



FEDERAL TRANSIT ADMINISTRATION
FY 2026 GRANT APPLICATION
SECTION 5303 PROGRAM

METROPOLITAN PLANNING

APPLICATION DUE
SEPTEMBER 30, 2024

*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

Submitted By
(Name & Title)

Date Submitted

GDOT

Project Manager Signature

Date Received

FY 2026 Section 5303 Grant Application Checklist

To be completed by APPLICANT:

Legal Name of Applicant: _____

Name/Description of Item	Completed (Yes/No)
Part A: Contract Authorization Tracking System (CATS) Profile Form	
Part B: Transmittal Letter (on Letterhead)	
Part C: Authorizing Resolution	
Part D: Project Description, Budget, and Milestones	
Part E: Title VI Data Collection and Reporting	
Part F: SAM Registration	
Part G: Expenditures Form	
Part H: Indirect Cost Documentation	
Appendix A: FTA Certifications and Assurances	
Appendix B: Definition of FTA Technical Activities	
Appendix C: Performance-Based Transit Planning Agreement	
Appendix D: FY 2026 Additional 5303 Funding Request Scoring Criteria	
Appendix E: Equal Employment Opportunity Questionnaire	
Appendix F: TAMP Participant Accountable Executive Approval Form	
Appendix G: Contact Information for GDOT Project Managers	

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 Manager

Introduction & Funding Distribution

Please refer to the table below to identify Applicant Organization’s total available allocation of FY 2026 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 2026, 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 2026, 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

FY 2026 SECTION 5303 FUNDING DISTRIBUTION					
<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%	\$45,020	\$75,020
Athens	\$30,000	143,213	2.03%	\$75,005	\$105,005
Atlanta	\$500,000	5,100,112	72.15%	\$2,671,095	\$3,171,095
Augusta	\$40,000	322,081	4.56%	\$168,684	\$208,684
Brunswick	\$25,000	68,750	0.97%	\$36,007	\$61,007
Cartersville	\$25,000	52,351	0.74%	\$27,418	\$52,418
Chattanooga**	\$4,798	78,160	1.11%	\$40,935	\$45,733
Columbus	\$40,000	205,027	2.90%	\$107,379	\$147,379
Dalton	\$30,000	67,830	0.96%	\$35,525	\$65,525
Gainesville	\$30,000	164,365	2.33%	\$86,083	\$116,083
Hinesville	\$30,000	53,107	0.75%	\$27,814	\$57,814
Macon	\$30,000	140,111	1.98%	\$73,381	\$103,381
Rome	\$30,000	60,403	0.85%	\$31,635	\$61,635
Savannah	\$40,000	309,466	4.38%	\$162,077	\$202,077
Valdosta	\$25,000	76,769	1.09%	\$40,206	\$65,206
Warner Robins	\$30,000	141,132	2.00%	\$73,915	\$103,915
GDOT Discretionary	\$70,000				\$70,000
Totals	\$1,009,798	7,068,837	100%	\$3,702,181	\$4,711,979
*Population figures match those used in GDOT’s PL funding distribution.					
** Chattanooga will not receive any STATE MATCH					
4,711,979 Available for 5303 MPO Planning - FY 2024 (FTA Annual Apportionment)					
(\$1,009,798) Base Amount					
\$3,702,181 Available 5303 Funds - Distributed via Formula Allocation					

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.

If submitting projects in BlackCat, please adhere to the following:

- The project descriptions must be detailed.
- Mentioning name brands in the grant application for any project descriptions is prohibited under FTA procurement guidance.
- Ensure the correct Activity Line Item (ALI) is selected for the project requested.
- Ensure all projects are to the whole dollar (evenly split preferred) with NO PENNIES and CENTS.

Applications will be rejected if these project guidelines are not followed.

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)

Charging Indirect Costs: YES NO

Approved ICR Plan: YES NO

De minimis Cost Rate: YES NO

Agency EIN (Tax ID): _____

SAM Identification: _____ **SAM ID EXP. Date (mm/dd/yyyy):** _____

DUNS Number: _____

eVerify Number: _____ **eVerify Date (mm/dd/yyyy):** _____

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

Contract Reviewer <small>(if applicable)</small>	Name:	_____
	Title:	_____
	Phone:	_____
	Email:	_____

Attorney (if applicable)	Name:	_____
	Title:	_____
	Phone:	_____
	Email:	_____

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

Executor #2 (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:	_____

Attestor / Witness	Name:	_____
	Title:	_____
	Phone:	_____
	Email:	_____

Notary <small>(must be separate from attestor and have a valid Notary Seal)</small>	Name:	_____
	Title:	_____
	Phone:	_____
	Email:	_____

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

_____ Yes _____ No

2. In FY 2025, 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.



Hall County Government

BOARD OF COMMISSIONERS

September 10, 2024

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

POST OFFICE DRAWER 1435
GAINESVILLE, GA 30503

t: 770.535.8288 | f: 770.531.3972

CHAIRMAN
Richard P. Higgins

Ms. Smith, Ph.D.:

Kathy L. Cooper, District 1
Billy Powell, District 2
Gregg Poole, District 3
Jeff Stowe, District 4

The Gainesville-Hall Metropolitan Planning Organization is applying for FY 2026 financial assistant under Title 49 US Section 5303 Metropolitan Transportation Planning grant to aid in regional transportation planning in the amount of \$145,103.75 as detailed in the table below.

COUNTY ADMINISTRATOR
Zachary T. Propes

	Federal Share	State Share	Local Share	Total
Regional Transportation Planning	\$116,083.00	\$14,510.37	\$14,510.38	\$145,103.75

ASSISTANT COUNTY ADMINISTRATOR
Katie Crumley

Local funding, representing the 10% local matching share of the project, is being committed in the form of cash by Hall County Government.

ASSISTANT COUNTY ADMINISTRATOR
Casey Ramsey

The Gainesville-Hall Metropolitan Planning Organization certifies that all of the information in this funding application is correct and that the applicant has the technical, financial, and managerial capabilities to carry out the work described in this grant application. The following information in support of the request for funding is submitted for your consideration. If you have any question about this request for funding, please contact Joseph Boyd at (770) 297-5541 or jboyd@hallcounty.org.

COUNTY CLERK
Jennifer Rivera

Sincerely,



Richard Higgins
Chairman
Hall County Board of Commissioners

Part C: Authorizing Resolution

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 _____ hereinafter referred to as the "Applicant",

1. That the Designated Official _____, hereinafter referred to as the "Official," is authorized to execute and file an application on behalf of _____ 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 _____ 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 2024 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 _____ day of _____, 2024.

Signature of Authorized Official

Name and Title of Authorized Official

Signed, sealed, and delivered this _____ day of _____, 2024 in the presence of

Witness

Notary Public/Notary Seal

CERTIFICATE

The undersigned duly qualified and acting _____ of _____ (*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 _____, 2024.

Signature of Certifying/Attesting Officer

Name and Title of Certifying/Attesting Officer

(Place Seal Here)

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 2026 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.

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 2025 (Work Elements).

44.21.00 Program Support and Administration:

44.22.00 General Development and Comprehensive Planning:

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

44.24.00 Short-Range Transportation Planning:

44.25.00 Transportation Improvement Program:

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 2026 funding, please denote any deliverables that would result from an additional funding award.

Table 2: Project Deliverables Produced by In-House Personnel

Work Deliverable	Start Date	Completion Date	Person Responsible for Submitting FTA Quarterly Report to GDOT

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 2026 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

Work Deliverable	Start Date	Completion Date	Person Responsible for Submitting FTA Quarterly Report to GDOT
Work Deliverable #1			
Estimated Budget Amount			
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			
Work Deliverable #2			
Estimated Budget Amount			
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			

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.

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.

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

FTA Scope Number	FTA ALI Number	Budget Line-Item Description	Federal Funding Request Amount	State Funding Request Amount	Local Funding Amount	Total Funding Amount
442	44.21.00	Program Support and Administration				
442	44.22.00	General Development and Comprehensive Planning				
442	44.23.01	Long-Range Transportation Planning (LRTP) - System Level				
442	44.24.00	Short-Range Transportation Planning				
442	44.25.00	Transportation Improvement Program				
442	44.27.00	Other Activities				
Total Section 5303 Funds Requested						

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

Event/Activity	FTA ALI Number	Anticipated Cost

D-10: Additional Funding

Only answer if seeking FY 2026 funding greater than amount allocated in Table 1.

1. If seeking additional Section 5303 funds for FY 2026, describe how the additional funds will be used. Descriptions should address how the proposed project will meet the FY 2026 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 2026 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.



GAINESVILLE-HALL
Metropolitan Planning Organization

FY 2025

UNIFIED PLANNING WORK PROGRAM

Updated: August 7, 2024



In accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination laws, public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, familial, or in income status.

Prepared by the Gainesville-Hall Metropolitan Planning Organization in coordination with the City of Gainesville, City of Oakwood, City of Flowery Branch, Town of Braselton, City of Hoschton, Hall County, Jackson County, Hall Area Transit, Jackson County Transit, the Georgia Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.



GAINESVILLE-HALL
Metropolitan Planning Organization

2875 Browns Bridge Road
Gainesville, GA 30504
Tel: 770.297.2625
Fax: 770.531.3902
ghmpo.org

**A Resolution by the Gainesville-Hall Metropolitan Planning Organization
Policy Committee Adopting the FY 2025 Unified Planning Work Program**

WHEREAS, the Gainesville-Hall Metropolitan Planning Organization is the designated Metropolitan Planning Organization for transportation planning within the Gainesville Metropolitan Area Boundary which includes all of Hall County and a portion of Jackson County following the 2010 Census; and

WHEREAS, the Infrastructure Investment and Jobs Act (IIJA) requires the Metropolitan Planning Organization to develop and adopt a Unified Planning Work Program; and

WHEREAS, the Unified Planning Work Program is consistent with all plans, goals, and objectives of the Gainesville-Hall Metropolitan Planning Organization.

NOW, THERE, BE IT RESOLVED that the Gainesville-Hall Metropolitan Planning Organization adopts the FY 2025 Unified Planning Work Program for the period from July 1, 2024 to June 30, 2025.

A motion was made by PC member Mayor Couillon and seconded by PC member Commissioner Higgins and approved this the 13th Day of February, 2024.

Edward R. Asbridge
Mayor Ed Asbridge, Chair
GHMPO Policy Committee

Subscribed and sworn to me this the 13th Day of February, 2024.



Karen Martinez Cortez
Notary Public

My commission expires March 29, 2027

TASK # 5: TRANSIT PLANNING

Sub-Element 5.1: Program Support & Administration (FTA ALI Code 44.21.00)

Objective

- Administer and operate the MPO transit planning process by properly coordinating MPO functions with the Georgia Department of Transportation, the Federal Transit Administration, and all involved stakeholders, including accounting for all MPO transit planning-related activities during fiscal year 2025.

FY 2024 Activities

- Developed the transit section in the 2025 UPWP and presented to the GHMPO committees.
- Adopted the FY 2025 UPWP in February 2024.
- Managed the FY 2024 Section 5303 contract and successfully completed all tasks listed in the grant program.
- Participated in the transit program update calls conducted by GDOT.
- Prepared and submitted the FY 2025 Section 5303 grant application to GDOT.
- Hall Area Transit Indirect Costs Analysis
- GHMPO retained its membership of the Georgia Transit Association.
- GHMPO retained its membership of the Association of Metropolitan Planning Organizations.

FY 2025 Activities

- Provide transit planning administration and assistance to HAT.
- Work alongside HAT and consultant to develop an indirect-cost analysis to enable HAT to claim indirect cost reimbursements in the future.
- Continue coordination with HAT in developing the transit work element for the FY 2025 UPWP.
- Participate and present transit related information and activities before municipalities and/or appropriate committees.
- Continue to assist HAT with their microtransit service “WeGo”.
- Task # 5.1 will address GHMPO planning priority numbers 3 through 8.

Product

- FY 2026 Section 5303 grant application by October 2024
- 2024-2027 TIP amendments, as necessary, by June 2025
- Transit section of FY 2026 UPWP by June 2024
- Accounting report at the end of each fiscal quarter

TRANSPORTATION RELATED PLANNING ACTIVITIES

ORGANIZATION	ACTIVITIES
GHMPO	Program Support & Administration

TARGET START AND END DATES	7/1/2024 – 6/30/2025	LEAD AGENCY	GHMPO
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FUNDING SOURCE	AMOUNT
FTA	\$51,166.97
STATE 5303 MATCH	\$6,395.87
LOCAL CASH MATCH	\$6,395.87
TOTAL	\$63,958.71

Anticipated Funding for FY 2026

FUNDING SOURCE	AMOUNT
FTA	\$54,442.93
STATE 5303 MATCH	\$6,805.36
LOCAL CASH MATCH	\$6,805.37
TOTAL	\$68,053.66

TASK # 5: TRANSIT PLANNING

Sub-Element 5.2: Long Range Transportation Planning (Project Level) (FTA ALI Code 44.23.01)

Objective

- Develop and keep current the transit portion of the Gainesville-Hall Metropolitan Transportation Plan.
- Address the eleven IJJA Planning Factors and the three Planning Emphasis Areas through this plan.

FY 2024 Activities

- Maintained the Regional Transportation Plan: 2020 Update.
- Assisted Hall County, Gainesville, Oakwood, and Flowery Branch on the creation of a Safety Action Plan through the Safe Streets for All grant.

FY 2025 Activities

- Complete work on and adopt the Metropolitan Transportation Plan: 2025 Update by May 2025.
- Task # 5.2 will address GHMPO planning priority numbers 1 through 8.

Product

- GHMPO MTP: 2025 Update, adopted by May 2025.
- Various other studies or reports as needed.

TRANSPORTATION RELATED PLANNING ACTIVITIES	
ORGANIZATION	ACTIVITIES
GHMPO	Long Range Transportation Planning (Project Level)

TARGET START AND END DATES	7/1/2024 – 6/30/2025	LEAD AGENCY	GHMPO
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FUNDING SOURCE	AMOUNT
FTA	\$51,166.96
STATE 5303 MATCH	\$6,395.87
LOCAL CASH MATCH	\$6,395.87
TOTAL	\$63,958.71

Anticipated Funding for FY 2026

FUNDING SOURCE	AMOUNT
FTA	\$54,442.92
STATE 5303 MATCH	\$6,805.37
LOCAL CASH MATCH	\$6,805.37
TOTAL	\$68,053.66

TASK # 5: TRANSIT PLANNING

Sub-Element 5.3: Transportation Improvement Program (FTA ALI Code 44.25.00)

Objective

- Update and amend Transportation Improvement Program (TIP), as necessary, to keep it up-to-date.

FY 2024 Activities

- Adopted amendments to the 2024-2027 TIP.

FY 2025 Activities

- Update and amend the FY 2025-2028 Transportation Improvement Program as necessary.
- Task # 5.3 will address GHMPO planning priority number 2.

Product

- Amendments to the FY 2024-2027 Transportation Improvement Program, as necessary

TRANSPORTATION RELATED PLANNING ACTIVITIES	
ORGANIZATION	ACTIVITIES
GHMPO	Transportation Improvement Program

TARGET START AND END DATES	7/1/2024 – 6/30/2025	LEAD AGENCY	GHMPO
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FUNDING SOURCE	AMOUNT
FTA	\$6,764.07
STATE 5303 MATCH	\$845.51
LOCAL CASH MATCH	\$845.51
TOTAL	\$8,455.09

Anticipated Funding for FY 2026

FUNDING SOURCE	AMOUNT
FTA	\$7,197.15
STATE 5303 MATCH	\$899.64
LOCAL CASH MATCH	\$899.64
TOTAL	\$8,996.43

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.
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.
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.

Part F: SAM Certification

GDOT subrecipients must verify they are current within the Federal government's System for Awards Management (SAM) before a contract can be extended. More information can be found on the SAM website: <https://www.sam.gov/SAM/pages/public/index.jsf>

Please attach a copy of the Applicant Organization's SAM certification when submitting the application package.

Joseph Boyd (GHMPO)

From: Sommer Green (Finance)
Sent: Tuesday, August 6, 2024 4:20 PM
To: Joseph Boyd (GHMPO); Paige Smith (Finance)
Cc: Michael Haire (GHMPO)
Subject: RE: ***PRIORITY*** FY2026 (GDOT - Transit Call for Projects - Deadline for Application Submittal: September 30, 2024 @ 5:00 p.m.)

Entity Information

HALL COUNTY GEORGIA Active Registration

Unique Entity ID

USZBJ4CMC7B6

Your registration was activated on 2024-03-05. It expires on 2025-02-28, which is one year after you submitted it for processing. To update or renew your registration, begin from your Entities Workspace.

Sommer J. Green ABA, BAcc, CGMS

Grants Manager

Hall County Government

www.hallcounty.org

sgreen@hallcounty.org

770-297-5503 – Phone



From: Joseph Boyd (GHMPO) <jboyd@hallcounty.org>

Sent: Tuesday, August 6, 2024 3:23 PM

To: Paige Smith (Finance) <psmith@hallcounty.org>; Sommer Green (Finance) <sgreen@hallcounty.org>

Cc: Michael Haire (GHMPO) <mhaire@hallcounty.org>

Subject: RE: ***PRIORITY*** FY2026 (GDOT - Transit Call for Projects - Deadline for Application Submittal: September 30, 2024 @ 5:00 p.m.)

Hello –

Could you please send over the updated SAM info? What we have in our files looks expired. See attached.

Thanks!

Joseph Boyd (GHMPO)

From: Sommer Green (Finance)
Sent: Tuesday, August 6, 2024 4:17 PM
To: Joseph Boyd (GHMPO); Paige Smith (Finance)
Cc: Michael Haire (GHMPO)
Subject: RE: ***PRIORITY*** FY2026 (GDOT - Transit Call for Projects - Deadline for Application Submittal: September 30, 2024 @ 5:00 p.m.)

Unique Entity ID: USZBJ4CMC7B6

EFT Indicator 2nd Account: 4617

CAGE Code: 48UT7

DUNS #: 078124617

Sommer J. Green **ABA, BAcc, CGMS**

Grants Manager
Hall County Government
www.hallcounty.org
sgreen@hallcounty.org
770-297-5503 – Phone



From: Joseph Boyd (GHMPO) <jboyd@hallcounty.org>
Sent: Tuesday, August 6, 2024 3:23 PM
To: Paige Smith (Finance) <psmith@hallcounty.org>; Sommer Green (Finance) <sgreen@hallcounty.org>
Cc: Michael Haire (GHMPO) <mhaire@hallcounty.org>
Subject: RE: ***PRIORITY*** FY2026 (GDOT - Transit Call for Projects - Deadline for Application Submittal: September 30, 2024 @ 5:00 p.m.)

Hello –

Could you please send over the updated SAM info? What we have in our files looks expired. See attached.

Thanks!

Part G: Expenditures Form

The Grant Expenditures section details the project expenditures for active projects. Please use Exhibit A of the Contracts issued to the agency to find the information needed for the form. Expenditures projections should be realistic and accurate. Please complete the Grant Expenditures form in BlackCat.

Part H: Indirect Cost Documentation

Please complete the Indirect Cost Spreadsheet in BlackCat.

Appendix A: FTA Certifications and Assurances

As part of this grant application package, all applicants must attach a signed copy of the most recent available FTA Certifications and Assurances (FY 2024) included as the following two pages.

The full FTA FY 2024 Certifications and Assurances document is available at:

[FY2024 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements \(dot.gov\)](#)

- The FTA FY 2024 Certifications and Assurances sheet listing all of the relevant documents should be marked with a check mark (√) showing that ALL categories numbered 01 through 21 are being certified by your organization OR indicate which of the categories are applicable.
- Original signatures must be placed on the FTA Fiscal Year 2024 Certifications and Assurances page that includes the "Affirmation of Applicant" and "Affirmation of the Applicant's Attorney."

Federal Fiscal Year 2024 Certifications and Assurances for FTA Assistance Programs

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:

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 2024 FTA Certifications and Assurances Signature Page

Required of all Applicants for federal assistance to be awarded by FTA in FY 2026.

AFFIRMATION OF APPLICANT

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 2026, 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 2026.

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

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

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, and 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.

Appendix C: Performance-Based Transit Planning Agreement

Background

In accordance with enacted provisions of the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and the Fixing America's Transportation System (FAST) Act, the final rule for statewide and metropolitan transportation planning was published on May 27, 2016. A provision of the rule, 23 CFR 450.314 (h), requires that MPO(s), State(s), and the providers of public transportation develop and jointly agree upon 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.

To comply with these federal requirements, GDOT has developed a draft Transit Asset Management Agreement available for your use. The Agreement specifies the roles and responsibilities of GDOT and MPOs with regard to transit asset management data, targets, and plans. MPOs may develop alternative written agreements to meet the requirements of 23 CFR 450.314 (h), however, such agreements must be shared with GDOT and jointly agreed upon.

FAQs

1. "Who should sign the Agreement?"

The Agreement can be signed by an MPO and transit provider staff members. Per GDOT's consultation with FTA, it is *not* required that an MPO board vote to approve the Agreement.

2. "What if we need to update or amend an agreement?"

Agreement updates will be made on an as-needed basis rather than according to a set cycle. For example, modifications to individual agreements may be required due to changes in MPO boundaries, transit providers, or similar circumstances.

3. "My MPO is already developing a different agreement, does this mean we have to use the Agreement provided instead?"

No. An MPO may develop and use an alternative agreement so long as it meets all federal requirements. GDOT developed the included Agreement for MPOs that have not developed their own. If your MPO wishes to use an alternative agreement, that alternative should be shared with GDOT staff to ensure it complies with all requirements of 23 CFR 450.314 (h).

_____ certifies that it has submitted a Performance-based Transit Planning Agreement to the Georgia Department of Transportation.

If your MPO has not developed its own agreement, please sign the included Agreement, gather signatures from all transit providers in your MPO, and return the Agreement as part of your grant application. If necessary, add additional lines for transit provider signatures. If you have suggested changes to the language in this draft agreement, please contact GDOT. If your MPO has developed an alternative agreement, please include it with your application, or sooner if available.

Please direct any questions or inquiries to GDOT Intermodal, Patricia Smith, Ph.D. [Psmith@dot.ga.gov]

Performance-Based Transit Planning Agreement

On May 27, 2016, the final rule for statewide and metropolitan transportation planning was published, based on the 2012 Moving Ahead for Progress in the 21st Century (MAP-21) Act and the 2015 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.



Signature

Print Name and Title

Organization Name

Date

Name of Public Transportation Provider 1:

Phillippa Lewis Moss
Provider Signature

8-13-2024
Date

Hall Area Transit

Phillippa Lewis Moss, Director
Print Name and Title

Name of Public Transportation Provider 2:


Provider Signature

8/6/2024
Date

Jackson County Transit

Gina Roy, Assistant County Manager
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 2026 Additional 5303 Funding Request Scoring Criteria

For FY 2026, 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 2026 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 Measurable 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, General Transit Feed Specification (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

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 Equal Employment Opportunity (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 EEO Program. 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: _____

Organization Type: _____ MPO _____ Transit Agency _____ Third-Party Contractor

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

(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?

\$ _____

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

\$ _____

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)? _____

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

\$ _____

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: _____

Title: _____

Date: _____



Appendix F: TAMP Participant Accountable Executive Approval Form

GDOT GROUP TRANSIT ASSET MANAGEMENT (TAM) PLAN

FY 2024 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 2024 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 CY 2023 named AE?

_____ Yes _____ No

Name of Accountable Executive: _____

Signature of Accountable Executive: _____



Title: _____

Date: _____

Enclosure

Request for Taxpayer Identification Number and Certification

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

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

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

2 Business name/disregarded entity name, if different from above
Hall County Board of Commissioners

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

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

Other (see instructions) ▶ **Government Entity**

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) N/A

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

5 Address (number, street, and apt. or suite no.) See instructions.
PO Drawer 1435

6 City, state, and ZIP code
Gainesville, GA 30503

7 List account number(s) here (optional)

Requester's name and address (optional)

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.

Social security number

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

or

Employer identification number

5	8	-	6	0	0	0	8	3	6
---	---	---	---	---	---	---	---	---	---


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.

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 ▶  Taylor Samples - Finance Manager Date ▶ 1-24-2022

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.

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 amount 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.