



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

**Georgia Division**

September 21, 2017

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In Reply Refer To:  
HIP-GA

Ms. Pamela Thompson, Director  
Brunswick Area Transportation Study  
1725 Reynolds Street, Suite 200  
Brunswick, GA 31520

Dear Ms. Thompson:

This letter serves to convey our approval of the FY 2018 UPWP and retract the prior approval sent on 9/5/2017. This action does not change the effective date of our final UPWP approval, which is still 9/5/2017.

The following is in response to our receipt of your final Fiscal Year (FY) 2018 Unified Planning Work Program (UPWP) on August 31, 2017. Upon our review of the subject document, the Federal Highway Administration (FHWA) has determined that all comments submitted on the draft FY 2018 UPWP were not fully or satisfactorily addressed. Due to the BATS MPO circumstances and time constraints, the FY 2018 UPWP has been accepted. The document moderately satisfies the requirements of 23 U.S.C. 134, 49 U.S.C. 5303, 23 CFR Part 450 and 420, 2 CFR Part 200, and other pertinent legislation, regulations and policies, and FHWA hereby approve the FY 2018 UPWP. The adopted FY 2018 UPWP reflects \$92,780.74 of programmed PL Funds, and these funds are available upon an approved authorization.

Because the Brunswick MPO did not adopt its FY 18 UPWP until August, 31 2017, any planning related activities performed between July 1, 2017, the start of the grant period and August 30, 2017 are not eligible for federal reimbursement and should not be reflected in submitted invoices and/or PL Funds Performance Expenditures.

As a reminder, the UPWP must be updated annually with a clear focus on;

- Carrying out the Core MPO Functions in accordance with all transportation requirements,
- The Planning Priorities occurring within the MPO's region for the fiscal year in which the UPWP is being developed,
- Activities that address the Planning Factors outlined in 23 CFR 450.306,
  - Document, in specific details, planning activities that are occurring within the MPO boundary to address each of the Planning Factors (*documentation should reflect the Matrix*).
- Activities that address the FHWA/FTA Planning Emphasis Areas (PEAs), which include:
  - Performance-Based Planning and Programming (PBPP)
  - Access to Essential Services/Ladders of Opportunity
  - Models of Regional Planning Cooperation

- Task(s) associated with the PEAs should be identified, and documented along with the planning activities that are occurring within the MPO boundary to address each of the PEAs.
- Include the Performance Matrix with Data Source Column.
- Other items deemed necessary by Division and Region planning staff to advance metropolitan planning;
  - 23 CFR 420.111, “Proposed use of FHWA planning and research funds must be documented by the State DOTs and subrecipients in a work program, or other document that describes the work to be accomplished, that is acceptable to the FHWA Division Administrator”,
    - Showcase the work of the MPO,
      - All activities performed and proposed (*Previous Work, Project Description*) must include a description of work with sufficient clear details to show eligibility of activities, and relevant to the current FY UPWP. It is irrelevant if the work is continuous.
      - Provide sufficient data to support FHWA statutory and regulatory responsibilities.
      - Provide specific dates of accomplished work.
      - General statements or summarization of work should be eliminated.
      - Duplication of activities is allowable.

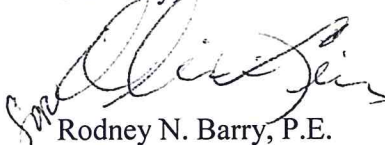
Additional reminder, all comments on the UPWP must be addressed prior to FHWA’s approval, and included in the document. Be mindful of all previous comments including those in the approval letter when developing the new UPWP.

- All comments on the FY 2019 UPWP must be fully addressed before submittal of FHWA’s approval of the document.
- Activities performed and documented in the Quarterly Performance Reports must be in line with the UPWP (*these reports are a subset of the UPWP*). Any adjustments to allocated Tasks funding should be documented in the UPWP as well as the applicable Quarterly Performance Report(s).

Expenditure invoicing and progress reports should be submitted quarterly and annually, with copies to the FHWA, and FTA if applicable. Expenditures incurred without prior authorization will not be reimbursed.

If you have any questions, please contact Ms. Olivia Lewis at 404-562-4282.

Sincerely,



Rodney N. Barry, P.E.  
Division Administrator