuing process. ARTS functions can be classified into four goals:

- 1) Establish a setting that is fair and impartial
- 2) Evaluate transportation alternatives
- 3) Cooperatively develop, update, and approve:
  - Unified Planning Work Program (UPWP)
  - Metropolitan Transportation Plan (MTP/formerly LRTP)
  - Transportation Improvement Program (TIP)
- 4) Involve the public (residents and key affected groups)

### ***2. ARTS-MPO Area Makeup (Land Mass, Population, Jobs, Residents and Boundary Map)***

The ARTS area includes the urbanized part of the Augusta region, as defined by the U. S. Bureau of Census, and the area expected to become urbanized over the next twenty years. The study area encompasses 793 square miles and includes all of Richmond County, Georgia, part of Columbia County, Georgia, the Fort Gordon Military Reservation, part of Aiken County, South Carolina, and part of Edgefield County, South Carolina. Incorporated places within the study area include the Georgia cities of Augusta, Hephzibah, Blythe and Grovetown, and the South Carolina cities of Aiken, North Augusta, New Ellenton, and Burnetown. The Savannah River bisects the study area. Interstate 20 crosses the study area and connects to the I-75 and I-85 corridors in Atlanta, the I-26 and I-77 corridors in Columbia, South Carolina, and the I-95 corridor in Florence, South Carolina (*Figure 1*).

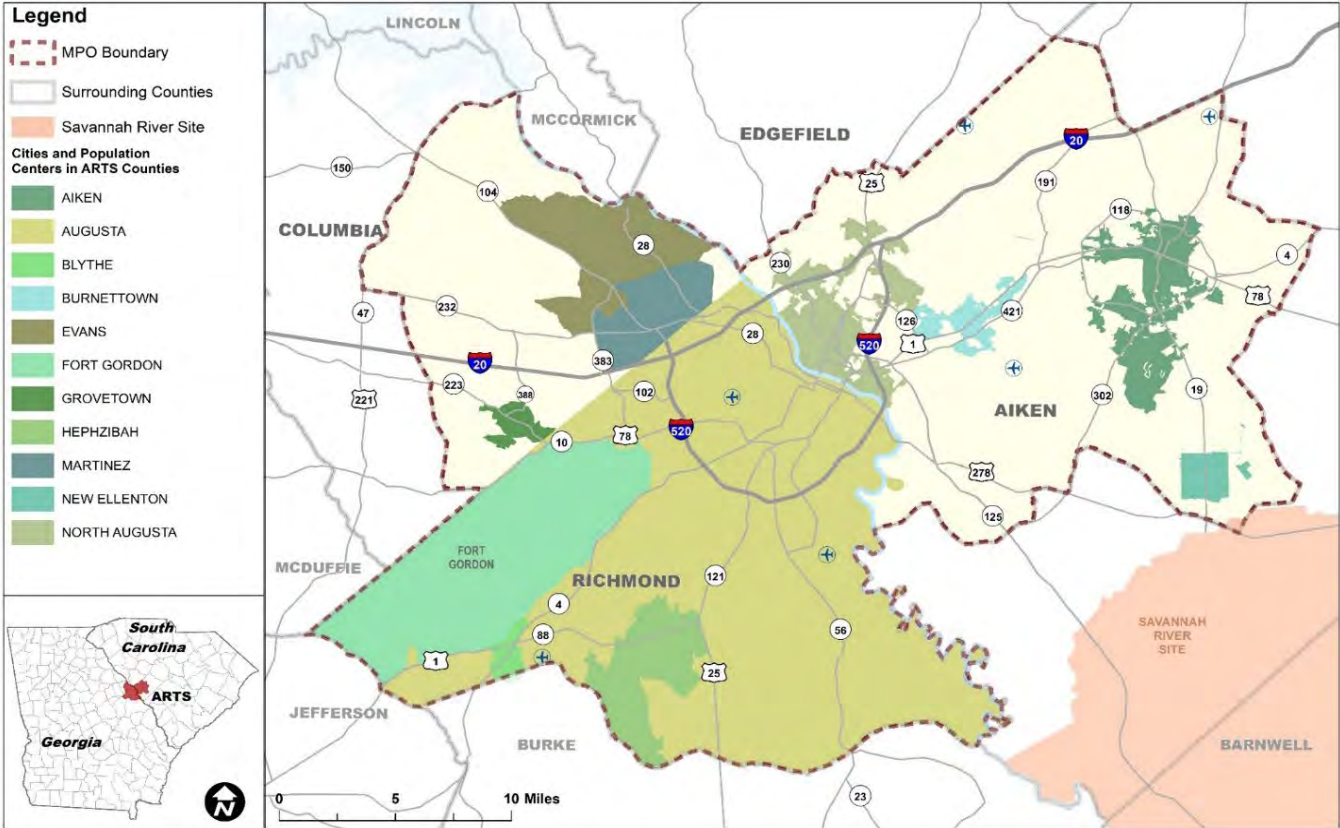
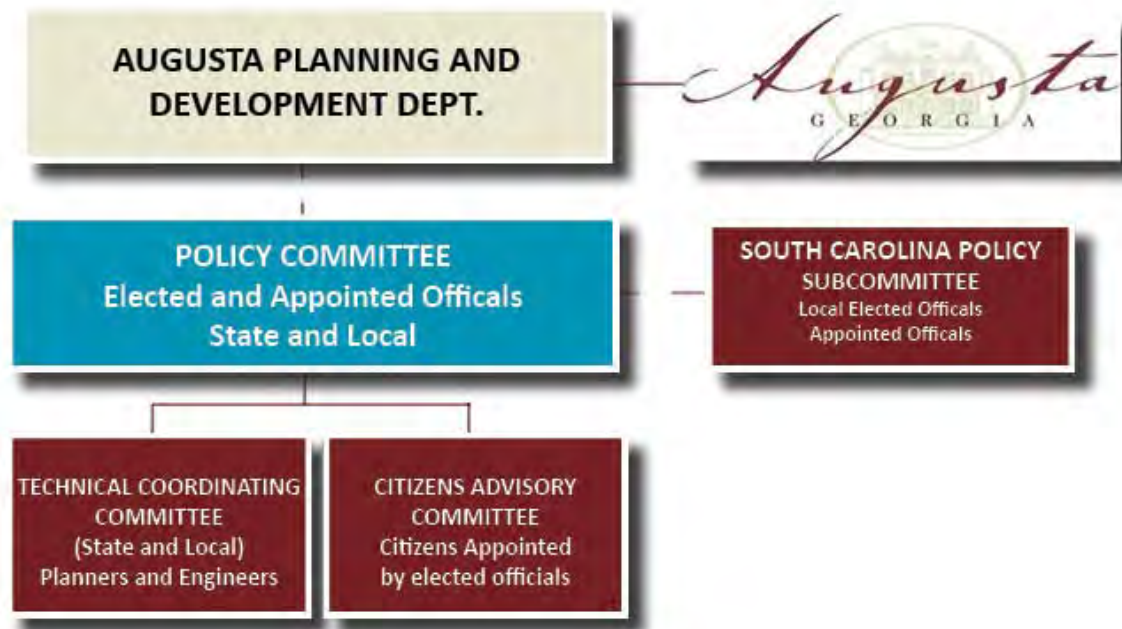


Figure 1: ARTS Planning Area



### C. ARTS Organizational Structure

The ARTS planning process is implemented by four (4) committees: The Policy Committee (PC), the South Carolina Policy Subcommittee, the Citizens Advisory Committee (CAC), the Technical Coordinating Committee (TCC). The South Carolina Technical Coordinating Committee is also involved in the process. *Figure 2* shows the basic organizational structure of the ARTS.



*Figure2: ARTS Organizational Structure*

The *Policy Committee* meets bi-monthly and is responsible for prioritizing and making final decisions on ARTS planning, projects, and programming issues. Voting members of the committee include local elected officials, representatives of the Georgia and South Carolina Departments of Transportation, representatives of the public transit agencies, and the Garrison Commander at Fort Gordon. The South Carolina Policy Subcommittee serves in an advisory capacity to the ARTS Policy Committee and is responsible for ensuring that the South Carolina portion of ARTS is kept up-to-date. The South Carolina Subcommittee is comprised of local elected officials (voting members), and federal, state, and local appointed personnel (nonvoting members) representing the South Carolina part of the study area.

The *South Carolina Policy Subcommittee* serves in an advisory capacity to the Policy Committee and coordinates projects in the South Carolina part of the study area. The Subcommittee meets quarterly and includes local elected officials and federal, state, and local appointed personnel.

The *Technical Coordinating Committee* (TCC) is responsible for completing all technical work related to the ARTS planning process. The TCC maintains all of the required transportation-related documentation and serves in an advisory capacity to both the Policy Committee and Citizens Advisory Committee. The TCC is comprised of transportation engineers, planners, and managers from the federal, state, and local levels.

The *Citizens Advisory Committee* (CAC) is responsible for providing citizen input on all aspects of the ARTS planning process. The CAC is comprised of citizens from throughout the urban area. The role of the CAC is crucial to the success of the ARTS transportation planning process. The committee is responsible for advising the Policy Committee on public concerns and opinions regarding the ARTS study findings and recommendations. Its duties include providing a forum to obtain public views on transportation issues and problems, reviewing transportation reports and recommendations to ensure that local goals are considered, and directing issues of public concern to the attention of the TCC and PC.

APDD also works with several ad-hoc and advisory committees such as the Transit Citizen Advisory Committee for the Augusta Public Transit. The MPO also collaborates with SC ARTS Bicycle and Pedestrian Committee (BPAC) which was formed in June 2013, and its mission is to advise SC ARTS and the County and Local Jurisdictions on implementation of the Urbanized Aiken County Bicycle and Pedestrian Plan and other opportunities to promote safe bicycling and walking in Aiken County.

## **D. PARTICIPATION STRATEGY**

The ARTS PP encompasses six (6) components: Consultation, Public Access, Public Outreach and Education, Public Input, Evaluation of Public Participation Plan, and Public Participation Reports.

### **1. Consultation**

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

#### **Consultation Strategies**

1. The ARTS staff has identified and involved groups that are traditionally underserved in the transportation planning process. The ARTS staff will create and initiate a method (through census, GIS, or other similar means) to identify those communities with high concentrations of minority, low-income, disabled and elderly populations. In addition, the staff will also identify media that serves these communities and maintain a mailing/contact list to notify these media outlets of all regularly scheduled ARTS committee meetings.
2. Transportation plans, programs, and studies shall be prepared and/or amended by the MPO in consultation, as appropriate, with agencies and officials responsible for other planning activities in the study area. This consultation shall include, as appropriate, contacts with state, local, Indian Tribe, and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation, and historic preservation.
3. During the development of the ARTS transportation planning documents, available plans, maps, and inventories from state and local resource agencies will be reviewed to determine which resource will be directly or indirectly affected by the plan or program. The consultation process will include the following steps:
  - Initial identification of the resources and responsible agencies likely to be affected by the plan or program.
  - A review of available information (plans, maps, and inventories) derived from agency websites, and all other sources.
  - Consult with the responsible agency or agencies regarding the potential impact of the plan or program.
  - Document the action taken in the consultation process, including acknowledging the receipt of comments and suggestions from resource agencies, for inclusion in the ARTS MTP and TIP.
4. The transportation plans and programs prepared by the MPO shall be completed with consideration of governmental agencies and nonprofit organizations (including

representatives of the agencies and organizations) that receive federal assistance from a source other than the U.S. Department of Transportation.

5. MPO staff will partner with all local media outlets, be guest speakers, interview, and engage them in the public participation process.
6. ARTS will coordinate outreach efforts with GDOT and SCDOT when the DOTs are conducting public meetings on transportation projects in the region. When a public meeting is held by SCDOT in the ARTS planning area, this public meeting will be in lieu of a public meeting by ARTS staff. SCDOT will notify ARTS staff of such public meetings, use local media, and outreach strategies for public notification.

## 2. **Public Access**

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

### **Public Access Strategies**

1. All ARTS plans and documents are available for the public to review at the ARTS office. Copies and summaries of draft documents also will be available for public review in planning offices and other locations in Richmond, Aiken, Columbia, and Edgefield counties (see Appendix for locations). **Single copies of the adopted ARTS plans and documents shall be provided free of charge upon request.** All participating agencies receive copies of the Transportation Improvement Program (TIP) and the Metropolitan Transportation Plan (MTP).
2. Updates to amendments of the MTP and TIP will be available for a 21-30-day public review and comment period.
3. The development of the ARTS Participation Plan, and any amendments to the plan, will be subject to a 45-day public review and comment period.
4. The MPO shall provide reasonable access to technical and policy information used in the development of the transportation planning plans, programs, and studies.
5. The MPO shall provide, upon request and 48-hour notice, assistance to those with special needs, at ARTS meetings.
6. Public meetings will be held at convenient and accessible locations and times. All ARTS meetings, public hearings, and formal events of the ARTS shall be held in facilities that are accessible by persons with disabilities. Generally speaking, meetings will be held at public facilities (see Appendix for locations), on weekday evenings, and at locations that are handicapped accessible and served by public transit.
7. Virtual meetings, voting, and surveys will be part of the ARTS platform, and whenever possible ARTS meetings will be streamed online and/or recorded and archived for viewing by the public on the ARTS web page.

8. ARTS maintains and updates a website and online public forum ensuring all project information is made available to the public for review, comments, and general knowledge. This website and public forum are located at [www.augustaga.gov/arts](http://www.augustaga.gov/arts) and <http://www.augustaga.gov/2135/Online-Public-Forum>
9. Ensure that adequate transportation options are available to and from venue locations to constituents who would like to attend a meeting.
10. Consider a safe, supervised area for children who come with a parent or legal guardian to the meetings.
11. Disabled persons should contact the Augusta Planning and Development Department for assistance.

### **3. Public Outreach and Education**

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

#### **Public Outreach and Education Strategies**

1. The MPO shall maintain and update a list of stakeholders, and potential stakeholders, for disseminating information about ARTS transportation plans and projects. Special attention is given to Environmental Justice population groups. This involves GIS mapping to identify underserved population groups, including:
  - a. Minorities
  - b. Low-income
  - c. Elderly
  - d. Households with No Vehicle Available
  - e. Hispanic
2. Use the following tools and techniques to inform the media, general public, and other interested parties about transportation plans, programs, and activities:
  - a. **Press Releases** – Used to announce upcoming meetings and activities and to provide information on specific issues related to transportation planning.
  - b. **Print Display Ads** – Used to advertise public meetings and review and comment periods for transportation plans and projects. Display ads are published in area newspapers and distributed at public facilities throughout the ARTS area.
  - c. **Fact Sheets and Brochures**– Used to provide general information about ARTS plans and programs, such as the MTP, TIP, and Unified Planning Work Program (UPWP). Fact sheets are to be available in print and electronic format. Brochures will be used to provide summary information about ARTS and its transportation planning activities.

- d. **Direct Mailings** – Used to advertise public meetings and review and comment periods for transportation plans and projects, or to provide information to a targeted area.
  - e. **Flyers and Bill Drop** – Flyers in multiple languages will be included in all water bills detailing the location and time of all public meetings. The languages include Korean, Chinese, Spanish, and English. Examples of community meeting flyers in these languages are found in the appendix.
  - f. **ARTS Newsletter** – A quarterly publication used to provide information on transportation issues, projects, documents, contacts, and resources.
  - g. **ARTS Website** – Used to display general information about ARTS, copies of major ARTS transportation documents, committee meeting schedules, agendas and minutes, project updates, and the ARTS Newsletter. The website is also used to advertise public meetings and review and comment periods for transportation plans and projects.
  - h. **Speaking Engagements** – The MPO staff is available to speak to civic groups, neighborhood associations, and other interested parties about ARTS transportation planning and projects.
  - i. **Social Media** – ARTS maintains and updates a Facebook and Twitter site providing information on public meetings, events, and gathers information from them.
  - j. **Live-ARTS** will use social media platforms to live stream and record meetings and events while garnering public opinion on proposed initiatives.
  - k. **Surveys**- ARTS will use online surveys to expand the reach and receipt of public comments.
3. All ARTS meeting agendas will be distributed at least seven (7) days in advance to all committee members, area media outlets, and other interested parties. Agendas and minutes of meetings will be posted on the ARTS website.
  4. All public meeting notices will be published at least seven (7) days in advance of the meeting date or the start of the review and comment period. The notices also will be posted on the ARTS website.
  5. Letters of introduction will be sent to the media outlets in the ARTS region. These letters will highlight the public involvement objectives of advertising meetings or publicizing press releases through the media.
  6. Two-color or full-color formats will be considered for print advertisements. Color captures the reader's attention and has the potential of increasing the readership of the advertisement or announcement. The placing of color ads will be weighed against the advertising costs and the return on investment (i.e., the numbers of persons responding to the ad or notice).
  7. Actively pursue speaking engagements at various venues and meetings. ARTS staff will proactively identify upcoming meetings and establish contact with meeting hosts in order to seek speaking opportunities.

- a. For example, meetings of the Rotary Club, Kiwanis Club, neighborhood associations, or homeowners associations provide opportunities for speaking engagements.
8. Develop active partnerships with ARTS regional leaders, e.g., commissioners. ARTS staff will seek interviews or meetings with ARTS regional leaders in order to increase their awareness of ARTS and ultimately seek their buy-in as ARTS ambassadors.
9. Participation will be sought in ARTS regional events, e.g., community fairs, church meetings, cultural festivals. Several of these events occur throughout the years in the ARTS region and can provide informal speaking engagements for ARTS staff or distribution opportunities of ARTS materials.
10. Hosting meetings at smaller more localized venues. Through dialogue with community associations, ARTS will seek to host meetings at more localized venues, e.g., churches, neighborhood association meetings, etc. Hosting meetings at localized venues may require fewer resources in terms of person hours and facility set-up, be more conducive to increasing diversity in meeting attendees and increase ARTS awareness as ARTS will piggyback on a meeting that was already scheduled.
11. Encourage involvement by educational institutions. Increasing ARTS awareness and involvement by students may be achieved by ARTS presentations at careers days, guest lectures, or seeking ideas from students as to how they see the ARTS region in 2050.
12. Television and Radio engagements. It is proposed that local television and radio engagements will be pursued significantly increasing public awareness about ARTS's purpose and initiatives. ARTS representatives may seek to be invited as a guest on a local TV or radio program to field questions from listeners or viewers.
13. ARTS website and social media. Active and more aggressive use will be made by strengthening the ARTS online presence and engaging social media. Currently, all ARTS announcements, documentation, funding opportunities, etc., are available online.
14. Additional opportunities for public comment will be provided on revised regional transportation plans if changes were made to the draft document provided during the formalized public review and comment process. This includes both administrative modifications and amendments. The public will have the opportunity to view the changes on the ARTS website and/or the online public forum mapping application. ARTS MPO staff will accept comments through all communication formats identified in the Public Participation Plan.

#### 4. Public Input

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

##### Public Input Strategies

1. **Identify Interested Parties** – An interested party or stakeholder is defined as any person or group that is affected by a transportation plan, program, or project, including those who may not be aware that they are affected. Stakeholders may include the general public; environmental, health, neighborhood, citizen, and civic organizations; traditionally underserved communities, such as people with disabilities, low income, and minorities; as well as affected public agencies. This list of interested parties will include, but is not limited to:
  - Neighborhood & Homeowners Associations
  - Civic Associations
  - Special interest groups
  - Chambers of Commerce
  - Ministerial Associations
  - Speaker's Bureau
2. **Citizens Advisory Committee** – The ARTS Citizens Advisory Committee will continue to be a source of ongoing input on behalf of the public. Efforts will be made to ensure that the committee membership reflects the diverse needs and interests of the region.
3. **ARTS Committee Meetings** – The ARTS committee meetings will be a regularly-scheduled forum for the discussion of, and updates on regional transportation needs, plans, programs, and activities.
4. **ARTS Public Meetings** – ARTS public meetings will be held in conjunction with the update of the MTP and the TIP, and the development of any special studies related to regional transportation issues.
5. **Comment Cards** – Comment cards will be distributed at public meetings to obtain feedback on regional transportation needs, plans, programs, and activities.
6. **Project Steering Committees** – Ad-hoc committees will be used as needed to coordinate and participate in the completion of special regional transportation studies. Committee members will participate in facilitated meetings/workshops, complete surveys, and provide input during all phases of the study (e.g. needs assessment, background research, setting goals, objectives, and strategies, identifying projects). Project steering committees have been used effectively in past special studies.
7. **Surveys** – Surveys will be used to obtain information from the public and other stakeholders.



8. **Online Surveys.** A variety of online survey tools like Survey Monkey will be used to evaluate ARTS constituents' views and perspectives on ARTS issues. Online surveys have the potential to reach a significantly wider audience in the ARTS region.
9. **Wireless polling.** Wireless polling offers the ability to conduct surveys during a meeting and provides immediate feedback to participants. Wireless polling allows participants to provide input anonymously, and the results are used in planning documents.
10. **Visualization Techniques** – The MPO will use GIS maps, sketches, drawings, and similar tools at public meetings to convey information and elicit public input about transportation plans and projects.
11. **Project Web Pages** – Project web pages will be used in conjunction with special studies to provide information and elicit input on the planning process, project schedule, and project updates. Project web pages may include surveys and comment cards.
12. **ARTS Public Forum** – An online tool informing the public about project specifications and gathering input from them.

## 5. *Evaluation of Participation Plan*

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

### Evaluation Strategies

The MPO will use the following mix of quantitative and qualitative criteria to evaluate the effectiveness of public participation tools and techniques used in the regional transportation planning process.

1. Clarity and adequacy of presentation materials, displays, and materials can be measured by the percentage of attendees who found presentation materials, displays, and materials visually appealing.
2. Comment forms or questions can be measured by the number of completed comment forms returned and the number of questions asked at community meetings.
3. Community meeting evaluation forms can be measured by the percentage of attendees completing the forms.
4. Community transportation surveys can be measured by persons completing online surveys and the percentage of attendees at community meetings completing the survey.
5. The convenience of community meeting venue locations can be measured by the percentage of meeting attendees satisfied with venue location.
6. Engage citizens and other public at public events can be measured by the number of meetings and attendees.
7. Engage citizens at private or civic events can be measured by the number of meetings and attendees.
8. Engage citizens from environmental justice populations can be measured by meetings in environmental justice areas.
9. Inquiries from the public can be measured by the percentage of attendees who felt questions were answered adequately.
10. The nearness of community meeting venues to public transit can be measured by the number of meetings within ¼ mile of a transit stop.
11. Newspaper and legal advertisements can be measured by the number of newspapers and public notices published.
12. Public awareness of community meetings can be measured by the percentage of attendees hearing about community meetings from different sources.

13. Understanding of presentations, map displays, and materials can be measured by the percentage of attendees who had a clear understanding of presentations, map displays, and materials
14. The number of media interviews and appearances.
15. Online presence and accessibility can be measured by the number of visits, aka "hits", and downloads from the website.

## **6. *Public Participation Reports***

**OBJECTIVE:** To document all public outreach and gathering activities, consolidate all information into clear and a concise report, and demonstrate to the public how their involvement shapes regional transportation planning. This is an essential component of the transportation planning process.

### **Public Participation Strategies**

1. Goal Setting Survey – All plans consist of goals and objectives. The public plays a critical role in determining the goals and objectives of all transportation plans. They provide information through surveys, questionnaires, and comments.
2. Meeting Evaluation Survey – The public also provides invaluable information on public meeting access, comfort, convenience, legibility, opportunity to get answers, sufficient information, and other qualitative factors shaping public meetings.
3. Public Transit Surveys – ARTS staff periodically travels via public transit vehicles and engages riders in conversation, gathering information from them regarding public transit service. Public transit agencies use the survey results to improve public transportation service.

## **E. Inclusive Involvement**

### **1. Limited English Proficiency (LEP)**

#### *Limited English Proficiency Plan*

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, was signed by President Clinton on August 11, 2000. The purpose of this executive order was to ensure that people who had very limited ability to read, write, and speak English were provided the necessary assistance so they may access the same service as those who knew English proficiently. This order was geared to safeguard the use of federal funds. Each Federal agency is required to follow Title VI stipulations; any agency receiving federal funds is equally required to follow them as well. U.S. Department of Transportation's publication of *Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons* ensures people are not excluded from DOT-assistance programs and activities simply due to communication.

#### *Elements*

The essential elements of a Limited English Proficiency Plan are as follow:

1. Identification of LEP persons
2. Identification of Language Assistance
3. Training Staff
4. Notices to LEP persons

#### *Four-Factor Analysis*

The first two elements – Identification of LEP Persons and Language Assistance - are conducted through a four-factor analysis as stipulated in the Department of Transportation's guidance these factors include:

1. Number or Proportions of LEP persons in ARTS
2. Frequency of LEP persons contact with ARTS
3. Nature or importance of the program for LEP persons
4. Available resources and overall costs

#### *Safe Harbor Stipulation*

This stipulation of Title VI provides recipients of federal funds an absolute means of verifying their compliance with Limited English Proficiency requirements through written translation. Safe Harbor is met when agencies provide a written translation of all vital documents for any language for groups of people that constitute 5% or 1,000 – whichever is less – of the people serviced by the agency. Not providing all translation does not constitute a breach of safe harbor, but is simply a guideline in the event they seek to ensure absolute compliance. Oral communication can also be conducted in situations where extensive writing may overburden the agency.

#### *LEP Plan Development*

ARTS uses the Four-Factor Analysis to identify the number of LEP persons, the frequency of LEP persons utilizing the regional transportation planning program, the nature of the program, and the availability and cost of resources. Data is compiled using the U.S. Census and the MTP.

### *LEP Notifications*

ARTS regularly publicizes a newsletter in a variety of languages to ensure LEP persons are kept up to date on local transportation planning projects. ARTS also publicize through a variety of media informing LEP persons about public transportation projects, services, and meetings. Examples include:

- Signs in Spanish and Asian on buses and at transit stations
- Local newspapers, news outlets, television and radio stations
- Neighborhood and faith-based organizations, as well as stakeholder groups
- Presentations in schools, civic leagues, and speaker bureaus

### ***Monitoring and Updating the LEP Plan***

The LEP Plan is monitored and updated along with the ARTS Participation Plan. Both plans are also part of the ARTS MTP and updated accordingly. All documents are available to the public in any language they require.

### *LEP Complaint Processing*

The public can use the Title VI Complaint forms for any violations they feel may have been made against them in regards to the LEP Plan. The Title VI Complaint Form is included in the Appendix, as well as online.

## **2. Georgia's Open Meetings Law (Georgia Code 50-14-1)**

Georgia's Open Meetings Law requires state and local governmental bodies to conduct business so citizens can review and monitor their elected officials and others working on their behalf. The law requires that government meetings be open to the public and governmental bodies provide reasonable notice of all meetings. (*Georgia's Sunshine Laws: A Citizen's Guide to Open Government, Office of the Georgia Attorney General, 2001*)

## **3. South Carolina's Open Meeting Law (South Carolina Code 30-4-60)**

The South Carolina General Assembly finds that it is vital in a democratic society that public business be performed in an open and public manner so that citizens shall be advised of the performance of public officials and of the decisions that are reached in public activity and in the formulation of public policy. Toward this end, provisions of this chapter must be construed to make it possible for citizens, or their representatives, to learn and report fully the activities of their public officials at a minimum cost or delay to the persons seeking access to public documents or meetings.

## **4. Georgia Open Records Process (Georgia Code 50-18-70)**

Open records requests may be made to any custodian of the desired records. A written request is not required but is advisable to eliminate any dispute as to what was requested or when the request was made. The records custodian is allowed a "reasonable amount of time" to determine

whether the records requested are subject to access under the Law. However, the custodian must respond to all requests within three business days.

If the records exist and are subject to inspection but are not available within three business days, a written description of such records and a timetable for their inspection and copying must be provided within that time. Records maintained by computer shall be made available where practicable by electronic means, including Internet access, subject to reasonable security restrictions preventing access to none requested or none available records. If access to a record is denied in whole or in part, the records custodian must provide in writing the specific legal authority exempting such record from disclosure. (*Georgia's Sunshine Laws: A Citizen's Guide to Open Government, Office of the Georgia Attorney General, 2001*)

## **5. The Americans with Disabilities Act of 1990**

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA is divided into five titles (or sections) that relate to different areas of public life. Title II of the act prohibits discrimination based on disability by "public entities," which are programs, services, and activities operated by state and local governments.

## **F. Environmental Justice**

Both FTA and FHWA are unique in that they address Title VI and Environmental Justice as a means to ensure local jurisdictions receiving their funds comply with federal regulations. The primary goal of the ARTS Participation Plan is to ensure all transportation plans and programs are accessible to all people regardless of race, national origin, or income, including meaningful participation in the planning process. Environmental Justice Analysis is used by ARTS to determine community meeting venues. Appendix J includes a detailed analysis of Environmental Justice in the study area.

Environmental Justice is defined by the U.S. Environmental Protection Agency, Office of Environmental Justice, as "the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies."

Executive Order 12898, Environmental Justice in Minority Populations and Low-Income Populations, 1994, directs federal agencies to make achieving environmental justice part of their mission. The order highlights Title VI of the Civil Rights Act of 1964, which prevents discrimination of any kind by any programs receiving financial assistance from the federal government.

Executive Order 12898 requires Federal agencies to achieve environmental justice by identifying and addressing disproportionately high and adverse human health or environmental effects, including the interrelated social and economic effects of their programs, policies, and activities on minority populations and low-income populations in the United States.

Adverse effects are defined by the Department of Transportation as predominately borne by a minority or low-income population, and the burdens imposed area appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority and non-low-income population.

Environmental Justice operates in tandem with Title VI of the Civil Rights Act of 1964 to ensure everyone's transportation needs are met, that the benefits and burdens of transportation projects are distributed evenly, adverse effects are mitigated and there is no presence of discrimination at any level.

#### *Regulations and Circulars*

FHWA Order 6640.23 Purpose: This directive establishes policies and procedures for compliance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (EO 12898). FTA circular 4703.1 is an equally valuable resource for Environmental Justice. FTA Circular 4703.1 Purpose: Provide recipients of Federal Transit Administration financial assistance with guidance in order to incorporate environmental justice principles into plans, projects, and activities that receive funding from FTA.

FTA Principles of Environmental Justice:

- Avoid disproportionately high and adverse human and environmental effects
- Ensure full and fair participation by all potentially affected communities
- Prevent the denial, reduction, or delay in benefits

U.S. Department of Transportation (DOT) defines guiding Environmental Justice principles as:

- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations.
- Ensure full and fair participation by all potentially affected communities in the transportation decision-making process.
- Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority or low-income population.

As indicated in the Executive Order, the foregoing requirements are to be carried out to the greatest extent practicable, permitted by law, and consistent with the principles set forth in the report on the National Performance Review. Compliance with FHWA and FTA is a key element in the environmental justice strategy adopted by FHWA to implement Executive Order 12898 and can be achieved within the framework of existing laws, regulations, and guidance.

## Definitions of Minority and Low-Income under FHWA Order 6640.23 and FTA Circular 4703.1

- **Minority** – a person who is Black or, Hispanic or Latino, Asian American, American Indian, and Alaskan Native, or Native Hawaiian and Other Pacific Islander including elderly and disabled.
- **Low-Income** – a person whose household income is at or below the 150% of the Department of Health and Human Services (HHS) poverty guidelines.

FTA recommends local authorities establish their own thresholds similar to those used when applying for programs such as Community Services Block Grant. They are investigated independently but their results may overlap. In an effort to ensure a more comprehensive Environmental Justice analysis, ARTS methodology incorporates three additional socioeconomic categories: Elderly (65 years old and over), Vehicle Limitation (one vehicle or less), and Hispanic population.

The changing landscape of Federal policies plays an important role in setting guidelines and regulations, influencing the state and regional transportation planning process. The most recent transportation laws include:

- Intermodal Surface Transportation and Efficiency Act of 1991 (ISTEA)
- Transportation Equity Act of 21<sup>st</sup> Century of 1994 (TEA-21)
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users of 2005 (SAFETEA-LU)
- The Moving Ahead for Progress in the 21<sup>st</sup> Century Act of 2012 (MAP-21)
- The Fixing America's Surface Transportation Act (FAST) of 2015

Of these laws, the U.S. Department of Transportation, Federal Transit Administration continues to enforce SAFETEA-LU for projects funded in Fiscal Year 2012 and prior years that are still not completed. All of these are also reflected in the Georgia Department of Transportation's Environmental Justice Identification and Proposed Outreach Report. Both GDOT and ARTS are subject to FHWA and FTA regulations. ARTS is further required to meet these requirements through the FHWA certification review process. The ARTS Environmental Justice Plan promotes a fair transportation planning process while meeting state and federal requirements.

### **1. Analysis Method**

FHWA and FTA provide MPOs with the Environmental Justice Planning Guidelines necessary to meet federal Title VI regulations. These terms and analytical concepts in the guidelines include:

*Minority Population* – any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons who will be similarly affected by a proposed USDOT program, policy, or activity.

*Low-Income Population* – any readily identifiable groups of low-income persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons who will be similarly affected by a proposed USDOT program, policy, or activity.



*Disabled Population* – people with mobility and/or self-care limitations.

*Elderly Population* – people 65 years and older.

*Children* – people 16 years and younger.

*Adverse Effects* – means the totality of significant individual or cumulative human health or environmental effects including interrelated social and economic effects such as increased traffic congestion, isolation, exclusion within a given community or denial of, reduction in or significant delay in the receipt of benefits by minority and low-income populations.

*Disproportionately high and adverse effect on Minority and Low-Income Populations* – Adverse Effect that is primarily on a minority and/or low-income population or they suffer a great adverse effect than non-minority and/or non-low-income population.

*Benefits* – Specific project, corridor or sub-area, benefits are in the purpose and needs statement. How the Long Range Transportation Plan and Transportation Improvement Program promotes safety, mobility, economic productivity, human and natural environment, and other goals identified in the local plans for all population served by the transportation agency.

Evaluation is based on:

1. Identification of impacts
2. Quantitative and qualitative tests on positive and negative impacts

## **2. ARTS Methodology**

The ARTS Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) include certain principles to address Environmental Justice:

1. Identify, address, and ensure there are no disproportionate or adverse impacts on regional communities, especially minority and low-income populations.
2. Promote and market full and fair participation by all residents and communities in the planning process through the Participation Plan.
3. Assure benefits from federal transportation projects and programs are received equally in all populated areas.

ARTS utilizes a simplified version of GDOT's Environmental Justice Planning Guidelines as their procedures while following strict FTA analysis standards:

1. **Analysis:** Identify Target Population, burdens, and benefits and correlate them to one another
2. **Plan:** Present mitigation strategies for identified burdens and make Environmental Justice Recommendations
3. **Public Involvement:** Document public participation methodologies used
4. **Implementation:** Evaluate the implementation of the Environmental Justice process as part of the public involvement process

### **3. Unit of Geographic Analysis**

The ARTS area includes all of Richmond County and portions of Columbia, Aiken, and Edgefield counties. This area consists of 95 census tracts, all with data provided by the U.S. Census and based on their TIGER/Line Data files. The primary data used for all Environmental Justice analysis is the five-year, 2008-2012 American Community Survey and 2010 Decennial Census data.

### **4. Environmental Justice Criteria and Measurement**

Data is compiled for each census tract for the following population and household groups:

- Non-Hispanic Minority Population
- Hispanic Minority Population
- Elderly Population (65 and over)
- Low-Income Population (150% HHS Poverty Guidelines)
- Households with No Vehicle Available

#### **Determine Disproportionate High and Adverse Effect**

Socioeconomic data is compiled for the ARTS area. The Environmental Justice analysis determines if there are any adverse impacts on the community cohesion and economic vitality based on the following thresholds – elderly, minority Hispanic, minority non-Hispanic race, low-income, and vehicle limitation – rather than just two as recommended by FTA and DOT. These five criteria and their relationship to one another also help determine if there are any adverse effects related to a proposed transportation project in the study area.

### **5. Effect Analysis**

Environmental Justice factors are also studied in conjunction with one another. Individual census tracts may meet multiple criteria. These particular census tracts are considered highly and adversely affected. A second analysis of each individual census tract, based on thresholds for each category, is conducted to determine which census tracts are adversely affected and to what extent. The results of this analysis are summarized in the Environmental Justice map (Figure 10) illustrating which census tracts meet single or multiple criteria based on the following classifications of adverse effects.

- Not adversely effected
- Least adversely effected (1 criterion)
- Moderate adversely effected (2 criteria)
- Severely adversely effected (3 or more)

## **G. Public Involvement**

Input from the public is an important part of the ARTS transportation planning process. Presentations to local organizations, public meetings, and surveys are some of the methods used to obtain public input. Information obtained will be documented and incorporated into the ARTS Environmental Justice Plan.

### *Committee Involvement*

The ARTS is composed of four committees: Citizen Advisory Committee (CAC), Technical Coordinating Committee (TCC), the South Carolina Policy Subcommittee, and Policy Committee (PC). The CAC and TCC evaluate plans, programs, and initiatives presented to them by ARTS staff and make their recommendations to the Policy Committee. The South Carolina Policy Subcommittee serves in an advisory capacity to the Policy Committee and coordinates projects in the South Carolina part of the study area. The Policy Committee makes the final decision on all plans, programs, and studies.

### **1. Methodology**

The CAC works in conjunction with the TCC reviewing various planning documents, including but not limited to the Metropolitan Transportation Plan, Transportation Improvement Program, Congestion Management Process, Unified Planning Work Program, and Title VI Plan. Both the CAC and TCC provide comments on plans and projects and make recommendations to the Policy Committee. Staff is responsible for public outreach and education activities on behalf of ARTS, and for coordinating the completion of all work elements in the Unified Planning Work Program.

### *Public Participation Contacts*

ARTS staff maintains a contact list that includes many individuals, neighborhood organizations, faith-based organizations, interest groups, elected and appointed officials, to name a few. The list keeps people informed about ARTS, fosters input on transportation projects and issues, and is a source of referrals to additional individuals and groups. All ARTS committee meetings are open to the public and advertised through the media. Meeting agendas are posted online and distributed to people and organizations on the contact list.

Notices are published advertising public comment periods and/or public meetings concerning the Long Range Transportation Plan, Transportation Improvement Plan, and special transportation studies. Plan documents are accessible to the public at more than thirty (30) locations in the region. These locations include public facilities, libraries, community centers, and government buildings.

### *Environmental Justice Issues*

ARTS has publicized the Title VI Complaint Form through their webpage, so people can submit civil rights complaints related to the transportation planning process. Each complaint is given due consideration, and any problems are identified and resolved in an expedient manner.

## **2. Implementation**

The Augusta Regional Transportation Study has always satisfied FTA requirements for Title VI. In their latest 2020 Triennial Review, they stated, "no deficiencies were found with the FTA requirements for Title VI." It is the MPO's hope this Environmental Justice Plan will demonstrate to both FTA and FHWA that the region's Environmental Justice needs are met and will continue to expand on them through their continued assistance.

## **3. Monitor and Update**

The Augusta Planning and Development Department developed the Environmental Justice Plan with the help of local residents. It is maintained, monitored, and updated periodically by ARTS as new information becomes available

## **H. Specific Plan Requirements**

The Augusta Regional Transportation Study is a bi-state metropolitan planning organization and as such it must adhere to the criteria set by both Georgia's and South Carolina's Department of Transportation offices. Each state has established public comment and review periods that though similar are different. ARTS has established one unified process for adoption and changes to the Public Participation Plan. However, ARTS has identified a hybrid method for obtaining compliance with both states as it pertains to the three essential transportation planning plans and programs.

### **1. Public Participation Plan**

ARTS will provide a forty-five calendar day public comment/review period prior to the adoption or amendment of the Public Participation Plan. Notice will be advertised in the local newspaper, ARTS website, and online media platforms.

### **2. Adopting a New Plan or Program**

The Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP) will follow the same process for adoption. The process for adopting a new MTP, TIP, and UPWP is outlined below:

1. *Project Submittal*- Sponsors submit detailed project information including name, location, termini, project description, length, total costs by each phase, phase years, and funding (both federal and state).
2. *Consultation and Evaluation*-ARTS MPO Staff evaluate to ensure the project meets the goals and objectives of the long-range transportation plan.
3. *Financial Constraint*- Fiscal constraint per phase must be reaffirmed and documented as part of the adoption process.
4. *Prioritization of Projects*- Objectives, and goals within the long-range transportation plan in addition to project readiness and available funding must be exhibited in the ranking of projects.
5. *Committee Review and Approval (1<sup>st</sup> Round)* - Multiple committees meet to review and reconcile the technical and procedural implications of adoption.

6. *Public Review*- The adoption of a new MTP and TIP will require a minimum of 21 days of public comment not including the first date that the notification is advertised. The UPWP will not be reviewed by the public.
7. *Committee Review and Approval (2<sup>nd</sup> Round)* - Incoming public comments are presented to staff and the committees prior to adoption by the Policy Committee.
8. *Additional Public Comment and Notification or Revisions*- In the event the draft version undergoes changes in scope, projects, funding, and character, a second round of public comments is to be afforded for 21 days, not including the initial date that the notice is advertised.
9. *Adoption by Policy Committee*- After all of the public reviews, The Policy Committee provides final review and adoptions of the new MTP, TIP, and UPWP.
10. *Publish Final Adopted Version*- ARTS MPO Staff will place the final version of the document along with a table of all the public comments on the ARTS website.

### 3. Amendments and Modifications to Adopted Plans and Programs

Georgia and South Carolina DOTs have two classifications for official changes: modifications or amendments. However, the DOTs differ on the criteria and timelines for modifications. ARTS MPO has two policies for amendments and modifications based on each state's guidelines.

#### i. *Georgia Modifications and Amendments*

- Georgia administrative modifications will not require a public review and comment period.
- Provisions of 23 CFR Part 450 for amendments require public review and comment and responses to all comments, either individually or in summary form. For amendments and modifications, there shall be a 14-day public review and comment period, not including the initial date the notice was advertised. All amendments should be approved by FHWA and/or FTA.
- For a more detailed explanation of the STIP and TIP process, see *Appendix D: Georgia STIP and TIP Amendment Process*

#### ii. *South Carolina Modifications and Amendments*

- South Carolina administrative modifications and Amendments will require a 21-day public comment and review period.
- For a more detailed explanation of the STIP and TIP process see *Appendix E: South Carolina and TIP Amendment Process*.

***I. Appendices***

***Appendix A: Adoption Resolution***

*(Place Holder)*

***Appendix B: Public Notice of Meetings & Review of ARTS Documents***

The participation plan will be updated accordingly following the public comment period of 45 days.

## Appendix C: Public Participation Checklist & ARTS Stakeholder List

### i. Public Participation Checklist

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

Date: \_\_\_\_\_

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



ii. **ARTS Stakeholder List**

STATE RESOURCE AGENCIES				
GEORGIA				
<u>ORGANIZATION</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>WEBSITE</u>	<u>INFORMATION AVAILABLE</u>
Georgia Department of Natural Resources	2 Martin Luther King Jr. Drive	800-241-4113	<a href="http://www.gaepd.org">http://www.gaepd.org</a>	Data, maps and regulations on air quality
Environmental Protection Division	Suite 1152, East Tower Atlanta, GA 30334			
Georgia Department of Transportation	One Georgia Center 600 W Peachtree St NW Atlanta, GA 30308, US		<a href="http://www.dot.ga.gov">www.dot.ga.gov</a>	Transportation plans, multimodal transportation
Georgia Department of Transportation Air Quality Branch	One Georgia Center 600 W Peachtree St NW Atlanta, GA 30308, US	404-657-6698	<a href="http://www.dot.ga.gov/DOT/plan-prog/planning/aq/">www.dot.ga.gov/DOT/plan-prog/planning/aq/</a>	Data, maps and regulations on congestion mitigation and air quality improvement
Georgia Department of Transportation Office of Intermodal Programs	One Georgia Center 600 W Peachtree St NW Atlanta, GA 30308, US	404-651-9200	<a href="http://www.dot.ga.gov/">www.dot.ga.gov/</a>	Data, maps and regulations on Georgia's aviation, rail, transit, and waterways
Georgia Government		800-496-7442	<a href="http://www.georgia.gov">www.georgia.gov</a>	Data, information on state government, tourism, transportation, employment
Georgia Department of Natural Resources, Historic Preservation Division	254 Washington Street SW Ground Level Atlanta, GA 30324	404-656-2840	<a href="http://www.gashpo.org">www.gashpo.org</a>	Data and information on historic and archeological sites
Georgia Department of Parks and Historic Sites	2 MLK Jr. Dr., Suite 1352 East Atlanta, GA 30334	800-864-7275	<a href="http://www.gastateparks.org/">www.gastateparks.org/</a>	Maps and information on state parks
Georgia Forestry Commission	2615 Tobacco Road Hephzibah, GA 30815	706-771-4922	<a href="mailto:richmondunit@gfc.state.ga.us">richmondunit@gfc.state.ga.us</a>	Maps & information on forest management and enforcement
Historic Augusta	415 Seventh Street Augusta, GA 30903	706-724-0436	<a href="http://www.historicaugusta.org/">http://www.historicaugusta.org/</a>	Data, maps and information on historic resources
CSRA Regional Commission	3023 Riverwatch Parkway, Ste A Augusta, GA 30907-2016	706-210-2000 x 130	<a href="http://www.csrarc.ga.gov">www.csrarc.ga.gov</a>	Data, maps and information on transportation, transit, planning, environmental & land use management.
Augusta Metro Chamber of Commerce	701 Greene Street Augusta GA 30903	706-821-1308	<a href="http://www.augustachamber.net">www.augustachamber.net</a>	Maps, information on tourism, environment, business, manufacturing
Chamber of Commerce - Columbia County	4424 Evans to Locks Road Evans, GA 30809	803-651-0018		Maps, information on tourism, environment, business, manufacturing

Destination 20/20 Task Force	701 Greene Street Augusta GA 30903	706-821-1300		Maps, information on environment, business, cultural
Augusta Housing Authority	1425 Walton Way P. O. Box 3246 Augusta, GA 30903	706-312-3112	<a href="http://www.augustapha.org">www.augustapha.org</a>	
CSRA Area Agency on Aging	3023 Riverwatch Parkway, Ste A Augusta, GA 30907	706-210-2000	<a href="http://www.csrarc.org">www.csrarc.org</a>	
Easter Seals of East Georgia	1500 Wrightsboro Road Augusta, GA 30904	706-667-9695		

### iii. **Neighborhood Associations**

Richmond County Neighborhood Alliance  
 Summerville Neighborhood Association  
 West Augusta Alliance  
 Olde Town Neighborhood Association  
 East Augusta Neighborhood Association  
 Harrisburg – West End Neighborhood Association  
 Heritage Pine N`eighborhood Association  
 Turpin Hill Neighborhood Association  
 Sandridge Community Association  
 Sand Hills Neighborhood Association  
 Laney Walker – Bethlehem Neighborhood Association

### iv. **Environmental Justice/Community Meeting Venues**

<b>ENVIRONMENTAL JUSTICE /COMMUNITY MEETING VENUES</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
Augusta-Richmond County Municipal Building	535 Telfair Street	Augusta	GA	30901
Carrie J. Mays Family Life Center	1014 Eleventh Ave	Augusta	GA	30906
Diamond Lakes Community Center	103 Diamond Lakes Way	Hephzibah	GA	30815
Gracewood Community Center	2309 Tobacco Rd	Augusta	GA	30906
Hephzibah City Hall	2530 GA-88	Hephzibah	GA	30815
Oak Pointe Community Center	730 E Boundary	Augusta	GA	30901
Sand Hills Community Center	2540 Wheeler Rd	Augusta	GA	30904
Unitarian Universalist Church of Augusta	3501 Walton Way Ext	Augusta	GA	30909
Warren Road Community Center	300 Warren Rd	Augusta	GA	30907
Evans Government Complex	630 Ronald Reagan Drive	Evans	GA	30809
First Baptist Church of Evans	515 N. Belair Road Evans	Evans	GA	30809
Liberty Park Community Center	1040 Newmantown Rd	Grovetown	GA	30813
Aiken County Government Center	1930 University Pkwy	Aiken	SC	29801
North Augusta Community Center	495 Brookside Ave	North Augusta	SC	29841

Odell Weeks Activity Center	1700 Whiskey Rd	Aiken	SC	29803
Riverview Park Activities Center	100 Riverview Park Drive	North Augusta	SC	29841
Dyess Park	902 James Brown Blvd	Augusta	GA	30901
Eastview Park	644 Aiken St	Augusta	GA	30901
Henry Brigham Community Center	2463 Golden Camp Rd	Augusta	GA	30906
McDuffie Woods Park	3431 Old McDuffie Rd	Augusta	GA	30906
Smith Hazel Recreation Center	400 Kershaw St NE	Aiken	SC	29801

## **Appendix D: Georgia STIP and TIP Amendment Process**

### **Georgia Statewide Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) Amendment Process**

The federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued the Final Rule to revise the Statewide and Metropolitan Transportation Planning regulations incorporating changes from the Fixing America's Surface Transportation Act (FAST). The revised regulations clearly define administrative modifications and amendments as actions to update plans and programs. Part 23 Code of Federal Regulations (CFR) Part 450.104 defines administrative modifications and amendments as follows:

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

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

#### **Administrative Modifications for Initial Authorizations**

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

- A. Revise a project description without changing the project scope, conflicting with the environmental document or changing the conformity finding in nonattainment and maintenance

areas (less than 10% change in project termini). This change would not alter the original project intent.

- B. Splitting or combining projects.
- C. Federal funding category change.
- D. Minor changes in expenditures for transit projects.
- E. Roadway project phases may have a cost increase up to \$2,000,000 or 20% of the amount to be authorized.
  - If the STIP amount is \$10,000,000 or less, the cost may be increased up to \$2,000,000.
  - If the STIP amount is greater than \$10,000,000, the cost may be increased by a maximum of 20%.
- F. Shifting projects within the 4-year STIP as long as the subsequent annual draft STIP was submitted prior to September 30.
- G. Projects may be funded from lump sum banks as long as they are consistent with category definitions.

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

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

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

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

### **Amendments for Initial Authorizations**

The following actions are considered amendments to the STIP/TIP/MTP:

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

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

Notes:

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

#### **Additional Funding Request After the Initial Authorization**

Additional funding requests for all phases after the receiving initial authorization for those phases shall be a modification and be reported at each month's end except under the following conditions:

- A. The Initial Work Authorization for the phase is older than 10 years.
- B. The additional funding request exceeds the Initial Work Authorization by greater than \$10 million.

### Appendix E: South Carolina STIP and TIP Amendment Process

#### South Carolina Statewide Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) Amendment Process

Administrative modification for projects in the South Carolina portion of ARTS is based on the Sliding Scale for Statewide Transportation Improvement Programs (STIP). Table 4 shows the sliding scale. The sliding scale only applies to initial authorizations that vary from the STIP entry for statewide programs.

**Table 4: Cost Threshold – South Carolina**

STIP Budget (in Millions by Phase of Work)	Limit Requiring Right Sizing (in Millions by Phase of Work)	Limit Requiring Correction (in Millions by Phase of Work)	Limit Requiring Amendment (in Millions by Phase of Work)
< \$1	Increase less than 100%	100 % or greater	Not applicable for phase of work less than \$10 million
> \$1 to \$3	Increase less than \$1.5	Increase greater than \$1.5	
> \$3 to \$5	Increase less than \$2	Increase greater than \$2	
> \$5 to \$10	Increase less than \$3	Increase greater than \$3	
>\$10	Increase less than \$3	Increase greater than \$3 million	Increase of 50% or greater. Any increase greater than \$10 million

The following table provides guidance on the thresholds for Administration Modifications and Amendments to the MTP and TIP within the ARTS MPO. The table is a summary of the processes from both SCDOT and GDOT.

**Table 5: Guidance on Administrative Modification or Amendment**

Type of Action	Administrative Modification	Amendment
Adding or deleting a project	No	Yes
Adding or deleting lump sum projects and Statewide Program projects that do not involve new capacity	Yes	No
Adding or deleting an entire phase	No	Yes
Change in project intent or scope	No	Yes (ex. change in # of through lanes)
Change in termini	<10%	10% or more
Splitting or Combining Projects	Yes	No
Federal funding category change	Yes	No
Shift project phase within 4-year window	Inside 4-year window	Outside 4-year window

Addition of an annual TIP	No	Yes
Georgia Project cost increase	Phase has a cost increase of <\$2 million or 20% of the original amount to be authorized	Phase has a cost increase of \$2 million or greater and >20% of amount to be authorized
South Carolina Project cost increase	Total original cost for phase of work in TIP/STIP is \$10,000,000 or less and will remain at or below <\$50,000,000 after cost change.	Total original cost for phase of work in TIP/STIP is >\$10 million to \$50 million and cost change is greater than \$10 million OR Total original cost for phase of work in TIP/STIP is >\$50 million and cost change is increases by 25% or greater
Does the project affect air quality in non-attainment areas?	No	Not applicable to ARTS area
Does the project affect financial constraint?	Financial constraint remains as a positive balance	Project creates negative balance for financial constraint
Change in transit program cost (FTA)[South Carolina]	Within 25% difference of original cost	25% or more above or 25% or move below original cost
Change in transit funding source (FTA) [South Carolina]	No	Yes

## Notes:

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



## **Appendix F: TMA Certification**

### **CERTIFICATION OF THE AUGUSTA REGIONAL TRANSPORTATION STUDY**

Be it known to all, the below signees do hereby endorse and certify the Metropolitan Planning Process for the Augusta Regional Transportation Study (ARTS), 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 Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and other related planning documents.

#### **UPWP**

- The UPWP documents 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 agencies.
- 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 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.

#### **MTP**

- The MTP incorporates a minimum 20-year planning horizon.
- The MTP identifies both long-range and short-range strategies and actions leading to the development of an intermodal transportation system.
- The MTP is fiscally constrained.
- The development of the MTP 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 21<sup>st</sup> Century Act (MAP-21) planning factors were considered in the planning process.

- The MTP 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 MTP in TMA's.
- The MPO approves the MTP in a timely manner without entering into a planning lapse.
- Amendments to the MTP/STIP/TIP follow the approved Amendment Process.
- The MPO approves MTP amendments in accordance with the procedures outlined in the MPO's Public 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 MTP 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 MTP.
- The MPO, GDOT, SCDOT and the transit operators 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 MTP/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 is provided before the Participation Plan process is 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 at the local, state, and federal level for environmental resources and permit agencies where appropriate.
- The public involvement process demonstrates explicit consideration and responsiveness to the 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 MTP 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 and open access for all.

**Congestion Management Process (CMP) (applies to Transportation Management Areas)**

- 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 MTP.

**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 MTP with TIP development and the development of Transportation Control Measures (TCM) if applicable.
- The MTP 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 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**

- 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 VI 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 (transportation planning and programming) needs of older persons'.

**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.

---

Dr. William Molnar, ARTS Chairman of Policy Committee

Date

---

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

Date

---

Matt Markham, Planning Deputy Director/Office Administrator

Date

## Appendix G: Title VI Certification and Assurances



### Title VI Assurances

AUGUSTA GEORGIA (hereinafter referred to as the "Recipient"), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d—42 USC 2000d—4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances to its Federal Aid Highway Program.

1. That the Recipient agrees that each "program" and each "facility" as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program and in adapted form in all proposals for negotiated agreements:

"Augusta Georgia in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award."

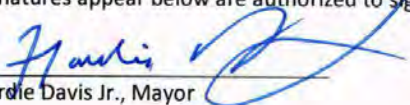
3. That the Recipient shall insert the clauses of Appendix A of this Assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clause of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.





6. That where the Recipient received federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.
8. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program, as are found by the State Secretary of Transportation or the official to whom s/he delegates specific authority, to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

  
 Hardie Davis Jr., Mayor      06/22/2016  
 Date

ACM  
 6/21/16

Attachments: Appendices A, B and C.

## APPENDIX A

The text below, in its entirety, is in all contracts entered into by AUGUSTA GEORGIA. All of the text except the final section, entitled “Incorporation of Provisions,” should be included in any contract entered into by any AUGUSTA GEORGIA contractor.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agree as follows:

### 1. Compliance with Regulations

The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

### 2. Nondiscrimination

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

### 3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

### 4. Information and Reports

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Augusta Georgia or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to Augusta Georgia, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

### 5. Sanctions for Noncompliance

In the event of the Contractor’s noncompliance with the nondiscrimination provisions of this contract, Augusta Georgia shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:



- a. Withholding of payments to the Contractor under the contract until the Contractor complies; and/or
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

**6. Incorporation of Provisions**

The Contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontractor or procurement as Augusta Georgia or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request Augusta Georgia enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

## APPENDIX B

**The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures, or improvements thereon, or interest therein from the United States.**

### **Granting Clause**

NOW, THEREFORE, Augusta Georgia—as authorized by law, and upon the condition that the state of Georgia will accept title to the lands and maintain the project constructed thereon, in accordance with and in compliance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways; the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation; and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d-4)—does hereby remise, release, quitclaim, and convey unto the state of Georgia all the right, title, and interest of AUGUSTA GEORGIA in and to said land described in Exhibit A attached hereto and made a part thereof.

### **Habendum Clause**

TO HAVE AND TO HOLD said lands and interests therein unto the state of Georgia, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the state of Georgia, its successors, and assigns.

The state of Georgia , in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree, as a covenant running with the land for itself, its successors and assigns, that (1) no person shall, on the grounds of race, color, sex, disability, national origin, age, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed\*, (2) that the state of Georgia shall use the lands, and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination of Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the agency shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in, and become the absolute property of, AUGUSTA GEORGIA and its assigns as such interest existed prior to this instruction.<sup>1</sup>

## APPENDIX C

**The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by AUGUSTA GEORGIA pursuant to the provisions of Assurance 7.**

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land, that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose for which AUGUSTA GEORGIA program or activity is extended, or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

**The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by AUGUSTA GEORGIA pursuant to the provisions of Assurance 7.**

The LESSEE, for himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant, and agree as a covenant running with the land, that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation— Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the [license, lease, permit, etc.] and to reenter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

\*[Include in deeds subject to a reverter clause]

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to reenter said land and facilities there-on, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the STATE and its assigns.

---

<sup>1</sup> Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title

# **Appendix G**

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

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# Augusta Transit Limited English Proficiency (LEP) Plan



Prepared by:



Augusta Transit  
2844 Regency Blvd  
Augusta, GA 30909

April 2023





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Appendix B: Population 5yrs and Older by Census Tract and Size of Limited English  
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Appendix C: Title VI Complaint Form

## Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Augusta Transit (AT) receives Federal funds on an annual basis for operational and capital expenses. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Recipients of public transportation funding from the Federal Transit Administration (FTA), including AT, are required to develop policies, programs, and practices that ensure that Federal and state transit dollars are used in a manner that is nondiscriminatory. This document details how AT incorporates nondiscrimination policies and practices in providing services to the public in particular the Limited English Proficiency (LEP) community. AT defines a LEP person as an individual limited by their ability to speak English less than "very well" or "not at all" as reported by the U.S. Census Bureau.



## Purpose

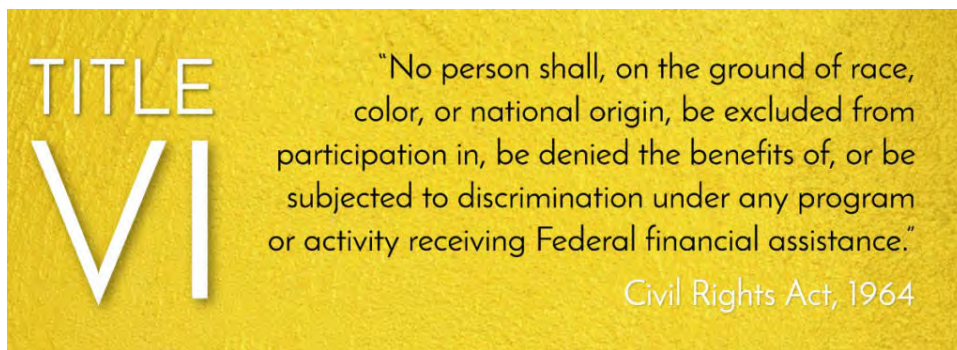
The purpose of this LEP plan (or policy guidance) is to clarify the responsibilities of AT as a recipient of Federal financial assistance from the U.S. Department of Transportation (DOT). This plan will guide AT as it fulfills its responsibilities to the LEP community, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. This LEP plan will demonstrate the efforts AT undertakes to make its transit services accessible to all persons without regard to their ability to understand or communicate in English.

## Title VI Policy and Augusta Transit's Operational Objectives

AT is committed to ensuring that no person shall, on the ground of race, color, national origin, age, sex, religion, disability or family status, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not. Furthermore, Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination.

Toward this end AT's operational objectives are to:

- I. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin, age, sex, religion, disability or family status;
- II. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority, low-income and LEP population groups;
- III. Promote the full and fair participation of all affected populations in transportation decision making;
- IV. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority, low-income and LEP population groups; and,
- V. Ensure meaningful access to programs and activities by LEP persons.



## Augusta Transit Description

AT is a department of the City of Augusta (COA) providing fixed and demand responsive routes serving the Augusta-Richmond County. AT's mission is to 'give our customers access to all regions of Augusta-Richmond County area by providing quality, dependable, safe, accessible, and affordable transportation, thereby enhancing the mobility of the general public as well as the transportation disadvantaged.' Currently, AT contracts RATP Dev USA Inc., (RATP Dev) through Augusta Transit Management (ATM) to operate and maintain its transit services. RATP Dev is an international multimodal transportation provider operating, managing and maintaining transportation services.



## Service Description

AT provides a fixed route service over an area of 25 square miles with a county population of 201,793 (2020 National Transit Database (NTD)). AT's fixed route system of nine (9) routes is primarily radial with the majority of services terminating at the Broad Street Transfer Facility (BSTF) near Downtown Augusta (1546 Broad Street). The nine (9) fixed routes are: Route 1 Blue Line/Walton Way; Route 2 Gray Line/West Parkway; Route 3 Gold Line/East Augusta; Route 4 Purple Line/Turpin Hill; Route 5 Green Line/Washington Road; Route 6 Brown Line/Gordon Highway; Route 7 Pink Line/ Augusta Mall; Route 8 Orange Line/Barton Chapel; and Route 9 Red Line/Lumpkin Road.

Complimentary Paratransit service (for persons with a permanent or temporary disability that prevents them from using fixed-route services) is also offered. Paratransit services follow a 1.5-mile corridor around each fixed route service. Additionally, the fixed route network is comprised of 618 bus stops (including transfer facilities), 92 shelters, 71 trash cans and 92 benches. Typical fixed route headways vary from a minimum 40 minutes to a maximum 1 hour 20 minutes.



## Hours of Service

The current fixed route operating hours for local service is Monday through Saturday; 6:30 a.m. through approximately 8:00 p.m. However, late evening or Sunday services are not provided. Paratransit service (meeting Americans with Disability Act (ADA) needs) is provided on the same days and during the same hours as local fixed route service.

## Vehicle Fleet

December 2022 AT's fleet consisted of fifteen (15) fixed route buses, eight (8) paratransit vans, and a small fleet of supervisor and maintenance vehicles. In December 2022, three (3) used 40ft Gillig buses were added to the fixed route fleet. During the 1<sup>st</sup> quarter 2023, three (3) 40ft buses joined the fleet on a temporary basis for 12 months.

## Limited English Proficiency Plan

AT operates a transit system within the urbanized portion of Augusta-Richmond County, GA. This LEP plan has been prepared to address AT's responsibilities as they relate to the needs of individuals with LEP within its service area. AT recognizes that individuals who have a limited ability to read, write, speak or understand English are defined as LEP persons.

In Augusta-Richmond County 3,303 persons (1.72%) of the 192,281 population 5 years and older describe themselves as not able to communicate in English "very well" (Source: US Census, 2021 5-yr Estimates, American Community Survey (ACS)). Of these 3,303 persons, 823 (or 25%) live within ¼ mile of a fixed route operated by AT (see Appendix A for calculations). AT accepts that for LEP individuals within its service area, public transit may not be their primary transportation mode. Nevertheless, ensuring that LEP persons have access to its services it is important that AT be able to communicate effectively with current and potential riders.

When AT communicates effectively with existing and potential riders, it is in a better position to demonstrate a safer, more reliable, convenient, and accessible transit system for all within its service area. AT is committed to taking reasonable steps to fulfill its mission statement and ensure meaningful access for the LEP community in accordance with Title VI. Indeed, AT is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP.

AT's LEP plan addresses how services will be provided through general guidelines and procedures including the following:

- Identification: Identifying LEP persons in the service areas
- Notification: Providing notice to LEP persons about their right to language services or assistance
- Interpretation: Offering timely interpretation to LEP persons upon request
- Translation: Providing timely translation of important documents benefitting LEP persons
- Staffing: Identifying AT staff to assist LEP customers
- Training: Providing training on LEP to responsible employees



## Four Factor Analysis

The US Department of Transportation (USDOT) Four Factor Analysis provides guidance to transit agencies receiving Federal financial assistance in taking reasonable steps to ensure meaningful access to all of its services, programs, and activities utilized by LEP persons. The USDOT guidance states transit agencies will provide written translation of vital documents for each eligible LEP language group that meets the Department of Justice (DOJ) Safe Harbor provision of five (5) percent of the population or 1,000 persons, whichever is less, identified as a LEP speaker within the service area. Such practices will be considered strong evidence of compliance with the recipient's written translation obligations.

The USDOT Four Factor Analysis assesses the following criteria:

- Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by an AT service, program, or activity
- Factor 2: The frequency with which LEP individuals come in contact with an AT service, program, or activity
- Factor 3: The nature or importance of AT's services, programs, or activities provided to LEP individuals
- Factor 4: The resources available to AT and the associated costs to provide LEP assistance

### Factor 1: The number and Proportions of LEP Persons in Augusta-Richmond County

The Factor 1 analysis documents the number or proportion of LEP persons in Augusta-Richmond County and AT's service area eligible to be served or likely to be encountered by AT's fixed or paratransit service, program, or activity. AT utilized various external data, such as the update to the 2020 U.S. Decennial Census and the American Community Survey (5-yr estimates) to gather this data. Results are presented in Table 1.

Table 1 indicates that Black or African American alone comprises 54% of Augusta-Richmond County's population 5yrs and older. Black or African American alone represents the largest population group by race in Augusta-Richmond County followed by White alone at 33%. Hispanic or Latino (of any race) represents only 5.30% of the county's population 5yrs and older.

Table 2 clearly defines that the majority of persons 5yrs and older in Augusta-Richmond County only speak one language at home, namely English. However, of those who speak other languages at home, Spanish, is the dominant language spoken by approximately 179,000 persons age 5yrs and older.



Table 1: Augusta-Richmond County Population by Race (2021)

Demographic	Population	Percent of Total Population
Not Hispanic or Latino		
White alone	66,848	32.5%
Black or African American alone	110,804	53.9%
American Indian and Alaska Native alone	333	0.2%
Asian alone	3,030	1.5%
Native Hawaiian and Other Pacific Islander alone	97	0.0%
Some other race alone	816	0.4%
Two or more races	12,781	6.2%
Hispanic or Latino (of any race)		
Mexican	4,488	2.2%
Puerto Rican	1,629	0.8%
Cuban	305	0.1%
Other Hispanic or Latino	4,542	2.2%
Total Population	205,673	100.0%

Source: DP05ACS Demographic And Housing Estimates, American Community Survey 2021 5yr

Table 2: Augusta-Richmond County Languages Spoken at Home (2021)

Language Spoken at Home 5yrs and older	Population	Percent of Total Population
Total Population 5yrs and older	192,281	100.0%
Speak only English	179,346	93.3%
Other than English: Spanish	7,149	3.7%
Other than English: Other Indo-European Languages	2,747	1.4%
Other than English: Asian and Pacific Island Languages	2,198	1.1%
Other than English: Other Languages	841	0.4%
Total Speak a Language Other than English	12,935	6.7%

Source: S1601 Demographic And Housing Estimates, American Community Survey 2021 5yr

Table 3 details the top 10 languages spoken at home for 2015 (2021 data not available). Notwithstanding there has been minimal change between 2015 and 2021, approximately 50% of persons 5yrs and older who spoke another language at home other than English spoke Spanish followed by German and Korean.

Table 4 presents LEP population by languages spoken at home other than English. It becomes evident that the largest LEP community (54%) speak Spanish at home (1,772 / 3,303). Overall, the LEP population (3,303 persons) approximates 1.7% of the total population 5yrs and older in Augusta-Richmond County. Figure 1 illustrates the percentage distribution of LEP persons of the population 5yrs and older by census tract in Augusta-Richmond County in 2020 (see also Appendix B).

Table 3: Augusta-Richmond County Top 10 Languages in Detail Spoken at Home by Population 5yrs and Older (2015)

Rank	Language	Population	Percent of Population Speaking Languages other than English at home	Percent of Total Population 5yrs and Older
1	Spanish or Spanish Creole	5,476	49.8%	2.9%
2	German	1,055	9.6%	0.6%
3	Korean	512	4.7%	0.3%
4	Other Asian languages	512	4.7%	0.3%
5	French (incl. Patois, Cajun)	414	3.8%	0.2%
6	Hindi	403	3.7%	0.2%
7	Tagalog (Philippines)	333	3.0%	0.2%
8	African languages	276	2.5%	0.1%
9	Arabic	231	2.1%	0.1%
10	Other Pacific Island languages	219	2.0%	0.1%
	Other Languages	1,571	14.3%	0.8%
	Total	11,002	100.00%	5.9%

Source: B16001 Demographic And Housing Estimates, American Community Survey 2015

Table 4: Augusta-Richmond County LEP Speakers by Languages Spoken at Home (2021)

LEP Speakers by Language Spoken at Home 5yrs and older	LEP Population	Percent of Total LEP Population	Percent of Total Population 5yrs and Older
Speak English less than Very Well: Spanish	1,772	53.65%	0.9%
Speak English less than Very Well: Other Indo-European Languages	492	14.90%	0.3%
Speak English less than Very Well: Asian and Pacific Island Languages	863	26.13%	0.4%
Other than English: Other Languages	176	5.33%	0.1%
Total: Speak English less than Very Well	3,303	100.00%	1.7%

Source: S1601 Demographic And Housing Estimates, American Community Survey 2021 5yr

Limited English Proficiency Persons Percent of Population 5yrs and older in Augusta Richmond County

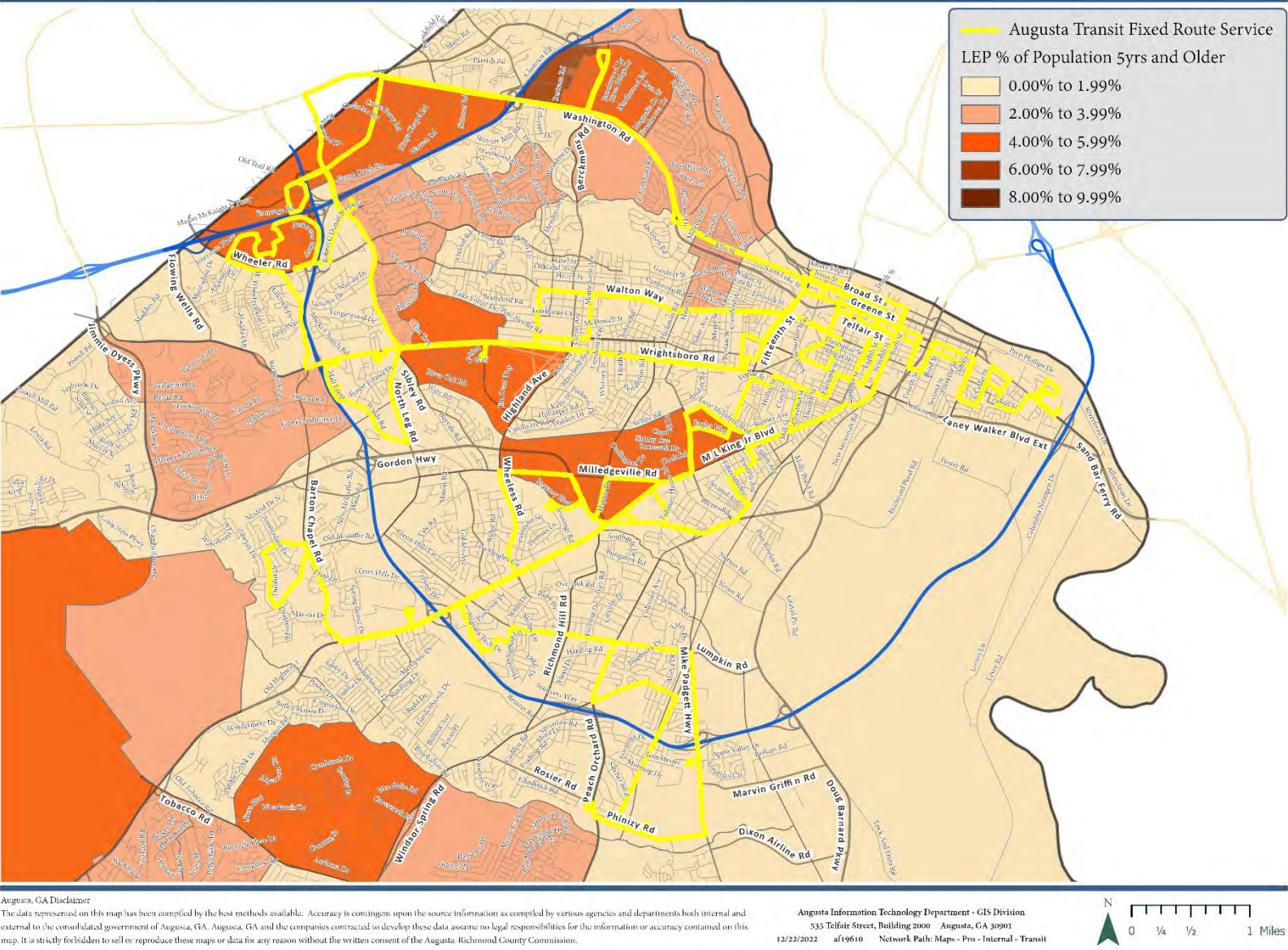


Figure 1 - LEP Proportion of total Population 5yrs and older in Augusta-Richmond County (2020 5yr ACS)

## Factor 2: The frequency with which LEP individuals come in contact with an AT service, program, or activity

Federal guidance stipulates an assessment of the number or proportion of LEP persons eligible to be serviced or encountered and the frequency of these encounters. The more frequent the contact with a particular LEP language group, the more likely enhanced services will be needed. Factor 1 identified 179,346 (93.3%) persons 5yrs and older in Augusta-Richmond County who spoke English only and 12,935 (6.7%) persons 5yrs and older who speak a language other than English at home in 2021 (Table 2). Of these 12,935 approximately 3,303 (25%) were identified as LEP persons (Table 4).

Table 5 presents the population 16yrs and older in Augusta-Richmond County who travel by means of public transportation and the ability to speak English.

Table 5: Means of Transportation to Work by Language Spoken at Home and Speak English Less than 'Very Well' (2021)

Commute Mode	Population 16yrs and older using commute mode	Speak Spanish & Speak English Less than 'very well'	Percent of Population 16yrs and older using commute mode	Speak Other Languages & Speak English Less than 'very well'	Percent of Population 16yrs and older using commute mode
Car, Truck or Van - Drove Alone	108,805	1,087	1.0%	1,110	1.0%
Car, Truck or Van - Carpooled	10,293	305	3.0%	77	0.7%
Public Transportation	1,242	0	0.0%	0	0.0%
Walked	2,239	9	0.4%	106	4.7%
Taxicab, Motorcycle or other means	3,087	23	0.7%	8	0.2%
Worked from Home	5,389	72	1.3%	25	0.5%
Total	131,055	1,487	1.1%	1,326	1.0%

Source: B08513 Means Of Transportation To Work By Language Spoken At Home And Ability To Speak English For Workplace Geography American Community Survey 2021 5yr

Table 5 indicates that approximately 1,242 persons 16yrs and older (or 0.9% of 131K) utilize public transportation as a means of transportation to work in Augusta-Richmond County. Of those persons who spoke Spanish but English less than 'very well' or spoke Other Languages and English less than 'very well,' (highlighted row in Table 5) zero persons in both groups used public transit as a commute mode in 2021. Reasons influencing this low or non-use of public transit by LEP persons:



- Difficulty in finding transit information in a language other than English
- Difficulty in understanding how transit works in Augusta-Richmond County
- LEP persons may travel with friends, family or others speaking the same language through carpooling and therefore have no need to use public transit

A point of caution is warranted interpreting that data in Table 5. The data in Table 5 represents persons who are employed and indicated as such when surveyed. There are LEP persons who do not work (or may work in the informal sector) and are not counted in Table 5 (3,303 Total LEP population - 1,487 - 1,326 = 490) and such persons might have used public transit for trip making in 2021.

The methods utilized for Factor 2 assessment include analysis of Census data. AT has not assessed the frequency with which LEP individuals come into contact with the transit system or requests for translated documents. However, the most recent onboard transit ridership survey conducted in 2018<sup>1</sup> found that of the 231 respondents only two (2) or 0.86% self-identified as Hispanic/Latino. This result in 2018 does support the low use of public transit by foreign language speakers in Augusta-Richmond County and the even lower use (or nonuse) by LEP persons.

At the time of writing this report phone calls are not recorded by the Dispatch Office at the Broad Street Transfer Facility (primary call center for Augusta Transit information); however, anecdotal evidence suggests that phone inquiries by Spanish speaking LEP persons are very infrequent if at all. During 2022 AT received zero requests for translated documents in any language, despite online ridership surveys being available in Spanish and Korean.

### **Factor 3: The nature or importance of AT's services, programs, or activities provided to LEP individuals**

The third factor looks at the importance of AT's services to the Augusta-Richmond County community in the context that public transportation is vital to many people's lives. AT strives to provide public transportation in its service area giving people access to work, healthcare, and other programs and/or services. Without access to public transportation, many of these individuals would not be able to take advantage of other services that could potentially be life changing or life sustaining. Therefore, lack of understandable information about public transportation services may have an adverse effect on LEP persons potentially frustrating their ability to access health care, education, employment or other essential services.

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<sup>1</sup> Augusta Regional Transportation Study 2018 Ridership Transit Survey Report & Audit

AT understands the need for better communication and engagement with LEP persons and groups. In all cases, finding opportunities for the involvement of all stakeholders is actively considered when conducting operational and planning tasks. The Transit Citizens Advisory Committee (TCAC) that meets monthly is one such organization that facilitates communication between the transit community and AT. Furthermore, AT and its contracted staff must ensure that all segments of the Augusta-Richmond County community, including LEP persons, have opportunity to be involved in all aspects of the transit service provided. The impact of proposed transit and transportation investments on underserved and under-represented population groups Augusta-Richmond County is a critical stage in the evaluation process in the use of Federal funds by transit agencies.



#### **Factor 4: The resources available to AT and the associated costs to provide LEP assistance**

The Factor Four (4) analysis documents the resources available to the recipient of federal funds to assure meaningful access to transit service by LEP persons. AT strives to ensure that pertinent information is available regarding services, programs, and activities including surveys, bus routes and fares. While riding buses public service announcements can be heard. Information on services, programs and activities can also be obtained from the Operational and Administrative Office headquarters (2844 Regency Blvd, Augusta, GA 30904). Regarding its online presence, AT has an easy to remember website domain name [www.augusttransit.com](http://www.augusttransit.com).



Table 5 indicated that persons who speak a foreign language at home and are LEP use public transit very rarely if at all. It may be concluded that AT serves a very small proportion of LEP persons in Augusta-Richmond County. Given the small number of LEP persons in AT's service area potential challenges in serving this community are as follows:

- It may become burdensome to produce written translations of core AT documents such as bus schedules in multiple languages in advance of any request. The effort and time required from a professional source to provide these translated documents and resources may become operationally prohibitive.

- Providing translation assistance to LEP persons would be funded entirely from existing AT operating funds and would compete with other operational requirements for funding. However, there may be opportunities to partner with the Augusta Regional Transportation Study (ARTS) Metropolitan Planning Organization (MPO) to fund such activities and reduce the cost burden to AT.

For AT to provide translated summaries of core products as requested by LEP persons each document would need to be translated by a native speaker or a professional translator. AT has used native speakers in the translation of ridership surveys. The use of online translation services such as Google Translate for these tasks is discouraged by the Federal Transportation Administration (FTA). Online translation services despite convenient may be limited in their translation proficiency and accuracy of the intended meaning when read by a native speaker.

The two (2) most recent AT ridership surveys in 2018 and 2022 made available survey forms in English, Spanish and Korean languages. There was a very low take up of the Spanish survey and zero take up of the Korean. Despite this, AT accepts that “the more important the activity, information, service, or program, or the greater the possible consequences of the contact to the LEP individuals, the more likely language services are needed,”<sup>2</sup> and will continue to take the initiative in providing documents and ridership surveys in languages other than English to meet the needs of LEP persons.

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<sup>2</sup> [https://www.lep.gov/sites/lep/files/resources/final\\_guidance\\_2002.pdf](https://www.lep.gov/sites/lep/files/resources/final_guidance_2002.pdf)

## Safe Harbor Stipulation

Safe Harbor offers recipients of federal funds greater certainty in the fulfillment of written translations in languages other than English. Indeed, “A “safe harbor” means that if a recipient provides written translations under these circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.”<sup>3</sup> The failure to provide written translations of vital documents does not mean there is non-compliance by AT. Safe Harbor provides increased certainty of compliance than can be provided by the Four-factor analysis. Safe Harbor stipulations are provided in Table 6.

Table 6: Safe Harbor Stipulations and Languages

Size of Language Group	Recommended Provision of Written Language Assistance	# LEP persons affected in Augusta-Richmond County	Expected Action by Augusta Transit
1,000 or more in the eligible population in the market area or among current beneficiaries	Translated vital documents	1,772 Spanish (Table 4)	On request
More than 5% of the eligible population or beneficiaries <i>and</i> more than 50 in number	Translated vital documents	Not applicable	Not applicable
More than 5% of the eligible population or beneficiaries <i>and</i> 50 or less in number	Translated written notice of right to receive free oral interpretation of documents	Not applicable	Not applicable
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required	1,531 (all other LEP languages Table 4)	On request at AT's discretion

Within Augusta-Richmond County approximately 1.7% of the population 5yrs and older is considered LEP (Table 4). Of the total LEP population, Spanish is the dominant LEP language group that meets the population threshold ( $1,772 > 1,000$ ) for which written translations of vital documents should be provided to meet the Safe Harbor standard. Based on the low numbers of LEP persons who commute using public transit (Table 5) or encountered by AT customer facing or operational staff, it is expected that written translations of core documents would be on request only. Nevertheless, AT has access to resources and has taken measures to provide appropriate accommodations (orally or in writing) to adhere to the spirit of the Safe Harbor regulations.

<sup>3</sup> [https://www.lep.gov/sites/lep/files/resources/final\\_guidance\\_2002.pdf](https://www.lep.gov/sites/lep/files/resources/final_guidance_2002.pdf)



## Limited English Proficiency Plan and its Application

### Identifying LEP Individuals Who Need Language Assistance

Federal guidance provides that there should be an assessment of the number or proportion of LEP individuals eligible to be serviced or encountered and the frequency of encounters pursuant to the first two factors in the Four-factor analysis. AT has identified the number and proportion of LEP individuals within its service area using United States Census data (see Table 4). As presented earlier, 93% of the service area population speaks English only. The largest non-English spoken language in the service area is Spanish. Of those whose primary spoken language at home is Spanish approximately 25% (1,772 (see Table 4) / 7,149 (see Table 2)) identify themselves as speaking less than “very well.”



AT may identify language assistance need for a LEP community by:

- Examining records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
- Engaging with vehicle operators and customer facing staff (i.e., Dispatchers, Transit Operation Supervisors, etc.) who may notify management any contacts with LEP persons.

### Language Assistance Measures

Federal guidance suggests that an effective LEP should include information about the ways in which language assistance will be provided. This refers to listing the different language services a transit agency provides and how staff can access this information.

For this task Federal guidance recommends that transit agencies consider developing strategies that train staff as to how to effectively deal with LEP individuals when they either call agency centers or otherwise interact with the agency.

AT has undertaken the following actions to improve access to information and services for LEP individuals:

- Survey transit drivers and other front-line staff annually on their experience concerning any contacts with LEP persons during the previous year.

- When an interpreter is needed in person or on the telephone, staff will contact AT Spanish-speaking staff.
- AT will utilize the demographic maps (created by GIS Department City of Augusta) in order to better provide the above efforts to LEP persons within its service area.

## Training Staff

Federal guidance states staff members of an agency should know their obligations to provide meaningful access to information and services for LEP persons and that all employees in public contact positions should be properly trained.



Suggestions for implementing the Language Assistance Plan, involve:

1. Identifying AT staff who are likely to come into contact with LEP individuals; and,
2. Identifying Spanish-speaking AT staff that can provide translation services.

In the case of AT, the most important staff training is for customer facing staff and bus operators. The following training will be provided to these two (2) groups:

1. Information on Title VI Procedures and LEP responsibilities
2. Information of Spanish-speaking AT staff
3. How to document language assistance requests
4. How to handle a potential Title VI/LEP complaint (see Appendix C for Title VI complaint form)

## Public Involvement and LEP Populations

AT works cooperatively with ARTS (the region's MPO) to identify the existence of LEP populations, the size of any such populations, and determine what methods may be used to assist those populations and assign resources for the tasks involved. Supporting AT's public involvement program involves partnering with ARTS to provide language assistance for LEP persons seeking meaningful access to programs. To comply, public hearings and other public events are held at ADA accessible locations, collateral materials are offered in English and Spanish as required, and translation services are available upon request. Public hearings and other public events are advertised in multiple languages giving contact information to be used if special assistance or accommodations are needed.

## Oral Language Assistance

The number of LEP residents in Augusta-Richmond County along with their infrequent interaction with AT has meant that AT is rarely asked to provide oral language services. This, however, does not necessarily mean that there is no need for translation arising from customer interactions or public outreach events or that this need will not be made known in the future. AT and ARTS continue to explore ways to ensure that future language needs will be met. Additionally, AT encourages LEP persons in Augusta-Richmond County not to shy away from engaging with customer facing staff when investigating local transportation options.

## Providing Notice to LEP Persons

AT will make Title VI information available online 24/7 on its official website [www.augustatransit.com](http://www.augustatransit.com). Title VI information in English is also available upon request from AT's administrative head office. Key documents are written in English. Notices are also posted in City of Augusta official website and on buses. Additionally, when staff prepare documentation, schedules or meetings, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on known LEP population groups.

## Monitoring and Updating the Plan

The plan will be reviewed and updated on an ongoing basis. Updates will consider the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether AT's financial resources are sufficient to fund language assistance resources needed



AT understands the value that transit service plays in the lives of individuals who rely on this service, and the importance of any measures undertaken to make the use of transit system easier. AT is always open to suggestions from all sources, including customers, AT or contractor staff, other transportation agencies with similar experiences with LEP communities, and the general public, regarding additional methods to improve accessibility to LEP communities.



## Appendix A

Limited English Proficiency Persons by Census Tract and Estimated LEP Population  
within  $\frac{1}{4}$  of an Augusta Transit Fixed Route Service



Census Tract # Order	Census Tract Number	Census Tract Total Acreage	1/4 mile buffer each side of a fixed route (Transit Buffer)	Transit Buffer %	Estimate Speak English less than "very well" Population 5 years and over	Estimate Speak English less than "very well" Population 5 years and over within 1/4 mile Transit Buffer
1	1.00	1,196	291	24.3%	84	20
2	2.00	674	271	40.2%	75	30
3	3.00	444	334	75.2%	0	0
4	6.00	603	439	72.8%	0	0
5	7.00	306	306	100.0%	0	0
6	10.00	488	396	81.2%	0	0
7	11.00	528	393	74.3%	0	0
8	12.00	918	274	29.8%	0	0
9	13.00	467	293	62.6%	0	0
10	14.00	325	311	95.8%	23	22
11	16.02	924	193	20.9%	69	14
12	16.03	147	91	61.8%	29	18
13	16.04	1,084	455	42.0%	109	46
14	101.01	2,125	406	19.1%	116	22
15	101.04	2,006	217	10.8%	37	4
16	101.05	1,266	733	57.9%	200	116
17	101.07	689	121	17.5%	7	1
18	101.08	192	78	40.7%	82	33
19	101.09	608	322	53.0%	150	80
20	102.01	1,490	245	16.4%	113	19
21	102.03	1,280	988	77.2%	8	6
22	102.05	661	548	82.8%	86	71
23	102.06	1,494	354	23.7%	0	0
24	102.07	No Fixed Route Transit Line		0.0%	40	0
25	102.08	2,497	96	3.9%	127	5
26	103.00	1,325	894	67.5%	301	203
27	104.00	1,203	801	66.6%	0	0
28	105.06	1,116	664	59.5%	50	30
29	105.07	1,701	737	43.3%	75	32
30	105.08	856	280	32.8%	0	0
31	105.09	1,016	114	11.3%	3	0
32	105.10	1,339	815	60.9%	0	0
33	105.11	1,841	1,002	54.4%	23	13
34	105.12	1,277	464	36.3%	57	21
35	105.13	1,343	113	8.4%	7	1
36	105.14	1,515	557	36.8%	22	8
37	105.15	1,713	323	18.9%	20	4
38	106.01	847	422	49.8%	0	0
39	106.02	17,743	339	1.9%	4	0
40	107.06	7,635	62	0.8%	18	0
41	107.07	No Fixed Route Transit Line		0.0%	20	0
42	107.08	No Fixed Route Transit Line		0.0%	254	0
43	107.09	1,743	3	0.1%	167	0
44	107.10	No Fixed Route Transit Line		0.0%	231	0
45	107.11	No Fixed Route Transit Line		0.0%	101	0
46	107.13	No Fixed Route Transit Line		0.0%	8	0
47	107.14	No Fixed Route Transit Line		0.0%	89	0
48	108.01	2,458	3	0.1%	65	0
49	108.02	No Fixed Route Transit Line		0.0%	217	0
50	109.03	No Fixed Route Transit Line		0.0%	7	0
51	109.04	No Fixed Route Transit Line		0.0%	64	0
52	109.05	No Fixed Route Transit Line		0.0%	60	0
53	109.07	No Fixed Route Transit Line		0.0%	0	0
54	109.08	No Fixed Route Transit Line		0.0%	81	0
55	110.00	803	774	96.4%	4	4
56	111.00	588	491	83.5%	0	0
				<b>Total</b>	3,303	823

Source: S1601  
Demographic and  
Housing Estimates,  
American Community  
Survey 2021 5yr





## Appendix B

### Population 5yrs and Older by Census Tract and Size of Limited English Proficiency Population



Census Tract # Order	Tract Number	Estimate!!Total!!Population 5 years and over	Estimate!!Speak English less than very well!!Percent of specified language speakers!!Population 5 years and over"	Percent
1	1.00	4,249	84	1.98%
2	2.00	2,354	75	3.19%
3	3.00	904	0	0.00%
4	6.00	2,628	0	0.00%
5	7.00	1,118	0	0.00%
6	10.00	2,996	0	0.00%
7	11.00	1,656	0	0.00%
8	12.00	4,688	0	0.00%
9	13.00	1,792	0	0.00%
10	14.00	1,388	23	1.66%
11	16.02	3,972	69	1.74%
12	16.03	933	29	3.11%
13	16.04	2,712	109	4.02%
14	101.01	3,076	116	3.77%
15	101.04	2,679	37	1.38%
16	101.05	3,456	200	5.79%
17	101.07	2,237	7	0.31%
18	101.08	1,199	82	6.84%
19	101.09	2,914	150	5.15%
20	102.01	4,270	113	2.65%
21	102.03	3,953	8	0.20%
22	102.05	1,994	86	4.31%
23	102.06	1,979	0	0.00%
24	102.07	5,592	40	0.72%
25	102.08	5,005	127	2.54%
26	103.00	5,089	301	5.91%
27	104.00	3,023	0	0.00%
28	105.06	5,697	50	0.88%
29	105.07	4,610	75	1.63%
30	105.08	3,051	0	0.00%
31	105.09	5,101	3	0.06%
32	105.10	5,037	0	0.00%
33	105.11	3,385	23	0.68%
34	105.12	4,758	57	1.20%
35	105.13	2,813	7	0.25%
36	105.14	3,021	22	0.73%
37	105.15	3,400	20	0.59%
38	106.01	2,421	0	0.00%
39	106.02	2,511	4	0.16%
40	107.06	5,610	18	0.32%
41	107.07	3,005	20	0.67%
42	107.08	5,913	254	4.30%
43	107.09	5,176	167	3.23%
44	107.10	5,236	231	4.41%
45	107.11	4,193	101	2.41%
46	107.13	5,617	8	0.14%
47	107.14	2,904	89	3.06%
48	108.01	2,303	65	2.82%
49	108.02	4,964	217	4.37%
50	109.03	4,173	7	0.17%
51	109.04	4,189	64	1.53%
52	109.05	4,417	60	1.36%
53	109.07	2,220	0	0.00%
54	109.08	4,909	81	1.65%
55	110.00	1,624	4	0.25%
56	111.00	2,167	0	0.00%
	<b>Total</b>	192,281	3,303	1.72%
			<b>Max</b>	6.84%
			<b>Min</b>	0.00%

Source: S1601 Demographic and Housing Estimates, American Community Survey 2021 5yr



## Appendix C

### Title VI Complaint Form





### **Title VI Public Complaint Process**

If you believe that you have been excluded from participation in, been denied the benefits of, or been subjected to discrimination under any Augusta, Georgia service, program or activity receiving federal financial assistance, including, but not limited to, service, projects or activities provided by or administered by the Augusta Planning and Development Department, the Augusta Public Transit Department, the Augusta Engineering Department, you may file an official Title VI Complaint with the Office of The Administrator of Augusta, Georgia and/or the designated representative, (hereafter "Title VI Coordinator"). The following steps describe the procedures to file a complaint and how Augusta, Georgia will respond.

1. The complaint must be submitted to the Title VI Coordinator no later than thirty (30) working days after the date of the alleged discrimination.
2. A Title VI Complaint Form can be obtained by calling (706) 821-1721, (706) 821-1796 or by downloading the form from these websites at [www.augustaga.gov](http://www.augustaga.gov); <http://www.augustaga.gov/290/Planning-and-Development>; and [www.augustaga.gov/arts](http://www.augustaga.gov/arts)
3. Please provide the following information on the complaint form or you may submit a signed written statement that contains all of the following written information:
  - Your name, address and how to contact you (phone number, email address, etc.);
  - The basis of the alleged discrimination complaint (race, color, or national origin);
  - How, why, when and where you believe you were excluded from participation in, were denied the benefits of, or were subjected to discrimination. If the alleged
    - incident occurred on the bus, give date, time of day, and bus number if available;
    - Include the location, names and contact information of any witnesses;
    - Indicate whether you have filed the complaint with Federal Transit Administration; and
    - You must sign your letter of complaint.

If you, as the complainant, are unable to read and/or write a complaint, the Title VI Coordinator will assist you with the complaint. Augusta, Georgia is committed to providing open access to its services to persons with limited ability to speak or understand English; if requested by complainant, the Title VI Coordinator will provide language translation services.

4. The complaint shall be sent to any of the following addresses:

**Office of the Administrator**  
535 Telfair Street, Suite 910, Augusta, GA 30901

**Augusta Transit Department**  
2844 Regency Boulevard, Augusta, GA 30904

**Augusta Planning and Development Department**  
535 Telfair Street, Suite 300, Augusta, GA 30901

5. All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The Title VI Coordinator will review every complaint, and when necessary, begin the investigation process. At a minimum the investigating will:
  - Identify and review all relevant documents, practices and procedures;
  - Identify and interview persons with knowledge of the alleged discrimination, that is, the person making the complaint; witnesses or anyone identified by the Complainant; anyone who may have been subject to similar activity, or anyone with relevant information.
6. Upon completion of the investigation, the Title VI Coordinator will complete a final report for Augusta, Georgia. The investigation process and final report should take no longer than ninety (90) days after receipt of the complaint. If a Title VI violation is found to exist, remedial steps as appropriate and necessary will be taken immediately. The Complainant will also receive a copy of the final report together with any remedial steps.

If no violation is found and the complainant wishes to appeal the decision, he or she may contact the Federal Transit Administration, 230 Peachtree Street NW, Suite 800, Atlanta, GA 30303 Attention: Regional Civil Rights Officer, or by calling (404) 885-5628, or web site [http://www.fta.dot.gov/civilrights/title6/civil\\_rights\\_5104.html](http://www.fta.dot.gov/civilrights/title6/civil_rights_5104.html) Complainants may also file their initial Title VI complaint directly to the Federal Transit Administration no later than 180 days after the date of the alleged discrimination.



### Augusta, Georgia Title VI Complaint Form

File # \_\_\_\_\_

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of **race, color, or national origin** in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Title VI of the Civil Rights Act of 1964 guarantees fair treatment for all people and provides for Augusta Georgia through the Title VI Coordinator, Augusta Planning and Development Department (APDD), and Augusta Transit (AT), to identify and address, as appropriate, disproportionately high and adverse effects of its programs, policies, and activities on minority and low-income populations, such as undertaking reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to the programs, services, and information.

Augusta Georgia through the Title VI Coordinator, APDD, and AT works to ensure nondiscriminatory transportation in support of our mission to provide quality, dependable, safe, accessible, and affordable transit service, to enhance the social and economic quality of life for all citizens of Augusta-Richmond County and ARTS/MPO area. The Title VI Coordinator is responsible for the Civil Rights Compliance and Monitoring to ensure non-discriminatory provision of transit services and programs.

Complainant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Numbers \_\_\_\_\_  
(Home) (Work)

Email Address \_\_\_\_\_

List type of discrimination (please check all that apply):

Race                      Color                      National Origin

Other \_\_\_\_\_

Please indicate your race/color, if it is a basis of your complaint \_\_\_\_\_

Please describe your national origin, if it is a basis of your complaint \_\_\_\_\_

Location where incident occurred \_\_\_\_\_

Time and date of incident \_\_\_\_\_

Name/Position title of the person who allegedly subjected you to Title VI discrimination:





Briefly describe the incident (use a separate sheet, if necessary):

---



---



---

Did anyone else witness the incident? Yes ☐ No ☐

List witnesses (Use a separate sheet, if necessary)

Name 

---

Address 

---

Telephone Number 

---

Name 

---

Address 

---

Telephone Number 

---

Have you filed a complaint about the alleged discrimination with the Federal Transit Administration?

Yes ☐ No ☐ If yes, when? 

---

---

Signature

---

Date

# **Appendix H**

## **Operating Area Language Data:**

### **Augusta Transit Service Area**

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Augusta Transit Operating Area Language Data: B16001 - LANGUAGE SPOKEN AT HOME BY THE POPULATION 5 YEARS AND OVER (YEAR 2022)				
<u>Criteria</u>	<u>Population</u>	<u>% Total Population</u>	<u>% Population &gt;5yrs</u>	<u>% Population &gt;5yrs speaking languages other than English</u>
Total Population (2022)	206,153	100.0%		
Population 5 years and over	192,650	93.5%	100.0%	
Population 5 years and over speak only English	179,418		93.1%	
Population 5 years and over speak a language other than English	13,232		6.9%	100.0%
Population 5 years and over speak a language other than English: Spanish	7,242			54.7%
Population 5 years and over speak a language other than English: Other Indo-European languages	2,822			21.3%
Population 5 years and over speak a language other than English: Asian and Pacific Island languages	2,310			17.5%
Population 5 years and over speak a language other than English: Other languages	858			6.5%
Source: Table B16001 American Community Survey, 5-Year Estimates, 2018-2022				

Augusta Transit Operating Area Language Data: B16001 – SPEAK ENGLISH LESS THAN VERY WELL 5 YEARS AND OVER (YEAR 2022)			
<u>Criteria</u>	<u>Population</u>	<u>% Total Population</u>	<u>% LEP Population &gt;5yrs</u>
Total Population (2022)	206,153	100.0%	
Population 5 years and over	192,650	93.5%	
Population 5 years and over speak English less than very well	3,259	1.6%	100.0%
Population 5 years and over speak English less than very well: Spanish	1,738		53.3%
Population 5 years and over speak English less than very well: Other Indo-European languages	439		13.5%
Population 5 years and over speak English less than very well: Asian and Pacific Island languages	959		29.4%
Source: Table B16001 American Community Survey, 5-Year Estimates, 2018-2022			

# Appendix I

## Demographic Maps

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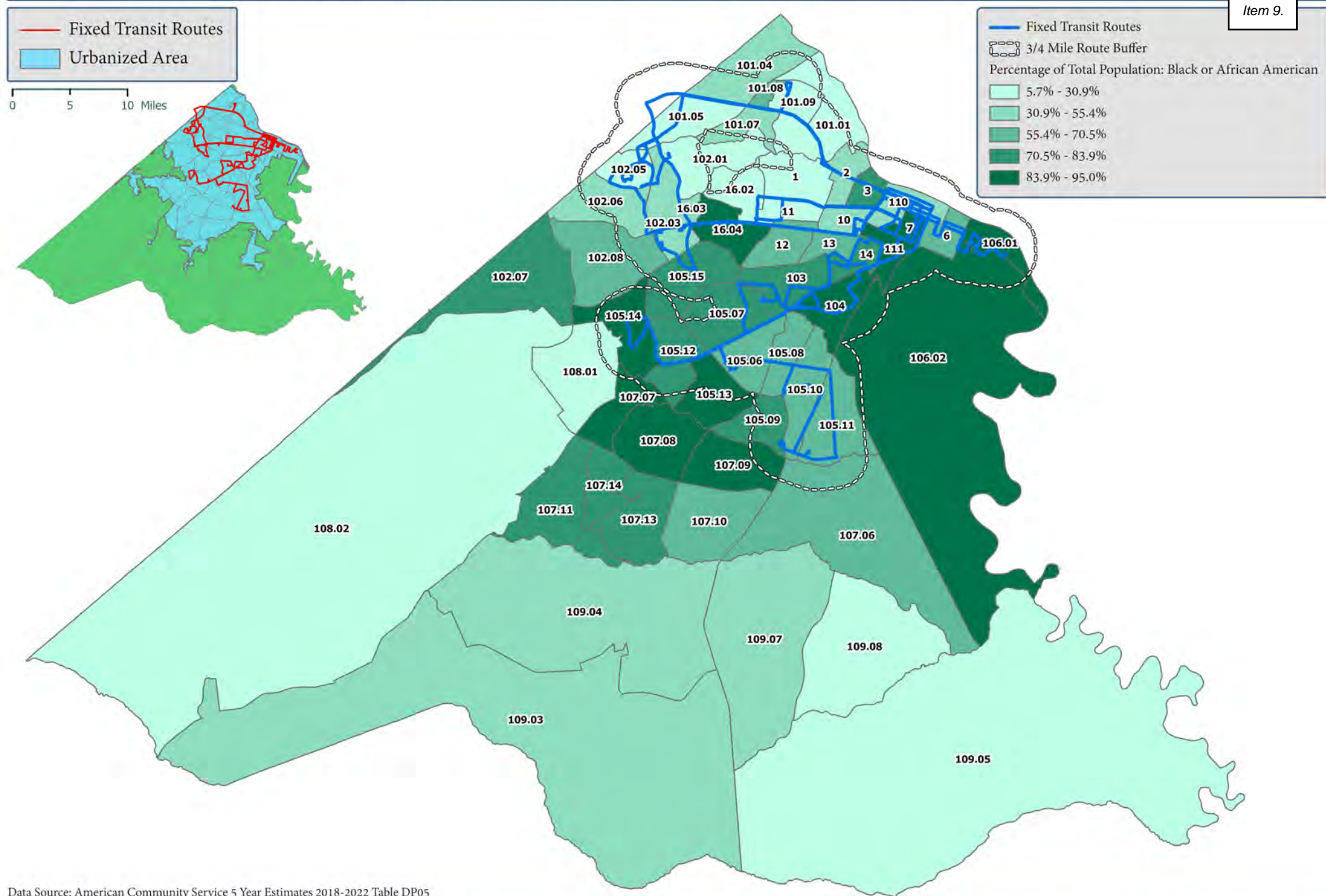
Augusta  
GEORGIA  
INFORMATION TECHNOLOGY

286





# Black or African American Proportion of Total Census Tract Population Year 2022



Data Source: American Community Service 5 Year Estimates 2018-2022 Table DP05

Augusta, GA Disclaimer

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3/7/2024 Moeller  
pg001\_01BMap001\_AugustaRichmondCountyTransitRoutes\_CensusDataReport



# American Indian and Alaska Native Proportion of Total Census Tract Population Year 2022

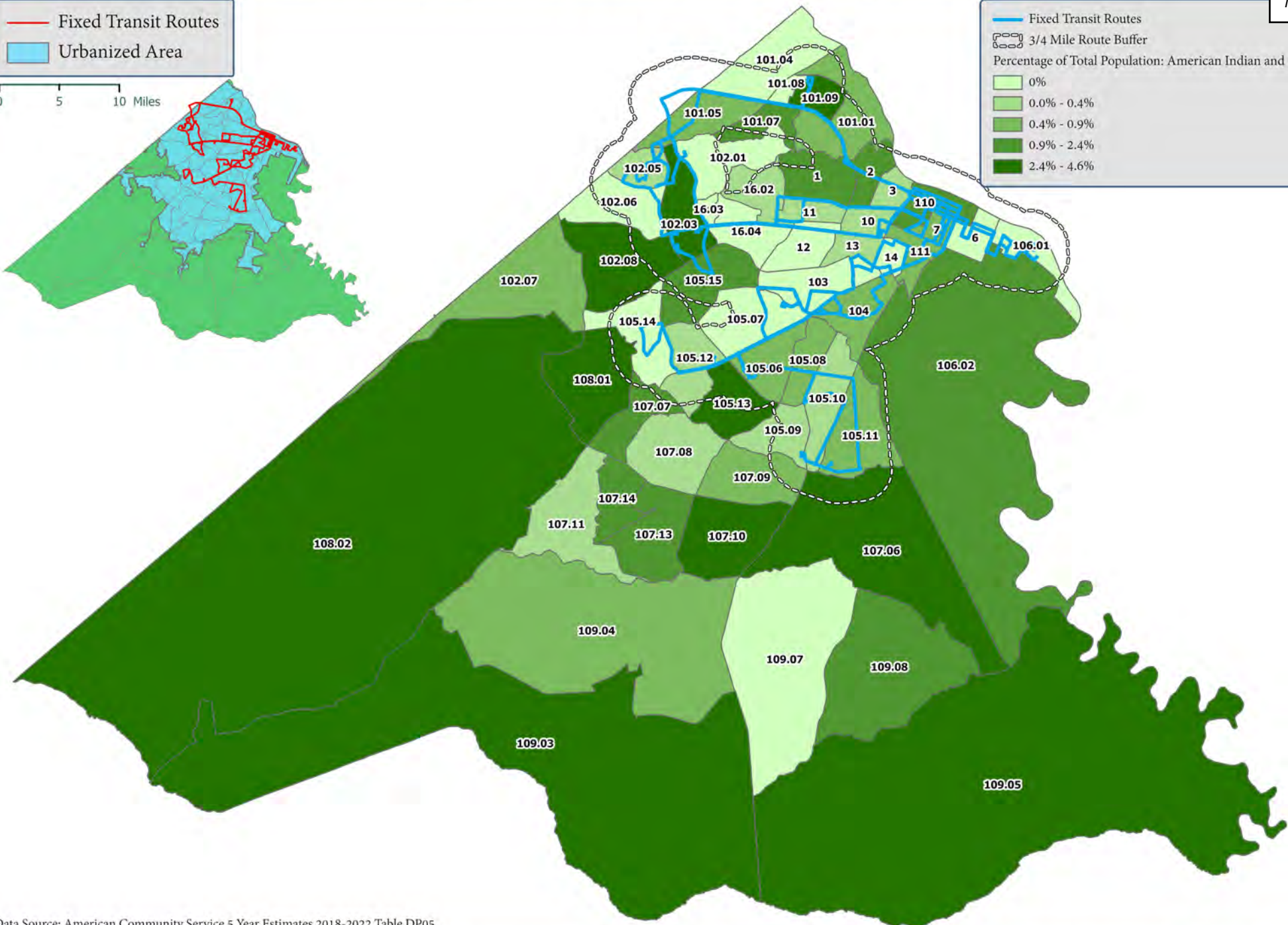
Item 9.

Fixed Transit Routes  
Urbanized Area

0 5 10 Miles

Fixed Transit Routes  
3/4 Mile Route Buffer  
Percentage of Total Population: American Indian and Alaska Native

0%
0.0% - 0.4%
0.4% - 0.9%
0.9% - 2.4%
2.4% - 4.6%



Data Source: American Community Service 5 Year Estimates 2018-2022 Table DP05

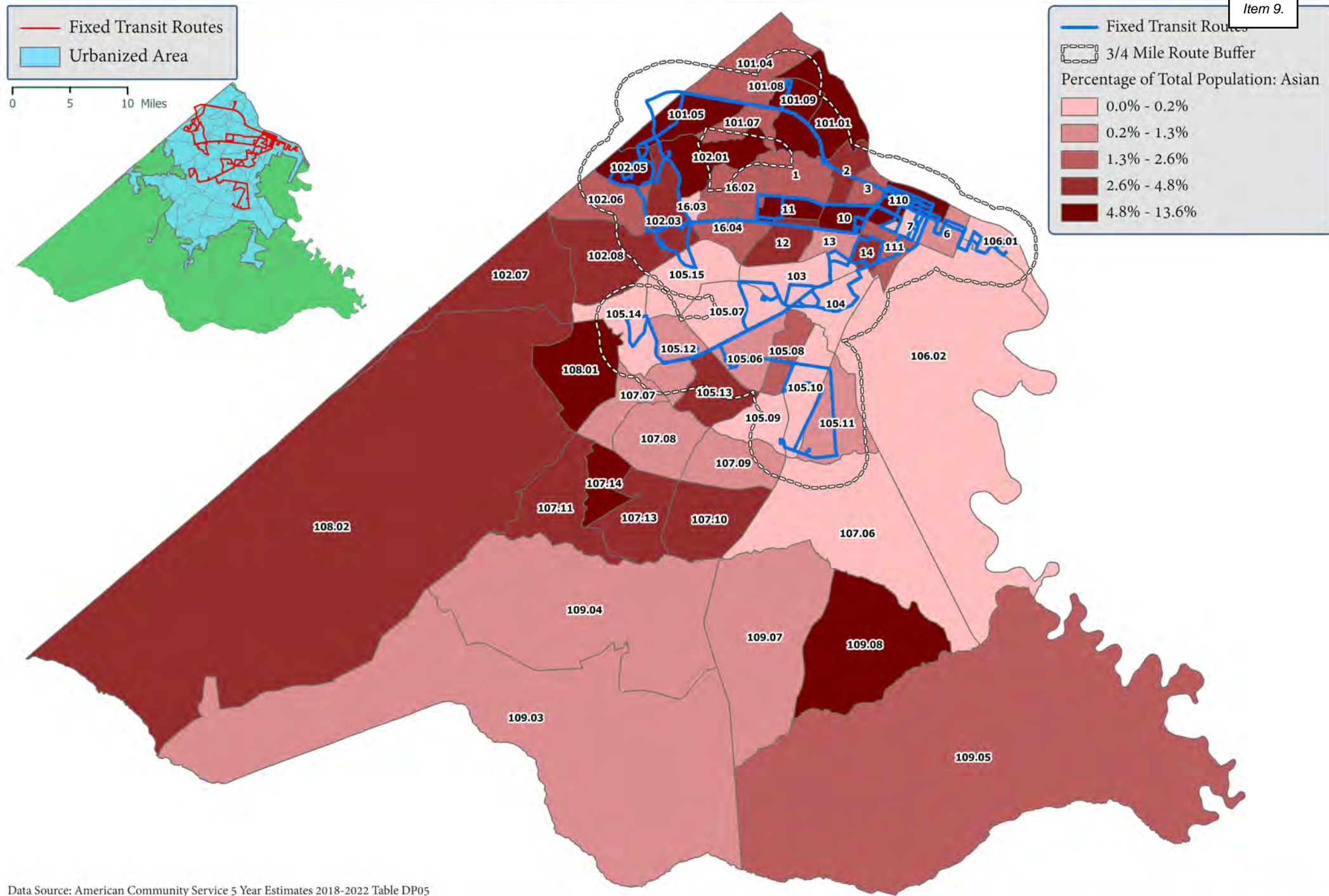
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# Asian Proportion of Total Census Tract Population Year 2022

Item 9.

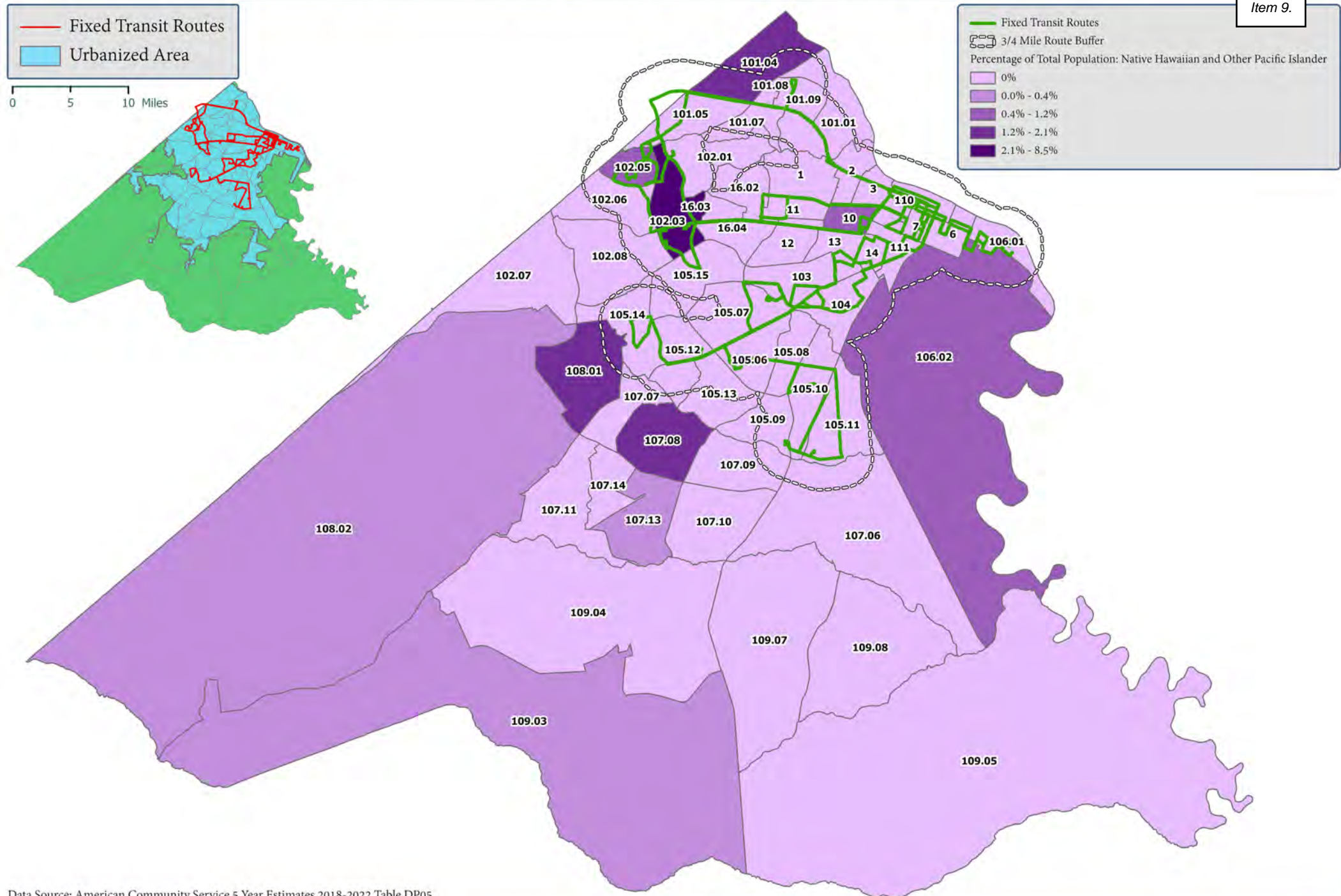


Data Source: American Community Service 5 Year Estimates 2018-2022 Table DP05

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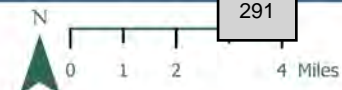




Data Source: American Community Service 5 Year Estimates 2018-2022 Table DP05

Augusta  
GEORGIA  
SOUTHERN RAILROAD

291



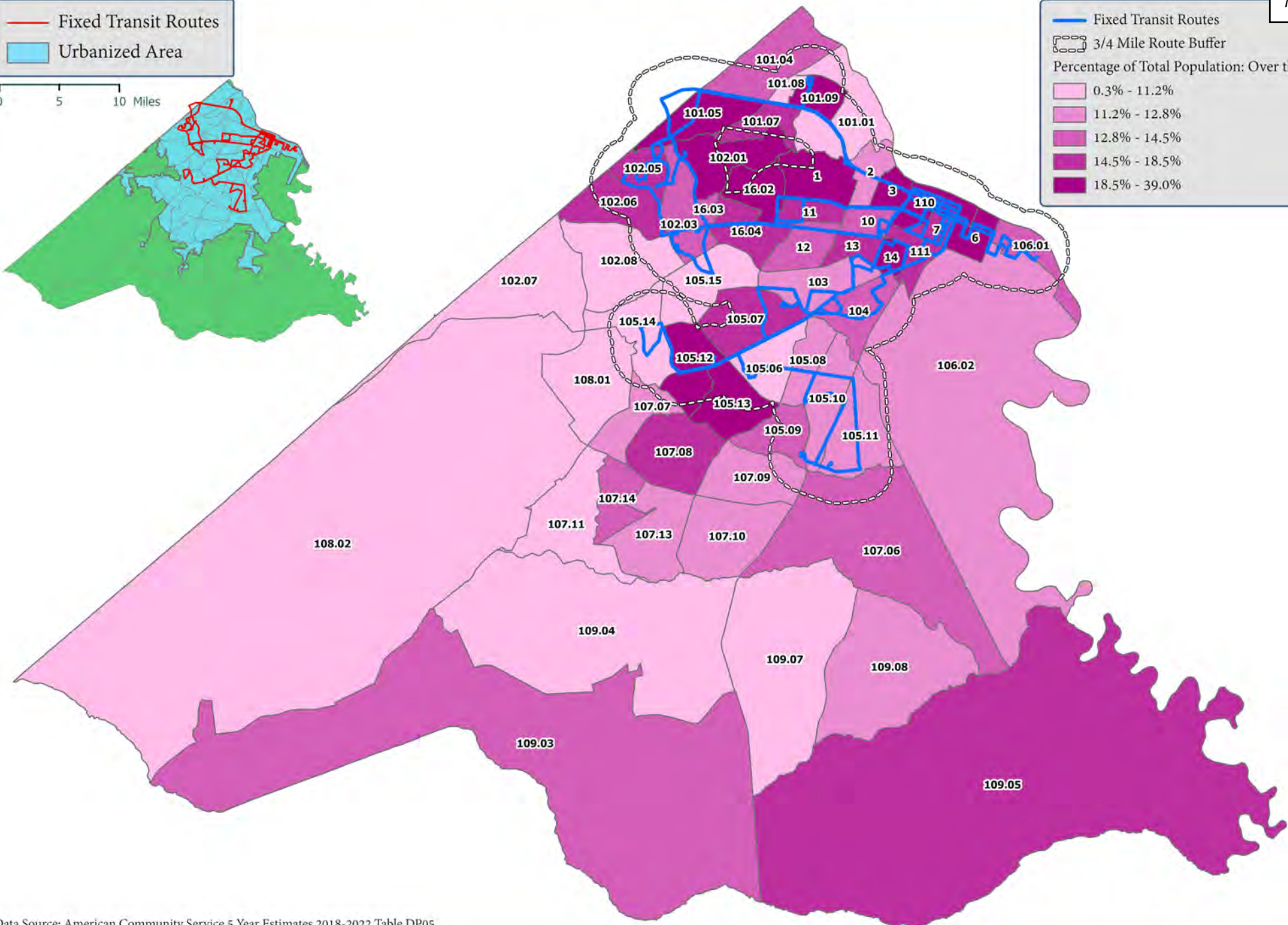


# Proportion of Seniors (65yrs and Older) of Total Census Tract Population Year 2022

Fixed Transit Routes  
Urbanized Area

0 5 10 Miles

Fixed Transit Routes  
3/4 Mile Route Buffer  
Percentage of Total Population: Over the Age of 65  
0.3% - 11.2%  
11.2% - 12.8%  
12.8% - 14.5%  
14.5% - 18.5%  
18.5% - 39.0%



Data Source: American Community Service 5 Year Estimates 2018-2022 Table DP05

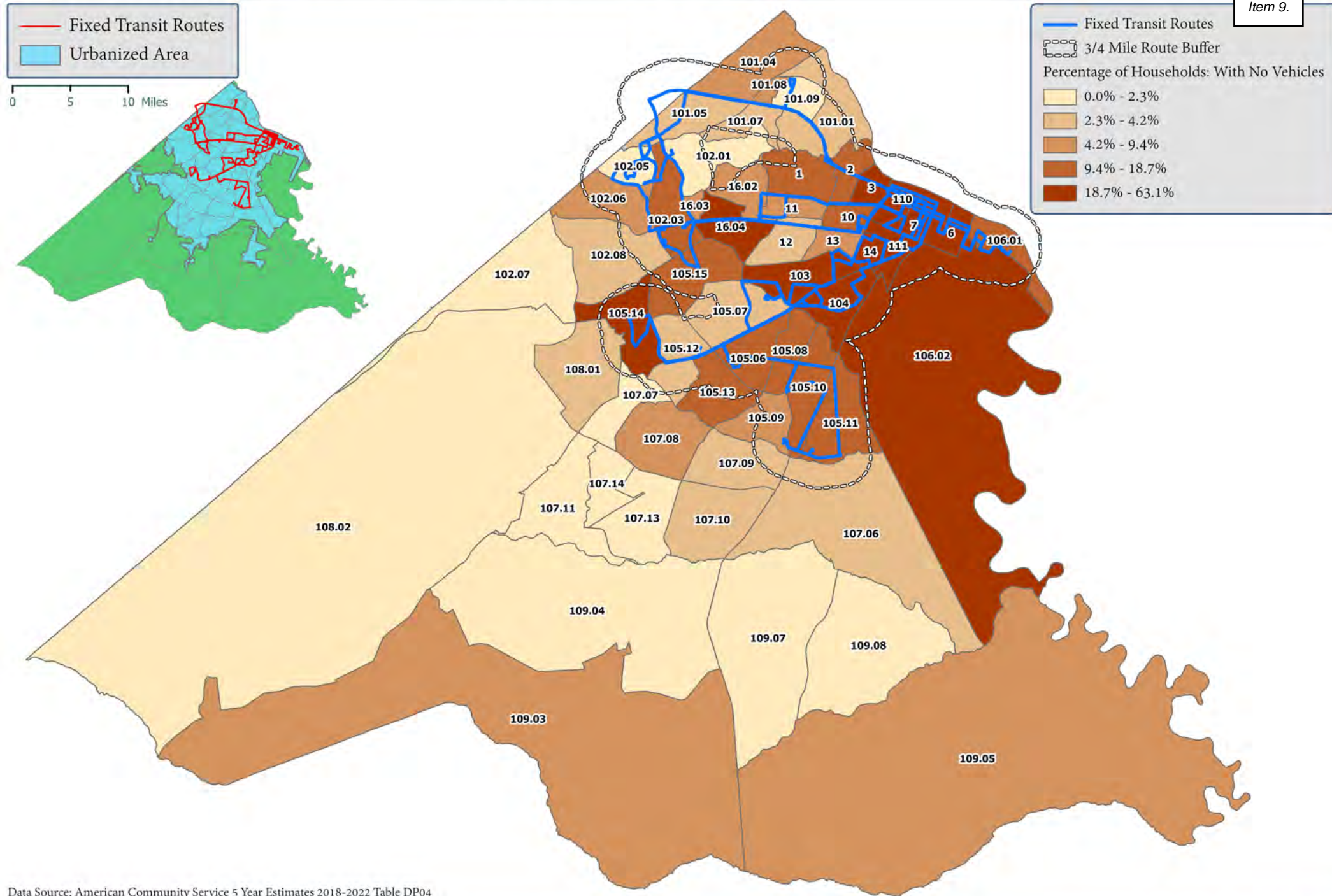
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# Percentage of Occupied Households with Zero Vehicles Year 2022

Item 9.



Data Source: American Community Service 5 Year Estimates 2018-2022 Table DP04

Augusta, GA Disclaimer

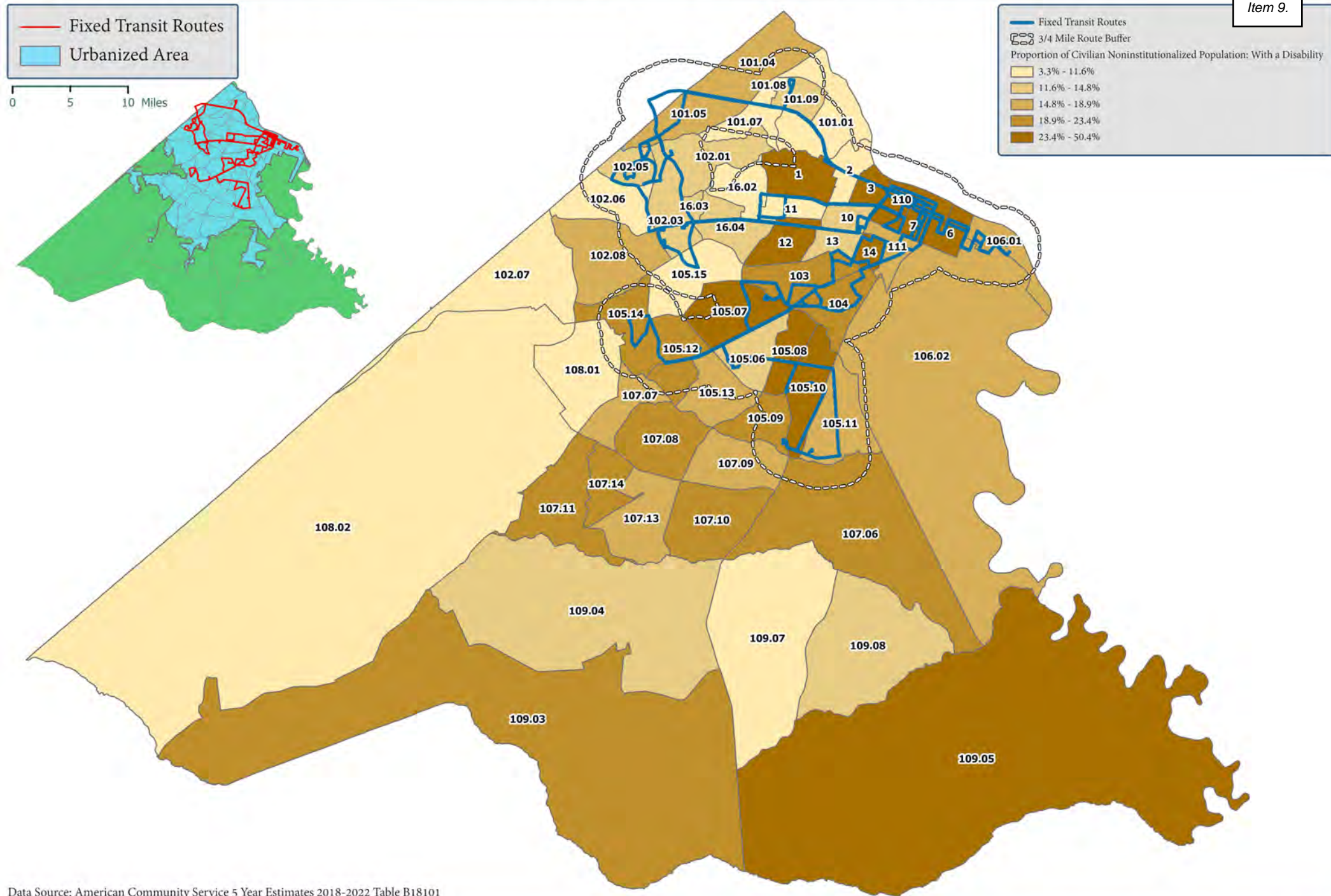
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pg001\_01BMap001\_AugustaRichmondCountyTransitRoutes\_CensusDataReport



# Proportion of Civilian Noninstitutionalized Population with a Disability Year 2022



Data Source: American Community Service 5 Year Estimates 2018-2022 Table B18101

Augusta, GA Disclaimer

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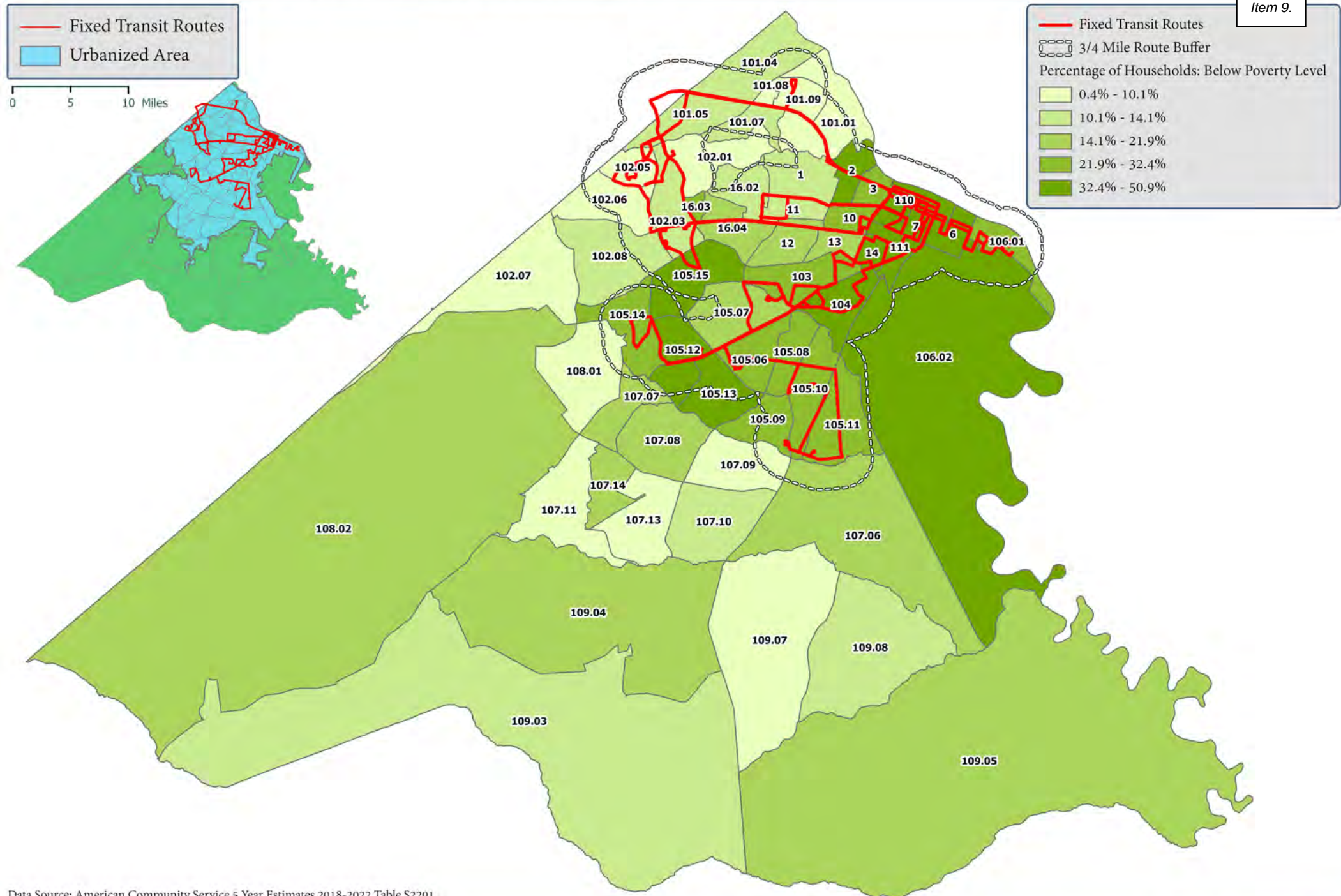
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3/7/2024 Moeller  
pg001\_01BMap001\_ArcGISProOutput/Transit/Transit\_CensusColorLegend



# Proportion of Households Below Poverty Level Year 2022

Item 9.



Data Source: American Community Service 5 Year Estimates 2018-2022 Table S2201

Augusta, GA Disclaimer  
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# Appendix J

## Title VI Equity Analysis

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# AUGUSTA PUBLIC TRANSIT

## EQUITY ANALYSIS REPORT

2844 REGENCY BOULEVARD, GA

MAIN STREET CONNECTIONS



## **EXECUTIVE SUMMARY**

Augusta Public Transit (APT) has prepared a Transit Equity Analysis for their new bus maintenance and administrative facility to be located at 2844 Regency Boulevard, Augusta, Georgia. The transit facility is currently in the planning phase, and is slated for construction in 2017. Because the facility was funded utilizing Federal Transportation Administration (FTA) funds, APT must comply with FTA's Title VI, Civil Rights regulations of the new maintenance facility. These requirements are defined in FTA's Circular C 4702.1B, dated October 1, 2012. Chapter III, Section 13 refers to the Determination of Site or Location of Facilities. Specifically, Title 49 CFR Section 21.9 (b)(3) states "In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, national origin;" Compliance is defined as no disparate impacts or disproportionate burden occurs as a result of the construction of APT's transit facility. This transit equity analysis will provide an in depth overview of the requirements to illustrate APT's compliance with Title VI requirements.

## **APT's TITLE VI COMPLIANCE**

APT has an established Title VI Compliance process to ensure that they are meeting all Civil Rights requirements. APT's most recent Title VI report was finalized in March 2015, and approved by FTA in January 2016. APT's Title VI policy is extremely comprehensive and includes detailed information regarding APT's Title VI complaint process, as well as demographic mapping illustrating the densities and locations of minority populations within APT's service area. APT has a designated Title VI officer who responds to grievances and customer complaints should they arise. APT's Title VI policy includes a detailed procedure that is followed to ensure that passenger complaints regarding discrimination are handled fairly, and that all complaints are resolved in a timely fashion. APT's Title VI Report, as well as the website details the Title VI process, so that the process is transparent and any passengers who may wish to file a complaint have clear guidance on the process, and what to expect as an outcome.

## **PROJECT BACKGROUND**

### **PROJECT PLANNING**

The project planning and site selection process for APT's new transit facility began in 2013. Augusta Public Transit's (APT) current vehicle maintenance facility is beyond its useful life to repair or rehabilitate, in a practical and cost effective manner. The purpose of the new operations and maintenance facility, is to allow Augusta Public Transit (APT) the opportunity to move from their current facility, to a new space for improved operational efficiency of the current fleet. In addition, the new facility will allow APT to expand operations to meet current ridership needs,

and enhance public transportation in the region. A new facility is also necessary to properly maintain APT's capital assets. The facility will have five (5) maintenance bays, a chassis wash, and bus wash located within a full service lane. The facility will be designed to easily retrofit and accommodate CNG vehicles should APT choose this vehicle configuration in the future.

The administration portion of the facility will provide offices and work stations to meet current as well as future staffing needs. Other features of the new facility will include: a driver breakroom with lockers, a dispatch and mobility center to support APT's paratransit needs, and several training rooms to accommodate multiple department training needs. The facility will also be supported with a stand by generator to fully operate the facility when emergencies arise.

To date, the site selection search has identified two potentially viable sites for the facility, one located at 2844 Regency Boulevard, and another site located at 1517 Gordon Highway. The project site selection process has included a Phase I Environmental Site Assessment (ESA) for this site. The Phase I ESA results did not identify hazardous materials on this particular site.

Because the site selection process is not yet finalized, there have been no public hearings held at this time. Once the site has been selected, the public hearing process will begin. The public hearing process will allow local residents the opportunity to voice their opinion on the project location, and enables the project team to describe the project more fully and to showcase the facility rendering and site plan. The Categorical Exclusion for this site is currently in the preparation phase, and once fully complete, will be submitted to FTA for their review and approval of the final site selected at 2844 Regency Boulevard. APT's maintenance facility will most likely fall under a c (9) categorical exclusion under Section 771.118. The c (9) determination is the "construction of facilities that is consistent with existing land use and zoning requirements, and uses primarily land disturbed for transportation use." The site selected for the facility location is in an area that is zoned for a bus maintenance facility, which allows for those associated uses and activities.

## PLANNING STUDIES

There have been numerous planning and transportation planning studies developed in the Augusta, Georgia-Richmond County area over the past decade. The list below illustrates recent studies with the most relevance to this particular project.

- ✓ Augusta-Richmond County Comprehensive Plan (October 2008)
- ✓ APT Transit Development Plan (December 2009)
- ✓ Augusta-Richmond MPO Regional Freight Plan (Draft January 2009)
- ✓ Augusta Regional Transportation Study (September 2006)
- ✓ Augusta Regional Transportation Study Transportation Vision 2040



## **APT TRANSIT FACILITY DETAILS**

APT's new transit facility will be located at 2844 Regency Boulevard, Augusta GA 30904. Once complete, the facility will encompass a total of 30,124 square feet, of which 20,783 square feet will be comprised of bus maintenance operations, 2,325 square feet designated for administrative and office space use, 1,885 square feet for operations, and 5,130 square feet in shared area use. There will be space to accommodate 40 buses to be housed on site, and additional space to accommodate 9 transit support vehicles. Employee parking will total 86 spaces, with 4 visitor parking spaces for a total of 90 parking stalls on the site. The lot size located at 2844 Regency Boulevard is 4.9 acres in size, and construction is anticipated to begin in March of 2017.

## **FIGURE 1- AERIAL SITE VIEW**

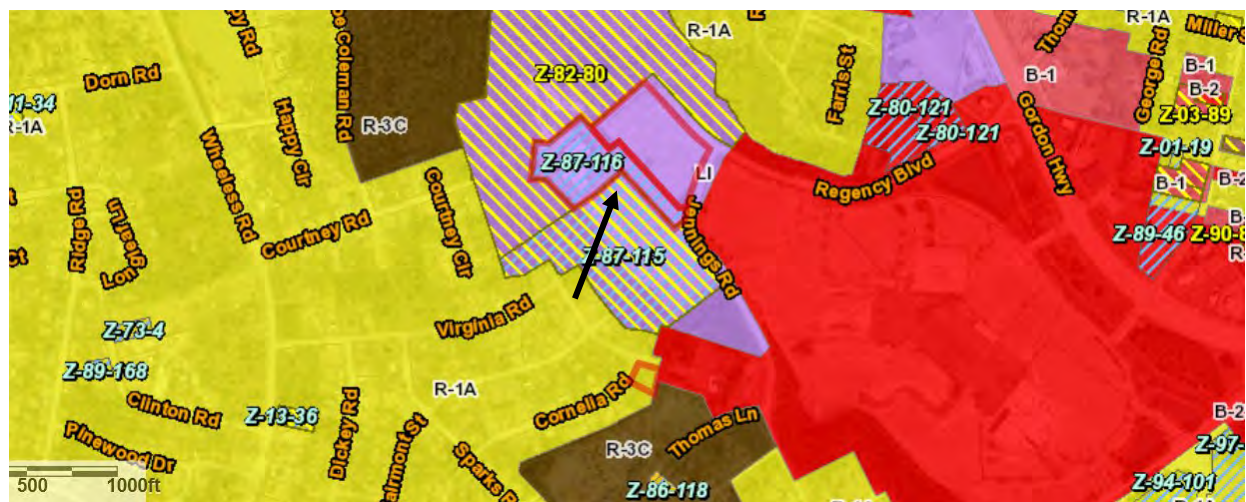


Zoning for the proposed facility located at 2844 Regency Boulevard and 2413 Jennings Road is zoned Light Industry (LI), shown in Figure 2 below. According to the City of Augusta's "Comprehensive Zoning Ordinance," the uses allowed in this zone specific to APT's proposed facility include: general storage, warehouse facilities, light manufacturing, storage of heavy equipment and trucks, and automotive repair and storage. Automotive repair is allowed under the stipulation that "all repair work and vehicle storage shall be conducted within an area enclosed on all sides by a solid wall, or finished fence not less than six (6) feet in height." As shown in the map below the project site is immediately surrounded by Light Industrial Zones on all sides and a large B-2 Business zone shown in red to the southeast of the site. The site is situated in an area with good roadway access to Route 278, yet situated off the main corridor for ease of access to the site. It is also located in area behind a large vacant mall, and other vacant industrial parcels. The siting of the facility at the location at 2844 Regency Boulevard/2413 Jennings Road

provides the opportunity to breathe new life into an underutilized industrial location. Since APT is the public transit system in the community, the project also brings about a local presence to this location.

Several use restrictions of the LI zone specific to the proposed transit facility include the emissions of noxious gases and odors associated with the facility use, as well as noise or vibrations associated with the facility. Parking of vehicles other than employees or customers of the facility is not permitted within 50 feet of an R-1 zone. Because the site is at 2844 Regency Boulevard 4.9 acres in size, and the site at 2413 Jennings Road is 4.75 acres, the facility will be able to meet the parking requirements. The facility is not expected to emit noxious gases or odors associated with its use, nor is excessive noise anticipated with the maintenance of transit vehicles in an indoor environment.

**FIGURE 2- ZONING MAP**



The population data in the City of Augusta Georgia, and Richmond County is shown in Table 1 below. It is important to note that the Augusta- Richmond County GA-SC Metropolitan Statistical Area (MSA) as of 2014 has a total population of 564,873. For the purposes of this study, we are focusing on the City of Augusta - Richmond County data set due to the location of the study site, and to accurately compare the demographic information of the area as a whole to the  $\frac{3}{4}$  of a mile site analysis.

Of the total population in the City of Augusta/Richmond County, African Americans represent the majority of the population at 55% with whites as the second largest group at 39%. The three other population groups of Hispanic, Asian and Other which includes Native American make up 4%, 2%, and 2% of the population respectively. In the State of Georgia as a whole, whites



represent 60% of the population, and the African American population represents 30% of the population state wide.

**Table #1 - Population Data**

	<i>Augusta-Richmond County</i>	<i>Percent</i>	<i>Columbia County</i>	<i>Percent</i>	<i>State of Georgia</i>	<i>Percent</i>
<b>US Total Population</b>	195,844	100%	124,053	100%	9,687,653	100%
<b>Total White</b>	76,573	39%	94,867	76%	5,787,440	60%
<b>Total African American</b>	107,182	55%	18,439	15%	2,950,435	30%
<b>Total Hispanic</b>	8,053	4%	6,175	5%	853,689	9%
<b>Total Asian</b>	3,312	2%	4,761	4%	314,467	3%
<b>Total Other</b>	3,683	2%	2,497	2%	427,822	4%

*Source: US Census*

Table 2 below illustrates the relevant economic data for the City of Augusta/Richmond County Consolidated area, Columbia County Georgia, and the State of Georgia as a comparison. The low income population in Augusta/Richmond County is higher than the state of Georgia as a whole, and higher than Columbia County. Conversely, the median household income is highest in Columbia County, and higher in the state of Georgia as compared to Augusta/Richmond County by nearly \$12,000.

**Table #2 - Economic Data**

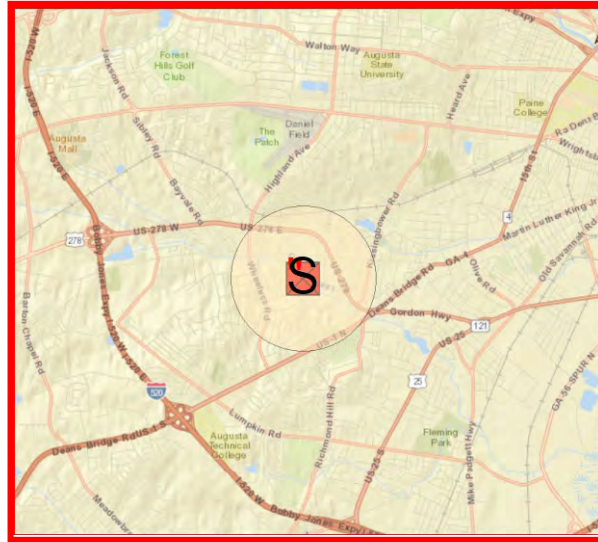
	<i>Augusta/Richmond County GA</i>	<i>Columbia County GA</i>	<i>State of Georgia</i>
<b>Median Household Income</b>	\$37,593	\$68,516	\$49,342
<b>Mean Travel time to Work</b>	20 mins	24.7 mins	27.2 mins
<b>Persons In Poverty</b>	25.7%	9.5%	18.3%
<b>Population per Square Mile</b>	647.5	427.6	168.4

*Source: US Census*

### **3/4 MILE SITE ANALYSIS**

Proposed Construction Site:

2844 Regency Boulevard, Augusta GA






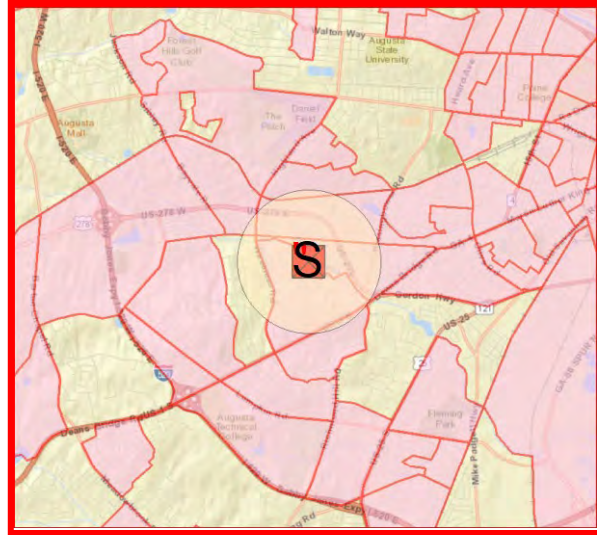
### **LOW INCOME**

The designated construction area has evidence of low to moderate income population. These designated areas indicate 51% or more of individuals are in low or moderate income families. However, because the proposed construction area is in an already industrialized area it is not anticipated it will pose any additional impact on said populations.

The Area Median Income in the Augusta/Richmond County Metropolitan Statistical Area (MSA) for a family of four in 2016 is \$59,100. Low income in the Augusta MSA is considered \$24,840 for a family of one, and \$35,460 for a family of four to be considered eligible for Low Income Housing Tax Credits or eligible for the HOMES program. These figures are derived from the Federal Housing and Urban Development Area Median Income rates.



**Legend**

-  ¾ miles Buffer Zone
-  2844 Regency Boulevard, Augusta GA
-  Low to Moderate Income Areas




**POPULATION DENSITY**

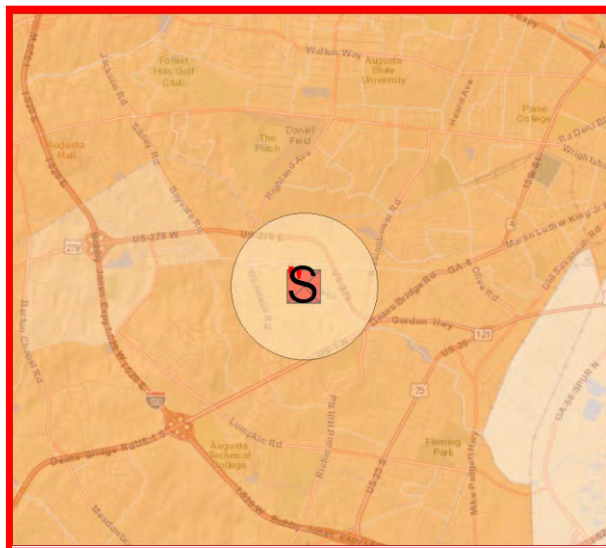
The designated area ¾ of a mile radius from the proposed site occupies seven (7) census block groups, with an estimated population of 2,793 individuals. The average population density within the ¾ of a mile radius is 2,472 persons per square mile. This falls within the higher population density range in the proposed construction area. Because the proposed construction area is in an already industrialized area it is not anticipated it will pose any additional impact on said populations.

**Legend**

-  ¾ miles Buffer Zone
-  2844 Regency Boulevard, Augusta GA

**2012 Population Density**



-  1,001 to 10,000 people
-  101 to 1,000 people
-  100 or less people








## **SENIOR POPULATION**

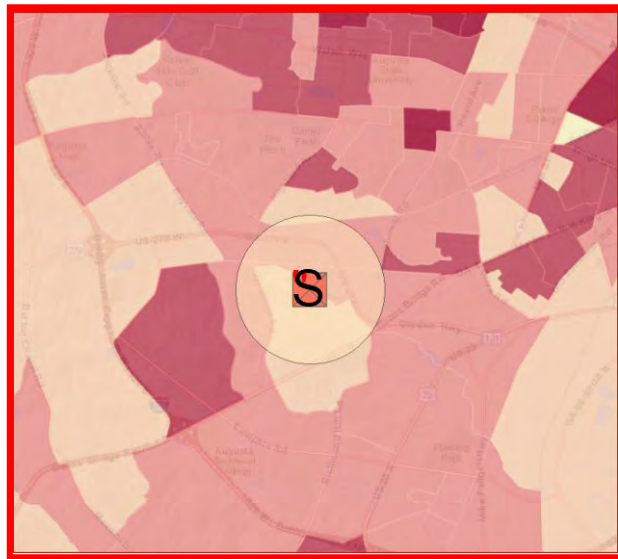
Within the  $\frac{3}{4}$  of a mile radius from the proposed construction site, there is both low and moderate senior populations as illustrated on the map below. There is both an estimated senior population of less than 2%, and the range of 2.1% to 10%. This statistic is not significant however, and the proposed site is determined to have no significant impact on senior populations within the  $\frac{3}{4}$  radius of the proposed site.

### **Legend**

-   $\frac{3}{4}$  miles Buffer Zone
-  2844 Regency Boulevard, Augusta GA

### **Population 65+ Years Old**

-  27.1% or more
-  19.1% to 27%
-  10.1% to 19% (US Avg: 13.5%)
-  2.1% to 10%
-  2% or less
-  No population



## **AFRICAN AMERICAN POPULATION**

The African American population within  $\frac{3}{4}$  of a mile from the proposed facility location is in the range of 19.1% - 30% which is the high range. The significance of this range for this area is low due to the fact that the African American population makes up the majority of the population at 55%. The proposed construction site is located in an industrial zone, and is not anticipated it will pose any additional impact on said populations.






**Legend**

 ¾ miles Buffer Zone



2844 Regency Boulevard, Augusta GA

**Percent African American population**

-  Very High (More than 30%)
-  High (19.1% - 30%)
-  Average (7.1% - 19%)
-  Low (7% or less)
-  None

**OTHER POPULATION DEMOGRAPHICS**

Other population demographics by race located within the designated ¾ mile proposed construction site include the following: Native American (less than 1%), Asian (less than 2%), Pacific Islander (less than .5%), and other populations approx. 1%. This population falls within the low-range of approximately less than 2%. Therefore, there is no significant impact or disproportionate burden on these populations residing ¾ of a mile from the proposed facility.

**Table #3 - Population Data**

	<i>City Augusta/Richmond Co.</i>	<i>Percent</i>	<i>¾ Mile Site</i>	<i>Percent</i>
<b>Total Population</b>	195,844	100%	2,793	100%
<b>Total White</b>	76,573	39%	1092	39%
<b>Total African American</b>	107,182	55%	1528	54.7%
<b>Total Asian</b>	3,312	2.5%	47	1.70%
<b>Total Other</b>	3,683	1.6%	126	4%
<b>Low Income</b>	-	25.7%	627	51%

*Source: US CENSUS*

## **CONCLUSION**

Augusta Public Transit is committed to the compliance of Title VI requirements outlined in FTA's Circular 4702.1B, and ensures continuing compliance with the timely update of the Title VI Policy, the open process by which the public was informed of the new facility, the full transparency of APT's Title VI process, and in the preparation of this Transit Equity Analysis Report for the construction of the new transit maintenance facility. The data and analysis that was performed as part of the Categorical Exclusion that was approved as part of the planning process for the transit facility, as well as the public hearings that occurred illustrate compliance with respect to Title VI regulations.

Based upon the results of this analysis, it has been determined that there are no disparate impacts or disproportionate burden on minority or low income populations based on the results of this study. The proposed transit facility is to be located within an industrial zone with the express purpose of siting businesses used for heavy manufacturing. The facility location, and the associated uses of the transit facility in this zone is consistent with the allowable land uses designed to minimize impacts to nearby residential communities. The data in this report shows that there are 2,793 residents living within  $\frac{3}{4}$  of a mile radius of the facility. The resulting analysis shows that the demographics within the greater August region compared to the  $\frac{3}{4}$  of a mile radius within the proposed facility site are virtually the same. Although the percentages for the low to moderate income population is higher in the  $\frac{3}{4}$  of a mile radius at 51% as compared to the region as a whole, it is not significant enough to pose a disparate impact to low income populations. Overall the facility location is well suited for the purposes of constructing APT's transit maintenance facility, and does not indicate disparate impacts or disproportionate burden on minority or low income populations as a result of siting the facility in this location.



## Public Services Committee Meeting

Meeting Date: April 30, 2024

Augusta Regional Airport

<b>Department:</b>	Augusta Regional Airport – Fuel Farm Improvements, Change Order No. 2
<b>Presenter:</b>	Herbert Judon
<b>Caption:</b>	Motion to Approve Change Order No. 2 to contract with RW Allen Construction, LLC in the amount of (\$1,730.80). Approved by the Augusta Aviation Commission on March 28, 2024 (23BFA132).
<b>Background:</b>	<p>RW Allen Construction, LLC is currently contracted to construct the Fuel Farm Improvement project. This requested Change Order No. 2 includes costs associated with additional bollards located around the new Fuel Farm required by State Inspection agencies and a new electrical access panel within the testing building.</p> <p>Along with the aforementioned costs included within Change Order No. 2, there are also savings identified within the project due to as constructed/actual field conditions and scope changes. These items included the removal of an excavated inlet sediment trap, the removal of a temporary diversion channel, removal of water quality monitoring, sampling and inspections, and the removal of topsoil within the staging area.</p> <p>The additional bollards identified and quantified within this Change Order request are due to the code and inspection requirements with the city of Augusta and State of Georgia. During construction, the proposed layout was provided to the inspection agencies for approval and in doing so, additional bollards around the new Fuel Farm layout were identified. This change ended up in totaling 62 additional bollards not previously included within the project along with additional mobilization/markup. This requirement was not previously in practice at the existing facility nor was deemed to be required during the permitting process.</p>
<b>Analysis:</b>	<p>Staff has evaluated the Change Order request provided by RW Allen and finds that the costs associated with the new line item(s) are acceptable and are within the unit prices provided as part of the original contract and/or within the industry.</p> <p>This is the second Change Order for this project and revises RW Allen's contract to \$2,692,913.16.</p>
<b>Financial Impact:</b>	This Change Order will result in a net decrease to the overall project.
<b>Alternatives:</b>	To deny.

**Recommendation:** Recommend Approval. Approved by the Augusta Aviation Commission on March 28, 2024.

**Funds are available in the following accounts:** 551081306-5414910

**REVIEWED AND** N/A  
**APPROVED BY:**





# CHANGE ORDER

**OWNER -** Augusta Aviation Commission  
Augusta Regional Airport  
1501 Aviation Way  
Augusta, GA 30906  
Ph: 706-796-4010

**ARCHITECT / ENGINEER –** Mead & Hunt, Inc.

5955 Core Road, Suite 515  
North Charleston, SC 29406  
Ph. (843) 486-8330

**PROJECT:** AGS Fuel Farm Improvements  
Project No.: 0119700-210446.02

**CHANGE ORDER NO.:** 02  
**Date:** 03/28/2024  
**Cc:**

**CONTRACTOR:** RW Allen Construction, LLC  
1015 Broad St, Augusta, GA 30901

## DESCRIPTION of CHANGE:

CP No.	Description	Amount
COP-2	Additional Bollards Required	\$93,752.00
COP-2	Control Building Electrical Access Panel	\$488.00
	General Contractor Fee and Overhead Fee (7.5%)	\$7,068.00
	Insurance (0.5%)	\$471.20
	<b>TOTAL</b>	<b>\$101,779.20</b>

CP No.	Description	Amount
COP-2	Emergency Erosion Control Mobilization	(\$1,950.00)
COP-2	Construct, Maintain, and Remove Excavated Inlet Sediment Trap	(\$7,500.00)
COP-2	Construct, Maintain, and Remove Temporary Diversion Channel	(\$6,405.00)
COP-2	Water Quality Monitoring and Sampling	(\$6,300.00)
COP-2	Water Quality Inspections	(\$5,400.00)
COP-2	Topsoiling, Staging Area	(\$75,955.00)
	<b>TOTAL</b>	<b>(\$103,510.00)</b>

## PROVIDED JUSTIFICATION:

1. Costs associated with the additional work are required per the code enforcement official.
2. The contractor believes that figures in the CO to be reasonable and therefore final.
3. RW Allen has executed a change order with the subcontractor in order to move forward as a good faith effort.

## ADJUSTMENT of CONTRACT SUM

Original Contract Sum:	\$ 2,660,424.91
Prior Adjustments:	\$ 34,215.96
Contract Sum Prior to this Change:	\$ 2,694,640.87
Adjustment for this Change:	\$ (\$1,730.80)
Revised Contract Sum:	\$ 2,692,913.16

## ADJUSTMENT of CONTRACT TIME

Original Contract Time:	180 (days)
Prior Adjustments:	0 (days)
Contract Time Prior to this Change:	180 (days)
Adjustment for this Change:	5 (days)
Revised Contract Time:	185 (days)

Contractor waives any claim for further adjustments of the Contract Sum and Contract Time related to the above described change in the work.

**ENGINEER**

Recommended by: Mead &amp; Hunt

\_\_\_\_\_  
Engineer\_\_\_\_\_  
Date**OWNER'S REPRESENTATIVE**

Recommended by:

\_\_\_\_\_  
Representative\_\_\_\_\_  
Date**CONTRACTOR**

Accepted by:

\_\_\_\_\_  
Date**OWNER**

Approved by:

\_\_\_\_\_  
Date



# PCCO #002

R W Allen Construction LLC  
1015 Broad St  
Augusta, Georgia 30901  
Phone: (706) 733-2800  
Fax: (706) 733-3879

Project: 23-160 - AGS Fuel Farm  
1501 Aviation Way  
Augusta, Georgia 30908

## Prime Contract Change Order #002: Change Order #02

<b>TO:</b>	Augusta Regional Airport 1501 Aviation Way Augusta, Georgia 30908	<b>FROM:</b>	RW Allen Construction LLC 1015 Broad St Augusta, Georgia 30901
<b>DATE CREATED:</b>	2/13/2024	<b>CREATED BY:</b>	Alex Koch (RW Allen Construction LLC)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	02/21/2024
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>SCHEDULE IMPACT:</b>	5 days	<b>EXECUTED:</b>	No
<b>REVISED SUBSTANTIAL COMPLETION DATE:</b>		<b>SIGNED CHANGE ORDER RECEIVED DATE:</b>	
<b>CONTRACT FOR:</b>	23-160:Fuel Farm Improvements	<b>TOTAL AMOUNT:</b>	(\$1,730.80)
<b>DESCRIPTION:</b>			
<b>ATTACHMENTS:</b>			

### POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
002	PR#01 - RFI #16: Tank Pad Bollards	5 days	\$101,252.16
005	Control Building Access Panel	0 days	\$527.04
008	Decoped Items		(\$103,510.00)
<b>Total:</b>			<b>(\$1,730.80)</b>

### CHANGE ORDER LINE ITEMS:

#### PCO # 002: PR#01 - RFI #16: Tank Pad Bollards

#	Budget Code	Description	Amount
1	3-010-100.SU Jet Fuel Tanks Containment Pad	Tank Bollards	\$93,752.00
<b>Subtotal:</b>			<b>\$93,752.00</b>
Overhead and Profit (7.50% Applies to all line item types.):			\$7,031.40
Bonds and Insurance (0.50% Applies to all line item types.):			\$468.76
<b>Grand Total:</b>			<b>\$101,252.16</b>

#### PCO # 005: Control Building Access Panel

#	Budget Code	Description	Amount
1	9-250-100.SU Gypsum & Metal Stud Sub.Subcontract	Access Panel	\$488.00
<b>Subtotal:</b>			<b>\$488.00</b>
Overhead and Profit (7.50% Applies to all line item types.):			\$36.60
Bonds and Insurance (0.50% Applies to all line item types.):			\$2.44
<b>Grand Total:</b>			<b>\$527.04</b>

#### PCO # 008: Decoped Items

#	Budget Code	Description	Amount
1	2-400-200.SU Emergency Erosion Control Maintenance	Emergency Erosion Control	\$(1,950.00)



PCCO #002

#	Budget Code	Description	Amount
2	2-950-300.SU Topsoiling Staging Area	Topsoiling Staging Area	\$(75,955.00)
3	2-120-200.SU Water Quality Inspections	Water Quality Inspections	\$(5,400.00)
4	2-120-300.SU Water Quality Monitoring and Sampling	Water Quality Monitoring and Sampling	\$(6,300.00)
5	2-400-400.SU Construction Entrance	GDOT 163.2 - Construct Main Remove Excav Inlet Sed Trap	\$(7,500.00)
6	2-400-400.SU Construction Entrance	GDOT 163.3 - Construct Main Remove Temp Div Channel	\$(6,405.00)
Subtotal:			\$(103,510.00)
Grand Total:			\$(103,510.00)

The original (Contract Sum)	\$2,680,428.00
Net change by previously authorized Change Orders	\$34,215.98
The contract sum prior to this Change Order was	\$2,694,643.98
The contract sum will be decreased by this Change Order in the amount of	(\$1,730.80)
The new contract sum including this Change Order will be	\$2,682,913.18
The contract time will be increased by this Change Order by 5 days.	

Edwin Scott (Mead &amp; Hunt)

Augusta Regional Airport  
1501 Aviation Way  
Augusta, Georgia 30906

RW Allen Construction LLC  
1015 Broad St  
Augusta, Georgia 30901

*Alex Koch* 02/29/2024

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

**PCO #002**

R W Allen Construction LLC  
1015 Broad St  
Augusta, Georgia 30901  
Phone: (706) 733-2800  
Fax: (706) 733-3879

Project: 23-160 - AGS Fuel Farm  
1501 Aviation Way  
Augusta, Georgia 30906

## Prime Contract Potential Change Order #002: PR#01 - RFI #16: Tank Pad Bollards

<b>TO:</b>	Augusta Regional Airport 1501 Aviation Way Augusta, Georgia 30906	<b>FROM:</b>	RW Allen Construction LLC 1015 Broad St Augusta, Georgia 30901
<b>PCO NUMBER/REVISION:</b>	002 / 0	<b>CONTRACT:</b>	23-160 - Fuel Farm Improvements
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Alex Koch (RW Allen Construction LLC)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	1/23/2024
<b>REFERENCE:</b>	C-321	<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>	5 days	<b>PAID IN FULL:</b>	No
<b>EXECUTED:</b>	No	<b>SIGNED CHANGE ORDER RECEIVED DATE:</b>	
		<b>TOTAL AMOUNT:</b>	\$101,252.16

**POTENTIAL CHANGE ORDER TITLE:** PR#01 - RFI #16: Tank Pad Bollards

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

- Cost to add sixty-two (62) bollards at tank pads per RFI #16 and revised sheet C-321.
- Bollards are 8" diameter steel, filled with grout, dome top, and trowel smooth, painted yellow (not galvanized).

**ATTACHMENTS:**

[Estimate\\_1134\\_from\\_Johnson\\_Smith\\_Construction\\_LLC.pdf](#) , [\\_RFI 016 - Tank Pad - Bollards - Response - Signed \(1\).pdf](#)

#	Budget Code	Description	Amount
1	3-010-100.SU Jet Fuel Tanks Containment Pad	Tank Bollards	\$93,752.00
<b>Subtotal:</b>			<b>\$93,752.00</b>
Overhead and Profit (7.50% Applies to all line item types.):			\$7,031.40
Bonds and Insurance (0.50% Applies to all line item types.):			\$468.76
<b>Grand Total:</b>			<b>\$101,252.16</b>

Edwin Scott (Mead & Hunt)

Augusta Regional Airport  
1501 Aviation Way  
Augusta, Georgia 30906

RW Allen Construction LLC  
1015 Broad St  
Augusta, Georgia 30901

SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
-----------	------	-----------	------	-----------	------


**Johnson & Smith Construction, LLC**

4011 Enterprise Ct

Augusta, GA 30907

msmith1jsconstructionllc@gmail.com

**Estimate**

ADDRESS

Alex Koch

ESTIMATE

1134

DATE

01/22/2024

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	<b>Bollard</b>	<b>We will Supply All material and labor to in order to perform this job. We will paint bollards after installed as well</b>	<b>62</b>	<b>1,496.00</b>	<b>92,752.00</b>
	<b>Move in/Move out</b>		<b>1</b>	<b>1,000.00</b>	<b>1,000.00</b>

This is a firm-key bid where Johnson & Smith construction supplies all materials

TOTAL

**\$93,752.00**

Accepted By:

Accepted Date

Thank you for your business!

Page 1 of 1

**PCO #005**

R W Allen Construction LLC  
1015 Broad St  
Augusta, Georgia 30901  
Phone: (706) 733-2800  
Fax: (706) 733-3879

Project: 23-180 - AGS Fuel Farm  
1501 Aviation Way  
Augusta, Georgia 30908

## Prime Contract Potential Change Order #005: Control Building Access Panel

<b>TO:</b>	Augusta Regional Airport 1501 Aviation Way Augusta, Georgia 30908	<b>FROM:</b>	RW Allen Construction LLC 1015 Broad St Augusta, Georgia 30901
<b>PCO NUMBER/REVISION:</b>	005 / 0	<b>CONTRACT:</b>	23-180 - Fuel Farm Improvements
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Alex Koch (RW Allen Construction LLC)
<b>STATUS:</b>	Approved	<b>CREATED DATE:</b>	2/2/2024
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	#002 - Change Order #02
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>	0 days	<b>PAID IN FULL:</b>	No
<b>EXECUTED:</b>	No	<b>SIGNED CHANGE ORDER RECEIVED DATE:</b>	
		<b>TOTAL AMOUNT:</b>	\$527.04

**POTENTIAL CHANGE ORDER TITLE:** Control Building Access Panel

**CHANGE REASON:** Allowance

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract is Changed As Follows)*

- Add Ceiling Access Panel to the control building per RFI #19

**ATTACHMENTS:**

#	Budget Code	Description	Amount
1	9-250-100.SU Gypsum & Metal Stud Sub.Subcontract	Access Panel	\$488.00
<b>Subtotal:</b>			<b>\$488.00</b>
Overhead and Profit (7.50% Applies to all line item types.):			\$38.60
Bonds and Insurance (0.50% Applies to all line item types.):			\$2.44
<b>Grand Total:</b>			<b>\$527.04</b>

Edwin Scott (Mead & Hunt)

Augusta Regional Airport  
1501 Aviation Way  
Augusta, Georgia 30908

RW Allen Construction LLC  
1015 Broad St  
Augusta, Georgia 30901

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



1965 International Court  
Grovetown, GA 30813

706-799-4228

## CHANGE ORDER PROPOSAL

To: RW Allen  
Date: 1-30-24  
Job: Airport Fuel Farm  
Arch: Mead and Hunt

Labor and material to install the following revised scope of work:

1. Material and labor to reframe hat channel to accommodate a 2'x2' access panel.
2. Material and labor to install a 2'x2' access panel in the drywall ceiling. Panel to be non-rated, no lock, with exposed flange

**Total for this Change : \$488**

Branan Ruffin  
*Georgia Drywall, Inc.*





### CONTRACTOR SUBMITTAL TRANSMITTAL FORM

Project Name: <b>AGS Gates 3 &amp; 4</b>	Date: <b>01/26/2024</b>
Contractor: <b>RW Allen Construction</b>	Owner: <b>AGS</b>
Subcontractor: <b>J&amp;S Concrete</b>	Project No.: <b>23-175</b>
Submittal Title: <b>Pipe Bollards</b>	Submittal Number:

#### Submittal Certification

R.W. Allen Construction, LLC



Approved



Approved As Noted



Reviewed



Revise & Resubmit

Reviewer Signature: *Alex Koch*

Date: **01/26/2024**

APPROVAL DOES NOT RELIEVE THE SUPPLIER OF SUBCONTRACTOR OF ANY RESPONSIBILITY FOR COMPLIANCE WITH CONTRACT DOCUMENTS.

Contractor Notes:



www.axispipeandtube.com  
www.axispipeandtube.com

# MILL TEST REPORT

**CLIENTE / SOLD TO**  
Kelly Pipe Company  
PO Box 2827  
Santa Fe Springs CA 90670

**DESTINATION / SHIP TO**  
Southland Pipe  
5311 Southland Circle  
Darien, AL 35022

**FACTURAMORSE**  
1600037289

**REFERENCIA / REFER**  
1600037289

**FECHA / DATE**  
06/04/2021

P.O.	ORDER	COL	PACKAGE	CODE	MATERIAL DESCRIPTION	LENGTH	%C	%Mn	%P	%S	%Si
10736680	630002951	0017068284	DG00011788	335706	ASTM 8.625 0.250 A252 DR GR3 PE	42.000 Feet	0.0600	0.8400	0.0090	0.0020	0.2100
10736680	630002951	0018227627	DG00013326	335706	ASTM 8.625 0.250 A252 DR GR3 PE	42.000 Feet	0.0600	0.8200	0.0060	0.0040	0.2100
10736680	630002951	0016601632	DG00011103	335772	ASTM 10.750 0.250 A252 DR GR3 PE	42.000 Feet	0.0000	0.0000	0.0000	0.0000	0.2200
10736680	630002951	0016548336	DG00011004	335515	ASTM 10.750 0.250 A252 DR GR3 PE	42.000 Feet	0.0500	1.1700	0.0120	0.0020	0.2200
10736680	630002951	0016548990	DG00011099	335515	ASTM 10.750 0.250 A252 DR GR3 PE	42.000 Feet	0.0600	1.1700	0.0110	0.0010	0.2100
10736680	630002951	0016616168	DG00011135	335515	ASTM 10.750 0.250 A252 DR GR3 PE	42.000 Feet	0.0500	1.1500	0.0110	0.0030	0.2100
10736680	630002951	0016616009	DG00011143	335515	ASTM 10.750 0.250 A252 DR GR3 PE	42.000 Feet	0.0400	2.1500	0.0120	0.0040	0.2200
10736680	630002951	0016616176	DG00011152	335818	ASTM 10.750 0.250 A252 DR GR3 PE	42.000 Feet	0.0600	1.1700	0.0100	0.0030	0.2100
10736680	630002951	0016601028	DG00011158	335515	ASTM 10.750 0.250 A252 DR GR3 PE	42.000 Feet	0.0500	1.1500	0.0130	0.0030	0.2200
10736680	630002951	0016596182	DG00011160	335515	ASTM 10.750 0.250 A252 DR GR3 PE	42.000 Feet	0.0600	1.1700	0.0110	0.0030	0.2100
10736680	630002951	0016542472	DG00011163	335515	ASTM 10.750 0.250 A252 DR GR3 PE	42.000 Feet	0.0600	1.1800	0.0110	0.0020	0.2300
10736680	630002951	0016616185	DG00011151	335515	ASTM 10.750 0.250 A252 DR GR3 PE	42.000 Feet	0.0500	1.1800	0.0100	0.0020	0.2200
10736680	630002951	0016864153	DG00011163	335515	ASTM 10.750 0.250 A252 DR GR3 PE	42.000 Feet	0.0600	0.5200	0.0100	0.0030	0.2100
10736680	630002951	0017109343	DG00012870	335818	ASTM 10.750 0.250 A252 DR GR3 PE	42.000 Feet	0.0500	0.8000	0.0090	0.0040	0.2000

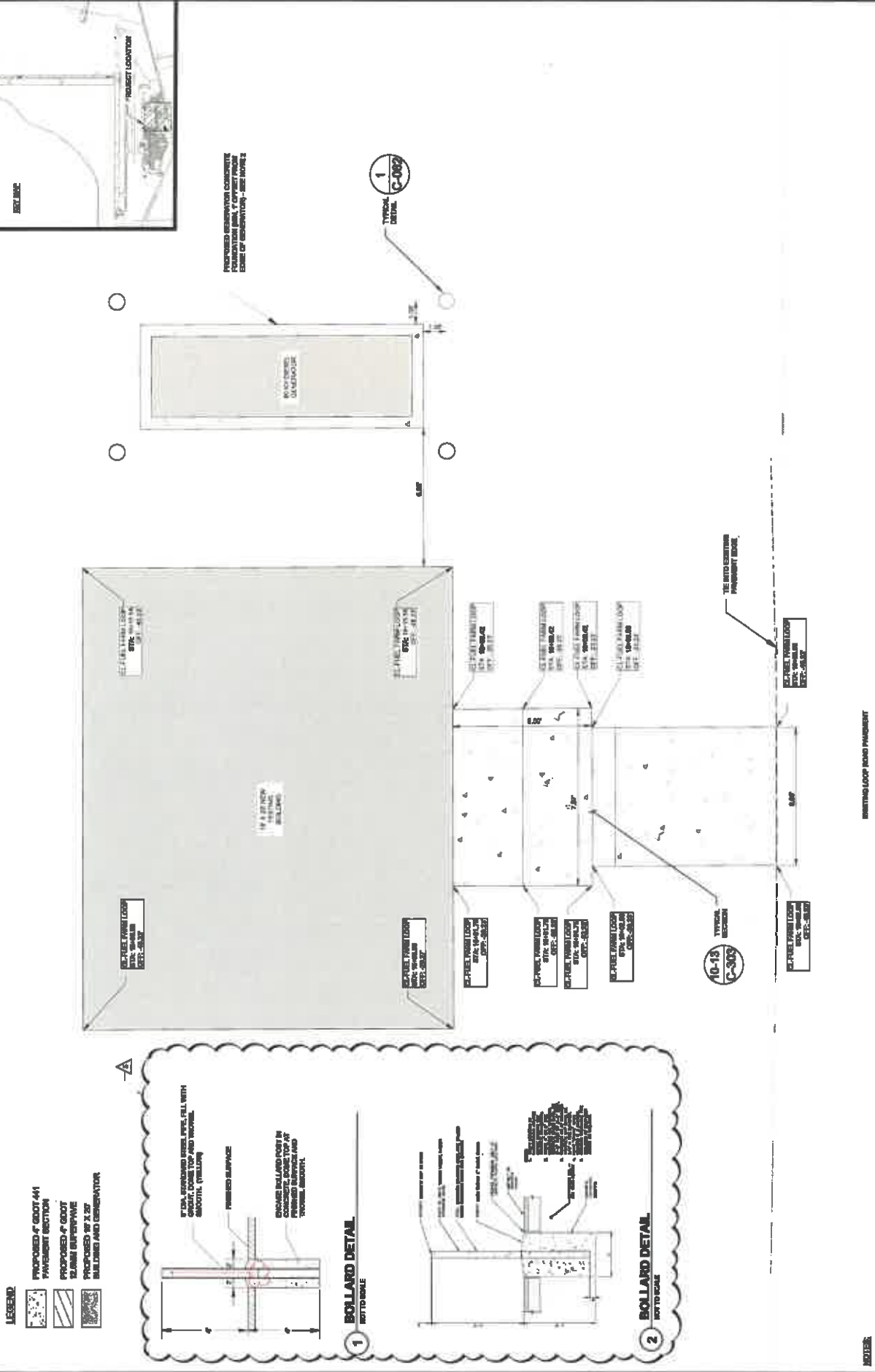
P.O.	ORDER	COL	PACKAGE	SPR	MECHANICAL PROPERTIES	STANDARD	HEAT	MADE
10736680	630002951	0017068284	DG00011788	84	TENSILE (ksi) 73.1600 YIELD (ksi) 64.1300 ELONGATION(%) 36.1300	A252	A002272	Made & Melted in USA
10736680	630002951	0018227627	DG00013326	82	TENSILE (ksi) 73.6600 YIELD (ksi) 64.3200 ELONGATION(%) 36.4000	A252	A017824	Made & Melted in USA
10736680	630002951	0016601632	DG00011103	87	TENSILE (ksi) 87.5600 YIELD (ksi) 72.0400 ELONGATION(%) 29.2000	A252	A014680	Made & Melted in USA
10736680	630002951	0016548336	DG00011004	91	TENSILE (ksi) 87.8700 YIELD (ksi) 76.6400 ELONGATION(%) 29.4000	A252	A013863	Made & Melted in USA
10736680	630002951	0016548990	DG00011099	85	TENSILE (ksi) 85.9200 YIELD (ksi) 69.9600 ELONGATION(%) 31.2800	A252	A014371	Made & Melted in USA
10736680	630002951	0016616168	DG00011135	93	TENSILE (ksi) 85.9800 YIELD (ksi) 75.9300 ELONGATION(%) 31.3500	A252	B014116	Made & Melted in USA
10736680	630002951	0016616009	DG00011143	87	TENSILE (ksi) 86.4600 YIELD (ksi) 71.8400 ELONGATION(%) 32.3000	A252	A014052	Made & Melted in USA
10736680	630002951	0016616176	DG00011152	86	TENSILE (ksi) 86.8200 YIELD (ksi) 77.3400 ELONGATION(%) 28.3800	A252	B014126	Made & Melted in USA
10736680	630002951	0016601028	DG00011158	93	TENSILE (ksi) 87.4180 YIELD (ksi) 79.4800 ELONGATION(%) 30.1800	A252	B014111	Made & Melted in USA
10736680	630002951	0016596182	DG00011160	92	TENSILE (ksi) 82.3300 YIELD (ksi) 84.2300 ELONGATION(%) 27.9000	A252	B014006	Made & Melted in USA
10736680	630002951	0016542472	DG00011162	88	TENSILE (ksi) 86.3700 YIELD (ksi) 71.8300 ELONGATION(%) 31.7300	A252	B013000	Made & Melted in USA
10736680	630002951	0016616185	DG00011351	82	TENSILE (ksi) 87.3600 YIELD (ksi) 78.8100 ELONGATION(%) 28.8800	A252	B014129	Made & Melted in USA
10736680	630002951	0016864153	DG00011352	83	TENSILE (ksi) 71.0100 YIELD (ksi) 58.8100 ELONGATION(%) 40.9900	A252	B007082	Made & Melted in USA
10736680	630002951	0017109343	DG00012870	82	TENSILE (ksi) 71.3700 YIELD (ksi) 62.1400 ELONGATION(%) 38.7300	A252	B002885	Made & Melted in USA

Imprimado/Printed by: Khadijah

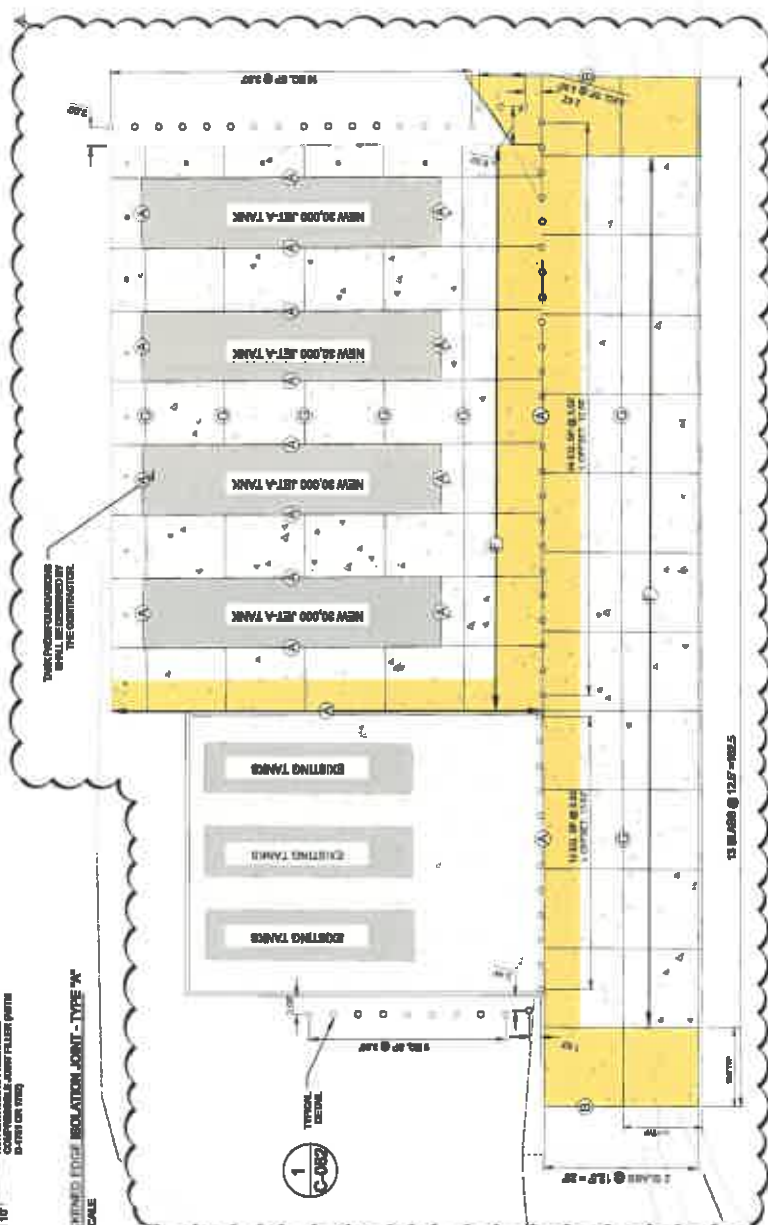
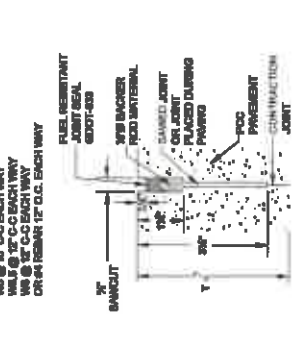
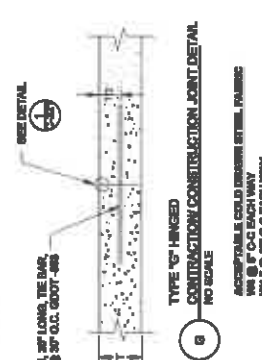
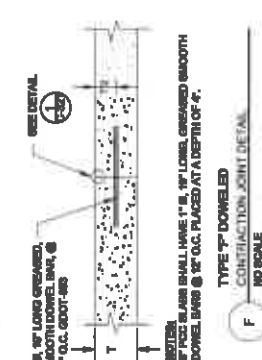
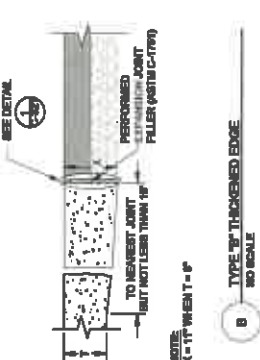
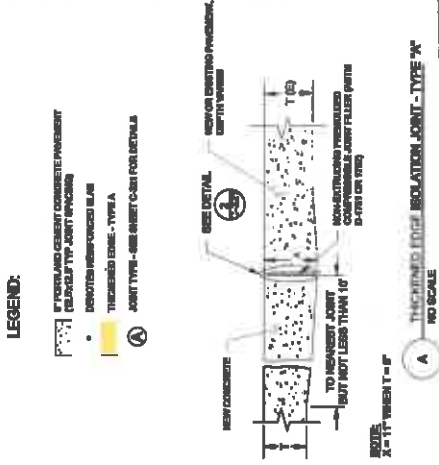
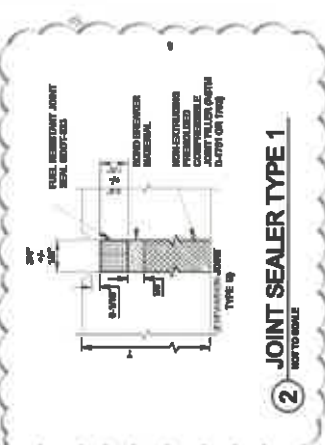
06/08/2021 09:18:05 Page 1/ 2

John Reed  
Quality Manager

42' pieces will get cut down to 8' in shop



1. PAYMENT SECTION BEHIND BETWEEN EXISTING ROAD RUMBLE AND PROPOSED AL-1



**NOTE:** REALANT RESINOR IS DESIGNED TO PROVIDE PROPER SHAPE FACTOR, (MOD. FIELD POUNDED) AND PRE-DESIGNED REALANTS REQUIRE DIFFERENT SHAPE FACTORS FOR OPTIMAL PERFORMANCE.

**TYPE "Z" CONTRACTION JOINT SEAL DETAIL**

322



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(706) 798-3238 • Fax: (706) 798-1551 • 1501 Aviation Way • Augusta, Georgia 30906 • [www.flyags.com](http://www.flyags.com)

February 20, 2024

Mr. Scott Clark, President & CEO  
RW Allen Construction LLC  
1015 Broad Street  
Augusta, GA 30901

Subject: Fuel Farm Improvements

Dear Mr. Clark:

I am in receipt of your proposal. Please accept this correspondence as Augusta Regional Airport's assumption of financial responsibility, in the amount of \$101,252.16, for the change order associated with the additional bollards along the new fuel farm as required per code enforcement.

We appreciate the work you have done thus far and look forward to the scheduled completion of this project. If you have additional questions, I can be reached at 706-796-4040.

Sincerely,

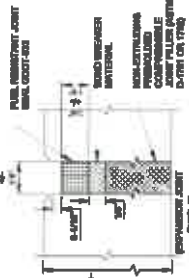
A handwritten signature in black ink that reads "Herbert L. Judon, Jr.".

Herbert L. Judon, Jr., A.A.E., IAP  
Executive Director

cc:

Alex Kock, RW Allen Construction LLC  
Elizabeth Giles, Augusta Regional Airport  
Tim Weegar, Augusta Regional Airport

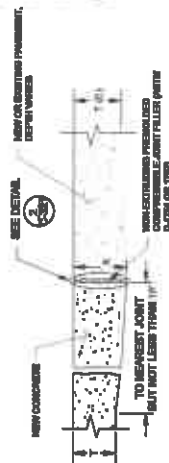




## JOINT SEALER TYPE 1

## 2 JOINING

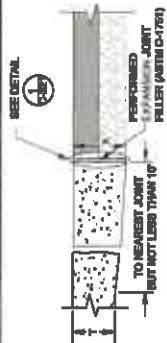
**THE CONTRACTOR  
WILL BE RESPONSIBLE FOR  
OBTAINING ALL NECESSARY  
PERMITS AND NOTICES**



**EX-11**

**THICKENED EDGE ISOLATION JOINT - TYPE "A"**

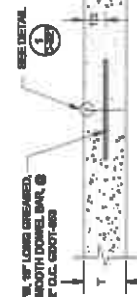
**A** **NO DRINK**  
**THICKNESS**



**NOTE:**  
K=11 WHEN T=8

**TYPE "B" THICKENED EDGE**

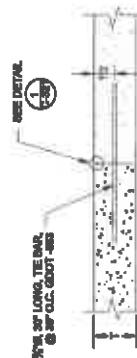
**TYPE B**



**NOTES:**  
6" PCC SLABS SHALL HAVE 1" Ø, 18" LONG, GREASED SMOOTH  
DOWNEL BARS @ 12" O.C. PLACED AT A DEPTH OF 4".

**TYPE F DOWNLEED**

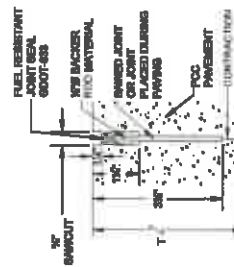
**CONTINUED**



**TYPE "C" HINGED  
CONTRACTOR CONSTRUCTION JOINT DETAIL.**

**NO SCALE**

ACCEPTABLE COLD DRAWN STEEL FABRIC

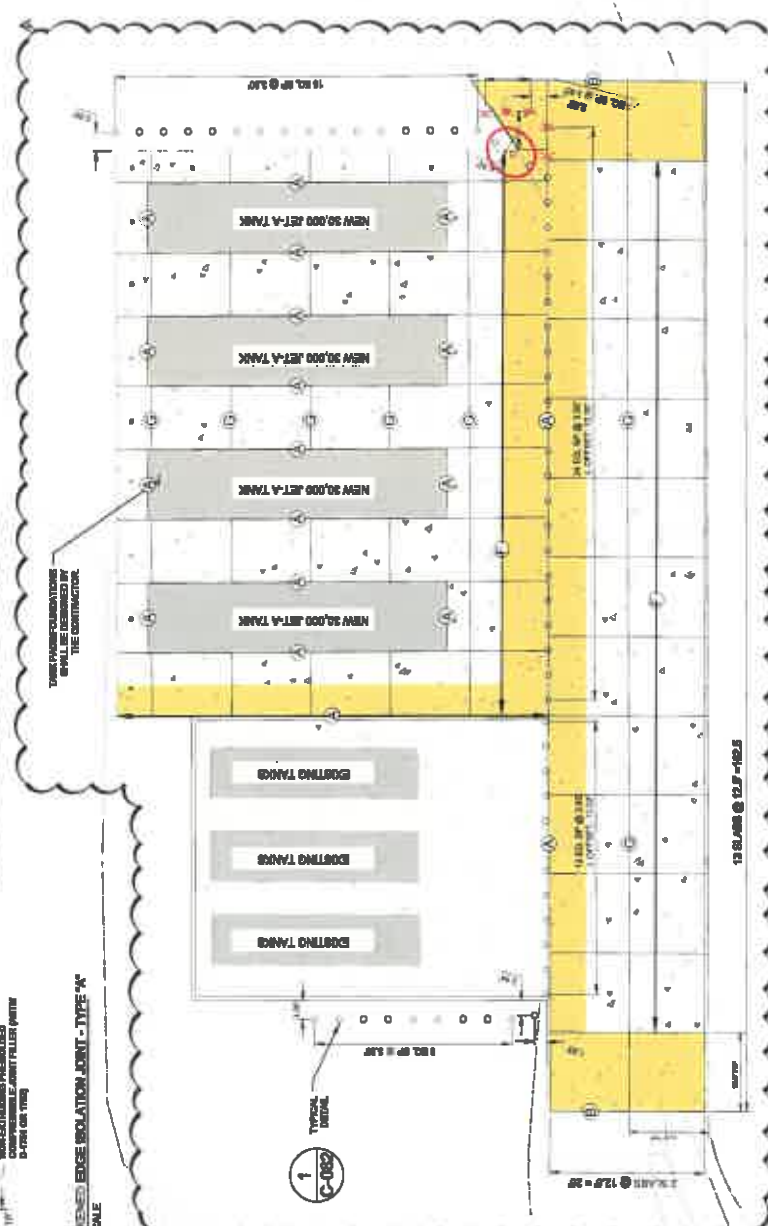


11

- NOTE:**  
SEALANT RESINOR SIZED TO PROVIDE PROPER SHAPE FACTOR, (W/D), FIELD Poured AND PREFORMED SEALANTS REQUIRE DIFFERENT SHAPE FACTORS FOR OPTIMUM PERFORMANCE.
1. BACKER ROD MATERIAL MUST BE COMPATIBLE WITH THE TYPE OF LIQUID SEALANT USED AND SIZED TO PROVIDE THE DESIRED SHAPE FACTOR (W/D).

**TYPE 'Z' CONTRACTION JOINT SEAL DETAIL**

TYPE 2 C

NEW 16 X 20  
TESTING CHALLENGE



## Public Services Committee Meeting

Meeting Date: April 30, 2024

Augusta Regional Airport

<b>Department:</b>	Augusta Regional Airport – Construct Taxiway (Apron) G, Change Order No. 1
<b>Presenter:</b>	Herbert Judon
<b>Caption:</b>	Motion to Approve Change Order No. 1 to contract with Independence Excavating in the amount of \$291,001.25. Approved by the Augusta Aviation Commission on March 28, 2024 (23BFA254).
<b>Background:</b>	<p>Independence Excavating Inc. is currently contracted to construct the Taxiway (Apron) G project.</p> <p>This requested Change Order No. 1 includes the costs associated with additional earthwork and utility work outside of the original contract along with costs associated with the selected bid alternative (concrete shoulders). In addition to the costs included within this Change Order are savings related to items already completed within the project or removed from the project.</p> <p>When bidding the project, several alternate options were provided to prospective contractors. This was done to try and maximize potential funding opportunities. The selected contractor, Independence Excavating, was the responsive and overall low bidder. The bid option selected was a concrete taxiway with concrete shoulders. Because of the general environment surrounding concrete prices, it was not known whether or not this option would produce the most fiscally responsible option, therefore, a fully designed jointing plan was not provided in the bid documents. In order to construct the concrete shoulders, additional steel is required resulting in a slightly higher unit price for construction.</p>
<b>Analysis:</b>	<p>Along with the costs associated with additional steel, there were two other general items which resulted in additional work and costs which included additional earthwork required not quantified in the original project. Also, unbeknownst to Staff, the FAA had installed new cable within the project area that had to be lowered and placed in conduit resulting in additional costs.</p> <p>The savings reflected in this Change Order #1 are due to as-constructed quantities and/or items removed from the scope of the project (Temporary Displaced Threshold).</p> <p>The overall costs included within this Change Order request are mostly reflective of the additional steel required for the concrete shoulder option.</p>

With this change order, the original bid is still less than the other response received and is representative of work that has to be completed.

Staff has evaluated the change order request provided by Independence Excavating, Inc. and finds that the costs associated with the new line items are acceptable and are within the unit prices provided as part of the original contract.

**Financial Impact:** This Change Order will result in an increase of \$291,001.25 to the contract.

**Alternatives:** To deny.

**Recommendation:** Recommend Approval. Approved by the Augusta Aviation Commission on March 28, 2024.

**Funds are available in the following accounts:** 551081305-5412110

**REVIEWED AND APPROVED BY:** N/A



**CONTRACT CHANGE ORDER NO. 1**

**AIRPORT** Augusta Regional Airport **Date** March 28, 2024  
**LOCATION** Augusta, GA **AIP No.** N/A  
**PROJECT** Construct Taxiway G / Apron G-0119700-210447.01 **CONTRACTOR** Independence Excavating Inc.

You are requested to perform the following described work upon receipt of an approved copy of this document or as directed by the engineer.

Item No.	Bid Alternate	Description	Unit	Unit Price	Quantity	Amount
<b>Quantity Adjustment Items – Base Bid</b>						
C-102.1a	Base	Installation, Maintenance, and Removal of Silt Fence or Silt Sock	LF	\$4.00	-7,586	(\$30,344.00)
C-102.1b	Base	Construct, Maintain, and Remove Inlet Sediment Trap	EA	\$350.00	-39	(\$13,650.00)
C-102.1f	Base	Emergency Erosion Control Mobilization	LS	\$2,500.00	-1	(\$2,500.00)
P-101.1	Base	Full Depth Asphalt Pavement Removal	SY	\$30.00	-143	(\$4,290.00)
P-101.2	Base	Cold Milling	SY	\$20.00	-233	(\$4,660.00)
P-152.1	Base	Unclassified Excavation, Remove Off-Site	CY	\$30.00	3,930	\$117,900.00
P-152.4	Base	Unsuitable/Over Excavation	CY	\$28.00	-4,975	(\$139,300.00)
P-501.1	Base	Portland Cement Concrete Pavement (14")	SY	\$145.00	-15,402	(\$2,233,290.00)
P-501.1	Base	Portland Cement Concrete Pavement (14")	SY	\$149.50	15,402	\$2,302,599.00
P-620.2	Base	Temporary Pavement Markings	SF	\$1.10	-9,393	(\$10,332.30)
T-901.3	Base	Seeding, Staging Area	AC	\$2,300.00	-1	(\$2,300.00)
T-905.2	Base	Topsoil, Staging Area	CY	\$8.00	-2,762	(\$22,096.00)
<b>Quantity Adjustment Items – Bid Alternate 1</b>						
C-102.1a	1	Installation, Maintenance, and Removal of Silt Fence or Silt Sock	LF	\$4.00	-7,586	(\$30,344.00)
C-102.1b	1	Construct, Maintain, and Remove Inlet Sediment Trap	EA	\$350.00	-48	(\$16,800.00)
C-102.1c	1	Construct, Maintain, and Remove Construction Exit	EA	\$12,000.00	-1	(\$12,000.00)
C-102.1f	1	Emergency Erosion Control Mobilization	LS	\$2,500.00	-1	(\$2,500.00)
P-152.2	1	Unclassified Excavation, Select Fill from On-Site Material	CY	\$20.00	4,222	\$84,440.00
P-152.4	1	Unsuitable/Over Excavation	CY	\$28.00	-4,500	(\$126,000.00)
P-501.1	1	Portland Cement Concrete Pavement (14")	SY	\$105.00	-35,331	(\$3,709,755.00)
P-501.1	1	Portland Cement Concrete Pavement (14")	SY	\$109.50	35,331	\$3,868,744.50
P-620.2	1	Temporary Pavement Markings	SF	\$0.65	-30,223	(\$19,644.95)
P-620.5	1	Temporary Displaced Threshold	LS	\$125,000	-1	(\$125,000.00)
D-701.1	1	Concrete Sewer Pipe, 18-inch, Class V	LF	\$170.00	-186	(\$31,620.00)
D-701.2	1	Concrete Sewer Pipe, 24-inch, Class V	LF	\$200.00	-89	(\$17,800.00)
T-901.3	1	Seeding Staging Area	AC	\$2,300.0	-1	(\$2,300.00)
T-905.2	1	Topsoil Staging Area	CY	\$7.00	-2,762	(\$19,334.00)
L-108.4	1	No. 6, 600V, XHHW Cable	LF	\$4.25	1,200	\$5,100.00
<b>Extra Work/New Bid Item – Base Bid</b>						
L-110.7	Base	Lower Existing Home Run	LF	\$29.00	125	\$3,625.00

Extra Work/New Bid Item – Bid Alternate 1						
P-152.1	1	Unclassified Excavation, Remove Off-Site	CY	\$30.00	7,341	\$220,230.00
P-152.5	1	Unclassified Excavation, Stockpile On-Site	CY	\$20.00	4,926	\$98,520.00
D-701.3	1	Concrete Sewer Pipe, 30-inch, Class V	LF	\$250.00	274	\$68,500.00
D-751.5	1	24" RCP & Manholes Misc. Costs	LS	\$23,500.00	1	\$23,500.00
L-108.5	1	No. 4, 600V, XHHW Cable	LF	\$9.79	2,400	\$23,496.00
L-108.6	1	1/0 Bare Guard Wire	LF	\$12.24	550	\$6,732.00
L-110.6	1	Split Conduit for FAA Cables	LF	\$92.50	470	\$43,475.00
<b>This Change Order Total</b>						<b>\$291,001.25</b>
<b>This Change Order Calendar Day Additions (Deletions)</b>						<b>0</b>
<b>Previous Change Order(s) Total</b>						<b>\$0.00</b>
<b>Previous Change Order(s) Calendar Day Additions (Deletions)</b>						<b>0</b>
<b>Original Contract Total</b>						<b>\$11,877,051.10</b>
<b>Original Contract Calendar Day Count Total</b>						<b>320</b>
<b>Revised Contract Total</b>						<b>\$12,168,052.35</b>
<b>Revised Contract Calendar Day Count Total</b>						<b>320</b>

The time provided for completion in the contract is unchanged (~~decreased~~) (~~increased~~) by **0 calendar days**. This document shall become the First Amendment to the contract and all provisions of the contract will apply.

Recommended by: \_\_\_\_\_  
**Edwin J Scott, Jr., PE, Engineer (Mead & Hunt, Inc.)** **Date** \_\_\_\_\_

Approved by: \_\_\_\_\_  
**Dan Troutman, Chairman (Augusta Aviation Commission)** **Date** \_\_\_\_\_

Approved by: \_\_\_\_\_  
**Garnett L. Johnson, Mayor (Augusta, Georgia)** **Date** \_\_\_\_\_

Attested by: \_\_\_\_\_  
**Lena J. Bonner, Clerk of Commission (Augusta, Georgia)** **Date** \_\_\_\_\_

Accepted by: \_\_\_\_\_  
**Contractor (Independence Excavating Inc.)** **Date** \_\_\_\_\_

**AIP NO.** \_\_\_\_\_ **N/A** **CHANGE ORDER NO.** \_\_\_\_\_ **1**

**AIRPORT** \_\_\_\_\_ **Augusta Regional Airport (AGS)** **LOCATION** \_\_\_\_\_ **Augusta, GA**

## JUSTIFICATION FOR CHANGE

1. Brief description of the proposed contract Amendment and location(s).

### Quantity Adjustments:

There are items included in the original bid that need to be adjusted in order to cover the quantities and revised unit cost shown on the construction plans to complete the approved project scope. These items include:

- **C-102.1a Installation, Maintenance, and Removal of Silt Fence or Silt Sock – Base Bid, Bid Alternate 1:**
  - As-constructed quantity
- **C-102.1b Construct, Maintain, and Remove Inlet Sediment Trap – Base Bid, Bid Alternate 1:**
  - As-constructed quantity
- **C-102.1c Construct, Maintain, and Remove Construction Exit – Bid Alternate 1:**
  - As-constructed quantity
- **C-102.1f Emergency Erosion Control Mobilization– Base Bid, Bid Alternate 1:**
  - As-constructed quantity
- **P-101.1 Full Depth Asphalt Pavement Removal – Base Bid:**
  - As-constructed quantity
- **P-101.2 Cold Milling– Base Bid:**
  - As-constructed quantity
- **P-152.1 Unclassified Excavation, Remove Off-Site – Base Bid:**
  - As-constructed quantity, Additional removal required within project limits.
- **P-152.2 Unclassified Excavation, Select Fill from On-Site Material – Bid Alternate 1:**
  - As-constructed quantity, Additional material required within project limits.
- **P-152.4 Unsuitable/Over Excavation – Base Bid, Bid Alternate 1:**
  - As-constructed quantity
- **P-501.1 Portland Cement Concrete Pavement (14”) – Base Bid, Bid Alternate 1:**
  - Revised unit cost based on the revised/IFC jointing plans along the selected concrete shoulder option.
- **P-620.2 Temporary Pavement Markings – Base Bid, Bid Alternate 1:**
  - As-constructed quantity
- **P-620.5 Temporary Displaced Threshold – Bid Alternate 1:**
  - Removed from project.
- **D-701.1 Concrete Sewer Pipe, 18-inch, Class V – Bid Alternate 1:**
  - As-constructed quantity
- **D-701.2 Concrete Sewer Pipe, 24-inch, Class V – Bid Alternate 1:**
  - As-constructed quantity
- **T-901.3 Seeding, Staging Area – Base Bid, Bid Alternate 1:**
  - As-constructed quantity
- **T-905.2 Topsoiling, Staging Area – Base Bid:**
  - As-constructed quantity
- **L-108.4 No. 6, 600V, XHHW Cable – Bid Alternate 1:**
  - As-constructed quantity

### Extra Work/New Bid Item:

There are several items that were erroneously not included in the original bid or extra items not included in the original bid that will be necessary to complete the approved project scope. These items include:

- **P-152.1 Unclassified Excavation, Remove Off-Site – Bid Alternate 1:** Within the original bid documents, there was not a defined line item or quantity for unclassified excavation to be removed off-site in bid alternate 1, however during construction, excess material was produced and needed to be disposed of.
- **P-152.5 Unclassified Excavation, Stockpile On-Site – Bid Alternate 1:** Within the original bid documents, there was not a defined line item or quantity for unclassified excavation to be stockpiled on-site. In order to mitigate additional costs relating to additional unclassified excavation, the contractor was allowed to stockpile some material onsite.
- **D-701.3 Concrete Sewer Pipe, 30-inch, Class V:** The addition of new 30-inch concrete sewer pipe to replace the original 24-inch pipe within the project.

- **D-751.5 24" RCP & Manholes Misc. Costs:** The addition of this line item is associated with miscellaneous costs for two proposed storm manholes and 24" RCP not included within the original contract. The pipe is not being installed as part of the scope of the project but is being left to the Owner. The two manholes have been removed from the scope of the project however there are misc. costs associated with returning.
- **L-108.5 No. 4, 600V, XHHW Cable:** No. 4 600V cable is required for the AWOS. It was not included within the original contract.
- **L-108.6 1/0 Bare Guard Wire:** 1/0 Bare Guard wire is required for the AWOS. It was not included within the original contract.
- **L-110.6 Split Conduit for FAA Cables:** The addition of split PVC conduit required to encase the existing FAA cables within the project limits.
- **L-110.7 Lower Existing Home Run:** This cost is associated with the labor required to lower the existing electrical conduit within the project limits.

**New Construction Specifications:**

N/A

**Revised Construction Specifications**

- **P-152 Excavation, Subgrade, and Embankment**
- **D-701 Pipe for Storm Drains and Culverts**
- **D-751 Manholes, Catch Basins, Inlets, and Inspection Holes**
- **L-108 Underground Power Cable for Airports**
- **L-110 Airport Underground Electrical Duct Banks and Conduit**

**2. Reason(s) for the change(s) (Continue on reverse if necessary)**

Note: The quantity of the following items did not change substantially enough to justify renegotiation of any of the original unit prices in the base bid.

**C-102.1a Installation, Maintenance, and Removal of Silt Fence or Silt Sock** – The reduction of quantity in the base bid and bid alternate 1 associated with the installation of the silt fence/silt sock is a result of the as performed/installed quantities per the scope of work.

**C-102.1b Construct, Maintain, and Remove Inlet Sediment Trap** – The reduction of quantity in the base bid and bid alternate 1 associated with the installation of the inlet sediment trap is a result of the as performed/installed quantities per the scope of work.

**C-102.1c Construct, Maintain, and Remove Construction Exit**– The reduction of quantity in bid alternate 1 associated with the installation of the construction exit is a result of the as performed/installed quantities per the scope of work.

**C-102.1f Emergency Erosion Control Mobilization** – The reduction of quantity in the base bid and bid alternate 1 associated with Emergency Erosion Control Mobilization is a result of the as performed quantities per the scope of work.

**P-101.1 Full Depth Asphalt Pavement Removal** – The reduction of quantity in the base bid associated with full depth pavement removal is a result of the as performed/constructed quantities per the scope of work.

**P-101.2 Cold Milling** – The reduction of quantity in the base bid associated with asphalt pavement milling is a result of the as performed/constructed quantities per the scope of work.

**P-152.1 Unclassified Excavation, Remove Off-Site** – The additional quantity in the base bid and bid alternate 1 associated with unclassified excavation is a result of the as performed/excavated material quantities per the scope of work. Within the original bid documents, there was not a defined line item or quantity for unclassified excavation to be removed off-site in bid alternate 1, however during construction, excess material was produced and needed to be disposed of.

**P-152.2 Unclassified Excavation, Select Fill from On-Site Material** – The additional quantity in bid alternate 1 associated with unclassified excavation select fill quantity is a result of the as performed/placed material quantities per the scope of work.

**P-152.4 Unsuitable/Over Excavation** – The reduction of quantity in the base bid and bid alternate 1 associated with unsuitable/over excavation is a result of the as performed quantities per the scope of work.

**P-152.5 Unclassified Excavation, Stockpile On-Site** – Within the original bid documents, there was not a defined line item or quantity for unclassified excavation to be stockpiled on-site. In order to mitigate additional costs relating to additional unclassified excavation, the contractor was allowed to stockpile excavated material onsite.

**P-501.1 Portland Cement Concrete Pavement (14" Depth)** – When bidding the project, several alternate options were provided to prospective contractors. This was done to try and maximize potential funding opportunities. The selected contractor, Independence Excavating, was the responsive and overall low bidder. The bid option selected was a concrete taxiway with concrete shoulders. Because of the general environment surrounding concrete prices, it was not known whether or not this option would produce the most fiscally responsible option, therefore, a fully designed jointing plan was not provided in the bid documents. In order to construct the concrete shoulders as designed and issued in an RFI and within the IFC set of plans, additional steel is required resulting in a slightly higher unit price for construction.

**P-620.2 Temporary Pavement Markings** – The reduction of quantity in the base bid and bid alternate 1 associated with temporary pavement markings is a result of the as performed/installed quantities per the scope of work.

**P-620.5 Temporary Displaced Threshold** – The removal of this line item is due to requests made by the Airlines and Airport staff. When phasing the work within the Runway Safety Area, the temporary displacement of the Runway 35 threshold was determined to be the best option when constructing the new taxiway. This option would allow the contractor to work 24 hours a day without having to modify grades within the RSA and work within a modified construction window. However, per comments received from the Airlines, it was requested that this work be completed via nightly closures and/or other modified working windows thus removing this line item and associated scope from the project.

**D-701.1 Concrete Sewer Pipe, 18-inch, Class V** – The reduction of quantity in bid alternate 1 associated with the 18-inch concrete sewer pipe is a result of the as performed/installed quantities per the scope of work.

**D-701.2 Concrete Sewer Pipe, 24-inch, Class V** – The reduction of quantity in bid alternate 1 associated with the 24-inch concrete sewer pipe is a result of the as performed/installed quantities per the scope of work.

**D-701.3 Concrete Sewer Pipe, 30-inch, Class V** – Within the original contract, 24-inch concrete sewer pipe was called out to be installed under Taxiway G, however, after bids were received and the contract was executed, the drainage engineer reviewed and determined that 30-inch pipe was required in place of the proposed 24-inch pipe. This new line item and quantity is to replace the 24-inch and 18-inch pipe shown under Taxiway G.

**D-751.5 24" RCP & Manholes Misc. Costs** – The addition of this line item within the bid alternate is associated with miscellaneous costs for two proposed storm manholes and 24" RCP not included within the original contract. The pipe is not being installed as part of the scope of the project but is being left to the Owner. The two manholes have been removed from the scope of the project however there are misc. costs associated with the shipping/handling/returning of the structures.

**T-901.3 Seeding, Staging Area** – The reduction of quantity in the base bid and bid alternate 1 associated with the staging area seeding is a result of the as performed quantities per the scope of work.

**T-905.2 Topsoiling, Staging Area** – The reduction of quantity in the base bid and bid alternate 1 associated with the topsoil within the staging area is a result of the as performed quantities per the scope of work.

**L-108.4 No. 6, 600V, XHHW Cable** – The increase of quantity in bid alternate 1 associated with the #6, 600V Cable is a result of the as performed quantities per the scope of work. Not originally included within the original contract was the quantity of cable to run back to the Electrical Vault.

**L-108.5 No. 4, 600V, XHHW Cable** – The addition of this line item in bid alternate 1 is associated with the #4, 600V Cable not originally included within the original contract to run back to the Electrical Vault.

**L-108.6 1/0 Bare Guard Wire** – The addition of this line item in bid alternate 1 is associated with the #4 and #6, 600V Cable associated with the AWOS. This was not originally included within the original contract.

**L-110.6 Split Conduit for FAA Cables** – When construction and grading efforts began, the contractor and engineer contacted FAA tech ops to locate all known utilities within the project limits. Besides the cables and conduits shown on the plans, additional cable had been installed within the project area which was completed by the FAA itself. In order to complete the work, and protect the FAA equipment, split conduit and concrete encasement was required to be installed along the cables.

**L-110.7 Lower Existing Home Run** – During grading/paving and drainage installation operations, it was determined that a portion of the existing homerun duct bank was too shallow. In order to provide the necessary cover over the duct bank as required within the Advisory Circular, the contractor excavated approximately 125 lf of conduit, lowered all of the utilities within that stretch, and regraded the area.

3. The Sponsor's share of this cost is available from:

General/Enterprise Funds

4. If this is a supplemental agreement involving more than \$2,000, is the cost estimate based on the latest wage rate decision? Yes ☐ No ☐ Not Applicable ☒

5. Has consent of surety been obtained? Yes ☐ Not Necessary ☒

6. Will this change affect the insurance coverage? Yes ☐ No ☒

7. If yes, will the policies be extended? Yes ☐ No ☐ Not Applicable ☒

8. Has this Change Order been discussed with FAA officials? Yes ☐ No ☒

When: N/A

With Whom: N/A

Comment(s):

**Augusta Regional Airport**  
**Construct Taxiway G/Apron G**

Progress Payment Application: CCO #1  
 For Period Ending: 28 Mar 2024

CCO No.	Spec.	Description	Unit of Issue	Quantity	Unit Price	Extended Price	Approved Quantity	Approved Amount	Quantity to Date	Amount to Date
<b>BASE BID</b>										
1	C-102.1a	Installation, Maintenance, and Removal of Silt Fence or Silt Sock	LF	-7,586	\$ 4.00	\$ (30,344.00)	0.00	\$ -	0.00	\$ -
1	C-102.1b	Construct, Maintain, and Remove Inlet Sediment Trap	EA	-39	\$ 350.00	\$ (13,650.00)	0.00	\$ -	0.00	\$ -
1	C-102.1f	Emergency Erosion Control Mobilization	LS	-1	\$ 2,500.00	\$ (2,500.00)	0.00	\$ -	0.00	\$ -
1	P-101.1	Full Depth Asphalt Pavement Removal	SY	-143	\$ 30.00	\$ (4,290.00)	0.00	\$ -	0.00	\$ -
1	P-101.2	Cold Milling	SY	-233	\$ 20.00	\$ (4,660.00)	0.00	\$ -	0.00	\$ -
1	P-152.1	Unclassified Excavation, Remove Off-Site	CY	3,930	\$ 30.00	\$ 117,900.00	0.00	\$ -	1,843.00	\$ 55,290.00
1	P-152.4	Unsuitable/Over Excavation	CY	-4,975	\$ 28.00	\$ (139,300.00)	0.00	\$ -	0.00	\$ -
1	P-152.5	Unclassified Excavation, Stockpile On-Site	CY	0	\$ 20.00	\$ -	0.00	\$ -	0.00	\$ -
1	P-501.1	Portland Cement Concrete Pavement (14")	SY	-15,402	\$ 145.00	\$ (2,233,290.00)	0.00	\$ -	0.00	\$ -
1	P-501.1	Portland Cement Concrete Pavement (14")	SY	15,402	\$ 149.50	\$ 2,302,599.00	0.00	\$ -	0.00	\$ -
1	P-620.2	Temporary Pavement Markings	SF	-9,393	\$ 1.10	\$ (10,332.30)	0.00	\$ -	0.00	\$ -
1	T-901.3	Seeding Staging Area	AC	-1	\$ 2,300.00	\$ (2,300.00)	0.00	\$ -	0.00	\$ -
1	T-905.2	Topsoil Staging Area	CY	-2,762	\$ 8.00	\$ (22,096.00)	0.00	\$ -	0.00	\$ -
1	L-110.7	Lower Existing Home Run	LF	125	\$ 29.00	\$ 3,625.00	0.00	\$ -	0.00	\$ -
<b>BASE BID SUBTOTAL</b>						<b>\$ (38,638.30)</b>		<b>\$ -</b>		<b>\$ 55,290.00</b>
<b>BID ALT 1</b>										
1	C-102.1a	Installation, Maintenance, and Removal of Silt Fence or Silt Sock	LF	-7,586	\$ 4.00	\$ (30,344.00)	0.00	\$ -	0.00	\$ -
1	C-102.1b	Construct, Maintain, and Remove Inlet Sediment Trap	EA	-48	\$ 350.00	\$ (16,800.00)	0.00	\$ -	0.00	\$ -
1	C-102.1c	Construct, Maintain, and Remove Construction Exit	EA	-1	\$ 12,000.00	\$ (12,000.00)	0.00	\$ -	0.00	\$ -
1	C-102.1f	Emergency Erosion Control Mobilization	LS	-1	\$ 2,500.00	\$ (2,500.00)	0.00	\$ -	0.00	\$ -
1	P-152.1	Unclassified Excavation, Remove Off-Site	CY	7,341	\$ 30.00	\$ 220,230.00	0.00	\$ -	0.00	\$ -
1	P-152.2	Unclassified Excavation, Select Fill from On-Site Material	CY	4,222	\$ 20.00	\$ 84,440.00	0.00	\$ -	0.00	\$ -
1	P-152.4	Unsuitable/Over Excavation	CY	-4,500	\$ 28.00	\$ (126,000.00)	0.00	\$ -	0.00	\$ -
1	P-152.5	Unclassified Excavation, Stockpile On-Site	CY	4,926	\$ 20.00	\$ 98,520.00	0.00	\$ -	0.00	\$ -
1	P-501.1	Portland Cement Concrete Pavement (14")	SY	-35,331	\$ 105.00	\$ (3,709,755.00)	0.00	\$ -	0.00	\$ -
1	P-501.1	Portland Cement Concrete Pavement (14")	SY	35,331	\$ 109.50	\$ 3,868,744.50	0.00	\$ -	0.00	\$ -
1	P-620.2	Temporary Pavement Markings	SF	-30,223	\$ 0.65	\$ (19,644.95)	0.00	\$ -	0.00	\$ -
1	P-620.5	Temporary Displaced Threshold	LS	-1	\$ 125,000.00	\$ (125,000.00)	0.00	\$ -	0.00	\$ -
1	D-701.1	Concrete Sewer Pipe, 18-inch, Class V	LF	-186	\$ 170.00	\$ (31,620.00)	0.00	\$ -	0.00	\$ -
1	D-701.2	Concrete Sewer Pipe, 24-inch, Class V	LF	-89	\$ 200.00	\$ (17,800.00)	0.00	\$ -	0.00	\$ -
1	D-701.3	Concrete Sewer Pipe, 30-inch, Class V	LF	274	\$ 250.00	\$ 68,500.00	0.00	\$ -	0.00	\$ -
1	D-751.5	24" RCP & Manholes Misc. Costs	LS	1	\$ 23,500.00	\$ 23,500.00	0.00	\$ -	0.00	\$ -
1	T-901.3	Seeding Staging Area	AC	-1	\$ 2,300.00	\$ (2,300.00)	0.00	\$ -	0.00	\$ -
1	T-905.2	Topsoil Staging Area	CY	-2,762	\$ 7.00	\$ (19,334.00)	0.00	\$ -	0.00	\$ -
1	L-108.4	No. 6, 600V, XHHW Cable	LF	1,200	\$ 4.25	\$ 5,100.00	0.00	\$ -	0.00	\$ -
1	L-108.5	No. 4, 600V, XHHW Cable	LF	2,400	\$ 9.79	\$ 23,496.00	0.00	\$ -	0.00	\$ -
1	L-108.6	1/0 Bare Guard Wire	LF	550	\$ 12.24	\$ 6,732.00	0.00	\$ -	0.00	\$ -
1	L-110.6	Split Conduit for FAA Cables	LF	470	\$ 92.50	\$ 43,475.00	0.00	\$ -	0.00	\$ -
<b>BID ALT 1 SUBTOTAL</b>						<b>\$ 329,639.55</b>		<b>\$ -</b>		<b>\$ -</b>
<b>CHANGE ORDER 1 TOTAL</b>						<b>\$ 291,001.25</b>		<b>\$ -</b>		<b>\$ 55,290.00</b>
<b>PROJECT TOTAL</b>						<b>\$ 291,001.25</b>		<b>\$ -</b>		<b>\$ 55,290.00</b>
						Subtotal	#REF!	\$0.00		\$0.00

## Item P-152 Excavation, Subgrade, and Embankment

### DESCRIPTION

**152-1.1** This item covers excavation, disposal, placement, and compaction of all materials within the limits of the work required to construct safety areas, runways, taxiways, aprons, and intermediate areas as well as other areas for drainage, building construction, parking, or other purposes in accordance with these specifications and in conformity to the dimensions and typical sections shown on the plans.

**152-1.2 Classification.** All material excavated shall be classified as defined below:

**a. Unclassified excavation.** Unclassified excavation shall consist of the excavation and disposal of all material, regardless of its nature.

**152-1.3 Unsuitable excavation.** Unsuitable material shall be disposed in designated waste areas as shown on the plans. Materials containing vegetable or organic matter, such as muck, peat, organic silt, or sod shall be considered unsuitable for use in embankment construction. Material suitable for topsoil may be used on the embankment slope when approved by the RPR.

### CONSTRUCTION METHODS

#### 152-2.1 General.

The suitability of material to be placed in embankments shall be subject to approval by the RPR. All unsuitable material shall be disposed of in waste areas as shown on the plans. All waste areas shall be graded to allow positive drainage of the area and adjacent areas. The surface elevation of waste areas shall be specified on the plans or approved by the RPR.

When the Contractor's excavating operations encounter artifacts of historical or archaeological significance, the operations shall be temporarily discontinued and the RPR notified per Section 70, paragraph 70-20. At the direction of the RPR, the Contractor shall excavate the site in such a manner as to preserve the artifacts encountered and allow for their removal. Such excavation will be paid for as extra work.

Areas outside the limits of the pavement areas where the top layer of soil has become compacted by hauling or other Contractor activities shall be scarified and disked to a depth of 4 inches, to loosen and pulverize the soil. Stones or rock fragments larger than 4 inches in their greatest dimension will not be permitted in the top 6 inches of the subgrade.

If it is necessary to interrupt existing surface drainage, sewers or under-drainage, conduits, utilities, or similar underground structures, the Contractor shall be responsible for and shall take all necessary precautions to preserve them or provide temporary services. When such facilities are encountered, the Contractor shall notify the RPR, who shall arrange for their removal if necessary. The Contractor, at their own expense, shall satisfactorily repair or pay the cost of all damage to such facilities or structures that may result from any of the Contractor's operations during the period of the contract.

**a. Blasting.** Blasting shall not be allowed.

**152-2.2 Excavation.** No excavation shall be started until the work has been staked out by the Contractor and the RPR has obtained from the Contractor, the survey notes of the elevations and measurements of the ground surface. The Contractor and RPR shall agree that the original ground lines shown on the original topographic mapping are accurate or agree to any adjustments made to the original ground lines.



Digital terrain model (DTM) files of the existing surfaces, finished surfaces, and other various surfaces were used to develop the design plans.

Volumetric quantities were calculated by comparing DTM files of the applicable design surfaces and generating Triangle Volume Reports. Electronic copies of DTM files and a paper copy of the original topographic map will be issued to the successful bidder.

Volumetric quantities were calculated using design cross sections which were created for this project using the DTM files of the applicable design surfaces and generating End Area Volume Reports. Paper copies of design cross sections and a paper copy of the original topographic map will be issued to the successful bidder.

Existing grades on the design cross sections or DTM's, where they do not match the locations of actual spot elevations shown on the topographic map, were developed by computer interpolation from those spot elevations. Prior to disturbing original grade, Contractor shall verify the accuracy of the existing ground surface by verifying spot elevations at the same locations where original field survey data was obtained as indicated on the topographic map. Contractor shall recognize that, due to the interpolation process, the actual ground surface at any particular location may differ somewhat from the interpolated surface shown on the design cross sections or obtained from the DTM's. Contractor's verification of original ground surface, however, shall be limited to verification of spot elevations as indicated herein, and no adjustments will be made to the original ground surface unless the Contractor demonstrates that spot elevations shown are incorrect. For this purpose, spot elevations which are within 0.1 foot of the stated elevations for ground surfaces, or within 0.1 foot for hard surfaces (pavements, buildings, foundations, structures, etc.) shall be considered "no change". Only deviations in excess of these will be considered for adjustment of the original ground surface. If Contractor's verification identifies discrepancies in the topographic map, Contractor shall notify the RPR in writing at least two weeks before disturbance of existing grade to allow sufficient time to verify the submitted information and make adjustments to the design cross sections or DTM's. Disturbance of existing grade in any area shall constitute acceptance by the Contractor of the accuracy of the original elevations shown on the topographic map for that area.

All areas to be excavated shall be stripped of vegetation and topsoil. Topsoil shall be stockpiled for future use in areas designated on the plans or by the RPR. All suitable excavated material shall be used in the formation of embankment, subgrade, or other purposes as shown on the plans. All unsuitable material shall be disposed of as shown on the plans.

The grade shall be maintained so that the surface is well drained at all times.

When the volume of the excavation exceeds that required to construct the embankments to the grades as indicated on the plans, the excess shall be used to grade the areas of ultimate development or disposed as directed by the RPR. When the volume of excavation is not sufficient for constructing the embankments to the grades indicated, the deficiency shall be obtained from borrow areas.

**a. Selective grading.** When selective grading is indicated on the plans, the more suitable material designated by the RPR shall be used in constructing the embankment or in capping the pavement subgrade. If, at the time of excavation, it is not possible to place this material in its final location, it shall be stockpiled in approved areas until it can be placed. The more suitable material shall then be placed and compacted as specified. Selective grading shall be considered incidental to the work involved. The cost of stockpiling and placing the material shall be included in the various pay items of work involved.

**b. Undercutting.** Rock, shale, hardpan, loose rock, boulders, or other material unsatisfactory for safety areas, subgrades, roads, shoulders, or any areas intended for turf shall be excavated to a minimum depth of 12 inches (300 mm) below the subgrade or to the depth specified by the RPR. Muck, peat, matted roots, or other yielding material, unsatisfactory for subgrade foundation, shall be removed to the depth specified. Unsuitable materials shall be disposed off the airport. The cost is incidental to this

item. This excavated material shall be paid for at the contract unit price per cubic yard. The excavated area shall be backfilled with suitable material obtained from the grading operations or borrow areas and compacted to specified densities. The necessary backfill will constitute a part of the embankment. Where rock cuts are made, backfill with select material. Any pockets created in the rock surface shall be drained in accordance with the details shown on the plans. Undercutting will be paid as unclassified excavation.

**c. Over-break.** Over-break, including slides, is that portion of any material displaced or loosened beyond the finished work as planned or authorized by the RPR. All over-break shall be graded or removed by the Contractor and disposed of as directed by the RPR. The RPR shall determine if the displacement of such material was unavoidable and their own decision shall be final. Payment will not be made for the removal and disposal of over-break that the RPR determines as avoidable. Unavoidable over-break will be classified as "Unclassified Excavation."

**d. Removal of utilities.** The removal of existing structures and utilities required to permit the orderly progress of work will be accomplished by the Contractor as indicated on the plans. All existing foundations shall be excavated at least 2 feet below the top of subgrade or as indicated on the plans, and the material disposed of as directed by the RPR. All foundations thus excavated shall be backfilled with suitable material and compacted as specified for embankment or as shown on the plans.

**152-2.3 Borrow excavation.** Borrow areas are not required.

**152-2.4 Drainage excavation.** Drainage excavation shall consist of excavating drainage ditches including intercepting, inlet, or outlet ditches; or other types as shown on the plans. The work shall be performed in sequence with the other construction. Ditches shall be constructed prior to starting adjacent excavation operations. All satisfactory material shall be placed in embankment fills; unsuitable material shall be placed in designated waste areas or as directed by the RPR. All necessary work shall be performed true to final line, elevation, and cross-section. The Contractor shall maintain ditches constructed on the project to the required cross-section and shall keep them free of debris or obstructions until the project is accepted.

**152-2.5 Preparation of cut areas or areas where existing pavement has been removed.** In those areas on which a subbase or base course is to be placed, the top 12 inches of subgrade shall be compacted to not less than 100% of maximum density for non-cohesive soils, and 95% of maximum density for cohesive soils as determined by ASTM D1557. As used in this specification, "non-cohesive" shall mean those soils having a plasticity index (PI) of less than 3 as determined by ASTM D4318.

**152-2.6 Preparation of embankment area.** All sod and vegetative matter shall be removed from the surface upon which the embankment is to be placed. The cleared surface shall be broken up by plowing or scarifying to a minimum depth of 6 inches and shall then be compacted per paragraph 152-2.10.

Sloped surfaces steeper than one (1) vertical to four (4) horizontal shall be plowed, stepped, benched, or broken up so that the fill material will bond with the existing material. When the subgrade is part fill and part excavation or natural ground, the excavated or natural ground portion shall be scarified to a depth of 12 inches and compacted as specified for the adjacent fill.

No direct payment shall be made for the work performed under this section. The necessary clearing and grubbing and the quantity of excavation removed will be paid for under the respective items of work.

**152-2.7 Control Strip.** The first half-day of construction of subgrade and/or embankment shall be considered as a control strip for the Contractor to demonstrate, in the presence of the RPR, that the materials, equipment, and construction processes meet the requirements of this specification. The sequence and manner of rolling necessary to obtain specified density requirements shall be determined. The maximum compacted thickness may be increased to a maximum of 12 inches upon the Contractor's demonstration that approved equipment and operations will uniformly compact the lift to the specified density. The RPR must witness this demonstration and approve the lift thickness prior to full production.

Control strips that do not meet specification requirements shall be reworked, re-compacted, or removed and replaced at the Contractor's expense. Full operations shall not begin until the control strip has been accepted by the RPR. The Contractor shall use the same equipment, materials, and construction methods for the remainder of construction, unless adjustments made by the Contractor are approved in advance by the RPR.

**152-2.8 Formation of embankments.** The material shall be constructed in lifts as established in the control strip, but not less than 6 inches nor more than 12 inches of compacted thickness.

When more than one lift is required to establish the layer thickness shown on the plans, the construction procedure described here shall apply to each lift. No lift shall be covered by subsequent lifts until tests verify that compaction requirements have been met. The Contractor shall rework, re-compact and retest any material placed which does not meet the specifications.

The lifts shall be placed, to produce a soil structure as shown on the typical cross-section or as directed by the RPR. Materials such as brush, hedge, roots, stumps, grass and other organic matter, shall not be incorporated or buried in the embankment.

Earthwork operations shall be suspended at any time when satisfactory results cannot be obtained due to rain, freezing, or other unsatisfactory weather conditions in the field. Frozen material shall not be placed in the embankment nor shall embankment be placed upon frozen material. Material shall not be placed on surfaces that are muddy, frozen, or contain frost. The Contractor shall drag, blade, or slope the embankment to provide surface drainage at all times.

The material in each lift shall be within  $\pm 2\%$  of optimum moisture content before rolling to obtain the prescribed compaction. The material shall be moistened or aerated as necessary to achieve a uniform moisture content throughout the lift. Natural drying may be accelerated by blending in dry material or manipulation alone to increase the rate of evaporation.

The Contractor shall make the necessary corrections and adjustments in methods, materials or moisture content to achieve the specified embankment density.

The Contractor will take samples of excavated materials which will be used in embankment for testing and develop a Moisture-Density Relations of Soils Report (Proctor) in accordance with ASTM D 1557. A new Proctor shall be developed for each soil type based on visual classification.

Density tests will be taken by the Contractor for every 1,000 square yards of compacted embankment for each lift which is required to be compacted, or other appropriate frequencies as determined by the RPR.

If the material has greater than 30% retained on the 3/4-inch sieve, follow AASHTO T-180 Annex Correction of maximum dry density and optimum moisture for oversized particles.

Rolling operations shall be continued until the embankment is compacted to not less than 100% of maximum density for non-cohesive soils, and 95% of maximum density for cohesive soils as determined by ASTM D1557. Under all areas to be paved, the embankments shall be compacted to a depth of 12" and to a density of not less than 100% of the maximum density as determined by ASTM D1557. As used in this specification, "non-cohesive" shall mean those soils having a plasticity index (PI) of less than 3 as determined by ASTM D4318.

On all areas outside of the pavement areas, no compaction will be required on the top 4 inches] which shall be prepared for a seedbed in accordance with Item T-901

The in-place field density shall be determined in accordance with ASTM 6938 using Procedure A, the direct transmission method, and ASTM D6938 shall be used to determine the moisture content of the material. The machine shall be calibrated in accordance with ASTM D6938. The Contractor's laboratory shall perform all density tests in the RPR's presence and provide the test results upon completion to the

RPR for acceptance. If the specified density is not attained, the area represented by the test or as designated by the RPR shall be reworked and/or re-compacted and additional random tests made. This procedure shall be followed until the specified density is reached.

Compaction areas shall be kept separate, and no lift shall be covered by another lift until the proper density is obtained.

During construction of the embankment, the Contractor shall route all construction equipment evenly over the entire width of the embankment as each lift is placed. Lift placement shall begin in the deepest portion of the embankment fill. As placement progresses, the lifts shall be constructed approximately parallel to the finished pavement grade line.

When rock, concrete pavement, asphalt pavement, and other embankment material are excavated at approximately the same time as the subgrade, the material shall be incorporated into the outer portion of the embankment and the subgrade material shall be incorporated under the future paved areas. Stones, fragmentary rock, and recycled pavement larger than 4 inches in their greatest dimensions will not be allowed in the top 12 inches of the subgrade. Rockfill shall be brought up in lifts as specified or as directed by the RPR and the finer material shall be used to fill the voids forming a dense, compact mass. Rock, cement concrete pavement, asphalt pavement, and other embankment material shall not be disposed of except at places and in the manner designated on the plans or by the RPR.

When the excavated material consists predominantly of rock fragments of such size that the material cannot be placed in lifts of the prescribed thickness without crushing, pulverizing or further breaking down the pieces, such material may be placed in the embankment as directed in lifts not exceeding 2 feet in thickness. Each lift shall be leveled and smoothed with suitable equipment by distribution of spalls and finer fragments of rock. The lift shall not be constructed above an elevation 4 feet below the finished subgrade.

**152-2.9 Proof rolling.** The purpose of proof rolling the subgrade is to identify any weak areas in the subgrade and not for compaction of the subgrade. After compaction is completed, the subgrade area shall be proof rolled with a 20 ton Tandem Axle Dual Wheel Dump Truck loaded to the legal limit with tires inflated to 80/100/150 psi or a 20 ton Proof Roller with tires spaced not more than 32 inches on-center with tires inflated to 100/125/150 psi in the presence of the RPR. Apply coverage, as specified by the RPR, under pavement areas. A coverage is defined as the application of one tire print over the designated area. Soft areas of subgrade that deflect more than 1 inch or show permanent deformation greater than 1 inch shall be removed and replaced with suitable material or reworked to conform to the moisture content and compaction requirements in accordance with these specifications. Removal and replacement of soft areas is incidental to this item.

**152-2.10 Compaction requirements.** The subgrade under areas to be paved shall be compacted to a depth of 12 inches and to a density of not less than 100% of the maximum dry density as determined by ASTM D1557. The subgrade in areas outside the limits of the pavement areas shall be compacted to a depth of 12 inches and to a density of not less than 95% of the maximum density as determined by ASTM D1557.

The material to be compacted shall be within  $\pm 2\%$  of optimum moisture content before being rolled to obtain the prescribed compaction (except for expansive soils). When the material has greater than 30-percent retained on the  $\frac{3}{4}$  inch sieve, follow the methods in ASTM D1557. Tests for moisture content and compaction will be taken at a minimum of 1,000 S.Y. of subgrade. All quality control testing shall be done by the Contractor. All quality assurance testing shall be done by the RPR.

The in-place field density shall be determined in accordance with ASTM D6938 using Procedure A, the direct transmission method, and ASTM D6938 shall be used to determine the moisture content of the

material. The machine shall be calibrated in accordance with ASTM D6938 within 12 months prior to its use on this contract. The gage shall be field standardized daily.

Maximum density refers to maximum dry density at optimum moisture content unless otherwise specified.

If the specified density is not attained, the entire lot shall be reworked and/or re-compacted and additional random tests made. This procedure shall be followed until the specified density is reached.

All cut-and-fill slopes shall be uniformly dressed to the slope, cross-section, and alignment shown on the plans or as directed by the RPR and the finished subgrade shall be maintained.

**152-2.11 Finishing and protection of subgrade.** Finishing and protection of the subgrade is incidental to this item. Grading and compacting of the subgrade shall be performed so that it will drain readily. All low areas, holes or depressions in the subgrade shall be brought to grade. Scarifying, blading, rolling and other methods shall be performed to provide a thoroughly compacted subgrade shaped to the lines and grades shown on the plans. All ruts or rough places that develop in the completed subgrade shall be graded, re-compacted, and retested. The Contractor shall protect the subgrade from damage and limit hauling over the finished subgrade to only traffic essential for construction purposes.

The Contractor shall maintain the completed course in satisfactory condition throughout placement of subsequent layers. No subbase, base, or surface course shall be placed on the subgrade until the subgrade has been accepted by the RPR.

**152-2.12 Haul.** All hauling will be considered a necessary and incidental part of the work. The Contractor shall include the cost in the contract unit price for the pay of items of work involved. No payment will be made separately or directly for hauling on any part of the work.

The Contractor's equipment shall not cause damage to any excavated surface, compacted lift or to the subgrade as a result of hauling operations. Any damage caused as a result of the Contractor's hauling operations shall be repaired at the Contractor's expense.

The Contractor shall be responsible for providing, maintaining and removing any haul roads or routes within or outside of the work area, and shall return the affected areas to their former condition, unless otherwise authorized in writing by the Owner. No separate payment will be made for any work or materials associated with providing, maintaining and removing haul roads or routes.

**152-2.13 Surface Tolerances.** In those areas on which a subbase or base course is to be placed, the surface shall be tested for smoothness and accuracy of grade and crown. Any portion lacking the required smoothness or failing in accuracy of grade or crown shall be scarified to a depth of at least 3 inches, reshaped, and re-compacted to grade until the required smoothness and accuracy are obtained and approved by the RPR. The Contractor shall perform all final smoothness and grade checks in the presence of the RPR. Any deviation in surface tolerances shall be corrected by the Contractor at the Contractor's expense.

- a. **Smoothness.** The finished surface shall not vary more than  $\pm 1/2$  inch when tested with a 12-foot straightedge applied parallel with and at right angles to the centerline. The straightedge shall be moved continuously forward at half the length of the 12-foot straightedge for the full length of each line on a 50-foot grid.
- b. **Grade.** The grade and crown shall be measured on a 50-foot grid and shall be within  $\pm 0.05$  feet of the specified grade.

On safety areas, turfed areas and other designated areas within the grading limits where no subbase or base is to be placed, grade shall not vary more than 0.10 feet from specified grade. Any deviation in excess of this amount shall be corrected by loosening, adding or removing materials, and reshaping.

**152-2.14 Topsoil.** When topsoil is specified or required as shown on the plans or under Item T-905, it shall be salvaged from stripping or other grading operations. The topsoil shall meet the requirements of Item T-905. If, at the time of excavation or stripping, the topsoil cannot be placed in its final section of finished construction, the material shall be stockpiled at approved locations. Stockpiles shall be located as shown on the plans and the approved CSPP and shall not be placed on areas that subsequently will require any excavation or embankment fill. If, in the judgment of the RPR, it is practical to place the salvaged topsoil at the time of excavation or stripping, the material shall be placed in its final position without stockpiling or further re-handling.

Upon completion of grading operations, stockpiled topsoil shall be handled and placed as shown on the plans and as required in Item T-905. Topsoil shall be paid for as provided in Item T-905. No direct payment will be made for topsoil under Item P-152.

### METHOD OF MEASUREMENT

**152-3.1** Measurement for payment specified by the cubic yard shall be computed by the average end areas of design cross sections.

**152-3.1** The quantity of unclassified excavation to be paid for shall be the number of cubic yards measured in its original position. Measurement shall not include the quantity of materials excavated without authorization beyond normal slope lines, or the quantity of material used for purposes other than those directed.

**152-3.2** Stockpiled material shall not be measured for payment in the stockpiled position.

### BASIS OF PAYMENT

**152-4.1** Unclassified excavation payment shall be made at the contract unit price per cubic yard. This price shall be full compensation for furnishing all materials, labor, equipment, tools, and incidentals necessary to complete the item.

Payment will be made under:

Item P-152.1	Unclassified Excavation, Dispose Off Site - per cubic yard
Item P-152.2	Unclassified Excavation, Select Fill from On-Site Material - per cubic yard
Item P-152.3	Subgrade Preparation – per square yard
Item P-152.4	Unsuitable/Over Excavation – per cubic yard
Item P-152.5	Unclassified Excavation, Stockpile On-Site – per cubic yard

### REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

American Association of State Highway and Transportation Officials (AASHTO)

AASHTO T-180	Standard Method of Test for Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and an 18-in. Drop
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Construct Taxiway G/Apron G  
Augusta Regional Airport, Augusta, Georgia  
CARES Grant: 3-13-0011-045-2020

P-152-7

Issued for Construction  
Item P-152 Excavation, Subgrade, and Embankment  
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## ASTM International (ASTM)

ASTM D698	Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Standard Effort (12,400 ft-lbf/ft <sup>3</sup> )
ASTM D1556	Standard Test Method for Density and Unit Weight of Soil in Place by the Sand-Cone Method
ASTM D1557	Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Modified Effort (56,000 ft-lbf/ft <sup>3</sup> )
ASTM D6938	Standard Test Methods for In-Place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)

## Advisory Circulars (AC)

AC 150/5370-2	Operational Safety on Airports During Construction Software
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## Software

FAARFIELD – FAA Rigid and Flexible Iterative Elastic Layered Design

## U.S. Department of Transportation

FAA RD-76-66	Design and Construction of Airport Pavements on Expansive Soils
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**END OF ITEM P-152**

Construct Taxiway G/Apron G  
Augusta Regional Airport, Augusta, Georgia  
CARES Grant: 3-13-0011-045-2020

P-152-9

Issued for Construction  
Item P-152 Excavation, Subgrade, and Embankment  
September 13, 2023



## Item D-701 Pipe for Storm Drains and Culverts

### DESCRIPTION

**701-1.1** This item shall consist of the construction of pipe culverts and storm drains in accordance with these specifications and in reasonably close conformity with the lines and grades shown on the plans.

### MATERIALS

**701-2.1** Materials shall meet the requirements shown on the plans and specified below. Underground piping and components used in drainage systems for terminal and aircraft fueling ramp drainage shall be noncombustible and inert to fuel in accordance with National Fire Protection Association (NFPA) 415.

**701-2.2 Pipe.** The pipe shall be of the type called for on the plans or in the proposal and shall be in accordance with the following appropriate requirements:

ASTM C1479	Standard Practice for Installation of Precast Concrete Sewer, Storm Drain, and Culvert Pipe Using Standard Installations
ASTM C76	Standard Specification for Reinforced Concrete Culvert, Storm Drain, and Sewer Pipe
ASTM C1840	Standard Practice for Inspection and Acceptance of Installed Reinforced Concrete Culvert, Storm Drain, and Storm Sewer Pipe

**701-2.3 Concrete.** Concrete for pipe cradles shall have a minimum compressive strength of 2000 psi at 28 days and conform to the requirements of ASTM C94.

**701-2.4 Rubber gaskets.** Rubber gaskets for rigid pipe shall conform to the requirements of ASTM C443. Rubber gaskets for PVC pipe, polyethylene, and polypropylene pipe shall conform to the requirements of ASTM F477. Rubber gaskets for zinc-coated steel pipe and precoated galvanized pipe shall conform to the requirements of ASTM D1056, for the "RE" closed cell grades. Rubber gaskets for steel reinforced thermoplastic ribbed pipe shall conform to the requirements of ASTM F477.

**701-2.5 Joint mortar.** Pipe joint mortar shall consist of one part Portland cement and two parts sand. The Portland cement shall conform to the requirements of ASTM C150, Type I. The sand shall conform to the requirements of ASTM C144.

**701-2.6 Joint fillers.** Poured filler for joints shall conform to the requirements of ASTM D6690.

**701-2.7 Plastic gaskets.** Plastic gaskets shall conform to the requirements of ASTM C990.

**701-2.8. Controlled low-strength material (CLSM).** Controlled low-strength material shall conform to the requirements of Item P-153. When CLSM is used, all joints shall have gaskets.

**701-2.9 Precast box culverts.** Manufactured in accordance with and conforming to ASTM C1433.

**701-2.10 Precast concrete pipe.** Precast concrete structures shall be furnished by a plant meeting National Precast Concrete Association Plant Certification Program or American Concrete Pipe Association QCast Plant Certification program.

### CONSTRUCTION METHODS

**701-3.1 Excavation.** The width of the pipe trench shall be sufficient to permit satisfactory jointing of the pipe and thorough tamping of the bedding material under and around the pipe, but it shall not be less than

the external diameter of the pipe plus 12 inches on each side. The trench walls shall be approximately vertical.

The Contractor shall comply with all current federal, state and local rules and regulations governing the safety of men and materials during the excavation, installation and backfilling operations. Specifically, the Contractor shall observe that all requirements of the Occupational Safety and Health Administration (OSHA) relating to excavations, trenching and shoring are strictly adhered to. The width of the trench shall be sufficient to permit satisfactorily jointing of the pipe and thorough compaction of the bedding material under the pipe and backfill material around the pipe, but it shall not be greater than the widths shown on the plans trench detail.

Where rock, hardpan, or other unyielding material is encountered, the Contractor shall remove it from below the foundation grade for a depth of at least 8 inch or 1/2 inch for each foot of fill over the top of the pipe (whichever is greater) but for no more than three-quarters of the nominal diameter of the pipe. The excavation below grade should be filled with granular material to form a uniform foundation.

Where a firm foundation is not encountered at the grade established, due to soft, spongy, or other unstable soil, the unstable soil shall be removed and replaced with approved granular material for the full trench width. The RPR shall determine the depth of removal necessary. The granular material shall be compacted to provide adequate support for the pipe.

The excavation for pipes placed in embankment fill shall not be made until the embankment has been completed to a height above the top of the pipe as shown on the plans.

**701-3.2 Bedding.** The bedding surface for the pipe shall provide a foundation of uniform density to support the pipe throughout its entire length.

**a. Rigid pipe.** The pipe bedding shall be constructed uniformly for the full length of the pipe barrel, as required on the plans. The maximum aggregate size shall be 1 in when the bedding thickness is less than 6 inches, and 1-1/2 in when the bedding thickness is greater than 6 inches. Bedding shall be loosely placed uncompacted material under the middle third of the pipe prior to placement of the pipe.

**b. Flexible pipe.** For flexible pipe, the bed shall be roughly shaped to fit the pipe, and a bedding blanket of sand or fine granular material shall be provided as follows:

**Flexible Pipe Bedding**

Pipe Corrugation Depth		Minimum Bedding Depth	
inch	mm	inch	mm
1/2	12	1	25
1	25	2	50
2	50	3	75
2-1/2	60	3-1/2	90

**c. Other pipe materials.** For PVC, polyethylene, polypropylene, or fiberglass pipe, the bedding material shall consist of coarse sands and gravels with a maximum particle size of 3/4 inches. For pipes installed under paved areas, no more than 12% of the material shall pass the No. 200 sieve. For all other areas, no more than 50% of the material shall pass the No. 200 sieve. The bedding shall have a thickness of at least 6 inches below the bottom of the pipe and extend up around the pipe for a depth of not less than 50% of the pipe's vertical outside diameter.

**701-3.3 Laying pipe.** The pipe laying shall begin at the lowest point of the trench and proceed upgrade. The lower segment of the pipe shall be in contact with the bedding throughout its full length. Bell or groove ends of rigid pipes and outside circumferential laps of flexible pipes shall be placed facing upgrade.

Paved or partially lined pipe shall be placed so that the longitudinal center line of the paved segment coincides with the flow line.

Elliptical and elliptically reinforced concrete pipes shall be placed with the manufacturer's reference lines designating the top of the pipe within five degrees of a vertical plane through the longitudinal axis of the pipe.

**701-3.4 Joining pipe.** Joints shall be made with (1) cement mortar, (2) cement grout, (3) rubber gaskets, (4) plastic gaskets, (5) coupling bands.

Mortar joints shall be made with an excess of mortar to form a continuous bead around the outside of the pipe and shall be finished smooth on the inside. Molds or runners shall be used for grouted joints to retain the poured grout. Rubber ring gaskets shall be installed to form a flexible watertight seal.

**a. Concrete pipe.** Concrete pipe may be either bell and spigot or tongue and groove. Pipe sections at joints shall be fully seated and the inner surfaces flush and even. Concrete pipe joints shall be sealed with rubber gaskets meeting ASTM C443 when leak resistant joints are required.

**b. Metal pipe.** Metal pipe shall be firmly joined by form-fitting bands conforming to the requirements of ASTM A760 for steel pipe and AASHTO M196 for aluminum pipe.

**c. PVC, Polyethylene, or Polypropylene pipe.** Joints for PVC, Polyethylene, or Polypropylene pipe shall conform to the requirements of ASTM D3212 when leak resistant joints are required. Joints for PVC and Polyethylene pipe shall conform to the requirements of AASHTO M304 when soil tight joints are required. Fittings for polyethylene pipe shall conform to the requirements of AASHTO M252 or ASTM M294. Fittings for polypropylene pipe shall conform to ASTM F2881, ASTM F2736, or ASTM F2764.

**701-3.5 Embedment and Overfill.** Pipes shall be inspected before any fill material is placed; any pipes found to be out of alignment, unduly settled, or damaged shall be removed and re-laid or replaced at the Contractor's expense.

#### **701-3.5-1 Embedment Material Requirements**

**a. Concrete Pipe.** Embedment material and compaction requirements shall be in accordance with the applicable Type of Standard Installation (Types 1, 2, 3, or 4) per ASTM C1479. If a concrete cradle or CLSM embedment material is used, it shall conform to the plan details.

**b. Plastic and fiberglass Pipe.** Embedment material shall meet the requirements of ASTM D3282, A-1, A-2-4, A-2-5, or A-3. Embedment material shall be free of organic material, stones larger than 1.5 inches in the greatest dimension, or frozen lumps. Embedment material shall extend to 12 inches above the top of the pipe.

**c. Metal Pipe.** Embedment material shall be granular as specified in the contract document and specifications, and shall be free of organic material, rock fragments larger than 1.5 inches in the greatest dimension and frozen lumps. As a minimum, backfill materials shall meet the requirements of ASTM D3282, A-1, A-2, or A-3. Embedment material shall extend to 12 inches above the top of the pipe.

#### **701-3.5-2 Placement of Embedment Material**

The embedment material shall be compacted in layers not exceeding 6 inches on each side of the pipe and shall be brought up one foot above the top of the pipe or to natural ground level, whichever is greater. Thoroughly compact the embedment material under the haunches of the pipe without displacing the pipe. Material shall be brought up evenly on each side of the pipe for the full length of the pipe.

When the top of the pipe is above the top of the trench, the embedment material shall be compacted in layers not exceeding 6 inches and shall be brought up evenly on each side of the pipe to one foot above the top of the pipe. All embedment material shall be compacted to a density required under Item P-152.

Concrete cradles and flowable fills, such as controlled low strength material (CLSM) or controlled density fill (CDF), may be used for embedment provided adequate flotation resistance can be achieved by restraints, weighing, or placement technique.

It shall be the Contractor's responsibility to protect installed pipes and culverts from damage due to construction equipment operations. The Contractor shall be responsible for installation of any extra strutting or backfill required to protect pipes from the construction equipment.

#### **701-3.6 Overfill**

Pipes shall be inspected before any overfill is in place. Any pipes found to be out of alignment, unduly settled, or damaged shall be removed and relaid or replaced at the Contractor's expense. Evaluation of any damage to RCP shall be evaluated based on AASHTO R73.

Overfill material shall be placed and compacted in layers as required to achieve compaction to at least 95 percent standard proctor per ASTM D1557. The soil shall contain no debris, organic matter, frozen material, or stones with a diameter greater than one half the thickness of the compacted layers being placed.

#### **701-3.7 Inspection Requirements**

An initial post installation inspection shall be performed by the RPR no sooner than 30 days after completion of installation and final backfill. Clean or flush all lines prior to inspection.

Incorporate specific inspection requirements for the various types of pipes beneath the general inspection requirements.

Reinforced concrete pipe shall be inspected, evaluated, and reported on in accordance with ASTM C1840, "Standard Practice for Inspection and Acceptance of Installed Reinforced Concrete Culvert, Storm Drain, and Storm Sewer Pipe." Any issues reported shall include still photo and video documentation. The zoom ratio shall be provided for all still or video images that document any issues of concern by the inspection firm.

### **METHOD OF MEASUREMENT**

**701-4.1** The length of pipe shall be measured in linear feet (m) of pipe in place, completed, and accepted. It shall be measured along the centerline of the pipe from end or inside face of structure to the end or inside face of structure, whichever is applicable. The size of pipe shall be measured separately. All fittings shall be included in the footage as typical pipe sections in the pipe being measured.

### **BASIS OF PAYMENT**

**701-5.0** These prices shall fully compensate the Contractor for furnishing all materials and for all preparation, excavation, and installation of these materials; and for all labor, equipment, tools, and incidentals necessary to complete the item.

**701-5.1** Payment will be made at the contract unit price per linear foot (meter) for 18 inch, Class V and 24", Class V concrete sewer pipe.

Payment will be made under:

Item D-701.1	Concrete Sewer Pipe 18 inch, Class V - per linear foot
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Item D-701.2	Concrete Sewer Pipe 24 inch, Class V – per linear foot
Item D-701.3	Concrete Sewer Pipe 30 inch, Class V – per linear foot

### REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

#### American Association of State Highway and Transportation Officials (AASHTO)

AASHTO M167	Standard Specification for Corrugated Steel Structural Plate, Zinc-Coated, for Field-Bolted Pipe, Pipe-Arches, and Arches
AASHTO M190	Standard Specification for Bituminous-Coated Corrugated Metal Culvert Pipe and Pipe Arches
AASHTO M196	Standard Specification for Corrugated Aluminum Pipe for Sewers and Drains
AASHTO M219	Standard Specification for Corrugated Aluminum Alloy Structural Plate for Field-Bolted Pipe, Pipe-Arches, and Arches
AASHTO M243	Standard Specification for Field Applied Coating of Corrugated Metal Structural Plate for Pipe, Pipe-Arches, and Arches
AASHTO M252	Standard Specification for Corrugated Polyethylene Drainage Pipe
AASHTO M294	Standard Specification for Corrugated Polyethylene Pipe, 300- to 1500-mm (12- to 60-in.) Diameter
AASHTO M304	Standard Specification for Poly (Vinyl Chloride) (PVC) Profile Wall Drain Pipe and Fittings Based on Controlled Inside Diameter
AASHTO MP20	Standard Specification for Steel Reinforced Polyethylene (PE) Ribbed Pipe, 300- to 900-mm (12- to 36-in.) Diameter

#### ASTM International (ASTM)

ASTM A760	Standard Specification for Corrugated Steel Pipe, Metallic Coated for Sewers and Drains
ASTM A761	Standard Specification for Corrugated Steel Structural Plate, Zinc Coated, for Field-Bolted Pipe, Pipe-Arches, and Arches
ASTM A762	Standard Specification for Corrugated Steel Pipe, Polymer Precoated for Sewers and Drains
ASTM A849	Standard Specification for Post-Applied Coatings, Pavings, and Linings for Corrugated Steel Sewer and Drainage Pipe
ASTM B745	Standard Specification for Corrugated Aluminum Pipe for Sewers and Drains
ASTM C14	Standard Specification for Nonreinforced Concrete Sewer, Storm Drain, and Culvert Pipe
ASTM C76	Standard Specification for Reinforced Concrete Culvert, Storm Drain, and Sewer Pipe
ASTM C94	Standard Specification for Ready Mixed Concrete

ASTM C144	Standard Specification for Aggregate for Masonry Mortar
ASTM C150	Standard Specification for Portland Cement
ASTM C443	Standard Specification for Joints for Concrete Pipe and Manholes, Using Rubber Gaskets
ASTM C506	Standard Specification for Reinforced Concrete Arch Culvert, Storm Drain, and Sewer Pipe
ASTM C507	Standard Specification for Reinforced Concrete Elliptical Culvert, Storm Drain and Sewer Pipe
ASTM C655	Standard Specification for Reinforced Concrete D-Load Culvert, Storm Drain and Sewer Pipe
ASTM C990	Standard Specification for Joints for Concrete Pipe, Manholes, and Precast Box Sections Using Preformed Flexible Joint Sealants
ASTM C1433	Standard Specification for Precast Reinforced Concrete Monolithic Box Sections for Culverts, Storm Drains, and Sewers
ASTM D1056	Standard Specification for Flexible Cellular Materials Sponge or Expanded Rubber
ASTM D3034	Standard Specification for Type PSM Poly (Vinyl Chloride) (PVC) Sewer Pipe and Fittings
ASTM D3212	Standard Specification for Joints for Drain and Sewer Plastic Pipes Using Flexible Elastomeric Seals
ASTM D3262	Standard Specification for "Fiberglass" (Glass-Fiber Reinforced Thermosetting Resin) Sewer Pipe
ASTM D3282	Standard Practice for Classification of Soils and Soil-Aggregate Mixtures for Highway Construction Purposes
ASTM D4161	Standard Specification for "Fiberglass" (Glass-Fiber Reinforced Thermosetting Resin) Pipe Joints Using Flexible Elastomeric Seals
ASTM D6690	Standard Specification for Joint and Crack Sealants, Hot Applied, for Concrete and Asphalt Pavements
ASTM F477	Standard Specification for Elastomeric Seals (Gaskets) for Joining Plastic Pipe
ASTM F667	Standard Specification for 3 through 24 in. Corrugated Polyethylene Pipe and Fittings
ASTM F714	Standard Specification for Polyethylene (PE) Plastic Pipe (DR PR) Based on Outside Diameter
ASTM F794	Standard Specification for Poly (Vinyl Chloride) (PVC) Profile Gravity Sewer Pipe & Fittings Based on Controlled Inside Diameter
ASTM F894	Standard Specification for Polyethylene (PE) Large Diameter Profile Wall Sewer and Drain Pipe
ASTM F949	Standard Specification for Poly (Vinyl Chloride) (PVC) Corrugated Sewer Pipe with a Smooth Interior and Fittings

ASTM F2435	Standard Specification for Steel Reinforced Polyethylene (PE) Corrugated Pipe
ASTM F2562	Specification for Steel Reinforced Thermoplastic Ribbed Pipe and Fittings for Non-Pressure Drainage and Sewerage
ASTM F2736	Standard Specification for 6 to 30 in. (152 to 762 mm) Polypropylene (PP) Corrugated Single Wall Pipe and Double Wall Pipe
ASTM F2764	Standard Specification for 30 to 60 in. (750 to 1500 mm) Polypropylene (PP) Triple Wall Pipe and Fittings for Non-Pressure Sanitary Sewer Applications
ASTM F2881	Standard Specification for 12 to 60 in. (300 to 1500 mm) Polypropylene (PP) Dual Wall Pipe and Fittings for Non-Pressure Storm Sewer Applications

National Fire Protection Association (NFPA)

NFPA 415	Standard on Airport Terminal Buildings, Fueling Ramp Drainage, and Loading Walkways
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**END ITEM D-701**

## Item D-751 Manholes, Catch Basins, Inlets and Inspection Holes

### DESCRIPTION

**751-1.1** This item shall consist of construction of manholes, catch basins, inlets, and inspection holes, in accordance with these specifications, at the specified locations and conforming to the lines, grades, and dimensions shown on the plans or required by the RPR.

### MATERIALS

**751-2.1 Brick.** The brick shall conform to the requirements of ASTM C32, Grade MS.

**751-2.2 Mortar.** Mortar shall consist of one part Portland cement and two parts sand. The cement shall conform to the requirements of ASTM C150, Type I. The sand shall conform to the requirements of ASTM C144.

**751-2.3 Concrete.** Plain and reinforced concrete used in structures, connections of pipes with structures, and the support of structures or frames shall conform to the requirements of Item P-610.

**751-2.4 Precast concrete pipe manhole rings.** Precast concrete pipe manhole rings shall conform to the requirements of ASTM C478. Unless otherwise specified, the risers and offset cone sections shall have an inside diameter of not less than 36 inches nor more than 48 inches. There shall be a gasket between individual sections and sections cemented together with mortar on the inside of the manhole. Gaskets shall conform to the requirements of ASTM C443.

**751-2.5 Corrugated metal.** Corrugated metal shall conform to the requirements of American Association of State Highway and Transportation Officials (AASHTO) M36.

**751-2.6 Frames, covers, and grates.** The castings shall conform to one of the following requirements:

- a. ASTM A48, Class 35B: Gray iron castings
- b. ASTM A47: Malleable iron castings
- c. ASTM A27: Steel castings
- d. ASTM A283, Grade D: Structural steel for grates and frames
- e. ASTM A536, Grade 65-45-12: Ductile iron castings
- f. ASTM A897: Austempered ductile iron castings

All castings or structural steel units shall conform to the dimensions shown on the plans and shall be designed to support the loadings, aircraft gear configuration and/or direct loading, specified.

Each frame and cover or grate unit shall be provided with fastening members to prevent it from being dislodged by traffic but which will allow easy removal for access to the structure.

All castings shall be thoroughly cleaned. After fabrication, structural steel units shall be galvanized to meet the requirements of ASTM A123.

**751-2.7 Steps.** The steps or ladder bars shall be gray or malleable cast iron or galvanized steel. The steps shall be the size, length, and shape shown on the plans and those steps that are not galvanized shall be given a coat of asphalt paint, when directed.

**751-2.8 Precast inlet structures.** Manufactured in accordance with and conforming to ASTM C913.



## CONSTRUCTION METHODS

### 751-3.1 Unclassified excavation.

a. The Contractor shall excavate for structures and footings to the lines and grades or elevations, shown on the plans, or as staked by the RPR. The excavation shall be of sufficient size to permit the placing of the full width and length of the structure or structure footings shown. The elevations of the bottoms of footings, as shown on the plans, shall be considered as approximately only; and the RPR may direct, in writing, changes in dimensions or elevations of footings necessary for a satisfactory foundation.

b. Boulders, logs, or any other objectionable material encountered in excavation shall be removed. All rock or other hard foundation material shall be cleaned of all loose material and cut to a firm surface either level, stepped, or serrated, as directed by the RPR. All seams or crevices shall be cleaned out and grouted. All loose and disintegrated rock and thin strata shall be removed. Where concrete will rest on a surface other than rock, the bottom of the excavation shall not be disturbed and excavation to final grade shall not be made until immediately before the concrete or reinforcing is placed.

c. The Contractor shall do all bracing, sheathing, or shoring necessary to implement and protect the excavation and the structure as required for safety or conformance to governing laws. The cost of bracing, sheathing, or shoring shall be included in the unit price bid for the structure.

d. All bracing, sheathing, or shoring involved in the construction of this item shall be removed by the Contractor after the completion of the structure. Removal shall not disturb or damage finished masonry. The cost of removal shall be included in the unit price bid for the structure.

e. After excavation is completed for each structure, the Contractor shall notify the RPR. No concrete or reinforcing steel shall be placed until the RPR has approved the depth of the excavation and the character of the foundation material.

### 751-3.2 Brick structures.

a. **Foundations.** A prepared foundation shall be placed for all brick structures after the foundation excavation is completed and accepted. Unless otherwise specified, the base shall consist of reinforced concrete mixed, prepared, and placed in accordance with the requirements of Item P-610.

b. **Laying brick.** All brick shall be clean and thoroughly wet before laying so that they will not absorb any appreciable amount of additional water at the time they are laid. All brick shall be laid in freshly made mortar. Mortar not used within 45 minutes after water has been added shall be discarded. Retempering of mortar shall not be permitted. An ample layer of mortar shall be spread on the beds and a shallow furrow shall be made in it that can be readily closed by the laying of the brick. All bed and head joints shall be filled solid with mortar. End joints of stretchers and side or cross joints of headers shall be fully buttered with mortar and a shoved joint made to squeeze out mortar at the top of the joint. Any bricks that may be loosened after the mortar has taken its set, shall be removed, cleaned, and re-laid with fresh mortar. No broken or chipped brick shall be used in the face, and no spalls or bats shall be used except where necessary to shape around irregular openings or edges; in which case, full bricks shall be placed at ends or corners where possible, and the bats shall be used in the interior of the course. In making closures, no piece of brick shorter than the width of a whole brick shall be used; and wherever practicable, whole brick shall be used and laid as headers.

c. **Joints.** All joints shall be filled with mortar at every course. Exterior faces shall be laid up in advance of backing. Exterior faces shall be plastered or parged with a coat of mortar not less than 3/8 inch thick before the backing is laid up. Prior to parging, all joints on the back of face courses shall be cut flush. Unless otherwise noted, joints shall be not less than 1/4 inch nor more than 1/2 inch wide and the selected joint width shall be maintained uniform throughout the work.

**d. Pointing.** Face joints shall be neatly struck, using the weather-struck joint. All joints shall be finished properly as the laying of the brick progresses. When nails or line pins are used, the holes shall be immediately plugged with mortar and pointed when the nail or pin is removed.

**e. Cleaning.** Upon completion of the work all exterior surfaces shall be thoroughly cleaned by scrubbing and washing with water. If necessary to produce satisfactory results, cleaning shall be done with a 5% solution of muriatic acid which shall then be rinsed off with liberal quantities of water.

**f. Curing and cold weather protection.** The brick masonry shall be protected and kept moist for at least 48 hours after laying the brick. Brick masonry work or pointing shall not be done when there is frost on the brick or when the air temperature is below 50°F unless the Contractor has, on the project ready to use, suitable covering and artificial heating devices necessary to keep the atmosphere surrounding the masonry at a temperature of not less than 60°F for the duration of the curing period.

**751-3.3 Concrete structures.** Concrete structures which are to be cast-in-place within the project boundaries shall be built on prepared foundations, conforming to the dimensions and shape indicated on the plans. The construction shall conform to the requirements specified in Item P-610. Any reinforcement required shall be placed as indicated on the plans and shall be approved by the RPR before the concrete is placed.

All invert channels shall be constructed and shaped accurately to be smooth, uniform, and cause minimum resistance to flowing water. The interior bottom shall be sloped to the outlet.

**751-3.4 Precast concrete structures.** Precast concrete structures shall be furnished by a plant meeting National Precast Concrete Association Plant Certification Program or another RPR approved third party certification program.

Precast concrete structures shall conform to ASTM C478. Precast concrete structures shall be constructed on prepared or previously placed slab foundations conforming to the dimensions and locations shown on the plans. All precast concrete sections necessary to build a completed structure shall be furnished. The different sections shall fit together readily. Joints between precast concrete risers and tops shall be full-bedded in cement mortar and shall: (1) be smoothed to a uniform surface on both interior and exterior of the structure or (2) utilize a rubber gasket per ASTM C443. The top of the upper precast concrete section shall be suitably formed and dimensioned to receive the metal frame and cover or grate, or other cap, as required. Provision shall be made for any connections for lateral pipe, including drops and leads that may be installed in the structure. The flow lines shall be smooth, uniform, and cause minimum resistance to flow. The metal or metal encapsulated steps that are embedded or built into the side walls shall be aligned and placed in accordance to ASTM C478. When a metal ladder replaces the steps, it shall be securely fastened into position.

**751-3.5 Corrugated metal structures.** Corrugated metal structures shall be prefabricated. All standard or special fittings shall be furnished to provide pipe connections or branches with the correct dimensions and of sufficient length to accommodate connecting bands. The fittings shall be welded in place to the metal structures. The top of the metal structure shall be designed so that either a concrete slab or metal collar may be attached to allow the fastening of a standard metal frame and grate or cover. Steps or ladders shall be furnished as shown on the plans. Corrugated metal structures shall be constructed on prepared foundations, conforming to the dimensions and locations as shown on the plans. When indicated, the structures shall be placed on a reinforced concrete base.

**751-3.6 Inlet and outlet pipes.** Inlet and outlet pipes shall extend through the walls of the structures a sufficient distance beyond the outside surface to allow for connections. They shall be cut off flush with the wall on the inside surface of the structure, unless otherwise directed. For concrete or brick structures, mortar shall be placed around these pipes to form a tight, neat connection.

**751-3.7 Placement and treatment of castings, frames, and fittings.** All castings, frames, and fittings shall be placed in the positions indicated on the plans or as directed by the RPR and shall be set true to line and elevation. If frames or fittings are to be set in concrete or cement mortar, all anchors or bolts shall be in place before the concrete or mortar is placed. The unit shall not be disturbed until the mortar or concrete has set.

When frames or fittings are placed on previously constructed masonry, the bearing surface of the masonry shall be brought true to line and grade and shall present an even bearing surface so the entire face or back of the unit will come in contact with the masonry. The unit shall be set in mortar beds and anchored to the masonry as indicated on the plans or as directed by the RPR. All units shall set firm and secure.

After the frames or fittings have been set in final position, the concrete or mortar shall be allowed to harden for seven (7) days before the grates or covers are placed and fastened down.

**751-3.8 Installation of steps.** The steps shall be installed as indicated on the plans or as directed by the RPR. When the steps are to be set in concrete, they shall be placed and secured in position before the concrete is placed. When the steps are installed in brick masonry, they shall be placed as the masonry is being built. The steps shall not be disturbed or used until the concrete or mortar has hardened for at least seven (7) days. After seven (7) days, the steps shall be cleaned and painted, unless they have been galvanized.

When steps are required with precast concrete structures, they shall meet the requirements of ASTM C478. The steps shall be cast into the side of the sections at the time the sections are manufactured or set in place after the structure is erected by drilling holes in the concrete and cementing the steps in place.

When steps are required with corrugated metal structures, they shall be welded into aligned position at a vertical spacing of 12 inches.

Instead of steps, prefabricated ladders may be installed. For brick or concrete structures, the ladder shall be held in place by grouting the supports in drilled holes. For metal structures, the ladder shall be secured by welding the top support to the structure and grouting the bottom support into drilled holes in the foundation or as directed by the RPR.

**751-3.9 Backfilling.**

a. After a structure has been completed, the area around it shall be backfilled with approved material, in horizontal layers not to exceed 8 inches in loose depth and compacted to the density required in Item P-152. Each layer shall be deposited evenly around the structure to approximately the same elevation. The top of the fill shall meet the elevation shown on the plans or as directed by the RPR.

b. Backfill shall not be placed against any structure until approved by the RPR. For concrete structures, approval shall not be given until the concrete has been in place seven (7) days, or until tests establish that the concrete has attained sufficient strength to withstand any pressure created by the backfill and placing methods.

c. Backfill shall not be measured for direct payment. Performance of this work shall be considered an obligation of the Contractor covered under the contract unit price for the structure involved.

**751-3.10 Cleaning and restoration of site.** After the backfill is completed, the Contractor shall dispose of all surplus material, dirt, and rubbish from the site. Surplus dirt may be deposited in embankments, shoulders, or as approved by the RPR. The Contractor shall restore all disturbed areas to their original condition. The Contractor shall remove all tools and equipment, leaving the entire site free, clear, and in good condition.

## METHOD OF MEASUREMENT

**751-4.1** Manholes, catch basins, inlets, and inspection holes shall be measured by the unit.

## BASIS OF PAYMENT

**751-5.1** The accepted quantities of manholes, catch basins, inlets, and inspection holes will be paid for at the contract unit price per each in place when completed. This price shall be full compensation for furnishing all materials and for all preparation, excavation, backfilling and placing of the materials; furnishing and installation of such specials and connections to pipes and other structures as may be required to complete the item as shown on the plans; and for all labor equipment, tools and incidentals necessary to complete the structure.

Payment will be made under:

Item D-751.1	Aircraft Ranted Manhole with Aircraft Rated Lid – per each
Item D-751.2	Airfield Inlet with Aircraft Rated Grate – per each
Item D-751.3	Adjust Storm Manhole/Inlet to Grade – per each
Item D-751.4	Connect Storm Sewer Pipe to Existing Storm Structure – per each
Item D-751.5	24” RCP & Manholes Miscellaneous Costs – per lump sum

## REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

ASTM International (ASTM)

ASTM A27	Standard Specification for Steel Castings, Carbon, for General Application
ASTM A47	Standard Specification for Ferritic Malleable Iron Castings
ASTM A48	Standard Specification for Gray Iron Castings
ASTM A123	Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products
ASTM A283	Standard Specification for Low and Intermediate Tensile Strength Carbon Steel Plates
ASTM A536	Standard Specification for Ductile Iron Castings
ASTM A897	Standard Specification for Austempered Ductile Iron Castings
ASTM C32	Standard Specification for Sewer and Manhole Brick (Made from Clay or Shale)
ASTM C144	Standard Specification for Aggregate for Masonry Mortar
ASTM C150	Standard Specification for Portland Cement
ASTM C443	Standard Specification for Joints for Concrete Pipe and Manholes, Using Rubber Gaskets.

ASTM C478            Standard Specification for Precast Reinforced Concrete Manhole Sections

ASTM C913           Standard Specification for Precast Concrete Water and Wastewater Structures.

American Association of State Highway and Transportation Officials (AASHTO)

AASHTO M36        Standard Specification for Corrugated Steel Pipe, Metallic-Coated, for Sewers and Drains

**END OF ITEM D-751**

## Item L-108 Underground Power Cable for Airports

### DESCRIPTION

**108-1.1** This item shall consist of furnishing and installing power cables that are direct buried and furnishing and/or installing power cables within conduit or duct banks per these specifications at the locations shown on the plans. It includes excavation and backfill of trench for direct-buried cables only. Also included are the installation of counterpoise wires, ground wires, ground rods and connections, cable splicing, cable marking, cable testing, and all incidentals necessary to place the cable in operating condition as a completed unit to the satisfaction of the RPR. This item shall not include the installation of duct banks or conduit, trenching and backfilling for duct banks or conduit, or furnishing or installation of cable for FAA owned/operated facilities.

### EQUIPMENT AND MATERIALS

#### **108-2.1 General.**

- a. Airport lighting equipment and materials covered by advisory circulars (AC) shall be approved under the Airport Lighting Equipment Certification Program per AC 150/5345-53, current version.
- b. All other equipment and materials covered by other referenced specifications shall be subject to acceptance through manufacturer's certification of compliance with the applicable specification, when requested by the RPR.
- c. Manufacturer's certifications shall not relieve the Contractor of the responsibility to provide materials per these specifications. Materials supplied and/or installed that do not comply with these specifications shall be removed (when directed by the RPR) and replaced with materials that comply with these specifications at the Contractor's cost.
- d. All materials and equipment used to construct this item shall be submitted to the RPR for approval prior to ordering the equipment. Submittals consisting of marked catalog sheets or shop drawings shall be provided. Submittal data shall be presented in a clear, precise and thorough manner. Original catalog sheets are preferred. Photocopies are acceptable provided they are as good a quality as the original. Clearly and boldly mark each copy to identify products or models applicable to this project. Indicate all optional equipment and delete any non-pertinent data. Submittals for components of electrical equipment and systems shall identify the equipment to which they apply on each submittal sheet. Markings shall be made bold and clear with arrows or circles (highlighting is not acceptable). The Contractor is solely responsible for delays in the project that may accrue directly or indirectly from late submissions or resubmissions of submittals.
- e. The data submitted shall be sufficient, in the opinion of the RPR, to determine compliance with the plans and specifications. The Contractor's submittals shall be tabbed by specification section and electronically submitted in pdf format. The RPR reserves the right to reject any and all equipment, materials, or procedures that do not meet the system design and the standards and codes, specified in this document.
- f. All equipment and materials furnished and installed under this section shall be guaranteed against defects in materials and workmanship for at least twelve (12) months from the date of final acceptance by the Owner. The defective materials and/or equipment shall be repaired or replaced, at the Owner's discretion, with no additional cost to the Owner. The Contractor shall maintain a minimum insulation resistance in accordance with paragraph 108-3.10e with isolation transformers connected in new circuits and new segments of existing circuits through the end of the contract warranty period when tested in

accordance with AC 150/5340-26, *Maintenance Airport Visual Aid Facilities*, paragraph 5.1.3.1, Insulation Resistance Test.

**108-2.2 Cable.** Underground cable for airfield lighting facilities (runway and taxiway lights and signs) shall conform to the requirements of AC 150/5345-7, Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits latest edition. Conductors for use on 6.6 ampere primary airfield lighting series circuits shall be single conductor, seven strand, #8 American wire gauge (AWG), L-824 Type C, 5,000 volts, non-shielded, with cross-linked polyethylene insulation. Conductors for use on 20 ampere primary airfield lighting series circuits shall be single conductor, seven strand, #6 AWG, L-824 Type C, 5,000 volts, non-shielded, with cross-linked polyethylene insulation. L-824 conductors for use on the L-830 secondary of airfield lighting series circuits shall be sized in accordance with the manufacturer's recommendations. All other conductors shall comply with FAA and National Electric Code (NEC) requirements. Conductor sizes noted above shall not apply to leads furnished by manufacturers on airfield lighting transformers and fixtures.

Wire for electrical circuits up to 600 volts shall comply with Specification L-824 and/or Commercial Item Description A-A-59544A and shall be type THWN-2, 75°C for installation in conduit and RHW-2, 75°C for direct burial installations. Conductors for parallel (voltage) circuits shall be type and size and installed in accordance with NFPA-70, National Electrical Code.

Unless noted otherwise, all 600-volt and less non-airfield lighting conductor sizes are based on a 75°C, THWN-2, 600-volt insulation, copper conductors, not more than three single insulated conductors, in raceway, in free air. The conduit/duct sizes are based on the use of THWN-2, 600-volt insulated conductors. The Contractor shall make the necessary increase in conduit/duct sizes for other types of wire insulation. In no case shall the conduit/duct size be reduced. The minimum power circuit wire size shall be #12 AWG.

Conductor sizes may have been adjusted due to voltage drop or other engineering considerations. Equipment provided by the Contractor shall be capable of accepting the quantity and sizes of conductors shown in the Contract Documents. All conductors, pigtails, cable step-down adapters, cable step-up adapters, terminal blocks and splicing materials necessary to complete the cable termination/splice shall be considered incidental to the respective pay items provided.

Cable type, size, number of conductors, strand and service voltage shall be as specified in the Contract Document.

**108-2.3 Bare copper wire (counterpoise, bare copper wire ground and ground rods).** Wire for counterpoise or ground installations for airfield lighting systems shall be No. 6 AWG bare solid copper wire for counterpoise and/or No. 6 AWG insulated stranded for grounding bond wire per ASTM B3 and ASTM B8, and shall be bare copper wire. For voltage powered circuits, the equipment grounding conductor shall comply with NEC Article 250.

Ground rods shall be copper or copper-clad steel. The ground rods shall be of the length and diameter specified on the plans, but in no case be less than 10 feet long and 3/4 inch in diameter.

**108-2.4 Cable connections.** In-line connections or splices of underground primary cables shall be of the type called for on the plans and shall be one of the types listed below. No separate payment will be made for cable connections.

**a. The cast splice.** Not used.

**b. The field-attached plug-in splice.** Field attached plug-in splices shall be installed as shown on the plans. The Contractor shall determine the outside diameter of the cable to be spliced and furnish appropriately sized connector kits and/or adapters. Tape shall be in accordance with the manufacturer's requirements. Primary Connector Kits manufactured by Amerace, "Super Kit", Integro "Complete Kit", or approved equal is acceptable.

**c. The factory-molded plug-in splice.** Specification for L-823 Connectors, Factory-Molded to Individual Conductors, is acceptable.

**d. The taped or heat-shrink splice.** Taped splices employing field-applied rubber, or synthetic rubber tape covered with plastic tape is acceptable. The rubber tape should meet the requirements of ASTM D4388 and the plastic tape should comply with Military Specification MIL-I-24391 or Commercial Item Description A-A-55809. Heat shrinkable tubing shall be heavy-wall, self-sealing tubing rated for the voltage of the wire being spliced and suitable for direct-buried installations. The tubing shall be factory coated with a thermoplastic adhesive-sealant that will adhere to the insulation of the wire being spliced forming a moisture- and dirt-proof seal. Additionally, heat shrinkable tubing for multi-conductor cables, shielded cables, and armored cables shall be factory kits that are designed for the application. Heat shrinkable tubing and tubing kits shall be manufactured by Tyco Electronics/ Raychem Corporation, Energy Division, or approved equivalent.

In all the above cases, connections of cable conductors shall be made using crimp connectors using a crimping tool designed to make a complete crimp before the tool can be removed. All L-823/L-824 splices and terminations shall be made per the manufacturer's recommendations and listings.

All connections of counterpoise, grounding conductors and ground rods shall be made by the exothermic process or approved equivalent, except that a light base ground clamp connector shall be used for attachment to the light base. All exothermic connections shall be made per the manufacturer's recommendations and listings.

**108-2.5 Splicer qualifications.** Every airfield lighting cable splicer shall be qualified in making airport cable splices and terminations on cables rated at or above 5,000 volts AC. The Contractor shall submit to the RPR proof of the qualifications of each proposed cable splicer for the airport cable type and voltage level to be worked on. Cable splicing/terminating personnel shall have a minimum of three (3) years continuous experience in terminating/splicing medium voltage cable.

**108-2.6 Concrete.** Concrete shall be proportioned, placed, and cured per Item P-610, Concrete for Miscellaneous Structures.

**108-2.7 Flowable backfill.** Flowable material used to backfill trenches for power cable trenches shall conform to the requirements of Item P-153, Controlled Low Strength Material.

**108-2.8 Cable identification tags.** Cable identification tags shall be made from a non-corrosive material with the circuit identification stamped or etched onto the tag. The tags shall be of the type as detailed on the plans.

**108-2.9 Tape.** Electrical tapes shall be Scotch™ Electrical Tapes –Scotch™ 88 (1-1/2 inch wide) and Scotch™ 130C® linerless rubber splicing tape (2-inch wide), as manufactured by the Minnesota Mining and Manufacturing Company (3M™), or an approved equivalent.

**108-2.10 Electrical coating.** Electrical coating shall be Scotchkote™ as manufactured by 3M™, or an approved equivalent.

**108-2.11 Existing circuits.** Whenever the scope of work requires connection to an existing circuit, the existing circuit's insulation resistance shall be tested, in the presence of the RPR. The test shall be performed per this item and prior to any activity that will affect the respective circuit. The Contractor shall record the results on forms acceptable to the RPR. When the work affecting the circuit is complete, the circuit's insulation resistance shall be checked again, in the presence of the RPR. The Contractor shall record the results on forms acceptable to the RPR. The second reading shall be equal to or greater than the first reading or the Contractor shall make the necessary repairs to the existing circuit to bring the second reading above the first reading. All repair costs including a complete replacement of the L-823 connectors, L-830 transformers and L-824 cable, if necessary, shall be borne by the Contractor. All test results shall be submitted in the Operation and Maintenance (O&M) Manual.



**108-2.12 Detectable warning tape.** Plastic, detectable, American Public Works Association (APWA) Red (electrical power lines, cables, conduit and lighting cable) with continuous legend tape shall be polyethylene film with a metalized foil core and shall be 3-6 inches (75-150 mm) wide. Detectable tape is incidental to the respective bid item. Detectable warning tape for communication cables shall be orange. Detectable warning tape color code shall comply with the APWA Uniform Color Code.

## CONSTRUCTION METHODS

**108-3.1 General.** The Contractor shall install the specified cable at the approximate locations indicated on the plans. Unless otherwise shown on the plans, all cable required to cross under pavements expected to carry aircraft loads shall be installed in concrete encased duct banks. Cable shall be run without splices, from fixture to fixture.

Cable connections between lights will be permitted only at the light locations for connecting the underground cable to the primary leads of the individual isolation transformers. The Contractor shall be responsible for providing cable in continuous lengths for home runs or other long cable runs without connections unless otherwise authorized in writing by the RPR or shown on the plans.

In addition to connectors being installed at individual isolation transformers, L-823 cable connectors for maintenance and test points shall be installed at locations shown on the plans. Cable circuit identification markers shall be installed on both sides of the L-823 connectors installed and on both sides of slack loops where a future connector would be installed.

Provide not less than 3 feet of cable slack on each side of all connections, isolation transformers, light units, and at points where cable is connected to field equipment. Where provisions must be made for testing or for future above grade connections, provide enough slack to allow the cable to be extended at least one foot vertically above the top of the access structure. This requirement also applies where primary cable passes through empty light bases, junction boxes, and access structures to allow for future connections, or as designated by the RPR.

Primary airfield lighting cables installed shall have cable circuit identification markers attached on both sides of each L-823 connector and on each airport lighting cable entering or leaving cable access points, such as manholes, hand holes, pull boxes, junction boxes, etc. Markers shall be of sufficient length for imprinting the cable circuit identification legend on one line, using letters not less than 1/4 inch in size. The cable circuit identification shall match the circuits noted on the construction plans.

Removed cable, not called out as abandoned communication line, shall be incidental to the installation bid item.

**108-3.2 Installation in duct banks or conduits.** This item includes the installation of the cable in duct banks or conduit per the following paragraphs. The maximum number and voltage ratings of cables installed in each single duct or conduit, and the current-carrying capacity of each cable shall be per the latest version of the National Electric Code, or the code of the local agency or authority having jurisdiction.

The Contractor shall make no connections or splices of any kind in cables installed in conduits or duct banks.

Unless otherwise designated in the plans, where ducts are in tiers, use the lowest ducts to receive the cable first, with spare ducts left in the upper levels. Check duct routes prior to construction to obtain assurance that the shortest routes are selected and any potential interference is avoided.

Duct banks or conduits shall be installed as a separate item per Item L-110, Airport Underground Electrical Duct Banks and Conduit. The Contractor shall run a mandrel through duct banks or conduit prior to installation of cable to ensure that the duct bank or conduit is open, continuous and clear of

debris. The mandrel size shall be compatible with the conduit size. The Contractor shall swab out all conduits/ducts and clean light bases, manholes, etc., interiors immediately prior to pulling cable. Once cleaned and swabbed, the light bases and all accessible points of entry to the duct/conduit system shall be kept closed except when installing cables. Cleaning of ducts, light bases, manholes, etc., is incidental to the pay item of the item being cleaned. All raceway systems left open, after initial cleaning, for any reason shall be re-cleaned at the Contractor's expense. The Contractor shall verify existing ducts proposed for use in this project as clear and open. The Contractor shall notify the RPR of any blockage in the existing ducts.

The cable shall be installed in a manner that prevents harmful stretching of the conductor, damage to the insulation, or damage to the outer protective covering. The ends of all cables shall be sealed with moisture-seal tape providing moisture-tight mechanical protection with minimum bulk, or alternately, heat shrinkable tubing before pulling into the conduit and it shall be left sealed until connections are made. Where more than one cable is to be installed in a conduit, all cable shall be pulled in the conduit at the same time. The pulling of a cable through duct banks or conduits may be accomplished by hand winch or power winch with the use of cable grips or pulling eyes. Maximum pulling tensions shall not exceed the cable manufacturer's recommendations. A non-hardening cable-pulling lubricant recommended for the type of cable being installed shall be used where required.

The Contractor shall submit the recommended pulling tension values to the RPR prior to any cable installation. If required by the RPR, pulling tension values for cable pulls shall be monitored by a dynamometer in the presence of the RPR. Cable pull tensions shall be recorded by the Contractor and reviewed by the RPR. Cables exceeding the maximum allowable pulling tension values shall be removed and replaced by the Contractor at the Contractor's expense.

The manufacturer's minimum bend radius or NEC requirements (whichever is more restrictive) shall apply. Cable installation, handling and storage shall be per manufacturer's recommendations. During cold weather, particular attention shall be paid to the manufacturer's minimum installation temperature. Cable shall not be installed when the temperature is at or below the manufacturer's minimum installation temperature. At the Contractor's option, the Contractor may submit a plan, for review by the RPR, for heated storage of the cable and maintenance of an acceptable cable temperature during installation when temperatures are below the manufacturer's minimum cable installation temperature.

Cable shall not be dragged across base can or manhole edges, pavement or earth. When cable must be coiled, lay cable out on a canvas tarp or use other appropriate means to prevent abrasion to the cable jacket.

**108-3.3 Installation of direct-buried cable in trenches.** Not used.

**108-3.4 Cable markers for direct-buried cable.** Not used.

**108-3.5 Splicing.** Connections of the type shown on the plans shall be made by experienced personnel regularly engaged in this type of work and shall be made as follows:

**a. Cast splices.** Not used.

**b. Field-attached plug-in splices.** These shall be assembled per the manufacturer's instructions. These splices shall be made by plugging directly into mating connectors. The joint where the connectors come together shall be finished by the following method: roll-over water seal flap to sealing position on mating connector. wrapped with at least two layers of rubber or synthetic rubber tape and two layers of plastic tape, one-half lapped, extending at least 1-1/2 inches on each side of the joint.

**c. Factory-molded plug-in splices.** These shall be made by plugging directly into mating connectors. The joint where the connectors come together shall be finished by the following method: roll-over water seal flap to sealing position on mating connector. wrapped with at least two layers of rubber or synthetic

rubber tape and two layers of plastic tape, one-half lapped, extending at least 1-1/2 inches on each side of the joint .

**d. Taped or heat-shrink splices.** Not used.

**e. Assembly.** Surfaces of equipment or conductors being terminated or connected shall be prepared in accordance with industry standard practice and manufacturer's recommendations. All surfaces to be connected shall be thoroughly cleaned to remove all dirt, grease, oxides, nonconductive films, or other foreign material. Paints and other nonconductive coatings shall be removed to expose base metal. Clean all surfaces at least 1/4 inch (6.4 mm) beyond all sides of the larger bonded area on all mating surfaces. Use a joint compound suitable for the materials used in the connection. Repair painted/coated surface to original condition after completing the connection.

**108-3.6 Bare counterpoise wire installation for lightning protection and grounding.** If shown on the plans or included in the job specifications, bare solid #6 AWG copper counterpoise wire shall be installed for lightning protection of the underground cables. The RPR shall select one of two methods of lightning protection for the airfield lighting circuit based upon sound engineering practice and lightning strike density.

**a. Equipotential.** The counterpoise size is as shown on the plans. The equipotential method is applicable to all airfield lighting systems, i.e. runway, taxiway, apron – touchdown zone, centerline, edge, threshold and approach lighting systems. The equipotential method is also successfully applied to provide lightning protection for power, signal and communication systems. The light bases, counterpoise, etc – all components - are bonded together and bonded to the vault power system ground loop/electrode.

Counterpoise wire shall be installed in the same trench for the entire length of buried cable, conduits and duct banks that are installed to contain airfield cables. The counterpoise is centered over the cable/conduit/duct to be protected.

The counterpoise conductor shall be installed no less than 8 inches (200 mm) minimum or 12 inches (300 mm) maximum above the raceway or cable to be protected, except as permitted below:

(1) The minimum counterpoise conductor height above the raceway or cable to be protected shall be permitted to be adjusted subject to coordination with the airfield lighting and pavement designs.

(2) The counterpoise conductor height above the protected raceway(s) or cable(s) shall be calculated to ensure that the raceway or cable is within a 45-degree area of protection, (45 degrees on each side of vertical creating a 90-degree angle).

The counterpoise conductor shall be bonded to each metallic light base, mounting stake, and metallic airfield lighting component.

All metallic airfield lighting components in the field circuit on the output side of the constant current regulator (CCR) or other power source shall be bonded to the airfield lighting counterpoise system.

All components rise and fall at the same potential, with no potential difference, no damaging arcing and no damaging current flow.

See AC 150/5340-30, Design and Installation Details for Airport Visual Aids and NFPA 780, Standard for the Installation of Lightning Protection Systems, Chapter 11, for a detailed description of the Equipotential Method of lightning protection.

Reference FAA STD-019E, Lightning and Surge Protection, Grounding Bonding and Shielding Requirements for Facilities and Electronic Equipment, Part 4.1.1.7..

**b. Isolation.** Not used this project.

**c. Common Installation requirements.** When a metallic light base is used, the grounding electrode shall be bonded to the metallic light base or mounting stake with a No. 6 AWG bare, annealed or soft drawn, solid copper conductor.

Nonmetallic light bases are not allowed.

Where raceway is installed by the directional bore, jack and bore, or other drilling method, the counterpoise conductor shall be permitted to be installed concurrently with the directional bore, jack and bore, or other drilling method raceway, **external to the raceway or sleeve.**

The counterpoise wire shall also be exothermically welded to ground rods installed as shown on the plans but not more than 500 feet apart around the entire circuit. The counterpoise system shall be continuous and terminate at the transformer vault or at the power source. It shall be securely attached to the vault or equipment external ground ring or other made electrode-grounding system. The connections shall be made as shown on the plans and in the specifications.

Where an existing airfield lighting system is being extended or modified, the new counterpoise conductors shall be interconnected to existing counterpoise conductors at each intersection of the new and existing airfield lighting counterpoise systems.

**d. Parallel Voltage Systems.** Not used this project.

**108-3.7 Counterpoise installation above multiple conduits and duct banks.** Counterpoise wires shall be installed above multiple conduits/duct banks for airfield lighting cables, with the intent being to provide a complete area of protection over the airfield lighting cables. When multiple conduits and/or duct banks for airfield cable are installed in the same trench, the number and location of counterpoise wires above the conduits shall be adequate to provide a complete area of protection measured 45 degrees each side of vertical.

Where duct banks pass under pavement to be constructed in the project, the counterpoise shall be placed above the duct bank. Reference details on the construction plans.

**108-3.8 Counterpoise installation at existing duct banks.** When airfield lighting cables are indicated on the plans to be routed through existing duct banks, the new counterpoise wiring shall be terminated at ground rods at each end of the existing duct bank where the cables being protected enter and exit the duct bank. The new counterpoise conductor shall be bonded to the existing counterpoise system.

**108-3.9 Exothermic bonding.** Bonding of counterpoise wire shall be by the exothermic welding process or equivalent method accepted by the RPR. Only personnel experienced in and regularly engaged in this type of work shall make these connections.

Contractor shall demonstrate to the satisfaction of the RPR, the welding kits, materials and procedures to be used for welded connections prior to any installations in the field. The installations shall comply with the manufacturer's recommendations and the following:

**a.** All slag shall be removed from welds.

**b.** Using an exothermic weld to bond the counterpoise to a lug on a galvanized light base is not recommended unless the base has been specially modified. Consult the manufacturer's installation directions for proper methods of bonding copper wire to the light base. See AC 150/5340-30 for galvanized light base exception.

**c.** If called for in the plans, all buried copper and weld material at weld connections shall be thoroughly coated with 6 mm of 3M™ Scotchkote™, or approved equivalent, or coated with coal tar Bitumastic® material to prevent surface exposure to corrosive soil or moisture.

**108-3.10 Testing.** The Contractor shall furnish all necessary equipment and appliances for testing the airport electrical systems and underground cable circuits before and after installation. The Contractor

shall perform all tests in the presence of the RPR. The Contractor shall demonstrate the electrical characteristics to the satisfaction of the RPR. All costs for testing are incidental to the respective item being tested. For phased projects, the tests must be completed by phase. The Contractor must maintain the test results throughout the entire project as well as during the warranty period that meet the following:

a. Earth resistance testing methods shall be submitted to the RPR for approval. Earth resistance testing results shall be recorded on an approved form and testing shall be performed in the presence of the RPR. All such testing shall be at the sole expense of the Contractor.

b. Should the counterpoise or ground grid conductors be damaged or suspected of being damaged by construction activities the Contractor shall test the conductors for continuity with a low resistance ohmmeter. The conductors shall be isolated such that no parallel path exists and tested for continuity. The RPR shall approve of the test method selected. All such testing shall be at the sole expense of the Contractor.

After installation, the Contractor shall test and demonstrate to the satisfaction of the RPR the following:

c. That all affected lighting power and control circuits (existing and new) are continuous and free from short circuits.

d. That all affected circuits (existing and new) are free from unspecified grounds.

e. That the insulation resistance to ground of all new non-grounded high voltage series circuits or cable segments is not less than **500** megohms. Verify continuity of all series airfield lighting circuits prior to energization.

f. That the insulation resistance to ground of all new non-grounded conductors of new multiple circuits or circuit segments is not less than 100 megohms.

g. That all affected circuits (existing and new) are properly connected per applicable wiring diagrams.

h. That all affected circuits (existing and new) are operable. Tests shall be conducted that include operating each control not less than 10 times and the continuous operation of each lighting and power circuit for not less than 1/2 hour.

i. That the impedance to ground of each ground rod does not exceed **25** ohms prior to establishing connections to other ground electrodes. The fall-of-potential ground impedance test shall be used, as described by American National Standards Institute/Institute of Electrical and Electronic Engineers (ANSI/IEEE) Standard 81, to verify this requirement. As an alternate, clamp-on style ground impedance test meters may be used to satisfy the impedance testing requirement. Test equipment and its calibration sheets shall be submitted for review and approval by the RPR prior to performing the testing.

Two copies of tabulated results of all cable tests performed shall be supplied by the Contractor to the RPR. Where connecting new cable to existing cable, insulation resistance tests shall be performed on the new cable prior to connection to the existing circuit.

There are no approved "repair" procedures for items that have failed testing other than complete replacement.

### METHOD OF MEASUREMENT

**108-4.1** The cost of all excavation, backfill, dewatering and restoration regardless of the type of material encountered shall be included in the unit price bid for the work.

**108-4.2** Cable or counterpoise wire installed in trench, duct bank or conduit shall be measured by the number of linear feet installed and grounding connectors, and trench marking tape ready for operation,

and accepted as satisfactory. Separate measurement shall be made for each cable or counterpoise wire installed in trench, duct bank or conduit. The measurement for this item shall not include additional quantities required for slack.

**108-4.3** No separate payment will be made for ground rods.

**108-4.4** Additional ground rods necessary to achieve the required impedance to ground reading shall be incidental to overall project.

### **BASIS OF PAYMENT**

**108-5.1** Payment will be made at the contract unit price for trenching, cable and bare counterpoise wire installed in trench (direct-buried), or cable and equipment ground installed in duct bank or conduit, in place by the Contractor and accepted by the RPR. This price shall be full compensation for furnishing all materials and for all preparation and installation of these materials, and for all labor, equipment, tools, and incidentals, including ground rods, ground connectors, removed cable, and trench marking tape, necessary to complete this item.

Payment will be made under:

Item L-108.1	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed In Trench with Duct, Including Grounding Rods, Including Connections/Terminations - per linear foot
Item L-108.2	No. 8 AWG, 5 kV, L-824, Type C Cable, Installed in Trench, Duct Bank or Conduit - per liner foot
Item L-108.3	Remove Abandoned Communication Line – per linear foot
Item L-108.4	No. 6, 600V, XHHW Cable, Installed in Trench, Duct Bank or Conduit - per liner foot
Item L-108.5	No. 4, 600V, XHHW Cable – per linear foot
Item L-108.6	1/0 Bare Guard Wire – per linear foot

### **REFERENCES**

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

#### **Advisory Circulars (AC)**

AC 150/5340-26	Maintenance of Airport Visual Aid Facilities
AC 150/5340-30	Design and Installation Details for Airport Visual Aids
AC 150/5345-7	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
AC 150/5345-26	Specification for L-823 Plug and Receptacle, Cable Connectors
AC 150/5345-53	Airport Lighting Equipment Certification Program

## Commercial Item Description

A-A-59544A	Cable and Wire, Electrical (Power, Fixed Installation)
A-A-55809	Insulation Tape, Electrical, Pressure-Sensitive Adhesive, Plastic

## ASTM International (ASTM)

ASTM B3	Standard Specification for Soft or Annealed Copper Wire
ASTM B8	Standard Specification for Concentric-Lay-Stranded Copper Conductors, Hard, Medium-Hard, or Soft
ASTM B33	Standard Specification for Tin-Coated Soft or Annealed Copper Wire for Electrical Purposes
ASTM D4388	Standard Specification for Nonmetallic Semi-Conducting and Electrically Insulating Rubber Tapes

## Mil Spec

MIL-PRF-23586F	Performance Specification: Sealing Compound (with Accelerator), Silicone Rubber, Electrical
MIL-I-24391	Insulation Tape, Electrical, Plastic, Pressure Sensitive

## National Fire Protection Association (NFPA)

NFPA-70	National Electrical Code (NEC)
NFPA-780	Standard for the Installation of Lightning Protection Systems

## American National Standards Institute (ANSI)/Institute of Electrical and Electronics Engineers (IEEE)

ANSI/IEEE STD 81	IEEE Guide for Measuring Earth Resistivity, Ground Impedance, and Earth Surface Potentials of a Ground System
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## Federal Aviation Administration Standard

FAA STD-019E	Lightning and Surge Protection, Grounding Bonding and Shielding Requirements for Facilities and Electronic Equipment
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**END OF ITEM L-108**

## Item L-110 Airport Underground Electrical Duct Banks and Conduits

### DESCRIPTION

**110-1.1** This item shall consist of underground electrical conduits and duct banks (single or multiple conduits encased in concrete or buried in sand) installed per this specification at the locations and per the dimensions, designs, and details shown on the plans. This item shall include furnishing and installing of all underground electrical duct banks and individual and multiple underground conduits. It shall also include all turfing trenching, backfilling, removal, and restoration of any paved or turfed areas; concrete encasement, mandrelling, pulling lines, duct markers, plugging of conduits, and the testing of the installation as a completed system ready for installation of cables per the plans and specifications. This item shall also include furnishing and installing conduits and all incidentals for providing positive drainage of the system. Verification of existing ducts is incidental to the pay items provided in this specification.

### EQUIPMENT AND MATERIALS

#### 110-2.1 General.

a. All equipment and materials covered by referenced specifications shall be subject to acceptance through manufacturer's certification of compliance with the applicable specification when requested by the RPR.

b. Manufacturer's certifications shall not relieve the Contractor of the responsibility to provide materials per these specifications and acceptable to the RPR. Materials supplied and/or installed that do not comply with these specifications shall be removed, when directed by the RPR and replaced with materials, that comply with these specifications, at the Contractor's cost.

c. All materials and equipment used to construct this item shall be submitted to the RPR for approval prior to ordering the equipment. Submittals consisting of marked catalog sheets or shop drawings shall be provided. Submittal data shall be presented in a clear, precise and thorough manner. Original catalog sheets are preferred. Photocopies are acceptable provided they are as good a quality as the original. Clearly and boldly mark each copy to identify products or models applicable to this project. Indicate all optional equipment and delete non-pertinent data. Submittals for components of electrical equipment and systems shall identify the equipment for which they apply on each submittal sheet. Markings shall be made bold and clear with arrows or circles (highlighting is not acceptable). The Contractor is solely responsible for delays in project that accrue directly or indirectly from late submissions or resubmissions of submittals.

d. The data submitted shall be sufficient, in the opinion of the RPR, to determine compliance with the plans and specifications. The Contractor's submittals shall be tabbed by specification section and electronically submitted in pdf format. The RPR reserves the right to reject any and all equipment, materials or procedures that do not meet the system design and the standards and codes specified in this document.

e. All equipment and materials furnished and installed under this section shall be guaranteed against defects in materials and workmanship for a period of at least twelve (12) months from final acceptance by the Owner. The defective materials and/or equipment shall be repaired or replaced, at the Owner's discretion, with no additional cost to the Owner.



**110-2.2 Steel conduit.** Rigid galvanized steel (RGS) conduit and fittings shall be hot dipped galvanized inside and out and conform to the requirements of Underwriters Laboratories Standards 6, 514B, and 1242. All RGS conduits or RGS elbows installed below grade, in concrete, permanently wet locations or other similar environments shall be painted with a 10-mil thick coat of asphaltum sealer or shall have a factory-bonded polyvinyl chloride (PVC) cover. Any exposed galvanizing or steel shall be coated with 10 mils of asphaltum sealer. When using PVC coated RGS conduit, care shall be exercised not to damage the factory PVC coating. Damaged PVC coating shall be repaired per the manufacturer's written instructions. In lieu of PVC coated RGS, corrosion wrap tape shall be permitted to be used where RGS is in contact with direct earth."

**110-2.3 Plastic conduit.** Plastic conduit and fittings shall conform to the following requirements:

- UL 514B covers W-C-1094-Conduit fittings all types, classes 1 thru 3 and 6 thru 10.
- UL 514C covers W-C-1094- all types, Class 5 junction box and cover in plastic (PVC).
- UL 651 covers W-C-1094-Rigid PVC Conduit, types I and II, Class 4.
- UL 651A covers W-C-1094-Rigid PVC Conduit and high-density polyethylene (HDPE) Conduit type III and Class 4.

Underwriters Laboratories Standards UL-651 and Article 352 of the current National Electrical Code shall be one of the following, as shown on the plans:

- a. Type I—Schedule 40 and Schedule 80 PVC suitable for underground use either direct-buried or encased in concrete.
- b. Type II—Schedule 40 PVC suitable for either above ground or underground use.
- c. Type III – Schedule 80 PVC suitable for either above ground or underground use either direct-buried or encased in concrete.
- d. Type III –HDPE pipe, minimum standard dimensional ratio (SDR) 11, suitable for placement with directional boring under pavement.

The type of solvent cement shall be as recommended by the conduit/fitting manufacturer.

**110-2.4 Split conduit.** Split conduit shall be pre-manufactured for the intended purpose and shall be made of steel or plastic.

**110-2.5 Conduit spacers.** Conduit spacers shall be prefabricated interlocking units manufactured for the intended purpose. They shall be of double wall construction made of high grade, high density polyethylene complete with interlocking cap and base pads. They shall be designed to accept No. 4 reinforcing bars installed vertically.

**110-2.6 Concrete.** Concrete shall be proportioned, placed, and cured per Item P-610, Concrete for Miscellaneous Structures.

**110-2.7 Precast concrete structures.** Precast concrete structures shall be furnished by a plant meeting National Precast Concrete Association Plant Certification Program or another RPR approved third party certification program. Precast concrete structures shall conform to ASTM C478.

**110-2.8 Flowable backfill.** Flowable material used to back fill conduit and duct bank trenches shall conform to the requirements of Item P-153, Controlled Low Strength Material.

**110-2.9 Detectable warning tape.** Plastic, detectable, American Public Works Association (APWA) red (electrical power lines, cables, conduit and lighting cable), orange (telephone/fiber optic cabling) with continuous legend magnetic tape shall be polyethylene film with a metallized foil core and shall be 3-6 inches wide. Detectable tape is incidental to the respective bid item.

## CONSTRUCTION METHODS

**110-3.1 General.** The Contractor shall install underground duct banks and conduits at the approximate locations indicated on the plans. The RPR shall indicate specific locations as the work progresses, if required to differ from the plans. Duct banks and conduits shall be of the size, material, and type indicated on the plans or specifications. Where no size is indicated on the plans or in the specifications, conduits shall be not less than 2 inches inside diameter or comply with the National Electrical Code based on cable to be installed, whichever is larger. All duct bank and conduit lines shall be laid so as to grade toward access points and duct or conduit ends for drainage. Unless shown otherwise on the plans, grades shall be at least 3 inches per 100 feet. On runs where it is not practicable to maintain the grade all one way, the duct bank and conduit lines shall be graded from the center in both directions toward access points or conduit ends, with a drain into the storm drainage system. Pockets or traps where moisture may accumulate shall be avoided. Under pavement, the top of the duct bank shall not be less than 18 inches below the subgrade; in other locations, the top of the duct bank or underground conduit shall be not less than 18 inches below finished grade.

The Contractor shall mandrel each individual conduit whether the conduit is direct-buried or part of a duct bank. An iron-shod mandrel, not more than 1/4 inch smaller than the bore of the conduit shall be pulled or pushed through each conduit. The mandrel shall have a leather or rubber gasket slightly larger than the conduit hole.

The Contractor shall swab out all conduits/ducts and clean base can, manhole, pull boxes, etc., interiors immediately prior to pulling cable. Once cleaned and swabbed the light bases, manholes, pull boxes, etc., and all accessible points of entry to the duct/conduit system shall be kept closed except when installing cables. Cleaning of ducts, base cans, manholes, etc., is incidental to the pay item of the item being cleaned. All raceway systems left open, after initial cleaning, for any reason shall be recleaned at the Contractor's expense. All accessible points shall be kept closed when not installing cable. The Contractor shall verify existing ducts proposed for use in this project as clear and open. The Contractor shall notify the RPR of any blockage in the existing ducts.

For pulling the permanent wiring, each individual conduit, whether the conduit is direct-buried or part of a duct bank, shall be provided with a 200-pound test polypropylene pull rope. The ends shall be secured and sufficient length shall be left in access points to prevent it from slipping back into the conduit. Where spare conduits are installed, as indicated on the plans, the open ends shall be plugged with removable tapered plugs, designed for this purpose.

All conduits shall be securely fastened in place during construction and shall be plugged to prevent contaminants from entering the conduits. Any conduit section having a defective joint shall not be installed. Ducts shall be supported and spaced apart using approved spacers at intervals not to exceed 5 feet.

Unless otherwise shown on the plans, concrete encased duct banks shall be used when crossing under pavements expected to carry aircraft loads, such as runways, taxiways, taxilanes, ramps and aprons. When under paved shoulders and other paved areas, conduit and duct banks shall be encased using flowable fill for protection.

All conduits within concrete encasement of the duct banks shall terminate with female ends for ease in current and future use. Install factory plugs in all unused ends. Do not cover the ends or plugs with concrete.

Where turf is well established and the sod can be removed, it shall be carefully stripped and properly stored.

Trenches for conduits and duct banks may be excavated manually or with mechanical trenching equipment unless in pavement, in which case they shall be excavated with mechanical trenching

equipment. Walls of trenches shall be essentially vertical so that a minimum of shoulder surface is disturbed. Blades of graders shall not be used to excavate the trench.

When rock is encountered, the rock shall be removed to a depth of at least 3 inches below the required conduit or duct bank depth and it shall be replaced with bedding material of earth or sand containing no mineral aggregate particles that would be retained on a 1/4-inch sieve. Flowable backfill may alternatively be used.

Underground electrical warning (Caution) tape shall be installed in the trench above all underground duct banks and conduits in unpaved areas. Contractor shall submit a sample of the proposed warning tape for approval by the RPR. If not shown on the plans, the warning tape shall be located 6 inches above the duct/conduit or the counterpoise wire if present.

Joints in plastic conduit shall be prepared per the manufacturer's recommendations for the particular type of conduit. Plastic conduit shall be prepared by application of a plastic cleaner and brushing a plastic solvent on the outside of the conduit ends and on the inside of the couplings. The conduit fitting shall then be slipped together with a quick one-quarter turn twist to set the joint tightly. Where more than one conduit is placed in a single trench, or in duct banks, joints in the conduit shall be staggered a minimum of 2 feet.

Changes in direction of runs exceeding 10 degrees, either vertical or horizontal, shall be accomplished using manufactured sweep bends.

Whether or not specifically indicated on the drawings, where the soil encountered at established duct bank grade is an unsuitable material, as determined by the RPR, the unsuitable material shall be removed per Item P-152 and replaced with suitable material. Additional duct bank supports shall be installed, as approved by the RPR.

All excavation shall be unclassified and shall be considered incidental to Item L-110. Dewatering necessary for duct installation, and erosion per federal, state, and local requirements is incidental to Item L-110.

Unless otherwise specified, excavated materials that are deemed by the RPR to be unsuitable for use in backfill or embankments shall be removed and disposed of offsite.

Any excess excavation shall be filled with suitable material approved by the RPR and compacted per Item P-152.

It is the Contractor's responsibility to locate existing utilities within the work area prior to excavation. Where existing active cables cross proposed installations, the Contractor shall ensure that these cables are adequately protected. Where crossings are unavoidable, no splices will be allowed in the existing cables, except as specified on the plans. Installation of new cable where such crossings must occur shall proceed as follows:

a. Existing cables shall be located manually. Unearthed cables shall be inspected to assure absolutely no damage has occurred.

b. Trenching, etc., in cable areas shall then proceed with approval of the RPR, with care taken to minimize possible damage or disruption of existing cable, including careful backfilling in area of cable.

In the event that any previously identified cable is damaged during the course of construction, the Contractor shall be responsible for the complete repair.

**110-3.2 Duct banks.** Unless otherwise shown in the plans, duct banks shall be installed so that the top of the concrete envelope is not less than 18 inches below the bottom of the base or stabilized base course layers where installed under runways, taxiways, aprons, or other paved areas, and not less than 18 inches (0.5 m) below finished grade where installed in unpaved areas.

Unless otherwise shown on the plans, duct banks under paved areas shall extend at least 3 feet beyond the edges of the pavement or 3 feet beyond any under drains that may be installed alongside the paved area. Trenches for duct banks shall be opened the complete length before concrete is placed so that if any obstructions are encountered, provisions can be made to avoid them. Unless otherwise shown on the plans, all duct banks shall be placed on a layer of concrete not less than 3 inches thick prior to its initial set. The Contractor shall space the conduits not less than 3 inches apart (measured from outside wall to outside wall). All such multiple conduits shall be placed using conduit spacers applicable to the type of conduit. As the conduit laying progresses, concrete shall be placed around and on top of the conduits not less than 3 inches thick unless otherwise shown on the plans. All conduits shall terminate with female ends for ease of access in current and future use. Install factory plugs in all unused ends. Do not cover the ends or plugs with concrete.

Conduits forming the duct bank shall be installed using conduit spacers. No. 4 reinforcing bars shall be driven vertically into the soil a minimum of 6 inches to anchor the assembly into the earth prior to placing the concrete encasement. For this purpose, the spacers shall be fastened down with locking collars attached to the vertical bars. Spacers shall be installed at 5-foot intervals. Spacers shall be in the proper sizes and configurations to fit the conduits. Locking collars and spacers shall be submitted to the RPR for review prior to use.

When specified, the Contractor shall reinforce the bottom side and top of encasements with steel reinforcing mesh or fabric or other approved metal reinforcement. When directed, the Contractor shall supply additional supports where the ground is soft and boggy, where ducts cross under roadways, or where shown on the plans. Under such conditions, the complete duct structure shall be supported on reinforced concrete footings, piers, or piles located at approximately 5-foot intervals.

All pavement surfaces that are to have ducts installed therein shall be neatly saw cut to form a vertical face. All excavation shall be included in the contract with price for the duct.

Install a plastic, detectable, color as noted, 3 to 6 inches wide tape, 8 inches minimum below grade above all underground conduit or duct lines not installed under pavement. Utilize the 3-inch wide tape only for single conduit runs. Utilize the 6-inch wide tape for multiple conduits and duct banks. For duct banks equal to or greater than 24 inches in width, utilize more than one tape for sufficient coverage and identification of the duct bank as required.

When existing cables are to be placed in split duct, encased in concrete, the cable shall be carefully located and exposed by hand tools. Prior to being placed in duct, the RPR shall be notified so that he may inspect the cable and determine that it is in good condition. Where required, split duct shall be installed as shown on the drawings or as required by the RPR.

**110-3.3 Conduits without concrete encasement.** Trenches for single-conduit lines shall be not less than 6 inches nor more than 12 inches wide. The trench for 2 or more conduits installed at the same level shall be proportionately wider. Trench bottoms for conduits without concrete encasement shall be made to conform accurately to grade so as to provide uniform support for the conduit along its entire length.

Unless otherwise shown on the plans, a layer of fine earth material, at least 4 inches thick (loose measurement) shall be placed in the bottom of the trench as bedding for the conduit. The bedding material shall consist of soft dirt, sand or other fine fill, and it shall contain no particles that would be retained on a 1/4-inch sieve. The bedding material shall be tamped until firm. Flowable backfill may alternatively be used.

Unless otherwise shown on plans, conduits shall be installed so that the tops of all conduits within the Airport's secured area where trespassing is prohibited are at least 18 inches below the finished grade. Conduits outside the Airport's secured area shall be installed so that the tops of the conduits are at least 24 inches below the finished grade per National Electric Code (NEC), Table 300.5.

When two or more individual conduits intended to carry conductors of equivalent voltage insulation rating are installed in the same trench without concrete encasement, they shall be spaced not less than 3 inches apart (measured from outside wall to outside wall) in a horizontal direction and not less than 6 inches apart in a vertical direction. Where two or more individual conduits intended to carry conductors of differing voltage insulation rating are installed in the same trench without concrete encasement, they shall be placed not less than 3 inches apart (measured from outside wall to outside wall) in a horizontal direction and not less than 6 inches apart in a vertical direction.

Trenches shall be opened the complete length between normal termination points before conduit is installed so that if any unforeseen obstructions are encountered, proper provisions can be made to avoid them.

Conduits shall be installed using conduit spacers. No. 4 reinforcing bars shall be driven vertically into the soil a minimum of 6 inches to anchor the assembly into the earth while backfilling. For this purpose, the spacers shall be fastened down with locking collars attached to the vertical bars. Spacers shall be installed at 5-foot intervals. Spacers shall be in the proper sizes and configurations to fit the conduits. Locking collars and spacers shall be submitted to the RPR for review prior to use.

**110-3.4 Markers.** Not required.

**110-3.5 Backfilling for conduits.** For conduits, 8 inches of sand, soft earth, or other fine fill (loose measurement) shall be placed around the conduits ducts and carefully tamped around and over them with hand tampers. The remaining trench shall then be backfilled and compacted per Item P-152 except that material used for back fill shall be select material not larger than 4 inches in diameter.

Flowable backfill may alternatively be used.

Trenches shall not contain pools of water during back filling operations.

The trench shall be completely backfilled and tamped level with the adjacent surface; except that, where sod is to be placed over the trench, the backfilling shall be stopped at a depth equal to the thickness of the sod to be used, with proper allowance for settlement.

Any excess excavated material shall be removed and disposed of per instructions issued by the RPR.

**110-3.6 Backfilling for duct banks.** After the concrete has cured, the remaining trench shall be backfilled and compacted per Item P-152 "Excavation and Embankment" except that the material used for backfilling shall be select material not larger than 4 inches in diameter. In addition to the requirements of Item P-152, where duct banks are installed under pavement, one moisture/density test per lift shall be made for each 250 linear feet of duct bank or one work period's construction, whichever is less.

Flowable backfill may alternatively be used.

Trenches shall not contain pools of water during backfilling operations.

The trench shall be completely backfilled and tamped level with the adjacent surface; except that, where sod is to be placed over the trench, the backfilling shall be stopped at a depth equal to the thickness of the sod to be used, with proper allowance for settlement.

Any excess excavated material shall be removed and disposed of per instructions issued by the RPR.

**110-3.7 Restoration.** Where sod has been removed, it shall be replaced as soon as possible after the backfilling is completed. All areas disturbed by the work shall be restored to its original condition. The restoration shall include seeding and mulching shown on the plans. The Contractor shall be held responsible for maintaining all disturbed surfaces and replacements until final acceptance. All restoration shall be considered incidental to the respective L-110 pay item. Following restoration of all trenching near airport movement surfaces, the Contractor shall thoroughly visually inspect the area for foreign object

debris (FOD) and remove any such FOD that is found. This FOD inspection and removal shall be considered incidental to the pay item of which it is a component part.

### METHOD OF MEASUREMENT

**110-4.1** Underground conduits and duct banks shall be measured by the linear feet of conduits and duct banks installed, including encasement, locator tape, trenching and backfill with designated material, and restoration, and for drain lines, the termination at the drainage structure, all measured in place, completed, and accepted. Separate measurement shall be made for the various types and sizes.

### BASIS OF PAYMENT

**110-5.1** Payment will be made at the contract unit price per linear foot for each type and size of conduit and duct bank completed and accepted, including trench and backfill with the designated material, and, for drain lines, the termination at the drainage structure. This price shall be full compensation for removal and disposal of existing duct banks and conduits as shown on the plans, furnishing all materials and for all preparation, assembly, and installation of these materials, and for all labor, equipment, tools, and incidentals necessary to complete this item per the provisions and intent of the plans and specifications.

Payment will be made under:

Item L-110.1	Concrete Encased Electrical Duct Bank, 2W-2" - per linear foot
Item L-110.2	Concrete Encased Electrical Duct Bank, 4W-4" – per linear foot
Item L-110.3	Concrete Encased New Electrical Duct Bank, 4W-4" – per linear foot
Item L-110.4	Concrete Encased Conduit, 1W-2" Type II PVC – per linear foot
Item L-110.5	Non-Encased Electrical Conduit, 1W-2" Type II PVC - per linear foot
Item L-110.6	Split Conduit for FAA Cables – per linear foot
Item L-110.7	Lower Existing Home Run – per linear foot

### REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

#### Advisory Circular (AC)

AC 150/5340-30	Design and Installation Details for Airport Visual Aids
AC 150/5345-53	Airport Lighting Equipment Certification Program

#### ASTM International (ASTM)

ASTM A615	Standard Specification for Deformed and Plain Carbon-Steel Bars for Concrete Reinforcement
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#### National Fire Protection Association (NFPA)

NFPA-70	National Electrical Code (NEC)
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#### Underwriters Laboratories (UL)

UL Standard 6	Electrical Rigid Metal Conduit - Steel
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Construct Taxiway G/Apron G  
Augusta Regional Airport, Augusta, Georgia  
CARES Grant: 3-13-0011-045-2020

Issued for Construction  
Item L-110 Airport Underground Electrical Duct Banks and Conduits  
L-110-7  
September 13, 2023

UL Standard 514B	Conduit, Tubing, and Cable Fittings
UL Standard 514C	Nonmetallic Outlet Boxes, Flush-Device Boxes, and Covers
UL Standard 1242	Electrical Intermediate Metal Conduit Steel
UL Standard 651	Schedule 40, 80, Type EB and A Rigid PVC Conduit and Fittings
UL Standard 651A	Type EB and A Rigid PVC Conduit and HDPE Conduit

**END OF ITEM L-110**

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## Edwin Scott

---

**From:** Malloy, Jason <jmalloy@indexc.com>  
**Sent:** Monday, March 18, 2024 4:43 PM  
**To:** Edwin Scott  
**Cc:** awright@aulickengineering.com  
**Subject:** RE: AGS - Taxiway G Draft CO #1  
**Attachments:** AGS Dump Site - Topo 2024.01.18 - Original Ground.dxf; AGS Dump Site - Topo 2024.03.15 - Stockpile.dxf

Edwin,

See attached topo of the original ground at the dump site and topo from last week. Based on these topos, I was able to quantify 4,926 CY of dirt was placed in this area. Let me know if you need me to send these point files in a different file type for your use.

Thanks

**From:** Edwin Scott <Edwin.Scott@meadhunt.com>  
**Sent:** Friday, March 8, 2024 9:28 AM  
**To:** Malloy, Jason <jmalloy@indexc.com>  
**Cc:** awright@aulickengineering.com  
**Subject:** RE: AGS - Taxiway G Draft CO #1

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Jason,

Let me review and I'll follow up if I have any questions.

Thanks,

## Edwin Scott, JR., PE

Direct: 803-520-2986 | Cell: 803-261-4008 | Transfer Files  
**meadhunt.com | Experience Exceptional**

**From:** Malloy, Jason <jmalloy@indexc.com>  
**Sent:** Friday, March 8, 2024 8:22 AM  
**To:** Edwin Scott <Edwin.Scott@meadhunt.com>  
**Cc:** [awright@aulickengineering.com](mailto:awright@aulickengineering.com)  
**Subject:** RE: AGS - Taxiway G Draft CO #1

Edwin,

See attached markups for quantity revisions on three line items.

1. Bid Alt 1 – P-152.4 Unsuitable/Over Excavation – I suggest only reducing this quantity by 4,500 CY instead of 5,500 CY. That will provide roughly 1,000 CY for the 60 day closure work area.

2. Bid Alt 1 – D-701.2 Concrete Sewer Pipe, 24-inch – Reduce the entire quantity of 89 LF
3. Bid Alt 1 New Work – D-701.3 Concrete Sewer Pipe, 30-inch – Quantity is actually 274 LF

I would also like to add the following line items to the New Work List:

Pay Schedule	Pay Item	Description	Original Quantity
Bid Alt 1	TBD	No. 4, 600V, XHHW Cable	0
Bid Alt 1	TBD	1/0 Bare Guard Wire	0
Base Bid	TBD	Lower Existing Home Run - IX Cost	0
Bid Alt 1	TBD	Purchase 24" RCP & Manholes, Shipping and Handling for 24" RCP & Manholes	0

These would add a total of \$57,353 to the change order amount. Taking the total for the change order to \$340,261.25.

These extra work items have already been completed. Therefore, we would like to bill for them so, we can pay Trinity and Foley Precast.

Let me know if you have any questions.

Thanks

**Jason Malloy**  
Senior Project Manager

**Independence Excavating, Inc.**  
5720 E. Schaaf Rd. | Independence, OH 44131  
O: 216.212.2056  
E: [jmalloy@indexc.com](mailto:jmalloy@indexc.com)  
[www.indexc.com](http://www.indexc.com)





**From:** Edwin Scott <[Edwin.Scott@meadhunt.com](mailto:Edwin.Scott@meadhunt.com)>

**Sent:** Thursday, March 7, 2024 1:53 PM

**To:** Malloy, Jason <[jmalloy@indexc.com](mailto:jmalloy@indexc.com)>

**Cc:** [awright@aulickengineering.com](mailto:awright@aulickengineering.com)

**Subject:** AGS - Taxiway G Draft CO #1

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Jason,

See attached for a draft CO#1. Please review and let me know if you have any comments or if I'm missing anything. This should be reflective of the quantities you were tracking as well as the most recent pay app.

One question regarding the 24" pipe. It looks like the 18" pipe removed from the project is replaced with 24"? I'm not aware of anywhere that we actually installed 24" pipe within the project as everything at the crossing was revised to be 30" pipe. I've talked to Andrew and he wasn't aware of any change either.

Also, we will need the surveyed quantities of the material stockpiled onsite. This isn't shown as everything is currently included in line items already in the project.

Thanks,

**Edwin Scott, JR., PE**

Project Manager | Aviation

Direct: 803-520-2986 | Cell: 803-261-4008 | Transfer Files

**Mead&Hunt**

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**AGS Taxiway G Project  
Change Order Log**

Item 11.

Pay Schedule	Pay Item	Description	Original Quantity	UOM	Actual Quantity	Delta Quantity	Unit Price	Price Change
Base Bid	P501.1	Reinforcement Change Order	0	LS	1	1	\$ 69,309.00	\$ 69,309.00
Bid Alt 1	P501.1	Reinforcement Change Order	0	LS	1	1	\$ 158,989.50	\$ 158,989.50
Bid Alt 1	D-701.1	18 inch RCP	231	LF	45	-186	\$ 170.00	\$ (31,620.00)
Bid Alt 1	D-701.2	24 inch RCP	89	LF	185	96	\$ 200.00	\$ 19,200.00
Bid Alt 1	TBD	30 inch RCP	0	LF	89	89	\$ 250.00	\$ 22,250.00
Bid Alt 1	P-620.5	Temporary Displaced Threshold	1	LS	0	-1	\$ 125,000.00	\$ (125,000.00)
Bid Alt 1	TBD	Split Conduit and Jacket Existing Direct Bury FAA Cables	0	LF	470	470	\$ 92.50	\$ 43,475.00
Base Bid	P-152.1	P152 Exc to Waste Overrun	3290	CY	19487	16197	\$ 30.00	\$ 485,910.00
Bid Alt 1	P-152.2	P152 Exc to Embank Overrun	2844	CY	7066	4222	\$ 20.00	\$ 84,440.00
Base Bid	P-152.4	P152 Unsuitable Exc Underrun	5000	CY	25	-4975	\$ 28.00	\$ (139,300.00)
Bid Alt 1	P-152.4	P152 Unsuitable Exc Underrun	10000	CY	4500	-5500	\$ 28.00	\$ (154,000.00)
	L-180.4	AWOS Additional Wire - Price TBD				0		
Base Bid	C-102.1a	Installation, Maintenance, and Removal of Silt Fence or Silt Sock	11754	LF	4168	-7586	\$ 4.00	\$ (30,344.00)
Bid Alt 1	C-102.1a	Installation, Maintenance, and Removal of Silt Fence or Silt Sock	11754	LF	4168	-7586	\$ 4.00	\$ (30,344.00)
Base Bid	C-102.1b	Construct, Maintain, and Remove Inlet Sediment Trap	48	EA	9	-39	\$ 350.00	\$ (13,650.00)
Bid Alt 1	C-102.1b	Construct, Maintain, and Remove Inlet Sediment Trap	48	EA	0	-48	\$ 350.00	\$ (16,800.00)
Bid Alt 1	C-102.1c	Construct, Maintain, and Remove Construction Exit	1	EA	0	-1	\$ 12,000.00	\$ (12,000.00)
Base Bid	C-102.1f	Emergency Erosion Control Mobe	1	LS	0	-1	\$ 2,500.00	\$ (2,500.00)
Bid Alt 1	C-102.1f	Emergency Erosion Control Mobe	1	LS	0	-1	\$ 2,500.00	\$ (2,500.00)
Base Bid	P-101.1	Full Depth Asphalt Pavement Removal	1972	SY	1829	-143	\$ 30.00	\$ (4,290.00)
Base Bid	P-101.2	Cold Milling	233	SY	0	-233	\$ 20.00	\$ (4,660.00)
Base Bid	P-620.2	Temporary Pavement Markings	9393	SF	0	-9393	\$ 1.10	\$ (10,332.30)
Bid Alt 1	P-620.2	Temporary Pavement Markings	30223	SF	0	-30223	\$ 0.65	\$ (19,644.95)
Base Bid	T-901.3	Seed Staging Area	1	AC	0	-1	\$ 2,300.00	\$ (2,300.00)
Bid Alt 1	T-901.3	Seed Staging Area	1	AC	0	-1	\$ 2,300.00	\$ (2,300.00)
Base Bid	T-905.2	Topsoil Staging Area	2762	CY	0	-2762	\$ 8.00	\$ (22,096.00)
Bid Alt 1	T-905.2	Topsoil Staging Area	2762	CY	0	-2762	\$ 7.00	\$ (19,334.00)
Total Price Change Amount								\$ 240,558.25
Original Contract Amount								\$ 11,877,051.10
Revised Contract Amount								\$ 12,117,609.35

February 12, 2024

Elizabeth Giles  
Senior Construction Project Manager  
Augusta Region Airport  
1501 Aviation Way  
Augusta, GA 30906

Project: Construct Taxiway G  
Augusta Regional Airport

Subject: Price Proposal – AWOS Feeder  
SL# IX-AGS-03

Dear Mrs. Giles,

Independence Excavating Inc. (IX) is pleased to submit this proposal in response to the direction provided in RFI 09 regarding the electrical scope for the AWOS equipment. There is additional quantity associated with Bid Alt 1 Pay Item L-108.4 (No. 6, 600V, XHHW). This item will overrun approximately 1,200 LF over the original quantity of 1,612 LF. There is also scope called for on plan sheets E-203 and E-205 that does not currently have Pay Items provided. These two scopes of work are: No. 4, 600V, XHHW Cable and 1/0 Bare Guard Wire. These two items' quantities and unit prices are shown in the table below along with the 1,200 LF quantity overrun of the existing No. 6, 600V, XHHW cable item.

Bid Schedule	Pay Item	Description	Quantity	UOM	Unit Price	Total Price
Bid Alt 1	L-108.4	No. 6, 600V, XHHW Cable	1200	LF	\$ 4.25	\$ 5,100.00
Bid Alt 1	TBD	No. 4, 600V, XHHW Cable	2400	LF	\$ 9.79	\$ 23,496.00
Bid Alt 1	TBD	1/0 Bare Guard Wire	550	LF	\$ 12.24	\$ 6,732.00
Total Change Amount						\$ 35,328.00

If you require additional information, please do not hesitate to contact me.

Sincerely,

**Jason Malloy**  
Senior Project Manager  
Independence Excavating Inc.



(706) 798-3236 • Fax: (706) 798-1551 • 1501 Aviation Way • Augusta, Georgia 30906 • [www.flyags.com](http://www.flyags.com)

February 20, 2024

Mr. Richard M. DiGeronimo, Vice President  
Cc: Jason Malloy, Project Manager  
Independence Excavating, Inc.  
5720 E. Schaaf Rd.  
Independence, OH 44131

Subject: Construct Taxiway G / Apron G

Dear Mr. DiGeronimo:

I am in receipt of your proposal. Please accept this correspondence as Augusta Regional Airport's assumption of financial responsibility, in the amount of \$228,298.50, for the change order associated with the additional steel dowels and reinforcement along the concrete shoulders.

We appreciate the work you have done thus far and look forward to the scheduled completion of this project. If you have additional questions, I can be reached at 706-796-4040.

Sincerely,

A handwritten signature in black ink that reads "Herbert L. Judon, Jr.".

Herbert L. Judon, Jr., A.A.E, IAP  
Executive Director

cc:

Jason Malloy, Independence Excavating, Inc.  
Elizabeth Giles, Augusta Regional Airport

Change Order Proposal  
Additional Shoulder Reinforcement and Dowel Bar Size Change

Base Bid													
Change Order Quantity Takeoff and Pricing						Current Contract Quantity & Unit Price				Proposed Contract Quantity & Unit Price			
Bid Item	Description	Quantity	Unit	Unit Price	Total Price	Quantity	Unit	Unit Price	Total Price	Quantity	Unit	Unit Price	Total Price
P501.1	Shoulder Reinforcement: Type E - Doweled Construction Joint	1,522.0	LF	\$21.00	\$31,962.00	15,402.0	SY	\$145.00	\$2,233,290.00	15,402.0	SY	\$149.50	\$2,302,599.00
P501.1	Shoulder Reinforcement: Wire Mesh Reinforced Panels	583.0	SY	\$45.00	\$26,235.00								
P501.1	Additional Cost for 1.25" x 20" Bar	6,600.0	EA	\$1.35	\$8,910.00								
Total Lump Sum Change Order Amount					\$67,107.00	<div></div>							\$2,302,599.00
Original Contract Amount + Change Order Amount									\$2,300,397.00	Proposed Change Order Amount		\$69,309.00	

Bid Alt 1													
Change Order Quantity Takeoff and Pricing						Current Contract Quantity & Unit Price				Proposed Contract Quantity & Unit Price			
Bid Item	Description	Quantity	Unit	Unit Price	Total Price	Quantity	Unit	Unit Price	Total Price	Quantity	Unit	Unit Price	Total Price
P501.1	Shoulder Reinforcement: Type E - Doweled Construction Joint	3,825.0	LF	\$21.00	\$80,325.00	35,331.0	SY	\$105.00	\$3,709,755.00	35,331.0	SY	\$109.50	\$3,868,744.50
P501.1	Shoulder Reinforcement: Wire Mesh Reinforced Panels	1,271.0	SY	\$45.00	\$57,195.00								
P501.1	Additional Cost for 1.25" x 20" Bar	15,400.0	EA	\$1.35	\$20,790.00								
Total Lump Sum Change Order Amount					\$158,310.00	<div></div>							
Original Contract Amount + Change Order Amount									\$3,868,065.00			Proposed Change Order Amount	\$158,989.50
Combined Total Lump Sum Change Order Amount					\$225,417.00							Combined Proposed Change Order Amount	\$228,298.50



**Augusta Regional Airport**  
**Construct Taxiway G/Apron G**

Progress Payment Application: CCO #1  
 For Period Ending: 28 Mar 2024

CCO No.	Spec.	Description	Unit of Issue	Quantity	Unit Price	Extended Price	Approved Quantity	Approved Amount	Quantity to Date	Amount to Date
<b>BASE BID</b>										
1	C-102.1a	Installation, Maintenance, and Removal of Silt Fence or Silt Sock	LF	-7,586	\$ 4.00	\$ (30,344.00)	0.00	\$ -	0.00	\$ -
1	C-102.1b	Construct, Maintain, and Remove Inlet Sediment Trap	EA	-39	\$ 350.00	\$ (13,650.00)	0.00	\$ -	0.00	\$ -
1	C-102.1f	Emergency Erosion Control Mobilization	LS	-1	\$ 2,500.00	\$ (2,500.00)	0.00	\$ -	0.00	\$ -
1	P-101.1	Full Depth Asphalt Pavement Removal	SY	-143	\$ 30.00	\$ (4,290.00)	0.00	\$ -	0.00	\$ -
1	P-101.2	Cold Milling	SY	-233	\$ 20.00	\$ (4,660.00)	0.00	\$ -	0.00	\$ -
1	P-152.1	Unclassified Excavation, Remove Off-Site	CY	3,930	\$ 30.00	\$ 117,900.00	0.00	\$ -	1,843.00	\$ 55,290.00
1	P-152.4	Unsuitable/Over Excavation	CY	-4,975	\$ 28.00	\$ (139,300.00)	0.00	\$ -	0.00	\$ -
1	P-152.5	Unclassified Excavation, Stockpile On-Site	CY	0	\$ 20.00	\$ -	0.00	\$ -	0.00	\$ -
1	P-501.1	Portland Cement Concrete Pavement (14")	SY	-15,402	\$ 145.00	\$ (2,233,290.00)	0.00	\$ -	0.00	\$ -
1	P-501.1	Portland Cement Concrete Pavement (14")	SY	15,402	\$ 149.50	\$ 2,302,599.00	0.00	\$ -	0.00	\$ -
1	P-620.2	Temporary Pavement Markings	SF	-9,393	\$ 1.10	\$ (10,332.30)	0.00	\$ -	0.00	\$ -
1	T-901.3	Seeding Staging Area	AC	-1	\$ 2,300.00	\$ (2,300.00)	0.00	\$ -	0.00	\$ -
1	T-905.2	Topsoil Staging Area	CY	-2,762	\$ 8.00	\$ (22,096.00)	0.00	\$ -	0.00	\$ -
1	L-110.7	Lower Existing Home Run	LF	125	\$ 29.00	\$ 3,625.00	0.00	\$ -	0.00	\$ -
<b>BASE BID SUBTOTAL</b>						<b>\$ (38,638.30)</b>		<b>\$ -</b>		<b>\$ 55,290.00</b>
<b>BID ALT 1</b>										
1	C-102.1a	Installation, Maintenance, and Removal of Silt Fence or Silt Sock	LF	-7,586	\$ 4.00	\$ (30,344.00)	0.00	\$ -	0.00	\$ -
1	C-102.1b	Construct, Maintain, and Remove Inlet Sediment Trap	EA	-48	\$ 350.00	\$ (16,800.00)	0.00	\$ -	0.00	\$ -
1	C-102.1c	Construct, Maintain, and Remove Construction Exit	EA	-1	\$ 12,000.00	\$ (12,000.00)	0.00	\$ -	0.00	\$ -
1	C-102.1f	Emergency Erosion Control Mobilization	LS	-1	\$ 2,500.00	\$ (2,500.00)	0.00	\$ -	0.00	\$ -
1	P-152.1	Unclassified Excavation, Remove Off-Site	CY	7,341	\$ 30.00	\$ 220,230.00	0.00	\$ -	0.00	\$ -
1	P-152.2	Unclassified Excavation, Select Fill from On-Site Material	CY	4,222	\$ 20.00	\$ 84,440.00	0.00	\$ -	0.00	\$ -
1	P-152.4	Unsuitable/Over Excavation	CY	-4,500	\$ 28.00	\$ (126,000.00)	0.00	\$ -	0.00	\$ -
1	P-152.5	Unclassified Excavation, Stockpile On-Site	CY	4,926	\$ 20.00	\$ 98,520.00	0.00	\$ -	0.00	\$ -
1	P-501.1	Portland Cement Concrete Pavement (14")	SY	-35,331	\$ 105.00	\$ (3,709,755.00)	0.00	\$ -	0.00	\$ -
1	P-501.1	Portland Cement Concrete Pavement (14")	SY	35,331	\$ 109.50	\$ 3,868,744.50	0.00	\$ -	0.00	\$ -
1	P-620.2	Temporary Pavement Markings	SF	-30,223	\$ 0.65	\$ (19,644.95)	0.00	\$ -	0.00	\$ -
1	P-620.5	Temporary Displaced Threshold	LS	-1	\$ 125,000.00	\$ (125,000.00)	0.00	\$ -	0.00	\$ -
1	D-701.1	Concrete Sewer Pipe, 18-inch, Class V	LF	-186	\$ 170.00	\$ (31,620.00)	0.00	\$ -	0.00	\$ -
1	D-701.2	Concrete Sewer Pipe, 24-inch, Class V	LF	-89	\$ 200.00	\$ (17,800.00)	0.00	\$ -	0.00	\$ -
1	D-701.3	Concrete Sewer Pipe, 30-inch, Class V	LF	274	\$ 250.00	\$ 68,500.00	0.00	\$ -	0.00	\$ -
1	D-751.5	24" RCP & Manholes Misc. Costs	LS	1	\$ 23,500.00	\$ 23,500.00	0.00	\$ -	0.00	\$ -
1	T-901.3	Seeding Staging Area	AC	-1	\$ 2,300.00	\$ (2,300.00)	0.00	\$ -	0.00	\$ -
1	T-905.2	Topsoil Staging Area	CY	-2,762	\$ 7.00	\$ (19,334.00)	0.00	\$ -	0.00	\$ -
1	L-108.4	No. 6, 600V, XHHW Cable	LF	1,200	\$ 4.25	\$ 5,100.00	0.00	\$ -	0.00	\$ -
1	L-108.5	No. 4, 600V, XHHW Cable	LF	2,400	\$ 9.79	\$ 23,496.00	0.00	\$ -	0.00	\$ -
1	L-108.6	1/0 Bare Guard Wire	LF	550	\$ 12.24	\$ 6,732.00	0.00	\$ -	0.00	\$ -
1	L-110.6	Split Conduit for FAA Cables	LF	470	\$ 92.50	\$ 43,475.00	0.00	\$ -	0.00	\$ -
<b>BID ALT 1 SUBTOTAL</b>						<b>\$ 329,639.55</b>		<b>\$ -</b>		<b>\$ -</b>
<b>CHANGE ORDER 1 TOTAL</b>						<b>\$ 291,001.25</b>		<b>\$ -</b>		<b>\$ 55,290.00</b>
<b>PROJECT TOTAL</b>						<b>\$ 291,001.25</b>		<b>\$ -</b>		<b>\$ 55,290.00</b>
						Subtotal	#REF!	\$0.00		\$0.00





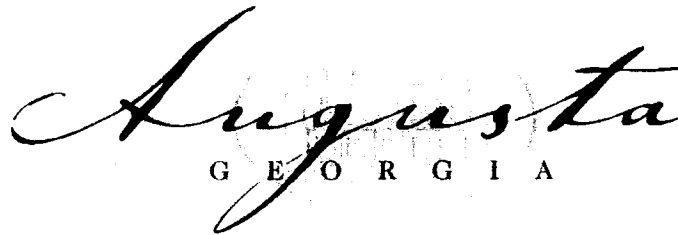
## Public Services Committee

April 30, 2024

### Minutes

---

<b>Department:</b>	N/A
<b>Presenter:</b>	N/A
<b>Caption:</b>	Motion to approve the minutes of the Public Services Committee held on March 26, 2024.
<b>Background:</b>	N/A
<b>Analysis:</b>	N/A
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	N/A
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A



## PUBLIC SERVICES COMMITTEE MEETING MINUTES

Commission Chamber

Tuesday, March 26, 2024

1:00 PM

### PUBLIC SERVICES

#### PRESENT

Mayor Garnett Johnson  
 Commissioner Sean Frantom  
 Commissioner Bobby Williams  
 Commissioner Stacy Pulliam  
 Commissioner Wayne Guilfoyle

1. **A.N. 24-7 – Existing Location: Nader Khatib** requesting to add liquor to their existing Beer and Wine consumption on premises alcohol license for Laziza Mediterranean Grill located at 901 Broad Street, District 1, Super District 9.

Motion to approve.

Motion made by Pulliam, Seconded by Williams.

Voting Yea: Frantom, Williams, Pulliam, Guilfoyle

Motion carries 4-0.

2. **A.N. 24-8 - New Location: Rogelio E. Chavez** requesting **Consumption on Premises for Liquor, Beer and Wine with Sunday Sales** for El Paso Tacos & Tequila located at 1167 Broad Street. District 1, Super District 9

Motion to approve.

Motion made by Pulliam, Seconded by Williams.

Voting Yea: Frantom, Williams, Pulliam, Guilfoyle

Motion carries 4-0.

3. **A.N. 24-9 - New Location: Erika Rodrigues** requesting **Consumption on Premises for Liquor, Beer, and Wine, with Dance** for Vivo Latin Lounge, LLC located at 3110B Washington Road. District 7, Super District 10

Motion to approve.

Motion made by Pulliam, Seconded by Williams.

Voting Yea: Frantom, Williams, Pulliam, Guilfoyle

Motion carries 4-0.

4. **A.N. 24-10 - New Ownership (Existing Location): Maheshkumar Patel** requesting **Retail Package Beer, and Wine** for A1 Stop Convenience Store located at 2382 Barton Chapel Road. District 5, Super District 9

Motion to approve.

Motion made by Pulliam, Seconded by Williams.

Voting Yea: Frantom, Williams, Pulliam, Guilfoyle

Motion carries 4-0.

5. **A.N. 24-11 - New Location: Teodosio Estrada** requesting **Consumption on Premises for Liquor, Beer and Wine with Sunday Sales** for Mi Rancho Mexican Restaurant located at 3626 Walton Way. District 3, Super District 10

Motion to approve.

Motion made by Pulliam, Seconded by Williams.

Voting Yea: Frantom, Williams, Pulliam, Guilfoyle

Motion carries 4-0.

6. **A.N. 24-12 - New Ownership (Existing Location): Deep Patel** requesting **Retail Package Beer, and Wine** for Gas World 21 located at 2320 Peach Orchard Road. District 2, Super District 9

Motion to approve.

Motion made by Pulliam, Seconded by Williams.

Voting Yea: Frantom, Williams, Pulliam, Guilfoyle

Motion carries 4-0.

7. Motion to receive as information: Emergency Repairs at the Augusta Aquatic Center.

It was the consensus of the committee that this item be received as information without objection.

8. Motion to approve the minutes of the Public Services Committee held on March 12, 2024.

Motion to approve.

Motion made by Williams, Seconded by Pulliam.

Voting Yea: Frantom, Williams, Pulliam, Guilfoyle

Motion carries 4-0.

9. Update from Planning and Zoning Dept. regarding the Modular Trailers on the corner of Morning and Hwy. 25 status. **(Requested by Commissioner Wayne Guilfoyle)**

Motion to bring back an update regarding a revision of the ordinance at the next committee meeting.

Motion made by Guilfoyle, Seconded by Pulliam.

Voting Yea: Frantom, Williams, Pulliam, Guilfoyle

Motion carries 4-0.