



FEDERAL TRANSIT ADMINISTRATION

**FY 2025 GRANT APPLICATION**

**SECTION 5303 PROGRAM**

METROPOLITAN PLANNING

*This is a fillable form. Please use Adobe Acrobat Reader to complete this application. You may use the tab button to navigate between fillable form fields. Only the Transmittal Letter and Authorizing Resolution should be printed and returned as a scanned application attachment. All other application components should be completed and returned electronically.*

**APPLICANT**

Augusta Regional Transportation Study - MPO

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Submitted By  
(Name & Title)

9/30/23

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Date Submitted

**GDOT**

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Project Manager Signature

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Date Received

# FY 2025 Section 5303 Grant Application Checklist

**To be completed by APPLICANT:**

Legal Name of Applicant: The Augusta Regional Transportation Study

Name/Description of Item	Completed (Yes/No)
Part A: Contract Authorization Tracking System (CATS) Profile Form	Yes
Part B: Transmittal Letter (on Letterhead)	Yes
Part C: Authorizing Resolution	Yes
Part D: Project Description, Budget, and Milestones	Yes
Part E: Title VI Data Collection and Reporting	Yes
Part F: SAM Registration	Yes
Part G: Expenditures Form	Yes
Part H: Indirect Cost Documentation	Yes
Appendix A: FTA Certifications and Assurances	Yes
Appendix B: Definition of FTA Technical Activities	Yes
Appendix C: Performance-Based Transit Planning Agreement	Yes
Appendix D: FY 2025 Additional 5303 Funding Request Scoring Criteria	Yes
Appendix E: Equal Employment Opportunity Questionnaire	Yes

Please Note:

Incomplete and incorrect applications will be returned to the transit agency for corrections. Late submissions will be documented as such; information provided herein will be used as part of the application evaluation upon which, final budgets are based on and awarded by GDOT.

**REVIEWED BY**

*To be completed by GDOT Staff*

\_\_\_\_\_ Date

GDOT Transit Planner

\_\_\_\_\_ Date

GDOT Transit Planning Manager

\_\_\_\_\_ Date

GDOT Transit Program Manger

## Introduction & Funding Distribution

Please refer to the table below to identify Applicant Organization's total available allocation of FY 2025 Section 5303 planning funds.

### Considerations

- The amount depicted under "Total Allocation" represents only the Federal funding available to each MPO.
- The proposed project must also include non-federal matching funds of 20% of the total project cost.
- For FY 2025, GDOT has identified state matching funds of up to 10% of the total project cost. Your organization must provide the remaining 10% local match.

For FY 2025, GDOT has identified additional funding availability. Organizations with identified planning project needs beyond their allocation are encouraged to apply for additional funding. All such additional funding requests will be considered according to criteria in Appendix D.

*Table 1: Urban Area Population and Section 5303 Allocation Statistics*

<b>FY 2025 SECTION 5303 FUNDING DISTRIBUTION</b>					
<i>Based on 2020 Census URBANIZED AREA (UZA) POPULATION</i>					
MPO	Base Amount	Population 2020 Census*	Population Factor	Population Allocation	Total Allocation
Albany	\$30,000	85,960	1.22%	\$41,367	\$71,367
Athens	\$30,000	143,213	2.03%	\$68,919	\$98,919
Atlanta	\$500,000	5,100,112	72.15%	\$2,454,345	\$2,954,345
Augusta	\$40,000	322,081	4.56%	\$154,996	\$194,996
Brunswick	\$25,000	68,750	0.97%	\$33,085	\$58,085
Cartersville	\$25,000	52,351	0.74%	\$25,193	\$50,193
Chattanooga**	\$4,798	78,160	1.11%	\$37,613	\$42,411
Columbus	\$40,000	205,027	2.90%	\$98,666	\$138,666
Dalton	\$30,000	67,830	0.96%	\$32,642	\$62,642
Gainesville	\$30,000	164,365	2.33%	\$79,098	\$109,098
Hinesville	\$30,000	53,107	0.75%	\$25,557	\$55,557
Macon	\$30,000	140,111	1.98%	\$67,426	\$97,426
Rome	\$30,000	60,403	0.85%	\$29,068	\$59,068
Savannah	\$40,000	309,466	4.38%	\$148,925	\$188,925
Valdosta	\$25,000	76,769	1.09%	\$36,944	\$61,944
Warner Robins	\$30,000	141,132	2.00%	\$67,917	\$97,917
GDOT Discretionary	\$70,000				\$70,000
<b>Totals</b>	<b>\$1,009,798</b>	<b>7,068,837</b>	<b>100%</b>	<b>\$3,401,761</b>	<b>\$4,411,559</b>
<i>*Population figures match those used in GDOT's PL funding distribution.</i>					
<i>** Chattanooga will not receive any STATE MATCH</i>					
	<b>4,411,559</b>	<b>Available for 5303 MPO Planning - FY 2023 (FTA Annual Apportionment)</b>			
	<b>(\$1,009,798)</b>	<b>Base Amount</b>			
	<b>\$3,401,761</b>	<b>Available 5303 Funds - Distributed via Formula Allocation</b>			

## Submission Guidelines

Please use the following guidance in submitting completed Section 5303 grant applications to GDOT.

- Applications should be submitted with the transmittal letter on Applicant Organization letterhead. Authorizing resolutions must be notarized. Both documents should be submitted as scanned attachments with the rest of the application package submitted electronically.
- All other required application materials included in this application packet shall be completed, saved, and returned in digital form.
- Applicants are asked to not change the format of any of the required items in the grant application.

### Please Note:

Incomplete and incorrect applications will be returned to the transit agency for corrections. Late submissions will be documented as such; information provided herein will be used as part of the application evaluation upon which, final budgets are based on and awarded by GDOT.

## Part A: Contract Authorization Tracking System (CATS) Profile Form

### SUBRECIPIENT ORGANIZATION INFORMATION

Organization Official Name <small>(as it appears in W9 Tax form)</small>	Physical Address	Mailing Address (if different)
Augusta Regional Transportation Study	535 Telfair Street, Augusta, GA 30901 Suite 300	535 Telfair Street, Augusta, GA 30901 Suite 300

Charging Indirect Costs:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Approved ICR Plan:	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
De minimis Cost Rate:	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO

Agency EIN (Tax ID):	58-2204274		
SAM Identification:	ZH93N1J4TBE8	SAM ID EXP. Date (mm/dd/yyyy):	11/9/2023
DUNS Number:	073438418		
eVerify Number:	58-2204274	eVerify Date (mm/dd/yyyy):	07/09/2007

### SUBRECIPIENT CONTRACT PERSONNEL in ORDER of APPROVAL (EXCLUDE THIRD PARTY OPERATORS)

<b>Contract Reviewer</b> <small>(if applicable)</small>	Name:	Carla Delaney
	Title:	ARTS MPO Director
	Phone:	706-821-1796
	Email:	Cdelaney@augustaga.gov

<b>Attorney</b> (if applicable)	Name:	Dr. William Molnar
	Title:	Policy Committee Chairman
	Phone:	803-649-7981
	Email:	wmolnar@lscog.org

<b>Executor #1</b> <small>(must have the organization's seal affixed or write the word seal next to signature when signing contract)</small>	Name:	
	Title:	
	Phone:	
	Email:	

<b>Executor #2</b> (if applicable) <small>"must have the organization's seal affixed or write the word seal next to the signature when signing contract"</small>	Name:	
	Title:	
	Phone:	
	Email:	

<b>Attestor / Witness</b>	Name:	Wayne Brown
	Title:	General Counsel
	Phone:	706-842-5550
	Email:	wbrown@augustaga.gov

<b>Notary</b> <small>(must be separate from attestor and have a valid Notary Seal)</small>	Name:	Cecilia Woodruff
	Title:	Director's Assistant
	Phone:	706-821-1796
	Email:	CWoodruff2@augustaga.gov

1. Does the Applicant Organization employ 100 or more employees?

Yes

No

2. In FY 2024, did the Applicant Organization receive \$250,000 or more in FTA planning funds? If yes, an approved DBE program is required. Please attach a copy of your DBE plan or provide a hyperlink.

Yes

No

3. Do you intend to charge indirect costs to this project?

Yes

No

If yes, please indicate whether your agency has a current indirect cost plan on file with GDOT or agrees to the de minimis rate of 10%.

Approved ICR on file with GDOT

De minimis CR (10% fixed)

If the Applicant agrees to charge indirect cost, the Applicant must submit an approved federally recognized Indirect Cost Allocation Rate Plan (ICRP) negotiated between the cognizant agency and the Applicant or agree to the de minimis indirect cost rate of 10% as defined in §200.414 Indirect (F&A) costs, paragraph (f). Please submit the supporting documentation through BlackCat.

## Part B: Transmittal Letter

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The following page includes a sample transmittal letter with fillable fields. Once all fields are complete, Applicants must electronically submit the transmittal letter on the Applicant Organization's letterhead and include the signature of the Authorized Official with the complete application package.



# AUGUSTA REGIONAL TRANSPORTATION STUDY

535 Telfair Street • Suite 300 Augusta, Georgia 30901

September 30, 2023

Patricia Smith, Ph.D.  
Transit Program Manager  
Division of Intermodal  
Georgia Department of Transportation  
600 W. Peachtree Street  
Atlanta, Georgia 30308

Dear Patricia Smith, Ph.D.:

The Augusta Regional Transportation Study – MPO is applying for FY 2025 financial assistance under Title 49 U.S. Section 5303 metropolitan transportation planning grant to aid in regional transportation planning as detailed in the table below.

	Federal Share	State Share	Local Share	Total
Regional Transportation Planning	\$194,996.00	\$24,374.50	\$24,374.50	\$243,745.00

Local funding, represents the 10% local match portion of the project, and is being committed in the form of cash by Augusta-Richmond County.

The Augusta Regional Transportation Study – MPO certifies that it has the technical, financial, and managerial capabilities to carry out the work described in this grant application. The enclosed information in support of the request for funding is submitted for your consideration. If you have any questions on these matters, please contact Carla Delaney at 706-821-1796 or [CDelaney@augustaga.gov](mailto:CDelaney@augustaga.gov).

  
Signature

Carla Delaney, ARTS Project Director  
Name and Title of Authorized Official

## Part C: Authorizing Resolution

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The following two pages include an authorizing resolution that must be enacted by the Chair of the Policy Committee of the Metropolitan Planning Organization (MPO), or the head of the governing body as appropriate. Please complete the fillable fields on the resolution, then print and sign the designated fields. The authorizing resolution must be properly witnessed and notarized, including the date the notary's commission expires. The resolution should also be stamped with the notary seal as well as the seal of the county commission, city, or appropriate applicant jurisdiction. The certificate of the attesting officer must also be completed. A scanned copy of the completed, signed, and notarized Authorizing Resolution should be submitted as an attachment with the full application package.

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, AND GEORGIA DEPARTMENT OF TRANSPORTATION, FOR A GRANT UNDER TITLE 49 U.S.C., SECTION 5303.**

**WHEREAS**, the Secretary of the US Department of Transportation and the Commissioner of the Georgia Department of Transportation are authorized to make grants for mass transportation projects; And

**WHEREAS**, the contract for financial assistance will impose certain obligations upon Applicant, including the provision of the local share of project costs; and

**WHEREAS**, it is required by the United States Department of Transportation and the Georgia Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation requirements thereunder; and

**WHEREAS**, it is the goal of the Applicant that Minority Business Enterprise (Disadvantaged Business Enterprise and Women's Business Enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW THEREFORE, BE IT RESOLVED BY The Augusta Regional Transportation Study Policy Committee hereinafter referred to as the "Applicant",

1. That the Designated Official Dr. William Molnar, hereinafter referred to as the "Official," is authorized to execute and file an application on behalf of The Augusta Regional Transportation Study with the Georgia Department of Transportation, to aid in the financing of a technical study grant pursuant to Section 5303 of the Federal Transit Act to implement specific items of the FY 2025 Unified Planning Work Program.
2. That the Official is authorized to execute and file such application and assurances, or any other document required by the U.S. Department of Transportation and the Georgia Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. That the Official is authorized to execute and file all other standard assurances, or any other document required by the Georgia Department of Transportation or the U.S. Department of Transportation in connection with the application for public transportation assistance.
4. That the Official is authorized to execute grant contract agreements on behalf of the Applicant with the Georgia Department of Transportation.
5. That the Official is authorized to set forth and execute Minority Business Enterprise, DBE (Disadvantaged Business Enterprise) and WBE (Women Business Enterprise) policies and procedures in connection with the project's procurement needs as applicable.

6. That the applicant while making application to or receiving grants from the Federal Transit Administration will comply with FTA Circular 8100.1D, FTA Certifications and Assurances for Federal Assistance 2023 as listed in this grant application and General Operating Guidelines as illustrated in the Georgia State Management Plan.
7. That the applicant has or will have available in the General Fund the required non-federal funds to meet local share requirements for this grant application.

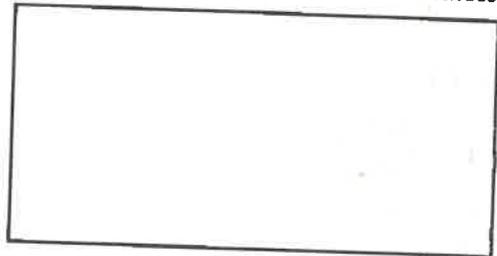
APPROVED AND ADOPTED this 21 day of September 2023.

  
 \_\_\_\_\_  
 Signature of Authorized Official

William M. Lee, Chair  
 \_\_\_\_\_  
 Name and Title of Authorized Official

Signed, sealed, and delivered this 2 day of October, 2023 in the presence of

Francis B. Owens  
 \_\_\_\_\_  
 Witness

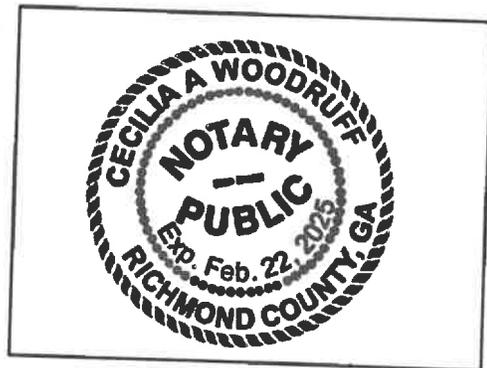


**CERTIFICATE**

The undersigned duly qualified and acting Notary of The Augusta Regional Transportation Study (Title of Certifying/Attesting Official) (Applicant's Legal Name) certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on September 21, 2023.

Cecilia A Woodruff  
 \_\_\_\_\_  
 Signature of Certifying/Attesting Officer

Administrative Assistant to Director  
 \_\_\_\_\_  
 Name and Title of Certifying/ Attesting Officer



## Part D: Project Description, Budget, and Milestones

The proposed project activities should address: (1) analysis and mapping data and information related to the needs for public transit services or facilities in the MPO's area of responsibility; (2) description of goals, objectives, and strategies to grow and/or strengthen the delivery of public transit services or facilities in the MPO's area of responsibility; and/or (3) building upon prior work leading to the development of an integrated intermodal transportation system within the MPO area. All projects must conform to FTA guidelines.

The Applicant should include excerpts/pages from the MPO's adopted/proposed Unified Planning Work Program (UPWP) that includes this Section 5303 project, including description of the transit task(s) to be carried out as described in this grant application.

The Applicant should describe the work to be undertaken with the FY 2025 Section 5303 funds in the sections below. It is expected that all work described below will be completed within 12 months of the Notice to Proceed for the project.

### D-1: Goals and Objectives

1. Describe the Applicant Organization's overall Section 5303 project goals and objectives.

Augusta Metropolitan Planning Organization (MPO) utilizes FTA Section 5303 grant to fund our work element #5 - Public Transit/Paratransit in our Unified Planning Work Program (UPWP). This element includes 8.1 - Program Support and Administration (44.21.00), 8.2 – Metropolitan Transportation Planning (System Level) (44.23.01), 8.3 - Short-Range Transportation Planning (44.24.00), and 8.4 – Transportation Improvement Program (44.25.00). Overall, these funds are utilized for administration compliance and assistance for both the implementation and oversight of a variety of short-range and long-range transportation projects as outlined in the UPWP. More specifically, update annual Title VI monitoring report; assist with planning transit system capital investments; prepare quarterly FTA 5303 reports; assist with/prepare 5307, 5339, and 5310 grant applications.

### D-2: Tasks and Activities

1. Describe major projects/tasks that will be completed for each Activity Line Item below. MPO's should attach pages from the UPWP for FY 2024 (Work Elements).

#### 44.21.00 Program Support and Administration:

ARTS staff will provide technical assistance to the Augusta Public Transit Department and the Lower Savannah COG's Best Friends Express on an as-needed basis in preparing for Triennial Review, updating socio-economic demographic GIS data analysis for environmental justice; updating the annual Title VI Monitoring Report; transit system capital planning, coordinated public involvement, financial and operations reports; developing UPWP tasks and help prepare 5303, 5307, and 5339 grant applications.

#### 44.22.00 General Development and Comprehensive Planning:

#### **44.23.01 Long-Range Transportation Planning (LRTP) - System Level:**

Under this task, ARTS staff will update the financial capacity assessment and COA; assist with the public involvement and outreach; update GIS mapping for address-matching transit service zones; determine transit projects to be added to the 2050 MTP update; develop a report on performance measures; implement an action plan for recommendations in the TDP; administer assistance to LSCOG for the Section 5310 grant, and develop Coordinated Human Services Framework for the ARTS urbanized area served by the transit systems.

#### **44.24.00 Short-Range Transportation Planning:**

Under this task, ARTS staff will monitor, update and program grant funds for buses and/or vans for ADA complimentary services including purchase/lease of new transit vehicles accessible to and usable for individuals with disabilities; review ridership data and address-matching for ADA demand response service; update complementary paratransit plan; review and update the Regional Human Services Coordination Plan is needed; help transit department with capital vehicle acquisition planning; update TAM Plan, safety and security documents; and marketing for transit department. MPO staff assisting the selected consultant in Bike and Pedestrian Plan Update tasks

#### **44.25.00 Transportation Improvement Program:**

Transportation Improvement Program – Under this task, ARTS staff will document comments on the draft TIP; update the TIP (including amendments / administrative modifications) and Performance-Based Planning Integration; test the transportation network; develop Technical Staff Report on performance measures for public transit; review system performance data; prepare the performance analysis for FY 2025; implement recommendations from the Coordinated Human Services Plan for the ARTS urbanized area served by the transit system and continue GIS mapping and address matching for transit service zones to schedule mobility trials for ADA complimentary

#### **44.27.00 Other Activities**

### D-3: Deliverables

In the table below, list and describe project deliverables to be produced by in-house personnel. If seeking additional FY 2025 funding, please denote any deliverables that would result from an additional funding award.

*Table 2: Project Deliverables Produced by In-House Personnel*

<b>Work Deliverable</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Person Responsible for Submitting FTA Quarterly Report to GDOT</b>

1. Describe the proposed in-house projects, provide justification, goals and objectives and tasks to be accomplished in the space provided below.

### D-4: Contracting Opportunities and DBE

In the table below, list and describe anticipated contracting opportunities (i.e. consultants or other vendors), budgeted amounts, and expected dates for advertising the opportunities, and project milestones for all contracted services (i.e. consultant or other vendor activities). If seeking additional FY 2025 funding, please denote any deliverables that would result from an additional funding award.

**Table 3: Project Deliverables to be Produced by Consultants or Other Contractors**

<b>Work Deliverable</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Person Responsible for Submitting FTA Quarterly Report to GDOT</b>
<b>Work Deliverable #1</b>	N/A		
<b>Estimated Budget Amount</b>			
Draft RFP Submitted to GDOT for Approval			
Advertise Contract Opportunity			
Draft Contract Submitted to GDOT for Approval			
Notice to Proceed (NTP) Issued to Contractor			
Draft Deliverable Submitted to GDOT for Approval			
Final Deliverable Submitted to GDOT			
<b>Work Deliverable #2</b>	N/A		
<b>Estimated Budget Amount</b>			
Draft RFP Submitted to GDOT for Approval			
Advertise Contract Opportunity			
Draft Contract Submitted to GDOT for Approval			
Notice to Proceed (NTP) Issued to Contractor			
Draft Deliverable Submitted to GDOT for Approval			
Final Deliverable Submitted to GDOT			

## DBE Goals and Objectives

1. What is your organization's goal for your Disadvantaged Business Enterprise (DBE) program?

Consultants will not be used in preparing any deliverables with this funding.

2. What efforts will your organization undertake to provide open and competitive opportunities for DBE firms to become aware of and participate in the contracted activities you propose under this grant?

Consultants will not be used in preparing any deliverables with this funding.

## **D-5: Planning Coordination**

1. Describe how the proposed planning tasks/activities will be coordinated with other MPO planning efforts.

The ARTS MPO will ensure a regional approach to transportation planning by promoting cooperation and coordination across transit agencies, MPO, and State boundaries and to improve the effectiveness of the transportation decision-making process. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, bike and pedestrian needs, livability, and commerce across boundaries. ARTS will address the planning emphasis area through the implementation of the following UPWP work elements: Task 8.1 – Program Support and Administration - ARTS staff will provide technical assistance to the Augusta Public Transit Department and the Lower Savannah COG's Best Friends

## **D-6: TAM Targets**

1. Describe how the MPO has (or plans to) incorporated transit asset management (TAM) targets in the locally adopted transportation planning documents. Describe the coordination that took place with local transit providers to set regional targets. Please provide a link to the MPO page where those TAM targets are published.

The MPO prepared administrative modifications to the FY 2021-2027 Transportation Improvement Program (TIP) and 2050 MTP to include the current conditions of its transit providers' (APT and LSCOG) capital assets – i.e., Useful Life Benchmark (ULB) and State of Good Repair (SGR) performance measures. This administrative modification adds the current SGR performance measures of Augusta Public Transit's and Lower Savannah Council of Government's capital assets along with both transit providers set performance targets for their capital assets. The Augusta MPO's next step will be to agree on a performance-based planning joint agreement process to address the roles and responsibilities of the Augusta MPO, GDOT, and transit providers in the MPO's performance base-planning process.

## D-7: TAM Performance Measures

1. How has the MPO documented the agreed upon provisions for cooperatively developing and sharing information related to the transit asset management performance measures? Please provide documentation (if available). Otherwise, please see the TAM agreement in Appendix B of this application, sign, and return.

Transit's and Lower Savannah Council of Government's capital assets along with both transit providers set performance targets for their capital assets. The Augusta MPO's next step will be to agree on a performance-based planning joint agreement process to address the roles and responsibilities of the Augusta MPO, GDOT, and transit providers in the MPO's performance

## D-8: PTASP Targets

1. Describe how the MPO has (or plans to) incorporated Public Transportation Agency Safety Plans (PTASP) targets in the service operations. Describe the coordination that took place with local transit providers to set regional targets. Please provide a link to the MPO page where those PTASP targets are published.

Transportation Improvement Program (TIP) and 2050 MTP to include the current conditions of its transit providers' (APT and LSCOG) capital assets – i.e., Useful Life Benchmark (ULB) and State of Good Repair (SGR) performance measures. This administrative modification adds the current SGR performance measures of Augusta Public Transit's and Lower Savannah Council of Government's capital assets along with both transit providers set performance targets for their capital assets. The Augusta MPO's next step will be to agree on a performance-based planning joint agreement process to address the roles and responsibilities of the Augusta MPO, GDOT, and transit providers in the MPO's performance base-planning process.

## D-9: Project Federal Funding Request

It is expected that a large majority of requested Section 5303 funding be directed to the technical long-range and short-range transit planning activities undertaken by the MPO. FTA's Activity Line Item (ALI) codes should be carefully reviewed and selected before costs are distributed by categories. If Applicant Organization is proposing to use ALI codes other than those listed below, please call GDOT for assistance PRIOR to submitting this grant application. See Appendix B (page 24) for a full description of each ALI listed below. These descriptions are taken directly from the FTA program Circular 8100.1C.

### Project Budget

1. Do you intend to charge indirect costs to this project? If yes, please submit a letter from their cognizant agency with the approved rate.

Yes       No

2. Complete the table below with requested project budget information and line-item funding sources.

**Table 4: Project Budget**

<b>FTA Scope Number</b>	<b>FTA ALI Number</b>	<b>Budget Line-Item Description</b>	<b>Federal Funding Request Amount</b>	<b>State Funding Request Amount</b>	<b>Local Funding Amount</b>	<b>Total Funding Amount</b>
442	44.21.00	Program Support and Administration	50196	6274.50	6274.50	62745
442	44.22.00	General Development and Comprehensive Planning	0	0	0	0
442	44.23.01	Long-Range Transportation Planning (LRTP) - System Level	67200	8400	8400	84000
442	44.24.00	Short-Range Transportation Planning	51200	6400	6400	64000
442	44.25.00	Transportation Improvement Program	26400	3300	3300	33000
442	44.27.00	Other Activities	0	0	0	0
<b>Total Section 5303 Funds Requested</b>			194996	24374.5	24374.5	243745

### Anticipated Travel Budget

If any of the proposed funds in the Project Budget table above are planned to be used for travel, please identify the specific event/activity, ALI number, and anticipated costs in the table below.

*Table 5: Travel Budget*

<b>Event/Activity</b>	<b>FTA ALI Number</b>	<b>Anticipated Cost</b>
National Planning Conference 2025	44.21.00	4000
Georgia Transit Annual Conference	44.21.00	2000

### **D-10: Additional Funding**

*Only answer if seeking FY 2025 funding greater than amount allocated in Table 1.*

1. If seeking additional Section 5303 funds for FY 2025, describe how the additional funds will be used. Descriptions should address how the proposed project will meet the FY 2025 additional funding priorities and scoring criteria listed in Appendix D (page 28). Specify additional project deliverables and/or contracting opportunities that would result if additional FY 2025 funding is awarded (these additional deliverables and contracting opportunities should also be listed in D-3 and D-4). Specify all ALI numbers from D-8.





## E-2: MPO Reporting Requirements

### Assessment of Planning Efforts

1. Provide a written description of continuing planning efforts that are responsive to the requirements of Title VI to ensure that transit planning and programming are nondiscriminatory. The description should also discuss how activities or projects programmed in the UPWP and TIP will be implemented on a nondiscriminatory basis. FTA expects to address any Title VI concerns raised during compliance reviews conducted by either transit providers or by FTA or as a result of a Title VI service complaint issue involving programming, planning activities, or capital improvements.

## Monitor Title VI Activities

Monitor the Title VI activities and/or programs of local transit systems. In particular, the MPO is requested to provide documentation describing efforts to:

1. Identify minority communities that will be affected by proposed service changes, such as route modifications, additions, deletions, or extensions under consideration by local transit providers.

Transportation Improvement Program – Under this task, ARTS staff will document comments on the draft TIP; update the TIP (including amendments / administrative modifications) and Performance-Based Planning Integration; test the transportation network; develop Technical Staff Report on performance measures for public transit; review system performance data; prepare the performance analysis for FY 2025; implement recommendations from the

2. Provide technical assistance or guidance to local transportation providers in updating and developing Title VI information.
  
3. Information Dissemination – provide a description of the methods used to inform minority communities of planning efforts (e.g., public notices, public hearings, other formal or informal public discussions, presentations, meetings, etc.) relating to transit service and improvements.
  
4. Minority Participation in the Decision-Making Process - provide a written statement describing how minority groups or persons are afforded an opportunity to participate in local decision-making processes. In particular, the statement should describe liaison activities with minority community groups and other efforts to obtain minority views on transportation issues.

**Consultants will not be used in preparing any deliverables with this funding.**

5. Minority Representation on Decision-Making Bodies – provide a racial breakdown for transit related non-elected boards, advisory councils or committees, and a description of efforts made to encourage the participation of minorities on such boards or committees.

**Consultants will not be used in preparing any deliverables with this funding.**

**AUGUSTA-RICHMOND COUNTY GOVERNMENT** ● Active Registration



Unique Entity ID:  
**ZH93N1J4TBE8**

Doing Business As:  
**(blank)**

Purpose of Registration:  
**All Awards**

*Expiration Date*

**Dec 9, 2023**

CAGE/NCAGE:  
**3YWL3**

Physical Address:  
**535 TELFAIR ST, STE 800  
AUGUSTA, GA 30901-2379 USA**



**Augusta, Georgia**  
**OMB Cost Allocation Plan (2 CFR Part 200)**  
**for the Fiscal Year Ended December 31, 2021**  
**Schedule F - Indirect Cost Rate Proposal**

Receiving Departments	(a)					
	Central Service Costs	Dept Admin Personnel Costs	Dept Admin Other Costs	Total Indirect Costs	Indirect Cost Rate Base	Indirect Cost Rate
101072910 Code Enforcement	97,374	0	0	97,374	646,010	15.0700%
101076222 Summer Youth Employment - Recr	512	0	0	512	1,400	36.6000%
131 IT/Radio System	6,851	0	0	6,851	13,759	49.7900%
151 Probation	13,918	0	0	13,918	68,983	20.1800%
204 DUI Court	27,628	0	0	27,628	276,562	9.9900%
206 Law Library	16,070	0	0	16,070	23,232	69.1700%
207 5% Crime Victim's Asst Program	16,138	0	0	16,138	282,307	5.7200%
209 DA 5% CVAP	6,164	0	0	6,164	68,725	8.9700%
216 Emergency Telephone System	308,218	0	0	308,218	2,582,196	11.9400%
217 Building Inspections Fund	70,249	0	0	70,249	811,555	8.6600%
220 General Fund Grants	81,923	0	0	81,923	139,409	58.7600%
220016309 Planning & Development Grant	505,702	0	0	505,702	604,036	83.7200%*
221 Housing & Community Developmen	453,875	0	0	453,875	1,148,685	39.5100%
273 Law Enforcement	2,545,412	0	0	2,545,412	33,184,181	7.6700%
274 Fire Protection	916,566	0	0	916,566	18,324,288	5.0000%
276 Street Lights	35,156	0	0	35,156	308,426	11.4000%
329 SPLOST Phase 7	431,749	0	0	431,749	671,124	64.3300%
506 Water & Sewerage	1,316,134	0	0	1,316,134	13,666,716	9.6300%
541 Waste Management Fund	573,819	0	0	573,819	1,787,944	32.0900%
542 Garbage Collection Fund	503,326	0	0	503,326	661,108	76.1300%
546 Augusta Public Transit System	254,183	0	0	254,183	302,736	83.9600%
551 Augusta Regional Airport	461,739	0	0	461,739	5,054,549	9.1400%
581 Stormwater Utility	231,445	0	0	231,445	3,517,601	6.5800%
611 Risk Management	175,728	0	0	175,728	358,017	49.0800%
626 Fleet Operations & Management	232,869	0	0	232,869	191,750	121.4400%
Composite Rate	19,030,437	0	0	19,030,437	117,368,434	16.2143%

(a) - Indirect Cost Rate Base is total Salaries & Wages (Object 511XXXX) recorded to each Grantee (does not include Fringe Benefit costs)

This document will be updated pending City of Augusta  
Commission approval, legal review, and signature.

## Appendix A: FTA Certifications and Assurances

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*As part of this grant application package, all applicants must attach a signed copy of the most recent available FTA Certifications and Assurances (FY 2023) included as the following two pages.*

The full FTA FY 2023 Certifications and Assurances document is available at:

[FY2023 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements \(dot.gov\)](#)

- The FTA FY 2023 Certifications and Assurances sheet listing all of the relevant documents should be marked with a check mark (✓) showing that ALL categories numbered 01 through 18 are being certified by your organization OR indicate which of the categories are applicable.
- Original signatures must be placed on the FTA Fiscal Year 2023 Certifications and Assurances page that includes the “Affirmation of Applicant” and “Affirmation of the Applicant’s Attorney.”

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

The Augusta Regional Transportation Study

Name of Applicant: \_\_\_\_\_

**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:**

<b>Category</b>	<b>Description</b>	
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

The Augusta Regional Transportation Study

Name of Applicant: \_\_\_\_\_

Name and Relationship of the Authorized Representative: \_\_\_\_\_

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: \_\_\_\_\_

Name and Relationship of the Authorized Representative: \_\_\_\_\_

**AFFIRMATION OF APPLICANT'S ATTORNEY**

The Augusta Regional Transportation Study

For: \_\_\_\_\_

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

Name of Attorney for Applicant: \_\_\_\_\_

*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 B: Definition of FTA Technical Activities

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As provided in FTA Circular 8100.1D

1. Program Support and Administration (44.21.00). Include basic overhead, program support, and general administrative costs directly chargeable to the FTA project; examples include direct program support, administration, interagency coordination, citizen participation, public information, local assistance, and Unified Planning Work Program (UPWP) development. (If direct program administrative and support costs are included in each work or activity, do not enter them a second time in this category).
2. General Development and Comprehensive Planning (44.22.00). Include only the costs of activities specifically emphasizing regional policy and system planning for non-transportation functional areas, plus the development and maintenance of related data collection and analysis systems, demographic analysis and non-transportation modeling, and forecasting activity; examples include land use, housing, human services, environmental and natural resources, recreation and open space, public facilities, and utilities.
3. Long Range Transportation Planning (LRTP)—System Level (44.23.01). Include only the costs of activities specifically emphasizing long range transportation system planning and analysis; examples include long range travel forecasting and modeling including appropriate data base development and maintenance for transportation in the entire metropolitan area or State, system analysis, sketch planning, system plan development, reappraisal or revision, and all long- range Transportation System Management (TSM) activities.
4. Short Range Transportation Planning (SRTP)(44.24.00). Include only the costs of activities specifically emphasizing short range transportation system or project planning and analysis proposed in the next three to five years; examples include management analyses of internal operations such as management/administration, maintenance, personnel, and labor relations; service planning including appropriate data base development and maintenance; Transportation Development Plan (TDP) preparation; financial management planning, including alternative farebox policies; and all short range Transportation System Management (TSM) activities including vanpool/ridesharing, high occupancy vehicles, parking management.
5. Transportation Improvement Program (TIP)(44.25.00). Include only the costs of activities specifically emphasizing TIP development and monitoring.
6. Other Activities (44.27.00). Include only the costs of those activities whose primary emphasis is unrelated to the specific types of activities described above.

## Performance-Based Transit Planning Agreement

On May 27, 2016, the final rule for statewide and metropolitan transportation planning was published, based on 2012's Moving Ahead for Progress in the 21st Century (MAP-21) Act and 2015's Fixing America's Transportation System (FAST) Act. As part of this final rule, 23 CFR 450.314 (h) requires the metropolitan planning organizations (MPO), State(s), and the providers of public transportation (referred to here as "providers") to jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, and the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO.

The Georgia Department of Transportation (GDOT), the MPO, and provider(s) hereby agree to share transit asset management data, targets, and plans as follows:

- Providers will share their Transit Asset Management (TAM) Plan, and TAM targets with the MPO and GDOT and report to the National Transit Database.
- Providers will coordinate with the MPO and GDOT during the development of their TAM Plan and targets.
- The MPO will set TAM targets for their planning area in coordination with providers in their planning area and share those targets with providers and GDOT.
- GDOT sponsors a Group TAM Plan for participating Tier 2 transit providers, collects inventory information from these providers, sets targets in coordination with the providers, and shares the TAM Plan with providers and MPOs statewide.
- MPOs will reflect TAM targets in their short range and long range planning documents, and share with GDOT and providers in their planning area.
- GDOT will provide a Statewide Transportation Improvement Program (STIP) Performance Report, reflecting TAM targets set by the GDOT Group Plan, and will share this report with MPOs and transit providers statewide.

  
MPO Signature

11/26/19  
Date

  
Print Name and Title

Augusta Regional Transportation Study Metropolitan Planning Organization  
Organization Name

## Performance-Based Transit Planning Agreement

Name of Public Transportation Provider 1: Augusta Transit

Sharon Dottery 11/15/19  
Provider Signature Date

Sharon Dottery, Director  
Print Name and Title

Name of Public Transportation Provider 2: Lower Savannah Council of Governments - Bad Friend Express Transit

[Signature] 11/21/19  
Provider Signature Date

William McNair, Ex. Director  
Print Name and Title

Name of Public Transportation Provider 3: \_\_\_\_\_

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

\_\_\_\_\_  
Print Name and Title

Name of Public Transportation Provider 4: \_\_\_\_\_

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

\_\_\_\_\_  
Print Name and Title

## **Appendix D: FY 2025 Additional 5303 Funding Request Scoring Criteria**

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For FY 2025, additional Section 5303 funding is available beyond the formula allocations specified in Table 1 (page 3). Organizations with additional planning project needs may apply for increased FY 2025 funds. Awards will be subject to funding availability and awarded projects must conform to all applicable Section 5303 rules and regulations.

Applications for additional funding will be evaluated using the following scoring criteria. A strong application should meaningfully address each criterion. However, it does not necessarily need to address multiple sub-criteria within each.

### **Criteria #1 - Departmental Priorities (40 points)**

- Support Regional & Statewide Transit Coordination
- Improve Transit Safety
- Develop Measureable Performance-Based Planning Products
- Support Coordinated Human Services Transportation Planning
- Study Expansion of Service to Unserved/Underserved Areas
- Target Workforce Development

### **Criteria #2 - Planning Support for Transit Providers (40 points)**

- Planning work that supports capital & operating grants
- Studies to evaluate projects currently in TIP/LRTP
- Evaluating the performance of transit projects
- Evaluating future funding options & availability
- Planning for emerging trends and technologies (examples: micro transit, signal prioritization, real time travel information, GTFS real time, etc.)

### **Criteria #3 - Past Performance (20 points)**

- Timely & accurate 5303 invoicing
- Planning deliverables with clear transit nexus
- Transit projects are reflected in TIP and LRTP
- MPO is currently following a performance-based planning process, with respect to transit and relevant planning agreements
- MPO has an up-to-date Public Participation Plan

## Appendix E: Equal Employment Opportunity Questionnaire

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The FTA Master Agreement requires all applicants, recipients, subrecipients and contractors receiving funding to comply with applicable Federal civil rights laws and regulations and to follow applicable Federal guidance. FTA applicants, recipients, subrecipients, and contractors who meet both of the following threshold requirements must implement the EEO Program elements (FTA C 4704.1A Chapter 2.2).

This requirement applies to state-administered programs covered by Federal Transit Laws and FTA Master Agreement funding categories under 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities; 5311 - Rural formula grants for Rural Areas; 5339 - Bus and Bus facilities; 5307 - Urbanized Area formula grants; and 5303, 5304 and 5305 - Metropolitan and Statewide Planning funds.

All FTA applicants, recipients, subrecipients and contractors who do not meet the EEO Program threshold are not required to submit an EEOP. However, they are still required to comply with all Equal Employment Opportunity statutes and regulations.

A recipient is required to submit a full or abbreviated EEO Program based on the number of its transit-related employees and whether it reaches a monetary threshold. Transit related employees include temporary, full-time, or part-time employees.

- Employs 100 or more transit-related employees (requires a full EEO Program)
- Employs 50 or more transit-related employees; (requires an abbreviated EEO program)

And:

- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.

**Example:** If 'ABC Transit' is a direct subrecipient and has 22 employees, it does not meet the threshold. If 'ABC Transit' subcontracts with a *Third-Party Operator*, each entity is considered separately. If 'ABC Transit' with 22 employees, contracts with two agencies, one with 25 employees, and one with 52 employees (i.e.  $22+25+52=99$ ), then ABC Transit would not be required to have an EEO Program, but the contracted agency with 52 employees would be required to develop and submit to 'ABC Transit' an abbreviated EEO Program.

### EEO Program Components (Full EEO Program)

- Statement of Policy
- Dissemination
- Designation of Personnel Responsibility
- Utilization Analysis
- Goals and Timetables
- Assessment of Employment Practices
- Monitoring and Reporting

### Abbreviated EEO Program Components

- Statement of Policy
- Dissemination Plan
- Designation of Personnel Responsibility
- Assessment of Employee Practices
- Monitoring and Reporting Plan

Please complete all fields annually and submit to GDOT Transit Department.

Legal Name of Applicant: Augusta Regional Transportation Study - MPO

Organization Type:  MPO  Transit Agency  Third-Party Contractor

1. How many transit related employees do you have in your organization? 9.00

(A transit related employee is an employee of an FTA applicant, recipient, or subrecipient who is involved in an aspect of an agency's mass transit operation funded by FTA. For example, a city planner involved in planning bus routes would be counted, but a city planner involved in land use would not be counted)

2. How much did your organization receive in capital or operating assistance the previous federal fiscal year?

\$ \$ 0.00

3. How much did your organization receive in planning assistance the previous federal fiscal year?

\$ \$ 188,364.00

4. Has your agency submitted a full EEO Program/or abbreviated program to GDOT based on the thresholds noted?

Yes  No

5. If yes, what is the date of your last submission? \_\_\_\_\_

6. Do you contract out any of your transit services?

Yes  No

If yes,

a. What is the name of the agency(ies)? N/A

b. How much did the agency receive in capital or operating assistance?

\$ \$ 0.00

c. How many transit employees does the agency have? \_\_\_\_\_

d. Did the contracting agency submit an EEO Program to you?

Yes  No

If yes, what is the date of their last EEO Program submission? \_\_\_\_\_

I certify that the foregoing is true and correct.

Signature:

[Signature]  
MPO Project Director

Title:

Date:

9/30/23

# Part U: TAMP Participant Accountable Executive Approval Form

GDOT GROUP TRANSIT ASSET MANAGEMENT (TAM) PLAN

## FY 2023 TAM PERFORMANCE TARGETS

As the Accountable Executive for the below-named Participant in the Group Transit Asset Management (TAM) Plan sponsored by the Georgia Department of Transportation (GDOT), I hereby approve the enclosed FY 2023 TAM Performance Targets (dated 9/08/20) on behalf of the Participant transit provider organization.

Participant Organization Name:

Transit Provider Name (if different):

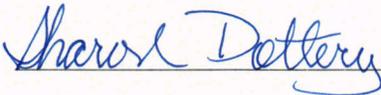
FTA Program Subgroup (check all that apply)

5311 Rural       5307 Urban

Did the Accountable Executive change from the FY 2024 name AE?

Yes       No

Name of Accountable Executive:

Signature of Accountable Executive: 

Title:

Date:

Enclosure

## Minimal Asset Useful Life Standards for FTA Grants

<u>Asset</u>	<u>Useful Life</u>	<u>Source</u>
<u>Buses/Light Vehicles</u>		
Large heavy-duty transit buses 35'-40'	12 years/500,000 miles	FTA Circular 5010.1D
Small heavy-duty transit buses 30'	10 years/350,000 miles	FTA Circular 5010.1D
Medium medium-duty transit buses 25'-35'; Sprinter bus	7 years/200,000 miles	FTA Circular 5010.1D
Medium light-duty transit buses 25'-35', BOC vehicles, Expansion vans	5 years/150,000 miles	FTA Circular 5010.1D
Light-duty vehicles (vans, sedans, light-duty buses); Support vehicles; BOC (15-19 passenger), < 30 ft	4 years/100,000 miles	FTA Circular 5010.1D
<u>Trolleys</u>		
Fixed guideway steel-wheeled	25 years	FTA Circular 5010.1D
Fixed guideway electric, rubber tires	15 years	FTA Circular 5010.1D
Simulated trolleys (rubber tires, internal combustion engine)	Refer to bus useful life	FTA Circular 5010.1D
<u>Rail Vehicles</u>	25 years, see circular	FTA Circular 5010.1D
<u>Ferries</u>		
Passenger ferries	25 years	FTA Circular 5010.1D
Other ferries (w/o refurbishment)	30 years	FTA Circular 5010.1D
Other ferries (w/refurbishment)	60 years	FTA Circular 5010.1D
<u>Facilities</u>		
Buildings- concrete, steel and frame construction	40 years	FTA Circular 5010.1D
<u>Other Capital Equipment</u>		
Fare boxes	10 years	Manufacturer/Industry stds.
Computer hardware	4 years	GAAP Guidelines/Industry Std.
Computer hardware- Domain controllers	4 years	Industry Std.
Mobile data computers (real-time dispatching)	7 years	Manufacturer
Computer software	4 years	GAAP Guidelines/Industry Std.
Computer software- HASTUS	4 years	Manufacturer
Computer software- ADP	4 years	Industry Std.
Scheduling/fleet management software	4 years	GAAP Guidelines/Industry Std.
Communications equipment, mobile radios, base stations	10 years	GAAP Guidelines/Industry Std.
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle	
Security/Surveillance equipment, cameras for buildings	10 years	Industry Std.
Shop equipment- Alignment machines, bus washing, tire changers	10 years	Manufacturer
Bus lift	20 years	Manufacturer
Wheelchair lift	Same as useful life of vehicle	
Bus shelters	15 years	Industry Std.
Bus shelter/stop benches	10 years	Manufacturer
Office furniture	10 years	Manufacturer
Carpeting	5 years	Manufacturer
Repeater tower	25 years	Manufacturer
Engine for bus/trolley	4 years	Industry Std.
Bus stop signage	10 years	Industry Std.
HVAC parts	5 years	Grantee experience
Asphalt parking lot	15 years	GASB
Thermal diesel particle filter cleaner	10 years	Manufacturer
Commercial roofing	15 years	Industry Std.

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**Augusta-Richmond County Government**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **Local Government - Political Subunit of the State of Georgia**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 3

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**535 Telfair Street, Suite 800**

6 City, state, and ZIP code

**Augusta GA 30909**

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-						
--	--	--	--	---	--	--	--	--	--	--

or

Employer identification number

5	8	-	2	2	0	4	2	7	4
---	---	---	---	---	---	---	---	---	---

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶



Date ▶

2/15/2023

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amounts reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

# INFORMATION REQUIRED TO INITIATE NEPA

## A CHECKLIST

For FTA to determine the extent of environmental analysis required for a proposed project, we must have a clear idea of what it may do to the environment. This includes the **natural environment** (soil, water, air, flora/fauna) *and* the **human environment** (socioeconomics, land use, traffic, etc.). Additionally, FTA must determine whether any Federal funding is sought (now or in the future) for the proposal and if FTA is required to make a decision or approval (e.g., approval for incidental use of property).

### INFORMATION REQUIRED

### QUESTIONS to be ADDRESSED

- Sources of federal, state, and local funds and transit nexus

*Is the project a Federal Action eligible for FTA funding?*

- Description of existing property with a clear map showing the Area of Potential Effect (APE)

*What are the Existing conditions? Cleared land or forested land? Water? Urban, rural, suburban? Gently rolling, flat, etc.? Modern visual intrusions in the area, such as cell towers, modern buildings, etc.? Is the site a brownfield or contaminated? Have any site assessments been completed?*

- Street address or coordinates

*Are there possible environmental areas of concern at the site or in its surroundings? Any known hazards? Existing buildings contain lead paint/asbestos? Standing water on site? Industrial site? Industrial sites within a block of the project site? In a historic district?*

- Photos of property, any buildings on property and the surrounding area directly adjacent to the project site.

*What are the characteristics of the natural environment of the property? Provide photos of the land in all directions and of any buildings or structures on the land. Are any of the buildings be historic? Are the buildings in use? Are the buildings safe? Who/what industry occupies the building?*

- Photos of surrounding buildings visible from property

*Are there any nearby buildings that may be historic? Any new construction visible from the project site? Number of stories of the buildings surrounding the project site.*

- Description of complete project with site plan. Be specific for each action of the project.

*What physical changes will be made to the existing site? Any digging or other ground disturbing activities such as clearing and grubbing? Will a building be constructed? Will an existing building be renovated or rehabilitated? Will parking be added or subtracted? Any changes to the traffic amount or flow due to the project? Provide any renderings that are available of the existing project site and the planned work. Be specific about actions, such as replacement of windows/doors, new construction, etc. Will the completed project include storage facilities, maintenance facilities or an operation center?*

List of actions required upon existing property to achieve complete project (e.g., clear 5 acres of wooded land, demolish building, culvert and cover creek, etc.)

*Are there physical changes that are not obvious in the site plan? (e.g., excavation for a basement, fuel storage) Are there going to be any residential or business displacements?*

Logical termini, alignment, mode, and technology (if a linear project).

*Has thorough planning for the proposed project occurred? (3 out of 4 are typically enough to begin NEPA.) Any feasibility or environmental studies been completed? If so, please attach to the checklist document.*

List of any public involvement done for the project, to date, if any

*Has the community affected by the project been informed? If so, when was the community engaged/informed? Is there any potential controversy? Are there any local organizations that should be informed?*

**Property Acquisition:** Unless an early or at-risk (hardship or protective buy) acquisition meets the conditions, property cannot be acquired until NEPA is **complete** and an environmental determination or decision document has been issued by FTA TR04. This restriction is found in FTA's environmental regulations ([23 CFR 771.113](#)) and includes offers to purchase the property or any other commitment to purchase the property or to proceed to a settlement ([FTA Circular 5010.1E](#)). Project sponsors should contact FTA TR04 with any questions about potential timing of property acquisitions and their corresponding NEPA documentation.

Examples, which can be either implied or explicit, of prohibited acquisition activities during the NEPA process include:

- Any offer to purchase;
- Any negotiation to purchase;
- Any discussion on price;
- Any commitment to purchase or establishing any conditions of purchase; and,
- Any commitment to proceed to settlement.

**Equity Analysis:** Be sure to review and understand your responsibilities per [49 CFR Section 21.5\(b\)\(3\)](#) for **facility** construction projects. Additionally, please review and comply with [FTA Title VI Circular](#).

**The more information FTA knows about a project, the more accurate we can be in assigning the most appropriate level of environmental analysis.**

Updated 10/15/2021

## GDOT Project Manager Contact Information

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### Phillip Peevy

Planning and Environmental Manager  
Division of Intermodal Programs

[ppeevy@dot.ga.gov](mailto:ppeevy@dot.ga.gov)

404.631.1783

Regional Commission	MPO	Project Manager
Coastal Georgia	Brunswick MPO Glynn County BOC (BATS) Hinesville MPO (Liberty) Savannah MPO (CORE-MPO)	<b>Shannae Johnson</b> (404) 631-1225 <a href="mailto:shannjohnson@dot.ga.gov">shannjohnson@dot.ga.gov</a>
Georgia Mountains	Gainesville MPO	
Northwest Georgia	Cartersville-Bartow MPO Chattanooga MPO Dalton MPO Rome MPO	
Southwest Georgia	Albany MPO (DARTS)	
Three Rivers		
Atlanta Regional Commission (ARC)	ARC	<b>Johnathan McLoyd</b> (404) 631-1229 <a href="mailto:jomclloyd@dot.ga.gov">jomclloyd@dot.ga.gov</a>
Central Savannah River Area	Augusta MPO (ARTS)	
Heart of Georgia - Altamaha		
Middle Georgia	Macon-Bibb MPO (MATS) Warner Robbins MPO (WRATS)	
Northeast Georgia	Athens-Clarke County MPO (MACORTS)	
River Valley	Columbus MPO	
Southern Georgia	Valdosta MPO	