
JACKSON METROPOLITAN PLANNING ORGANIZATION

Transportation Alternatives (TA) Project Submittal Guidelines

August, 2017



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Effective Date

APPROVED ON THE 9TH DAY OF AUGUST, 2017 BY THE JACKSON METROPOLITAN
PLANNING POLICY COMMITTEE.

A handwritten signature in blue ink, appearing to read "Butch Lee", is positioned above a horizontal line.

THE HONORABLE BUTCH LEE, CHAIRMAN
MPO PLANNING POLICY COMMITTEE

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INTRODUCTION

This document is intended to provide information and reference material to assist local governments in completing applications for Federal Transportation Alternatives (TA) funding available through the Jackson Metropolitan Planning Organization (MPO). These guidelines set the parameters by which the MPO evaluates requests for funding and programs TA funds to locally submitted projects.

CALL FOR PROJECTS

When TA funds are available, the Jackson MPO will issue a Call for Projects. The Call for Projects will set the deadline for project submission as established by the Metropolitan Planning Policy Committee. Priority funding shall be given to projects that meet Federal regulations, and aid in implementing the 2040 Jackson Urbanized Area Metropolitan Transportation Plan Volume III Bicycle and Pedestrian Facilities Plan.

GUIDELINES FOR ELIGIBILITY

All projects carried out using the Jackson MPO TA funds must comply with applicable provisions in Title 23 of the United States Code, such as project agreements, authorization to proceed prior to incurring costs, prevailing wage rates (Davis-Bacon), competitive bidding, and other contracting requirements, regardless of whether the projects are located within the right-of-way of a Federal-aid highway. Additionally, projects shall follow guidelines and requirements established in the MDOT Project Development Manual (PDM), the eligibility and participation rules as detailed in the remainder of this document and any additional requirements detailed in the Fixing America's Surface Transportation (FAST) Act not listed here.

GENERAL REQUIREMENTS FOR ALL PROJECTS

All projects must meet the following general requirements to be eligible for Federal TA funding through the Jackson MPO:

- Project Sponsors must be **eligible applicants** for TA funds. Eligible applicants, include any local government (municipal or county) included in the projected urbanized area boundary for the Jackson Urbanized Area. **Ineligible Applicants** are those applicants that have a status of "Non-Compliance" with the MDOT LPA Division or are under Audit Suspension. These applicants are **not eligible** to submit applications for the TA funds until they have satisfied the status deficiencies. Non-governmental entities wishing to apply such as nonprofits are not eligible as direct grant recipients of the funds, however; eligible non-governmental entities may partner with any local government (municipal or county) in the Jackson Urbanized Area that does not have a status of "Non-Compliance" with the MDOT LPA Division or are under Audit Suspension, to submit a TA project for consideration, if State or local requirements permit.
- Committed TA funds shall be used for construction and construction engineering **ONLY**. All other activities associated with project development including but not limited to, design, preliminary

engineering, environmental, right-of-way acquisition, utility relocation, etc., are ineligible for the expenditure of TA funding.

- Each eligible project sponsor may submit more than one project application for TA funding.
- Priority shall be given to proposed projects which aid in implementing the 2040 Jackson Urbanized Area Metropolitan Transportation Plan Volume III Bicycle and Pedestrian Facilities Plan. All applications which include projects identified in the 2040 Jackson Urbanized Area Metropolitan Transportation Plan Volume III Bicycle and Pedestrian Facilities Plan will receive an additional 100 points to their final project application score.
- A **formal application** must be submitted as outlined in the Call for Projects **by the deadline** established by the Metropolitan Planning Policy Committee. An original and three (3) copies of the application and attachments must be submitted in a sealed envelope. Each application should be typed on letter size paper and bound in a three-prong or 3-ring binder. All applications must include a cover letter from the principal elected official or chief executive, completed application, an appendix of required documents such as matching funds resolution and project map, as well as any additional documentation that helps support the project. All applications should be submitted to the Central Mississippi Planning and Development District (CMPDD) P.O. Box 4935 Jackson, MS. 39296 by the Metropolitan Planning Policy Committee's established project submittal deadline.
- At a minimum, project sponsors must provide the federally required 20% local match. If a project is selected for funding, failure to provide the matching share in a timely manner shall result in the withdrawal of the Federal TA funds by the MPO and re-distribution of the funds in accordance with the project selection procedures. It is the responsibility of the project sponsor to cover any costs above the amount requested on the application, no additional Federal TA funding shall be committed through the MPO above the amount requested in the application.
- **Complete (or Stand-alone) Project Requirement:** The MPO, in agreement with MDOT guidance, will only approve applications that represent a complete finished project within the initial construction. "Stage" construction or "Phase" I or II, etc...will not be accepted. The applicant's proposed project must be a complete finished product upon expenditure of the requested funds plus the applicant's matching funds. Example:
 - **A bicycle path that proposes to build a section of the total route with the current application and then complete the total path in a later project will not be approved. A logical terminus must be chosen for the project.**
- Proposed projects must complete a review by the Mississippi Department of Transportation (MDOT).

▪ **Eligible activities for Jackson MPO TA funds include:**

TA Set-Aside funds may be obligated for projects or activities described in 23 U.S.C. 101(a)(29) or 213, as such provisions were in effect on the day before the date of enactment of the FAST Act. More detailed information and a listing of TAP, now TA, eligible projects that were in effect prior to enactment of the FAST Act can be found at the link below. https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm#Legislation.

Former 23 U.S.C. 213(b)(1):

1. Transportation Alternatives as defined in section 101 [former 23 U.S.C. 101(a)(29)]: The term “transportation alternatives” means any of the following activities when carried out as part of any program or project authorized or funded under this title, or as an independent program or project related to surface transportation:
 - a. Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)
 - b. Construction of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
 - c. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
 - d. Construction of turnouts, overlooks, and viewing areas.
 - e. Community improvement activities, which include but are not limited to:
 - i. Inventory, control, or removal of outdoor advertising;
 - ii. Historic preservation and rehabilitation of historic transportation facilities;
 - iii. Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - iv. Archaeological activities relating to impacts from implementation of a transportation project eligible under title 23

- f. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
 - i. Address storm water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 23 U.S.C. 133(b)(3) [as amended under the FAST Act], 328(a), and 329 of title 23; or
 - ii. Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats (Former 23 U.S.C. 213 (b)(2)-(4)).
- 2. The Recreational Trails Program (RTP) under 23 U.S.C. 206 of title 23.
- 3. The Safe Routes to School Program (SRTS) under section 1404 of the SAFETEA-LU.
 - a. Infrastructure-related projects - Construction of infrastructure-related projects on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.
 - b. Non-infrastructure-related activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs.
 - c. Safe Routes to School coordinator. SAFETEA-LU section 1404 (f)(2)(A) lists “manager of safe routes to school programs” as eligible under the non-infrastructure projects.
- 4. Constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
- **Ineligible activities for the Jackson MPO TA funds:** TA funds cannot be used for the following activities because there is no authorization under the Federal-aid Highway Program:
 - a. State or MPO Administrative purposes. Exceptions:
 - i. See FHWA’s Memo Allocating Indirect Costs to Projects, dated September 4, 2015.
 - ii. RTP administrative costs of the State for RTP set-aside funds.

- b. Promotional activities, except as permitted under the SRTS (200 CFR 200.421(e)(3)).
- c. General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.
- d. Routine maintenance and operations, except trail maintenance as permitted under the RTP.

Careful consideration should be given to whether an activity falls within the eligibilities created under the Transportation Alternatives Program (TAP). Section 1103 of MAP-21 eliminated the definition of transportation enhancement activities in section 101 of title 23 and inserted in its place a definition of transportation alternatives. The transportation alternatives definition contained in 23 U.S.C. 101(a)(29) created different categories of activities than those included under the previous transportation enhancement definition. As a result, some activities that were previously eligible as independent transportation enhancement projects are no longer eligible; some categories of eligibility remain, but for a different range of activities. In some cases, activities that are no longer eligible for funding as independent TA projects may be eligible for FHWA participation under other title 23 provisions, such as project mitigation measures when determined necessary to mitigate project impacts (including the impacts of a TA project). Transportation enhancement categories that are **no longer expressly described as eligible activities** under the definition of transportation alternatives are:

1. Safety and educational activities for pedestrians and bicyclists. **Exception:** Activities targeting children in Kindergarten through 8th grade are eligible under SRTS (an eligible activity under the TA funding). **Note:** Some of these activities may be eligible under HSIP. Non-construction projects for bicycle safety remain broadly eligible for STP funds.
2. Acquisition of scenic easements and scenic or historic sites (including historic battlefields), and scenic or historic highway programs (including tourist and welcome center facilities). **Exceptions:** A few specific activities under this category are eligible for funding as TA projects, including construction of turnouts, overlooks, and viewing areas; historic preservation and rehabilitation of historic transportation facilities; and bicycle and pedestrian facilities.
3. Landscaping and other scenic beautification. However, under the "community improvement activities" category, projects such as streetscaping and corridor landscaping may be eligible under TA if selected through the required competitive process. States may use TA funds to meet junkyard screening and removal requirements under 23 U.S.C. 136 if selected through the competitive process. Landscaping and scenic enhancement features, including junkyard removal and screening, may be eligible as part of the construction of any Federal-aid highway project under [23 U.S.C. 319](#), including TA-funded projects.
4. Historic preservation, and rehabilitation and operation of historic buildings, structures, or facilities (including historic railroad facilities and canals). Historic preservation activities now are limited to historic preservation and rehabilitation activities relating to a historic

transportation facility. See section 101(a)(29)(E). Operation of historic transportation facilities is not eligible under TA.

5. Archaeological planning and research. Under TA, archaeological activities must relate to impacts from implementation of a transportation project eligible under title 23.
6. Establishment of transportation museums. There is no eligibility for this activity under TA

Location: There are no location restrictions for TA infrastructure projects; they are not required to be located along highways. Activities eligible under TA also are eligible for STBG funds (23 U.S.C. 133(b)(15)). Under 23 U.S.C. 133(c)(3), projects eligible under TA funded with STBG funds are exempt from the location restriction in 23 U.S.C. 133(c). Some aspects of activities eligible under TA also may be eligible under other Federal-aid Highway Programs. See STBG Eligibility.

For SRTS non-infrastructure projects, traffic education and enforcement activities must take place within approximately two miles of a primary or middle school (Kindergarten through 8th grade). Other eligible SRTS non-infrastructure activities do not have a location restriction. SRTS infrastructure projects do not have location restrictions because SRTS infrastructure projects are broadly eligible under other TA eligibilities.

EVALUATION CRITERIA

Each project submitted will be evaluated by MPO staff based on the evaluation criteria established by the Metropolitan Planning Policy Committee. There are six (6) criteria established by the Policy Committee for TA funds. Each criterion has been assigned a score ranging from zero to ten (with zero being the least favored evaluation). Each score is then calculated using the weighted multipliers shown below, for a maximum total score of 1000 points.

Transportation Alternatives (TA) Evaluation Criteria	Weighted Multiplier
Project Readiness	25%
Connectivity	20%
Livability	20%
Local Match	15%
Requested Funding	15%
Partnering Agencies	5%
Maximum Score	1000

All proposed projects must be consistent with the latest version of the Metropolitan Transportation Plan. TA projects will be evaluated based on Project Readiness, Connectivity, Livability, Local Match, Requested Funding and whether or not the project has Partnering Agencies contributing to the applicant's required match. Projects ranked the highest will be submitted to the MPO for consideration and approval for funding until all available funds have been committed. In the event two or more projects rank equally, funding shall be awarded based on project readiness. If two or more projects which are ranked highest are considered equal in project readiness, funding may be distributed equally among such projects. Each evaluation criteria is described in detail on the following pages.

Project Readiness

The purpose of this criterion is to encourage projects that accelerate project completion through eliminating delays in the project development and delivery. For the purpose of this scoring criterion, priority shall be given to projects that are ready to proceed to construction within a short timeframe after obligating funds. **Weighted Multiplier 25%**

Assessment	Score
Right-of-Way Acquisition	
Project does not require ROW Acquisition	3
Project ROW acquisition complete and approved by MDOT	3
Project ROW acquisition complete but not approved by MDOT	2
Project ROW acquisition initiated with more than 50% complete but not 100%	2
Project ROW acquisition initiated but less than 50% complete	1
Project ROW acquisition required but not started to date	0
Utility Relocation	
Project does not require Utility Relocation	3
Project Utility relocation complete and approved by MDOT	3
Project Utility relocation complete but not approved by MDOT	2
Project Utility relocation initiated with more than 50% complete but not 100%	2
Project Utility relocation initiated but less than 50% complete	1
Project Utility relocation required but not started to date	0
Project Design	
Final design/engineering complete and approved by MDOT	2
Final design/engineering complete and approved by local board only	1
Preliminary design/engineering consultant selected but work has not started to date	0
Environmental	
Environmental clearance completed and Federal approval obtained	2
Project meets categorical exclusion	2
Environmental clearance completed, but does not include Federal approval	1
Environmental clearance is in progress and in compliance with Federal requirements	1
Environmental clearance has not been initiated	0

Maximum Score 10 points

Connectivity

The purpose of this criterion is to place priority on projects that improve connectivity and accessibility throughout the Jackson Urbanized Area. For the purpose of this scoring criterion, priority shall be given to projects that improve non-driver access to public transportation and schools and enhances mobility of existing facilities through improved connectivity. (Note: Connectivity to existing bike and pedestrian facilities can include connecting to bike paths, bike lanes or bike routes.)

Weighted Multiplier 20%

Assessment	Score
Existing Bike and Pedestrian Facilities	
Project connects to more than one existing bike and pedestrian facility	4
Project connects to a single existing bike and pedestrian facility	2
Project does not connect to any existing bike and pedestrian facilities	0
Public Transportation	
Project improves access to more than one existing transit service location/stop	3
Project improves access to a single transit service location/stop	1
Project does not improve access to a transit service location/stop	0
Schools	
Project improves access to more than one school	3
Project improves access to a single school	1
Project does not improve access to schools	0

Maximum Score 10 points

Livability

The purpose of this criterion is to encourage projects that improve non-motorized transportation accessibility for the greatest amount of users, both cyclists and pedestrians, and includes amenities and improvements beyond minimum design standards. For the purpose of this scoring criterion, priority shall be given to projects that improve non-motorized access for the greatest amount of users and includes features that improve the aesthetics of the proposed project. **Weighted Multiplier 20%** (NOTE: Proposed projects to build restrooms along an existing bike path is not eligible per FAST Act TA guidance as stand-alone projects. Additionally, the construction of large restroom facilities with multiple separated stalls and sinks for both men and women is ineligible. However, following FHWA guidance, construction of a single stall separate, lockable rest room facility with a sink, one for men and one for women, is eligible as a restroom support facility.)

Assessment	Score
Type of facility	
Proposed facility to be built is a bike path/separate facility	4
Proposed facility to be built is a paved shoulder	2
Proposed facility is a striped bike lane	2
Proposed facility is a signed bike route	1
The project will enhance landscaping and other scenic beautification	
Project improves visual environment through the inclusion of vegetation management practices (e.g. shrubs, trees, etc.. that meet FHWA guidelines concerning vegetation management practices.)	3
Project does not include improvements to landscaping/scenic beautification	0
The project will include support facilities	
Project includes one or more support facilities. These can include, but are not limited to bike racks, water fountains, trash receptacles, signage, benches, rest rooms and lighting. (Please see "NOTE" under the Livability heading above concerning support facilities.)	3
Project does not include support facilities	0

Maximum Score 10 points

Local Match

The purpose of this criterion is to allow those projects that have funding sources greater than the minimum required local match (20%) to score higher. For the purpose of this scoring criterion, the local match is any funding, for construction costs (including construction engineering) only, committed to the project beyond the minimum requirement provided by the local entity. Local match cannot include earmark funds or other Federal or State funds. A resolution passed by the Board of Alderman/City Council or Board of Supervisors agreeing to pay the required local funding share, plus any amount above the minimum requirement must be included as part of the project application. **Weighted Multiplier 15%**

Assessment	Score
Project has 50% or greater (30% or greater above the minimum)local match	10
Project has 45% (25% above the minimum)local match	9
Project has 40% (20% above the minimum)local match	8
Project has 35% (15% above the minimum)local match	6
Project has 30% (10% above the minimum)local match	4
Project has 25% (5% above the minimum)local match	2
Project only has 20% minimum required local match	0

Maximum Score 10 points

Requested Funding

The goal of this criterion is to spread a small amount of funding around to more projects. For the purpose of this scoring criterion, priority shall be given to projects requesting the least amount of TA funding in order to complete a project. **Weighted Multiplier 15%**

Assessment	Score
Project requests 20% or less of the MPO's TA Funds	10
Project requests 21% - 30% of the MPO's TA Funds	8
Project requests 31% - 40% of the MPO's TA Funds	6
Project requests 41% - 50% of the MPO's TA Funds	2
Project requests 51% or more of the MPO's TA Funds	0

Maximum Score 10 points

Partnering Agencies

The goal of this criterion is to place priority on projects which receive local match assistance from partnering agencies. For the purpose of this scoring criterion, priority shall be given to those projects that are supported by multiple partnering agencies, as well as the applicant. A signed Memorandum of Agreement indicating the amount the partnering agency/agencies intend to provide toward the applicants committed/required local funding share must be included as part of the project application. **Weighted Multiplier 5%**

Assessment	Score
50% or greater of project sponsor’s committed/required local match provided by Partnering Agencies	10
45% of project sponsor’s committed/required local match provided by Partnering Agencies	9
40% of project sponsor’s committed/required local match provided by Partnering Agencies	8
35% of project sponsor’s committed/required local match provided by Partnering Agencies	7
30% of project sponsor’s committed/required local match provided by Partnering Agencies	6
25% of project sponsor’s committed/required local match provided by Partnering Agencies	5
20% of project sponsor’s committed/required local match provided by Partnering Agencies	4
15% of project sponsor’s committed/required local match provided by Partnering Agencies	3
10% of project sponsor’s committed/required local match provided by Partnering Agencies	2
Less than 10% of project sponsor’s committed/required local match provided by Partnering Agencies	1

Maximum Score 10 points

PROJECT MANAGEMENT REQUIREMENTS

Following the commitment of Federal TA funding by the Jackson MPO all projects must adhere to the Project Management (Section 207.04) guidelines outlined in the latest Prospectus of the Jackson MPO.

ATTACHMENT A

Matching Funds Resolution
Jackson MPO Transportation Alternatives

ATTACHMENT A

WHEREAS, Transportation Alternatives (TA) funds have been made available for transportation improvements within the Jackson Urbanized Area; and

WHEREAS, _____ has selected a project to submit to the
Name of local entity (municipality or county)
Jackson Metropolitan Planning Organization (MPO) for consideration for funding; and

WHEREAS, the selected project includes _____
Brief project description

WHEREAS, _____ hereby requests Federal TA funding from
Name of local entity (municipality or county)
the Jackson MPO in the amount of _____; and
\$ Amount of requested TA funding

WHEREAS, _____ agrees to provide local matching funds for
Name of local entity (municipality or county)
the project in the amount of _____. The local entity agrees to provide
\$ Amount of local match
said matching funds in a timely manner.

NOW, THEREFORE, BE IT RESOLVED: _____ acknowledges if
Name of local entity (municipality or county)
said project is selected for funding through the MPO selection process said project is subject to all applicable Federal and State laws and regulations regarding TA funding, as well as subject to the rules and procedures established by the Jackson MPO regarding approved TA projects.

Print Name (Chief Elected Official or local governing board)

Signature (Chief Elected Official or local governing board)

ATTEST:

Signature (City Clerk/Board Attorney/or County Administrator)

Date

ATTACHMENT B

Project Information and Application
Jackson MPO Transportation Alternatives Program

Project Application Information

Jackson MPO Transportation Alternatives (TA)

1. Project Sponsor	Name of submitting agency
2. Sponsor Contact	Name of person responsible for completing the project application
3. Telephone	Phone number for the person responsible for completing the application
4. Email Address	Email for the person responsible for completing the application
5. Mailing Address	Office mailing address for the submitting agency
6. Partnering Agencies	Name of any partnering agencies (<i>if applicable</i>)
7. Partnering Agencies Contact Name(s)	Name of partnering agency person responsible for helping to complete the application (<i>if applicable</i>)
8. Project Title	Provide a brief one sentence description of the location and the type of project (e.g. bike lane striping along ABC Street)
9. Project Type	Specify the proposed project type: bike path/separate facility, paved shoulder, striped bike lane or signed bike route
10. County	List the County or Counties the project is located within
11. Municipality	List the Municipality the project is located within (<i>if applicable</i>)
12. Project Location	Describe the project location and clearly show the project limits and area of major work by including a map (Attachment B) of the proposed project. Include photographs of existing facility and drawings of the proposed project. Include a site plan of proposed construction or illustrations of proposed work; be sure to include beginning and ending termini, project right-of-way and typical cross-sections (if applicable). Attached documents for Attachment B should be on an 8 ½ x 11 inch or 11 x 17 inch paper. If an application is submitted by a jurisdiction and the project location is within the boundary of a different jurisdiction, a fully executed Interlocal Agreement outlining the roles and responsibilities of each entity must be included as Attachment D.
13. Detailed Project Description	Provide a one to two paragraph detailed description of the project. List and describe the benefits of the proposed project. Describe the connectivity between the project and the existing transportation system or facilities. The degree and type of public support for the project should be discussed, as well as the projected demand for the facility.
14. Overall Project Budget	Provide a complete budget. All cost estimates must meet current design standards for the type of improvement requested. A copy of the estimate computations, together with the source of those figures should be included as Attachment C. Include any detailed estimates that have been prepared for the proposed work.
15. Federal TA Funds Requested	Provide the amount of Federal funds you are requesting for the proposed project. Be sure to include eligible construction and construction engineering costs only.
16. Matching Funds Provided	Provide the amount of matching funds being provided by the local jurisdiction. Transportation Alternatives projects require a minimum 20% local match for construction costs. A resolution by the Board of Alderman/City Council or Board of Supervisors, as well as agreements between the applicant and partnering agencies agreeing to pay the required funding share, plus any amount above the minimum requirement must be included as Attachment A-1 and/or A-2 in the application.

17. Match Provided by a Partnering Agency	If multiple partnering agencies are contributing matching funds for this project, list each partnering agency, the amount of funds being provided by each and the percentage of the applicants matching funds the contributions will cover. A Memorandum of Agreement between the applicant and the partnering agency indicating the amount the partnering agency intends to provide for the applicants committed/ required local funding share must be included as part of Attachment A-2 in the application.
18. Total for Construction of Project	Add Columns 15, 16, and 17 together to provide the total costs for the TA portion or construction costs for the project.
19. Source of Local Funds	Provide a brief explanation of how the matching funds will be secured for this project. (e.g. The \$20,000 in matching funds will be provided by the City of ABC through the sale of bonds in 2018, or the \$20,000 in matching funds will be provided by the City of ABC through sales tax revenue collected during fiscal years 2017 and 2018.)
20. Date Available	Provide the date the local matching funds will be available.
21. Milestone Dates	Provide estimated completion dates for each phase of the project. If a phase has already been completed please list the date it was completed.
22. Right-of-Way Acquisition	Ample supporting documentation must be provided in the attachment section to receive points under project readiness elements.
a. ROW	Indicate whether or not the project requires right-of-way acquisition.
b. ROW	Indicate whether or not ROW acquisition has begun.
c. ROW	Indicate whether less than or more than 50% of the ROW acquisition has been completed based on the scope of the project.
d. ROW	Provide a brief explanation of steps completed to-date involving ROW acquisition and whether or not the steps completed have been made in compliance with MDOT approval.
23. Utility Relocation	Ample supporting documentation must be provided in the attachment section to receive points under project readiness elements.
a. Utility Relocation	Indicate whether or not the project requires utility relocation.
b. Relocation Started	Indicate whether or not the utility relocation process has begun.
c. % Relocation Complete	Indicate whether less than or more than 50% of the utility relocation has been completed based on the scope of the project
d. Utility Relocation	Provide a brief explanation of the steps completed to-date involving utility relocation and whether or not the steps completed have been made in compliance with MDOT approval.
24. Project Design	Ample supporting documentation must be provided in the attachment section to receive points under project readiness elements.
a. Final Design	Indicate whether or not final design work has been completed and has MDOT approval.
b. Final Design	Indicate whether or not final design work has been completed and has local board approval only.
c. Preliminary Design	If no to 24 a. and 24 b., indicate if preliminary design has begun.
d. Preliminary Design	Provide a brief explanation of the work completed to date involving project design work.
25. Environmental	Ample supporting documentation must be provided in the attachment section to receive points under project readiness elements.

a. Categorical Exclusion	Indicate whether or not the project meets a categorical exclusion.
b. Environmental Process	Indicate whether or not the environmental process has begun.
c. Environmental Process	Provide a brief explanation of the environmental process and the steps that have been completed to-date.
d. Federal Approval	Indicate whether or not the project has completed the environmental process and received Federal Approval.
26. Potential Delays	Provide a brief description of any known factors that may cause potential delays with the project slowing down the project schedule.
27. Connectivity	Specify the level of connectivity to be created as a result of the proposed project once completed. Project improves access and connectivity to existing bike and pedestrian facilities, transit service locations/stops and/or schools.
a. Existing Bike and Pedestrian Facilities	Indicate whether or not the project connects to existing Bike and Pedestrian Facilities
b. Public Transportation	Indicate whether or not the project connects to Transit service locations/stops
c. Schools	Indicate whether or not the project connects to schools
28. Facility Type	Is the facility a bike path, paved shoulder, bike lane or bike route?
29. Enhances Landscaping	---
a. Included	Will vegetation management practices be included in the proposed project?
b. Landscaping List	List the vegetation to be included in development of the project.
30. Support Facilities	---
a. Included	Are support facilities included in the proposed project?
b. Facilities List	List the support facilities to be included in development of the project.
31. Required Attachments	<ol style="list-style-type: none"> 1. Attachment A-1 – Matching Funds Resolution From the Submitting Local Government Acknowledges amount of Federal funds requested, local match requirement, and compliance with all applicable Federal and State laws regarding TA funding. 2. Attachment A-2 – Partnering Agency Memorandum of Agreement (If Applicable) Provide a copy of each agreement between partnering agencies and the project applicant supporting commitment of funds by said partnering agency to meet applicant’s matching fund commitment/requirement. 3. Attachment B – Project Map Map showing the project location with the proposed improvements labeled preferably on an 8 ½ x 11 inch or 11 x 17 inch paper. 4. Attachment C – Project Budget Provide a complete budget with cost estimates and the source of those figures for the entire project. 5. Attachment D– Executed Interlocal Agreement (if applicable) If an application is submitted by a jurisdiction and the project location is within the boundary of a different jurisdiction, a fully executed Interlocal Agreement outlining the roles and responsibilities of each entity must be included as part of the application. (e.g. A

	County submits an application for a TA project located inside of a municipality within the county).
32. Additional Supporting Attachments	Any additional information the project sponsor would like to provide to document the need or the “project readiness” elements of the project application. Note: Points for project readiness can only be awarded if ample supporting documentation is provided to document each element of project readiness.

Jackson MPO Transportation Alternatives (TA)

The following information must be completed for all Jackson MPO proposed **Transportation Alternatives** projects. MPO staff will use the information contained in the project application to assign points to proposed projects based on the Project Submittal Guidelines. The establishment of project eligibility and each project score will then be used by the Intermodal Technical Committee and the Metropolitan Planning Policy Committee to program projects to be funded with Jackson MPO TA funds.

Applicant Information

1. **Project Sponsor** [Click here to enter text.](#)
2. **Sponsor Contact** [Click here to enter text.](#)
3. **Telephone** [Click here to enter text.](#) 4. **Email** [Click here to enter text.](#)
5. **Mailing Address** [Click here to enter text.](#)
6. **Partnering Agencies** [Click here to enter text.](#)
7. **Partnering Agencies Contact Name(s)** [Click here to enter text.](#)

Project Description

8. **Project Title** [Click here to enter text.](#)
9. **Project Type** [Click here to enter text.](#)
10. **County** [Click here to enter text.](#) 11. **Municipality** [Click here to enter text.](#)
12. **Project Location** [Click here to enter text.](#)
13. **Detailed Project Description**
[Click here to enter text.](#)

Project Budget

14. Overall Project Budget

<u>Description</u>	<u>Federal Funds</u>	<u>Local Funds</u>
Environmental	<u>\$Click here to enter text.</u>	<u>\$Click here to enter text.</u>
Design	<u>\$Click here to enter text.</u>	<u>\$Click here to enter text.</u>
Right-of-Way Acquisition	<u>\$Click here to enter text.</u>	<u>\$Click here to enter text.</u>
<i>Eligible for TA funding</i>		
Construction Engineering	<u>\$Click here to enter text.</u>	<u>\$Click here to enter text.</u>
Construction	<u>\$Click here to enter text.</u>	<u>\$Click here to enter text.</u>
Other, please specify		
<u>Click here to enter text.</u>	<u>\$Click here to enter text.</u>	<u>\$Click here to enter text.</u>
<u>Click here to enter text.</u>	<u>\$Click here to enter text.</u>	<u>\$Click here to enter text.</u>
<u>Click here to enter text.</u>	<u>\$Click here to enter text.</u>	<u>\$Click here to enter text.</u>
TOTAL Estimated Cost	<u>\$ Click here to enter text.</u>	<u>\$ Click here to enter text.</u>

TA Funds Requested

	<u>Amount</u>	<u>%</u>
15. Federal TA Funds Requested	\$ <u>Click here to enter text.</u>	<u>Click here to enter text.</u> <i>Cannot exceed 80%</i>
16. Local Match Provided by the Submitting Agency	\$ <u>Click here to enter text.</u>	<u>Click here to enter text.</u>
17. Match Provided by a Partnering Agency		
<u>Click here to enter text.</u> <i>Enter Name of Partnering Agency</i>	\$ <u>Click here to enter text.</u>	<u>Click here to enter text.</u>
<u>Click here to enter text.</u> <i>Enter Name of Partnering Agency</i>	\$ <u>Click here to enter text.</u>	<u>Click here to enter text.</u>
<u>Click here to enter text.</u> <i>Enter Name of Partnering Agency</i>	\$ <u>Click here to enter text.</u>	<u>Click here to enter text.</u>
<u>Click here to enter text.</u> <i>Enter Name of Partnering Agency</i>	\$ <u>Click here to enter text.</u>	<u>Click here to enter text.</u>
18. TOTAL for TA Portion of Project	\$ <u>Click here to enter text.</u>	<u>100%</u>
19. Source of Local Funds <u>Click here to enter text.</u>		
20. Date Available <u>Click here to enter text.</u>		

Project Schedule

21. Milestone Dates

Completion of Preliminary Design

[Click here to enter text.](#)

Completion of Environmental Clearances

[Click here to enter text.](#)

Completion of Final Design

[Click here to enter text.](#)

Initiation of Right-of-Way Plan Review

[Click here to enter text.](#)

Completion of Right-of-Way Plan Review

[Click here to enter text.](#)

Initiation of Utilities Relocation

[Click here to enter text.](#)

Completion of Utilities Relocation

[Click here to enter text.](#)

Completion of Plans, Specifications and Estimates and/or Authorization for Advertisement

[Click here to enter text.](#)

Anticipated Construction Advertisement Date or Purchase Date

[Click here to enter text.](#)

Project Readiness

22. Right-of-Way Acquisition

Yes or No

22 a. Does the proposed project require right-of-way acquisition?

[Click here to enter text.](#)

22 b. *If Yes*, has right-of-way acquisition begun?

[Click here to enter text.](#)

22 c. What percentage of right-of-way acquisition has been completed?

[Click here to enter text.](#)

22 d. *If right-of-way acquisition has begun*, please provide a brief explanation of the steps completed to date and whether or not it has been approved by MDOT.

[Click here to enter text.](#)

23. Utility Relocation

Yes or No

23 a. Does the proposed project require utility relocation?

[Click here to enter text.](#)

23 b. *If Yes*, has utility relocation begun?

[Click here to enter text.](#)

23 c. What percentage of utility relocation has been completed?

[Click here to enter text.](#)

23 d. *If utility relocation has begun*, please provide a brief explanation of the steps completed to date and whether or not it has been approved by MDOT.

[Click here to enter text.](#)

24. Project Design

Yes or No

24 a. Has final design/engineering been completed and approved by the MDOT?

[Click here to enter text.](#)

24 b. Has final design/engineering been completed and approved by local board only?

[Click here to enter text.](#)

24 c. *If No*, to both 24 a. and 24 b., has preliminary design/engineering work begun?

[Click here to enter text.](#)

24 d. *If Yes to 24 c.*, please provide a brief description of the work performed to-date.

[Click here to enter text.](#)

25. Environmental

Yes or No

25 a. Does the proposed project meet a categorical exclusion?

[Click here to enter text.](#)

25 b. *If No*, has the environmental process begun?

[Click here to enter text.](#)

25 c. *If the environmental process has begun*, please provide a brief explanation of the steps completed to-date.

[Click here to enter text.](#)

25 d. Has the project received Federal approval for environmental?

[Click here to enter text.](#)

26. Describe any potential delays that have been identified that would interfere with the schedule for this project or the readiness of the project to proceed to construction.

[Click here to enter text.](#)

Connectivity

27. a. Existing Bike and Pedestrian Facilities

Yes or No

Project connects to more than one existing bike and pedestrian facility.

[Click here to enter text.](#)

Project connects to a single existing bike and pedestrian facility.

[Click here to enter text.](#)

Project does not connect to any existing bike and pedestrian facilities.

[Click here to enter text.](#)

27. b. Public Transportation

Yes or No

Project improves access to more than one existing transit service location/stop

[Click here to enter text.](#)

Project improves access to a single transit service location/stop

[Click here to enter text.](#)

Project does not improve access to a transit service location/stop

[Click here to enter text.](#)

27. c. Schools

Yes or No

Project improves access to more than one school

[Click here to enter text.](#)

Project improves access to a single school

[Click here to enter text.](#)

Project does not improve access to schools

[Click here to enter text.](#)

Livability

28. Type of Facility

Yes or No

Proposed facility to be built is a bike path/separate facility

[Click here to enter text.](#)

Proposed facility to be built is a paved shoulder

[Click here to enter text.](#)

Proposed facility to be built is a striped bike lane

[Click here to enter text.](#)

Proposed facility to be built is a signed bike route

[Click here to enter text.](#)

29. Enhances Landscaping

Yes or No

29. a. Project improves visual environment through the inclusion of vegetation management practices (Must comply with FHWA guidelines)

[Click here to enter text.](#)

29. b. If yes, please list in detail vegetation to be included in development of project.

[Click here to enter text.](#)

30. Includes Support Facilities

Yes or No

30. a. The proposed project includes one or more support facilities.

[Click here to enter text.](#)

30. b. If yes, please list in detail support facilities to be included in development of project.

[Click here to enter text.](#)
