

***Mid-Year Report  
Fiscal Year 2012-2013***

**Central Mississippi  
Planning and Development District**  
1170 Lakeland Drive - Post Office Box 4935  
Jackson, MS 39296-4935  
Telephone: (601) 981-1511 - Fax: (601) 981-1515  
Website: <http://www.cmpdd.org>

**Officers of the Board of Directors**  
Mayor Knox Ross, President  
Mr. James Archer, Vice-President  
Supervisor Cobie Collins, Secretary-Treasurer  
Mayor Arthur Evans, Immediate Past President

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PROJECT:

**GENERAL ADMINISTRATION AND COORDINATION**

PROJECT NUMBER:

**10**

DESCRIPTION: This function will provide sound administrative and financial management through the initiation and implementation of overall organizational policies, procedures, and administrative requirements. Through the guidance of the Board of Directors and various committees, the Chief Executive Officer will direct the affairs of the organization in a proper and cost-effective manner.

NEED	An effective association of local governments needs to continue to exist in order to address problems and concerns in a collective manner. Since most of the funding for District projects and programs are of a public or quasi-public origin, there must be extremely sound procedures in place to insure that these funds are administered according to all appropriate rules and regulations.
BENEFITS	State, Federal, local, and sometimes private sector funding are merged into a collective unified effort to address common issues and problems. This system serves to seek common solutions to mutual problems affecting more than one area of interest and political subdivision, thus producing cost-effective benefits to all concerned.
TASK 10-1	<p><b>GENERAL MANAGEMENT</b></p> <p>The District will continue to use in-house computers extensively to manage programs and resources as effectively as possible. The District will prepare annual funding applications, budgets, financial reports, statements of progress, work programs, execute agreements, and other necessary formal data for funding sources in order to remain eligible for various types of financial assistance. Adequate financial, legal, and organizational attention will be provided to the various committees and the Board of Directors will be given sufficient service and attention.</p> <p><b>ACCOMPLISHMENTS:</b> The District has met or exceeded all management and administrative goals and requirements of the Work Program during the first half of this fiscal year.</p>
TASK 10-2	<p><b>OVERALL DISTRICT AUDIT</b></p> <p>The District has and will continue to have a financial audit conducted by an independent certified public accounting firm of all funds received and expended in the fiscal period. The audit is to insure sound management practices, certify the financial statements, and to comply with the Single Audit Concept of the Office of Management and Budget in the Federal Single Audit Act of 1984, as amended.</p> <p><b>ACCOMPLISHMENTS:</b> The District's audit for Fiscal Year 2011-2012 has been completed by the audit firm of BKD, LLC and was reviewed by the CMPDD Board of Directors at their March 13, 2013 meeting. There were no audit findings or recommendations.</p>

TASK 10-3	<p data-bbox="381 170 808 197"><b>PUBLIC INFORMATION PROGRAM</b></p> <p data-bbox="381 233 1398 447">The District will continue to administer a program of public relations and participation through public hearings, meetings, brochures, news releases, quarterly newsletters, slide and video presentations, television and radio coverage, its Internet website, and other techniques designed to inform the general public and selected individuals of the overall program of the District. The District will prepare an annual Work Program; Mid-Year Report, which will provide a progress report on the Work Program; and an Annual Report of the programs and projects undertaken during the fiscal year for distribution to the Board of Directors and other member governments.</p> <p data-bbox="381 483 1409 697">During the past Fiscal Year the District completely revamped its website, which is <a href="http://www.cmpdd.org">www.cmpdd.org</a>. This website is a virtual gateway to District reports, information, and development activities. The District used two consultants in the development of the website and with the extremely technical mapping requirements, which are an integral part of the District's Regional Data Center. The District will continue to use these and other consultants to ensure the successful operation of existing and future activities. Costs associated with this Task will be covered by Projects 11 and 13.</p> <p data-bbox="381 732 1409 1071"><b>ACCOMPLISHMENTS:</b> Numerous news releases were issued and published, and quarterly newsletters were prepared and distributed on schedule. Both an Annual Report and Work Program have been prepared, published, and distributed. Additionally, the Chief Executive Officer submits a monthly article to the Mississippi Association of Supervisors for publication in their magazine. The District is creating a new website incorporating cutting edge technology, which will be interactive and incorporate the use of virtual mapping and data management. This is being accomplished through a blend of in-house personnel and outsourcing to consultants where found to be cost effective. CMPDD staff continue to maintain and update the District's website, <a href="http://www.cmpdd.org">www.cmpdd.org</a>, which displays all CMPDD publications, services, programs, census data, and mapping products.</p>
TASK 10-4	<p data-bbox="381 1098 914 1125"><b>INTERGOVERNMENTAL REVIEW PROCESS</b></p> <p data-bbox="381 1161 1409 1312">Under Federal Executive Order 12372, the District will continue to administer its program of Project Notification and Review. This program will insure that federally funded projects conform to local and regional planning programs. This process will afford local elected officials and other affected agencies an opportunity to review and comment on these projects prior to funding.</p> <p data-bbox="381 1348 1409 1434"><b>ACCOMPLISHMENTS:</b> Although this process has been greatly reduced in scope and magnitude, the District continues to administer this review process as required by regulations, various agencies, and programs.</p>

TASK 10-5	<p><b>SUPPORT FOR DISTRICT PROJECTS AND PROGRAMS</b></p> <p>The goals, objectives, policies and procedures, both internal and external, of this organization will be given extreme attention and promoted in a comprehensive manner. Every effort will be made to secure and attract the necessary resources to implement the overall Work Program and adopted plans and programs of the District. Organizations having potential mutual interests and concerns will be researched and identified in order to help secure and direct both fiscal and human resources in a manner for the collective good of the area. The previously adopted concept of regionalism and seeking a common direction for this area will continue to be aggressively pursued.</p> <p>The District will be very aggressive and entrepreneurial in marketing and promoting this program of work. It will engage in marketing activities which emphasize regionalism, obtain various forms of financial/contractual support, and promote the overall economic development of the region.</p> <p><b>ACCOMPLISHMENTS:</b>  Membership dues from all member governments have been collected. Grants and contracts from Delta Regional Authority, Economic Development Administration, Mississippi Department of Transportation, Mississippi Department of Human Services, and other similar ongoing programs are being carried out according to contract requirements. The Elderly and Disabled Home and Community-Based Waiver Services Program has been expanded by the State Division of Medicaid and the District is currently hiring the additional staff needed to meet the expansion. Local planning contracts are in excess of what was projected, and the CentCom program is meeting the web needs of the District's members. District staff are also planning the upcoming annual conference of the Mississippi Association of Planning and Development Districts and it is anticipated that there will be positive revenue generated.</p> <p>The District is more aggressive and entrepreneurial than ever before in seeking new and innovative ways to maximize financial resources.</p>
TASK 10-6	<p><b>INTERN/OUTREACH PROGRAM</b></p> <p>The District will educate and promote its activities, on a selected basis, by attending job fairs; teaching classes; conducting seminars, tours, conferences, and best practices exchanges; and other similar efforts.</p> <p>The District will use seasonal and somewhat labor-intensive staff to assist in the performance of certain jobs. Using college graduate level students allows the students to engage in real world learning experiences and provides the District with cost-effective staff assistance. Over the years, the District has actually hired many of its interns for permanent jobs.</p> <p><b>ACCOMPLISHMENTS:</b>  District staff have spoken at numerous conferences, seminars, and educational events. Also, the District currently has one intern serving in the Aging program and applications are being reviewed for internship positions during the summer months of 2013.</p>

TASK 10-7	<p data-bbox="383 174 878 201">INTERNAL AUDIT/MONITOR FUNCTION</p> <p data-bbox="383 237 1409 543">The Auditor/Monitor function of the District began in FY 1993 and will continue for FY 2013. The District will be in compliance with required Federal standards, and will continue its practice of monitoring these funds. The monitoring is of an external nature and deals with both the programmatic and fiscal monitoring elements of Aging network service providers, WIA service providers, and case management entities. The District has a multitude of sub-recipients and service providers which must be monitored on a continuous basis as an end result of funding and contracting methodologies. This function is continually enhanced to protect the District from possible liabilities and to meet all local and Federal requirements in order to maintain compliance and to continue to meet all audit requirements and safeguard the public dollars entrusted to CMPDD.</p> <p data-bbox="383 579 651 606">ACCOMPLISHMENTS:</p> <p data-bbox="383 611 1409 821">The Auditor/Monitor function of the District continues for Fiscal Year 2013. The District is in compliance with required Federal standards, and is continuing its practice of monitoring both the programmatic and fiscal monitoring elements of Aging network service providers, WIA service providers, and case management entities. The District is monitoring on a continuous basis a multitude of sub-recipients and service providers to protect the District from possible liabilities and to meet all local and Federal requirements necessary to maintain compliance. CMPDD continues to meet all audit requirements and safeguard the public dollars entrusted to it.</p>
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**CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT, INC.**  
**STATEMENT OF INDIRECT COSTS/DISTRICT EXPENSE FUND**  
**October 1, 2012 - September 30, 2013**

<u><b>EXPENSES</b></u>	<u><b>ANNUAL BUDGET</b></u>	<u><b>AS OF 03/31/2013</b></u>
Personnel	\$1,156,332	\$ 586,096
Travel	16,000	810
Meetings	10,000	2,476
Dues, Memberships, and Subscriptions	16,000	21,453
Audit	38,000	9,178
Contractual Services	7,000	1,792
Equipment Lease/Rental	120,000	48,798
Supplies	35,000	15,192
Printing	5,000	513
Postage	21,000	4,991
Legal	5,000	( 200)
Office Space	80,000	29,030
Communications	46,000	34,412
Insurance and Bonding	50,000	27,584
District Expense Fund	102,000	39,812
Equipment Maintenance	30,000	1,186
Depreciation	16,000	6,577
Computer Software	10,000	98
Automobile Pool Costs	82,000	32,910
Furniture and Equipment	1,000	-0-
Miscellaneous	12,000	4,730
<b>TOTAL GENERAL ADMINISTRATIVE BUDGET</b>	<b>\$1,858,332</b>	<b>\$ 867,438</b>

**SOURCES**

Assessments - General	\$ 27,000	\$ 9,797
Lease/Rental Income	75,000	29,324
Allocated to Programs	1,756,332	828,317
<b>TOTAL</b>	<b>\$1,858,332</b>	<b>\$ 867,438</b>

PROJECT: **REGIONAL GOVERNMENTAL ASSISTANCE**

PROJECT NUMBER: **11**

DESCRIPTION: The regional governmental assistance program is an effort by the District to provide common services and improve the management practices of local governments, thus lowering the cost of providing services to the citizens of the respective governmental units. The purpose of this project is to better address the total needs and demands of the local governments in the seven county area in a regional and collective manner. While traditional interest is expected to be on functional areas, such as economic development and governmental efficiency, there are no limitations identified at this time. An organized process to facilitate joint visioning, strategic planning, effective communications, coordination, and cooperation is needed for government to work in a businesslike manner. Solving problems and addressing common needs on a regional basis will be explored.

NEED	Improve services and lessen costs by seeking mutual solutions to common problems affecting more than one local governmental unit, such as GIS, web based applications, broadband Internet and networking access. Improve management and administrative techniques and increase the effectiveness of local governments by not allowing political boundaries to restrict governmental and business efficiency.
BENEFITS	Increases efficiency and effectiveness of local governments. Lowers the cost of services for citizens while increasing and improving services. Approaching problem solving at a regional level is a cost effective and logical means of attacking common problems.
TASK 11-1	<p><b>MANAGEMENT AND TECHNICAL ASSISTANCE</b></p> <p>The District will provide financial, management, administrative, grant, and planning assistance to member governments upon request. Aid will be provided to seek Federal and State financial assistance through such sources as Mississippi Development Authority, US Department of Housing and Urban Development, US Department of Commerce, Highway Safety Program, Federal Emergency Management Agency, Mississippi Emergency Management Agency, Mississippi Highway Safety Patrol, Mississippi Department of Wildlife, Fisheries, and Parks; Corps of Engineers, the Delta Regional Authority, and other appropriate agencies. The District will provide technical assistance to further develop GIS capabilities on a District-wide level. The District will provide technical assistance in web-based applications. Also, CMPDD will continue to take the lead in coordinating both comprehensive and strategic planning initiatives, the offering of public forums, and technical assistance workshops to local units of government.</p> <p><b>ACCOMPLISHMENTS:</b></p> <p>The Local Government Capital Improvement Revolving Loan Program (CAP) was enacted by the State Legislature, administered by the Mississippi Development Authority, and is designed for making loans to counties or municipalities to finance capital improvements. During the last six months, the District has prepared and submitted a CAP loan application on behalf of the Town of Pelahatchie requesting requested \$250,000 for recreation development. Additionally, a CAP loan application prepared and submitted by CMPDD on behalf of the City of Mendenhall for \$250,000 in loan funds for recreation development has been approved.</p> <p>The Recreational Trails Program (RTP) is an 80/20 match program, which is administered by the Mississippi Department of Wildlife, Fisheries and Parks. Funds are to be used the construction of new trail projects that benefit the environment; and the redesign, reconstruction, non-routine maintenance, or relocation of trails that mitigate and minimize the impact to the natural environment. CMPDD recently prepared and submitted an application for RTP funds on behalf of the City of Magee seeking \$100,000 for construction of a 10 foot wide, ½ mile long asphalt walking/biking trail.</p>



TASK 11-2	<p>INTERGOVERNMENTAL COOPERATION AND JOINT SERVICES</p> <p>CMPDD will continue its current activities of coordinating and sponsoring multi-county workshops and forums on topics of interest throughout the District’s area. Topics could include the following: hazard mitigation, best practices, technology, Census training, etc.</p> <p>ACCOMPLISHMENTS: District staff convened CMPDD’s member Mayors, City Clerks, and County Administrators on a quarterly basis to discuss current topics of interest and support a peer-to-peer environment to promote cooperation.</p>
TASK 11-3	<p>REGIONAL INITIATIVE</p> <p>The District will continue to work with the governments in its seven counties to identify issues and problems which can best be addressed with a regional approach. The intent is that when a regional issue or problem arises, it will be logically approached from a regional level through CMPDD. Therefore, CMPDD staff will work with area governments to identify issues, determine those who are affected, and then develop a means of approaching and solving these issues from a regional point of view.</p> <p>ACCOMPLISHMENTS: District staff convened CMPDD’s member Mayors, City Clerks, and County Administrators on a quarterly basis to identify topics of interest and to coordinate regional approaches to addressing common issues or concerns.</p>
TASK 11-4	<p>REGIONAL ECONOMIC DEVELOPMENT NETWORK</p> <p>The District will continue to provide the Greater Jackson Alliance of Mississippi with packaged uniform demographic data and industrial park maps. The Alliance currently includes economic development organizations in Claiborne, Copiah, Hinds, Madison, Rankin, Simpson, and Warren Counties.</p> <p>ACCOMPLISHMENTS: The District continues to maintain and update the industrial park maps for over thirty industrial sites in Central Mississippi. In January, the District released an interactive mapping tool for Greater Jackson that allows prospects to look at available infrastructure, utility lines, lot lines, existing buildings, floodways, and topography elevations from the comfort of their office while they are browsing the internet for possible locations or while they are on a conference call with one of the local economic development offices.</p>
TASK 11-5	<p>LEGISLATIVE INITIATIVE</p> <p>In an effort to combine support for the entire region, CMPDD will utilize its staff and facilities to develop and follow the progress of legislative initiatives common to the area. Staff will also work with the Mississippi Association of Planning and Development Districts, Mississippi Association of Supervisors (MAS), and the Mississippi Municipal League (MML) when beneficial to member governments.</p> <p>ACCOMPLISHMENTS: District staff monitored legislative issues affecting the Planning and Development Districts, municipalities, and counties. District staff also worked closely with MML and MAS to present beneficial information to local governments. In addition, District staff attended a regional MAS Legislative Committee meeting at the State Capitol in March to discuss proposed legislation affecting counties.</p>

TASK 11-6	<p><b>CATALOGING AND DIGITIZING INDUSTRIAL PARKS</b></p> <p>The District working with local economic development agencies, as well as the Greater Jackson Alliance of Mississippi, will continue to maintain and expand its current inventory of industrial parks, which includes more than 42 digitized industrial sites. In addition, the District will maintain a statistical datasheet on each site which will outline the available utilities and nearest modes of transportation. The District will institute a web-based, mapping application for each park where users can utilize interactive mapping technology to zoom, pan, select base maps, and pick viewable layers based on needs.</p> <p><b>ACCOMPLISHMENTS:</b> The District continues to work with local economic development partners to maintain and expand the District's inventory of industrial sites and parks. In January 2013, the District released an interactive mapping tool for the Greater Jackson Alliance and each of its partners that allows prospects to look at available infrastructure, utility lines, lot lines, existing buildings, floodways, and topography elevations from the comfort of their office while they are browsing the internet for possible locations or while they are on a conference call with one of the local economic development offices.</p>
TASK 11-7	<p><b>TECHNICAL ASSISTANCE TO DISTRICT-WIDE GOVERNMENTAL GROUPS</b></p> <p>The District will provide technical assistance to the Central Mississippi Mayors Association, City Clerks, County Administrators, and Chancery Clerks. District staff will also assist in coordinating meetings to be held on a regular basis at District headquarters.</p> <p><b>ACCOMPLISHMENTS:</b> District staff assisted in coordinating meetings held on a regular basis at the District headquarters with the Central Mississippi Mayors Association, City Clerks, and County Administrators.</p>
TASK 11-8	<p><b>MISSISSIPPI DEVELOPMENT AUTHORITY REGIONAL OFFICES</b></p> <p>The District will work with the Mississippi Development Authority (MDA) and the appropriate regional office to determine additional ways to work cooperatively for the betterment of the District's member governments.</p> <p><b>ACCOMPLISHMENTS:</b> District staff maintain working relationships with all divisions of MDA to effectively support member governments.</p>

TASK 11-9	<p>USE OF MODELS AND EXAMPLES</p> <p>The District will seek models and examples throughout the nation which could be further considered in this area to improve services. Through the use of regional and national peer groups, systems of information will be exchanged on an improved basis. State and national groups such as the Mississippi Municipal League (MML), Mississippi Association of Supervisors (MAS), Mississippi Association of Planning and Development Districts (MAPDD), National League of Cities, National Association of Counties (NACo), National Association of Development Organizations (NADO), Association of Metropolitan Planning Organizations (AMPO), and National Association of Regional Council (NARC) will be used extensively. District staff and Board members will participate in meetings of these organizations to be made aware of issues and developments.</p> <p>ACCOMPLISHMENTS: District staff maintained relationships and participated in workshops, conferences, and webinars with MML, MAS, MAPDD, AMPO, NADO, and NARC to facilitate an exchange of ideas beneficial to CMPDD's member governments.</p>
TASK 11-10	<p>CONTINUING EDUCATION PROGRAM</p> <p>The District will continue an educational program to allow officials of member governments to be made aware and kept abreast of innovations in municipal and county government, as well as planning, grant programs, management, etc. These programs will be scheduled on an "as need" basis.</p> <p>The District will work with the Mississippi Municipal League (MML) to provide the venue and educational material to further their Certified Municipal Official (CMO) certification.</p> <p>ACCOMPLISHMENTS: District staff are coordinating the efforts of the Mississippi Association of Planning and Development Districts (MAPDD) to provide CMO credits to municipal officials during the MAPDD Annual Conference to be held in May 2013. Two (2) CMO credits will be available for those that attend the conference. Furthermore, the District aims to educate officials through meetings held at the District, such as Central Mississippi Mayors Association meetings and regional Mississippi Municipal League and Mississippi Association of Supervisors' meetings.</p>
TASK 11-11	<p>MANAGEMENT AND COORDINATION OF INFORMATION</p> <p>CMPDD will continue to serve as a central point for new data releases from governmental agencies, as well as serve as a depository for historical data. The District will compile, organize, and analyze data from local and national sources to produce useful tools for local planners, developers, and industries.</p> <p>ACCOMPLISHMENTS: The District is a data affiliate of the U.S. Census Bureau and as such is one of the first entities in the state to receive census data from the 2010 Census, which the District maintains and makes available to its member governments. In addition, the District continues to utilize Business Analyst Online from Environmental Systems Research Institute, a national GIS software provider, to supplement data needed in various planning applications and systems.</p>

TASK 11-12	<p>LOCAL/REGIONAL ECONOMIC ANALYSIS</p> <p>Activities associated with this Task are incorporated into the responsibilities of the Regional Data Center. See TASK 13-4.</p> <p>ACCOMPLISHMENTS: See TASK 13-4.</p>
TASK 11-13	<p>BUSINESS, INDUSTRIAL AND ECONOMIC INFORMATION</p> <p>Activities associated with this Task are incorporated into the responsibilities of the Regional Data Center. See TASK 13-6.</p> <p>ACCOMPLISHMENTS: See TASK 13-6.</p>
TASK 11-14	<p>TECHNOLOGY COORDINATION</p> <p>Staff will continue to serve as advisory staff to management on any technology issues and procurement of technology equipment. Technical support will be provided by performing the following duties:</p> <ul style="list-style-type: none"> <li>▶ Provide network administration by maintaining server backups, user profiles, and system security.</li> <li>▶ Provide technical specifications based on request for equipment purchases.</li> <li>▶ Maintain CMPDD's email address listing.</li> <li>▶ Maintain equipment inventory.</li> <li>▶ Service and maintain non-warranty equipment and act as the central point for procurement of equipment maintenance.</li> <li>▶ Keep a service log on equipment.</li> <li>▶ Maintain inventory of surplus working equipment.</li> <li>▶ Maintain a library of CMPDD software.</li> <li>▶ Attend software and/or hardware training courses.</li> <li>▶ Provide training as requested on software.</li> <li>▶ Redesign and maintain CMPDD web page and update data as needed.</li> <li>▶ Designing and maintaining web sites for members and other entities within the District's seven county area .</li> <li>▶ Assist in maintaining other hosted web pages.</li> <li>▶ Participate in conferences including but not limited to the Mississippi Department of Transportation Conference, Mississippi Association of Planning and Development Districts Conference, Windows training, and web design training.</li> <li>▶ Research alternatives for telephones, network, Internet access, and email.</li> <li>▶ Maintain lists of troubleshooting procedures for Internet, email, and local computer problems.</li> <li>▶ Maintain the centralized area for the District server, backup system, switches, and router.</li> </ul> <p>ACCOMPLISHMENTS: District staff perform computer systems administration on a daily basis by maintaining data backups, e-mail, and network users. Technical assistance is provided to CMPDD staff by developing technical specifications on any equipment purchases, installing new equipment, maintaining computer software and hardware, problem solving, and maintaining the District's and other hosted websites and email.</p> <p>During the first half of FY 2013, the District launched a new and improved CMPDD website and continued to provide maintenance for existing websites hosted through CMPDD.</p>

TASK 11-15	<p><b>MAPPING SUPPORT</b></p> <p>The District will provide up-datable, digital base maps and various layers of data/information for use in local planning projects, transportation planning, and for general District-wide use. Planners use these products as foundations for local planning projects, transportation planning, and regional information gathering and dissemination.</p> <p>The District will continue building land use and other planning related layers for in-house monitoring and forecasting, local governmental entities, and private business ventures. The District will also continue to maintain an urban area base for Hinds, Madison, and Rankin Counties in ongoing efforts related to transportation surveillance.</p> <p>On a District-wide and general level, the District will continue to update city limits by recording all recent changes, as well as update precinct and Supervisor districts where necessary.</p> <p>With regard to GIS cooperation, the District will continue to make a concerted effort to work closely with other governmental GIS users including the Mississippi Coordinating Council for Remote Sensing and Geographic Information Systems, the Mississippi Automated Resource Information Systems (MARIS), the Mississippi Association of Supervisors, the Mississippi Municipal League, and the Central Mississippi GIS Technical Users Group.</p> <p>The District will continue to work with economic development offices in preparing GIS site plan data for industrial and major commercial areas.</p> <p><b>ACCOMPLISHMENTS:</b></p> <p>The District continued to update the city limit files for the incorporated areas of the District. In addition, the District prepared planning maps for the Madison and Rankin Counties and the Cities of Brandon, Canton, Florence, Hazlehurst, Madison, Pelahatchie, Raymond, Richland, Terry, Vicksburg, and Yazoo City. The District prepared numerous report maps for Community Development Block Grant Program applications, and also produced many traffic count maps from data collected with traffic counters. The District also continued to maintain an urban area base map for Hinds, Madison, and Rankin Counties in an ongoing effort related to transportation planning and surveillance.</p>
TASK 11-16	<p><b>MAPPING AVAILABILITY</b></p> <p>The District will continue its efforts to increase visibility, awareness, and ease of use of map products by member governments, the public, and businesses constantly in need of accurate, up-to-date maps.</p> <p>The production of readily accessible reproducible or other "on-demand" maps or plots for all current coverage will continue, in addition to serving up basic map products on the District's website.</p> <p><b>ACCOMPLISHMENTS:</b></p> <p>The District continues to provide hard copy and web-map products and services to city and county officials, political candidates, marketing specialists, and the general public.</p>

TASK 11-17	<p>ADDRESS RANGE MAP IMPROVEMENT FOR JACKSON URBANIZED AREA</p> <p>The District will continue to improve the quality of address-range maps to be used by the U.S. Census Bureau by coordinating data exchange between local governments and the Census Bureau's mapping office/contractors. Additionally, the District will continue to urge and assist local area mapping officials to transmit any and all map and address information to the Census Bureau.</p> <p>ACCOMPLISHMENTS: The District continually works with local governments in improving their address range data.</p>
TASK 11-18	<p>PROMOTE GEOGRAPHIC INFORMATION SYSTEM ACTIVITIES</p> <p>CMPDD will continue to encourage and assist local governments in establishing Geographic Information System (GIS) capabilities through the Central Mississippi Technical Users Group. This group gathers to discuss GIS problems, opportunities, and other related issues to provide a forum to better establish rapport between and among GIS users on local level. In addition the District will provide guidance and assistance to the Mississippi Association of Supervisors and the Mississippi Municipal League regarding GIS issues.</p> <p>ACCOMPLISHMENTS: The District continues to convene the Central Mississippi Technical Users Group to discuss GIS issues facing the local governments it represents.</p>
TASK 11-19	<p>MISSISSIPPI COORDINATING COUNCIL FOR REMOTE SENSING AND GEOGRAPHIC INFORMATION SYSTEMS (MCCRSGIS)</p> <p>District staff will serve by appointment of the Governor to represent the Mississippi Association of Planning and Development Districts' (MAPDD) interests and concerns on state-level GIS activities. Staff will attend meetings of both subcommittees of the Council, the Policy Advisory Subcommittee and the Technical Advisory Subcommittee, as well as full Council meetings.</p> <p>ACCOMPLISHMENTS: The District continues to serve on the MCCRSGIS, thereby keeping current of and involved with State level GIS activities affecting local governments and MAPDD.</p>
TASK 11-20	<p>DISASTER ASSISTANCE AND RECOVERY</p> <p>District staff will provide extensive aid and assistance to local governments, state and federal agencies, a variety of client groups, and various businesses as a result of existing projects expanding to meet the needs of disaster assistance. In addition, application assistance will be provided for various forms of additional funding for programs such as:</p> <ul style="list-style-type: none"> <li>▶ Homeland Security</li> <li>▶ Hazard Mitigation</li> <li>▶ Economic Development</li> <li>▶ Small Business Loan Assistance</li> <li>▶ Community Development Block Grants</li> <li>▶ Work Force Development Activities</li> <li>▶ Local Government Needs Assessments</li> <li>▶ Geographic Information Systems Mapping</li> </ul> <p>ACCOMPLISHMENTS: The District continues to serve as a point of contact for assistance in securing Federal and State financial assistance for a variety of programs. Fortunately, no widespread disaster impacted the region during the first half of FY 2013.</p>

TASK 11-21	<p data-bbox="381 170 516 197">CENTCOM</p> <p data-bbox="381 233 1419 478">CentCom is a service provided by CMPDD to its member governments that offers website and email hosting, as well as website design, at an affordable price. Communication and marketing through email and websites have become important tools for local governments to reach out to its citizens and the world. Developing a website can also improve day-to-day operations by making available general information, permit applications, registration forms, regulations and ordinances, and other applications to improve access to local government by its citizens. This program’s goal is to provide member governments with a low-cost alternative to meeting their email and web hosting needs, as well as website design.</p> <p data-bbox="381 514 652 541">ACCOMPLISHMENTS:</p> <p data-bbox="381 543 1390 632">This is an ongoing activity of CMPDD. During the first half of Fiscal Year 2013, District staff continued to provide technical support and assistance to CentCom clients with website updates and troubleshooting email issues.</p>
TASK 11-22	<p data-bbox="381 661 1156 688">CENTRAL MISSISSIPPI PUBLIC IMPROVEMENT CORPORATION</p> <p data-bbox="381 724 1419 877">The Central Mississippi Public Improvement Corporation is a corporation established by CMPDD to assist local governments within the service area with acquiring, financing, constructing, reconstructing, remodeling, enlarging, altering, repairing, operating, managing, leasing, selling or otherwise disposing of any buildings, equipment, or other facilities that may be useful to or useable by local governments in the CMPDD service area.</p> <p data-bbox="381 913 1344 968">Copiah County is considering a jail project which would be eligible for assistance from the Central Mississippi Public Improvement Corporation.</p> <p data-bbox="381 1003 652 1031">ACCOMPLISHMENTS:</p> <p data-bbox="381 1033 1419 1155">Through the efforts of the Central Mississippi Public Improvement Corporation (PIC), the District assisted Copiah County with approximately \$5.7 million in bonds to construct a new 100 inmate jail facility in Gallman. In addition, the PIC is in the process of developing an agreement to assist the City of Pearl with construction of a new Public Safety building.</p>

**REGIONAL GOVERNMENTAL ASSISTANCE BUDGET**

<b><u>EXPENSES</u></b>	<b><u>ANNUAL BUDGET</u></b>	<b><u>AS OF 03/31/2013</u></b>
Personnel	\$ 7,603	\$ -0-
Indirect	2,875	-0-
Meeting Expense	-0-	-0-
Contractual	14,522	15,544
<b>TOTAL</b>	<b>\$ 25,000</b>	<b>\$ 15,544</b>

<b><u>SOURCES</u></b>		
Miscellaneous Income	\$ -0-	\$ 780
Assessments - General	25,000	13,044
<b>TOTAL</b>	<b>\$ 25,000</b>	<b>\$ 13,824</b>

Revenue Over (Under) Expenditures (\$ 1,720)



PROJECT: **LOCAL PLANNING PROJECTS**

PROJECT NUMBER: **12**

DESCRIPTION: Throughout the year the District is requested to provide planning assistance to its local governments. This assistance may range from a brief technical assistance effort to preparing a long-range, multi-year comprehensive plan.

NEED	All cities and counties have a need for proper planning as good planning fosters good development. These projects are conducted to ensure that communities meet state law requirements for comprehensive planning.
BENEFITS	Meets the requirements of state law on comprehensive planning and allows the needs of the community to be met while providing for orderly growth.
TASK 12-1	<p>CITY OF BRANDON</p> <p>The District will continue providing technical assistance to the City regarding zoning and planning-related matters under an existing technical assistance contract.</p> <p>ACCOMPLISHMENTS: The District continues to provide technical assistance to the City of Brandon regarding planning and zoning related issues as needed.</p>
TASK 12-2	<p>CITY OF CANTON</p> <p>The District will continue providing technical assistance to the City regarding zoning and planning-related matters under an existing technical assistance contract.</p> <p>ACCOMPLISHMENTS: The District signed a Technical Assistance contract with the City for a variety of short-term planning and zoning tasks.</p>
TASK 12-3	<p>CITY OF FLORENCE</p> <p>The District will update the City's Comprehensive Plan and revise their Zoning Ordinance based upon the updated Comprehensive Plan.</p> <p>ACCOMPLISHMENTS: The District has completed the base mapping and existing land use survey and continues to work on the development of the Comprehensive Plan and Zoning Ordinance.</p>
TASK 12-4	<p>CITY OF HAZLEHURST</p> <p>The District will complete an Annexation Feasibility Study for the City which it began during FY 2011-2012.</p> <p>ACCOMPLISHMENTS: The District has completed a draft of the Annexation Feasibility Study which is under review prior to the final draft being completed.</p>

TASK 12-5	<p>CITY OF MADISON</p> <p>The District will complete an update of the City’s Comprehensive Plan and provide zoning technical assistance as needed.</p> <p>ACCOMPLISHMENTS: The District completed the City’s Comprehensive Plan, which was adopted in October, 2012. CMPDD continues to provide technical assistance to the City regarding planning and zoning related issues as needed.</p>
TASK 12-6	<p>TOWN OF PELAHATCHIE</p> <p>The District will continue providing technical assistance to the Town regarding zoning and planning-related matters under a technical assistance contract. The District will also assist Pelahatchie in maintaining their website, which was developed by CMPDD.</p> <p>ACCOMPLISHMENTS: The District continues to provide technical assistance to the Town of Pelahatchie regarding planning and zoning related issues as needed.</p>
TASK 12-7	<p>CITY OF RAYMOND</p> <p>The District will complete an update of the City’s Comprehensive Plan and provide zoning technical assistance as needed.</p> <p>ACCOMPLISHMENTS: The District completed a draft of the Comprehensive Plan update for the City’s review.</p>
TASK 12-8	<p>CITY OF RICHLAND</p> <p>The District will complete preparation of a new Zoning Ordinance and Zoning Map for the City, while preparing new Subdivision Regulations.</p> <p>ACCOMPLISHMENTS: The District is close to completing a new zoning ordinance for the City.</p>
TASK 12-9	<p>TOWN OF TERRY</p> <p>The District will complete an update of the Town’s Comprehensive Plan and provide zoning technical assistance as needed.</p> <p>ACCOMPLISHMENTS: The District completed a draft of the Comprehensive Plan update, but the City is postponing any action until after an annexation hearing this Fall.</p>
TASK 12-10	<p>CITY OF VICKSBURG</p> <p>The District will complete an update of the City’s Comprehensive Plan and provide zoning technical assistance as needed.</p> <p>ACCOMPLISHMENTS: The District is near completion of the Comprehensive Plan update.</p>

TASK 12-11	<p>CITY OF YAZOO CITY</p> <p>The District will continue providing technical assistance to the City regarding zoning and planning-related matters under an existing technical assistance contract.</p> <p>ACCOMPLISHMENTS: The District acted as technical advisor to the Yazoo City Planning and Zoning Board and prepared a number of amendments to the City’s Zoning Ordinance and Official Zoning Map.</p>
TASK 12-12	<p>MADISON COUNTY</p> <p>The District will continue providing technical assistance to the County regarding zoning and planning-related matters under an existing technical assistance contract.</p> <p>ACCOMPLISHMENTS: Working with the County Zoning Administrator, the District prepared a large number of changes to the County’s zoning ordinance, which were adopted in February 2013.</p>
TASK 12-13	<p>RANKIN COUNTY</p> <p>The District will also continue providing technical assistance to the County regarding zoning and planning related matters under an existing technical assistance contract.</p> <p>ACCOMPLISHMENTS: The District continues to provide technical assistance to Rankin County regarding planning and zoning related issues as needed. This past year, District staff advised the County on the development of the Reservoir Community Overlay District.</p>
TASK 12-14	<p>PEARL RIVER VALLEY WATER SUPPLY DISTRICT</p> <p>The District will prepare a Master Plan for the Pearl River Valley Water Supply District (PRVWSD) including the preparation of base maps of areas within the PRVWSD; an inventory of existing land use; the development of population and employment estimates and projections; and the development of the four elements of comprehensive plans required by State law: Goal and Objectives; a Land Use Plan; a Transportation Plan; and a Public Facilities Plan. Also, the Master Plan will include: a regional economic impact analysis; the integration of the master plans of the five member counties and adjacent municipalities into the PRVWSD Master Plan; coordination of the planning efforts of Rankin County and the proposed Reservoir “Overlay Zone”; development of a web-based Geographic Information System (GIS) mapping application for the Reservoir; and development of a Capital Improvements Program. Preparation of the Master Plan will be based in part upon input received at public meetings (charrettes), meetings with PRVWSD officials and leaseholders, and upon the comments received at public hearings on the draft plan.</p> <p>ACCOMPLISHMENTS: The District prepared a digital GIS “base map” using ArcGIS software of the entire PRVWSD area, including portions of Hinds, Leake, Madison, Rankin, and Scott Counties. CMPDD also completed the land use inventory and took photographs of all structures in the entire PRVWSD area. The District also developed the online survey that was launched on April 1<sup>st</sup> as part of the public outreach element of the plan. GIS staff are collecting data and digitizing building footprints for the development of the web-based GIS Mapping Application and Viewer and for the Public Facilities Plan, Regional Economic Impact Analysis, and Transportation Plan. Population and employment estimates and projections, as well as the Land Use Plan are currently under development.</p>

TASK 12-15	<p>RANKIN FIRST ECONOMIC DEVELOPMENT AUTHORITY</p> <p>The District will provide technical assistance to the Rankin First Economic Development Authority to assist them with the management of an available buildings database.</p> <p>ACCOMPLISHMENTS: The District continues to work with Rankin First to update and maintain the list of available buildings in the county. Once gathered, the information is entered into an on-line database, which allows prospects to search for available property.</p>
TASK 12-16	<p>REDISTRICTING PLANS</p> <p>The Decennial Census was conducted in April 2010 and it is prompting municipalities and counties to review existing voting boundaries to ensure they comply with the “one person - one vote” requirement of the Department of Justice. The District will continue to work with its municipal and county governments in advising them of their need to redistrict to meet these Justice Department guidelines. As requested by a county or a municipality, existing wards or districts will be mapped and analyzed to see if they meet the "one person - one vote" requirement. If they do not meet the requirements and the governmental entity wishes to proceed, the District will enter into a contractual relationship and a new redistricting plan will be prepared. Each contract will consist of the following:</p> <ul style="list-style-type: none"> <li>▶ CMPDD will meet with Board and explain redistricting procedures. Develop criteria (acceptable to the Board and Department of Justice) to guide the redistricting process.</li> <li>▶ CMPDD will provide assistance in conducting public hearings to receive input from local citizens. Copies of proposed plans will be displayed and input from citizens will be recorded. Notices for the hearings will be placed in local newspapers and the public will be encouraged to attend.</li> <li>▶ CMPDD will handle submission of approved plans to the U.S. Department of Justice in a format which meets all of their requirements. Accompanying maps and text, including legal descriptions of the proposed wards or districts will be packaged and submitted as required.</li> </ul> <p>ACCOMPLISHMENTS: Since the release of the Decennial Census, the District has prepared redistricting plans for six (6) counties and sixteen (16) municipalities. Of those, nineteen (19) have been submitted and approved by the U.S. Department of Justice (DOJ). Two counties are still considering adoption of plans while the remaining county has adopted a plan that is currently under review by the DOJ. In addition, using in-house data servers and web mapping technology CMPDD was able to provide City Clerks and Circuit Clerks with a web-based mapping application to assist in performing updates to voter information for SEMS (Statewide Election Management System) maintenance.</p>

TASK 12-17	<p>HAZARD MITIGATION</p> <p>The District will provide technical assistance to all local governments to inform them of Mitigation grant opportunities, as well as assist with prioritizing needs, identifying eligible projects, and seeking grant funds to carry out the mitigation actions identified in local mitigation plans. Furthermore, the District will serve as the liaison between local governments and State and Federal agencies regarding local Hazard Mitigation Plans. As needed, the District will work with local governments to make minor changes to existing plans as new problems arise over time before the mandatory 5-year update cycle.</p> <p>ACCOMPLISHMENTS: Over the last few months, the District has continued to serve as the point of contact for local entities regarding Hazard Mitigation funding, and continues to inform local governments of grant funding opportunities as they become available.</p>
TASK 12-18	<p>TOWN OF SUMMIT</p> <p>The District will complete an update of the Town's Comprehensive Plan and provide zoning technical assistance as needed.</p> <p>ACCOMPLISHMENTS: The District continues to provide technical assistance to the Town of Summit regarding planning and zoning-related issues on an as needed basis.</p>
TASK 12-19	<p>RANKIN COUNTY SCHOOL DISTRICT (New Addition to the 2012-2013 Work Program)</p> <p>The District will work with the Rankin County School District to develop a School Facilities Plan. The Plan will include population projections by age group, enrollment projections by grade, and the projected number of classrooms and other facilities needed for each of the attendance zones in the Rankin County School District.</p> <p>ACCOMPLISHMENTS: In March 2013, the District signed a contract with the Rankin County School District to develop a School Facilities Plan, which is to be completed by the end of the current fiscal year.</p>

**LOCAL PLANNING PROJECTS BUDGET**

<b>EXPENSES</b>	<b><u>ANNUAL BUDGET</u></b>	<b><u>AS OF 03/31/2013</u></b>
Personnel	\$ 202,254	\$ 121,020
Indirect	76,471	46,158
Meetings	15,000	2,545
Dues, Memberships & Subscriptions	1,000	-0-
Contractual	30,000	-0-
Supplies	5,000	380
Unprogrammed	125,275	-0-
Communications	15,000	5,787
Travel	20,000	-0-
Printing	5,000	-0-
Miscellaneous	<u>1,000</u>	<u>222</u>
<b>TOTAL</b>	<b>\$ 496,000</b>	<b>\$ 176,112</b>

**SOURCES**

Contracts	<u>\$ 496,000</u>	<u>\$ 147,798</u>
<b>TOTAL</b>	<b>\$ 496,000</b>	<b>\$ 147,798</b>

Revenue Over (Under) Expenditures (\$ 28,314)

PROJECT: **REGIONAL DATA CENTER**

PROJECT NUMBER: **13**

DESCRIPTION: Information is a key resource in the economic growth and development of any area, whether for policy decisions or specific site analysis. The collection and analysis of data has always been, and will continue to be, a major function of all aspects of District operations. The function of the Regional Data Center is to compile and analyze the massive amounts of current and future data to be used for internal planning operations, by member governments, and for dissemination to the general public. The day to day operations of the Regional Data Center must be balanced between immediate requests for information and the development of useful local databases with database development being extremely time consuming.

NEED	Accurate, up-to-date information collection and management systems coupled with sophisticated software applications, web-based mapping and user input capabilities will improve decision-making in business, government, and the financial community. Regional planning efforts of CMPDD and our local governments are made more efficient with the use of accurate information and coordinated data management processes.
BENEFIT	One of the primary benefits of the Central Mississippi Regional Data Center is that it recognizes that multiple users will need the same information and data for many different but related purposes. The cost to any one government or organization to establish this type of center can be prohibitive. The required maintenance of a geographic information mapping system alone denotes the importance of governments and entities coming together in a comprehensive manner to share common costs. While the financial savings of approaching this issue in a collective manner are quite significant, the long term benefit of having good information available for decision making is even more important to efficiently utilize limited resources.
TASK 13-1	<p>MANAGEMENT AND COORDINATION</p> <p>One of the principal advantages of sharing information through the Regional Data Center is being able to coordinate diverse data sets for common purposes. To meet today's needs, information must not only be accurate and current, but end users must be able to receive what they need quickly. CMPDD can serve as a regional collection point for practical information currently generated and maintained at various locations such as building/demolition permits, millage rates, construction projects, and other local indicators useful in addressing regional data management needs. The Regional Data Center will compile, organize, and analyze data from numerous local and national sources to assist local officials, planners, developers, educators, and other community leaders.</p> <p>ACCOMPLISHMENTS: The District continuously compiles data collected from local sources to pair with national and statewide data to give District planners and communities the most up-to-date and comprehensive information possible.</p>

<p>TASK 13-2</p>	<p><b>DISSEMINATION OF INFORMATION</b></p> <p>The District will actively maintain its website as a means to disseminate products under the Regional Data Center tab. Links to various information sources such as census data, economic indicators, transportation data, industrial site data, and other custom reports will be accessible on the District's website.</p> <p>The District will continue networking the economic development offices in the seven-county area to CMPDD to provide on-line access to demographic data, GIS, and traffic counts.</p> <p><b>ACCOMPLISHMENTS:</b>  The District's updated website now provides the public with easy access to useful data. CMPDD provides comprehensive census, demographic, and economic data reports for all municipalities and counties within its seven-county area. The District's new interactive data viewers provide the public with current physical and political boundaries (such as precincts, parcels, floodplains, school districts, etc.).</p>
<p>TASK 13-3</p>	<p><b>RADIAL SEARCH</b></p> <p>A "radial search," or "radial demographic profile" is a summation of the demographic characteristics of a specific area defined by a circular boundary. The requesting party, based on individual needs, determines the size of the area. One benefit of a radial search is the disregard for both political and natural boundaries.</p> <p>The District will continue to provide radial demographic and boundary demographic profiles as requested by various businesses and individuals seeking to better understand specific market areas, neighborhoods, and regions.</p> <p><b>ACCOMPLISHMENTS:</b>  Using the new Business Analyst Online program, the District is able to quickly provide a comprehensive data report – including Census, American Community Survey, and Demographic and Economic data – for radial geographies, drive time analysis geographies, as well as specific requested geographies.</p>



TASK-13-4	<p><b>LOCAL/REGIONAL ECONOMIC ANALYSIS</b></p> <p>The District will provide, as needed, local economic studies including feasibility studies, tax studies, and economic impact analyses. The economic impact studies will be completed through the use of economic impact modeling software. The software assists in the development of a report determining the impact of companies moving in and out of a region. The report will show the direct and indirect economic impacts of a business including:</p> <ul style="list-style-type: none"> <li>▶ Number of new direct and indirect jobs created,</li> <li>▶ Salaries to be paid to these workers,</li> <li>▶ Number of new residents expected in the area,</li> <li>▶ Taxable sales expected in the area,</li> <li>▶ Additional residential and commercial property added to local tax rolls, and</li> <li>▶ Other applicable impacts.</li> </ul> <p>The report will also translate the annual revenues over a ten-year period for each local taxing district, including sales taxes, property tax on new residential and commercial properties added to tax rolls, hotel taxes, utilities, school taxes, any other major taxes, user fees, and charges for services.</p> <p>All economic studies will be provided on a contract basis to local governments, as well as businesses, industrial developers, and potential prospects, or in support of larger planning projects and grant applications.</p> <p><b>ACCOMPLISHMENTS:</b></p> <p>The District continues to maintain its partnership with Dr. Brian Richard, a former CMPDD employee who is now a Senior Research Associate at Northern Illinois University, to assist the District in conducting economic impact studies. The District, with the assistance of Dr. Richard, conducts economic impact studies for specific projects using input-output modeling to calculate the indirect impacts of economic activities including spin-off employment for new or existing facilities and tourism activity. The results show the total number of jobs, personal income, and business activity created based on a specific project. Based on primary impacts, the overall direct and indirect impacts can also be estimated using employment and personal income.</p> <p>Over the last few months, the District has completed three economic impact studies for local governments. These included studying the impacts of a tourism event in metro Jackson, a proposed expansion of a tennis facility, and the construction of a new sports stadium.</p>
TASK 13-5	<p><b>CENSUS</b></p> <p>CMPDD will continue to collect data as it is released by the U.S. Census Bureau and add it to the District's existing data collection, as well as posting it on the CMPDD web-site.</p> <p>CMPDD will continue to be a liaison between the Regional Census office and local governments, and District staff will continue to attend census training and State Data Center information workshops.</p> <p><b>ACCOMPLISHMENTS:</b></p> <p>The District continues to update its website and data collection with current census information for the seven-county area. CMPDD also stays up to date on the newest releases and applications of census information for GIS purposes by attending the census training and the State Data Center workshops.</p>

<p>TASK 13-6</p>	<p><b>BUSINESS, INDUSTRIAL AND ECONOMIC INFORMATION</b></p> <p>The District will continue a process aimed at providing more current and comprehensive information to businesses, industrial developers, and potential prospects in order to assist them in expanding or relocating their business activities in this area. The District will strive to provide a comprehensive approach to business and industrial development and will include not only local and regional data at its disposal but also provide access to state and national data systems through public institutions, as well as private information and data companies.</p> <p><b>ACCOMPLISHMENTS:</b>  Through the use of the new Business Analysis Online tool, the District is able to provide detailed Census and American Community Survey information for all levels of geographies. Detailed economic projections can be provided, as well as business summaries broken down by both NAICS codes and SIC codes. The District is also working with the National Strategic Planning and Analysis Research Center to get even more detailed economic and business data.</p>
<p>TASK 13-7</p>	<p><b>GEO-BASED SMALL AREA POPULATION PROJECTIONS</b></p> <p>The District will provide more detailed and accurate small-area projections of population for use in local transportation planning comprehensive planning, school planning, and business planning. The District will generate current population estimates by adding in additional housing counts and factoring new units with base year housing data. Also, current data and land use information from comprehensive plans will be reviewed to take into account changing development patterns to support local and regional planning efforts.</p> <p><b>ACCOMPLISHMENTS:</b>  The District continued to provide detailed and accurate small area projections of population for use in local transportation planning, comprehensive planning, school planning, and business location planning.</p>

TASK 13-8	<p data-bbox="380 174 1016 201">MAINTENANCE OF TRANSPORTATION DATA BASE</p> <p data-bbox="380 237 1398 359">During FY 2013, the MPO will continue to collect and maintain computerized maps of other cities and unincorporated portions of the Metropolitan Planning Area, including the entire five-county area (Copiah, Hinds, Madison, Rankin, and Simpson Counties) that now constitutes the boundaries of the Transportation Planning Process.</p> <p data-bbox="380 394 1398 485">Section 450.322 (e) of the Final Rule states: “In updating the transportation plan, the MPO will base the update (of the LRTP) on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity (emphasis added).”</p> <p data-bbox="380 489 1409 579">Accordingly, the computerized maps described above will provide the foundation for continued maintenance of areawide transportation-related databases. This database will be used to monitor urban development and transportation indicators.</p> <p data-bbox="380 615 1406 737">MPO staff will work with the National Strategic Planning and Analysis Research Center (NSPARC) at Mississippi State University to develop a system for continually monitoring urban development and transportation indicators. In order to assist in the development of this system, consultants may be retained by the MPO.</p> <p data-bbox="380 772 1409 894">In addition, the MPO is participating in the delineation of Traffic Analysis Zones for the Census Transportation Planning Package (CTPP). The CTPP will include 2006-2010 data by Traffic Analysis Zone that can be used to verify 2008 base year data used in preparing the <i>2035 Jackson Urbanized Area Transportation Plan</i>.</p> <p data-bbox="380 930 651 957"><b>ACCOMPLISHMENTS:</b></p> <p data-bbox="380 961 1406 1083">On the CMPDD website, interactive viewers of both Traffic Analysis Zones and local Bikeways are provided. The District has also met with the National Strategic Planning and Analysis Research Center and is now working with them to acquire detailed economic development data for transportation zones and other pertinent areas within the MPO’s five county area.</p>
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**REGIONAL DATA CENTER BUDGET**

<b>EXPENSES</b>	<b>ANNUAL BUDGET</b>	<b>AS OF 03/31/2013</b>
Personnel	\$ 274,802	\$ 111,528
Indirect	103,902	42,772
Travel	10,000	-0-
Dues, Memberships & Subscriptions	1,000	-0-
Contractual	200,000	-0-
Equipment	50,000	-0-
Unprogrammed	638,920	-0-
Software	50,000	-0-
Miscellaneous	<u>5,000</u>	<u>-0-</u>
<b>TOTAL</b>	<b>\$1,333,624</b>	<b>\$ 154,300</b>
 <b><u>SOURCES</u></b>		
Federal	\$1,066,899	\$ 98,566
State	34,000	-0-
Assessments	36,202	4,508
Match Carryover	<u>\$ 196,523</u>	<u>-0-</u>
<b>TOTAL</b>	<b>\$1,333,624</b>	<b>\$ 101,074</b>
 Revenue Over (Under) Expenditures		 (\$ 53,227)

PROJECT: **TRANSPORTATION PLANNING**

PROJECT NUMBER: **14**

DESCRIPTION: The District is the Metropolitan Planning Organization (MPO) for the Jackson Metropolitan Statistical Area (MSA), which now includes Copiah and Simpson Counties, as well as Hinds, Madison, and Rankin Counties. As the MPO, the District is responsible for directing a federally-mandated Transportation Planning Process. Federal regulations require that all “urbanized areas” (cities with populations of 50,000 or more plus the surrounding closely settled area) have a continuing, cooperative, and comprehensive Transportation Planning Process. The *Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)*, passed by Congress in July 2012, continued the enhanced role of local governments in planning and selecting transportation projects in metropolitan areas that was established under the *Safe, Accountable, Flexible, Efficient, Transportation Equity Act for the 21<sup>st</sup> Century-A Legacy for Users (SAFETEA-LU)* and previous transportation re-authorization acts.

<p>TASK 14-1</p>	<p><b>TRANSPORTATION PLANNING MANAGEMENT</b></p> <p>During Fiscal Year 2012-2013, District staff will continue to perform general management activities associated with the Transportation Planning Process, including, but not limited to, preparation of progress reports, invoices, and planning work schedules; and activities associated with meetings of the Intermodal Technical Committee and the Metropolitan Planning Organization.</p> <p><b>ACCOMPLISHMENTS:</b>          Meetings of the Intermodal Technical Committee were held on November 7, 2012 and February 6, 2013. Two meetings of the Metropolitan Planning Policy Committee were also held on November 14, 2012, and on February 13, 2013. Items on the agenda for those meetings included: proposed amendments to the <i>Transportation Improvement Program for Fiscal Years 2012-2015</i>; discussion of options for allocating Surface Transportation Program(STP) funds under <i>Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP21)</i>.</p> <p>On January 30, 2013 a meeting was held with representatives of the MPO, the Mississippi Department of Transportation and the Federal Highway Administration to discuss MAP-21 and its requirements.</p>
<p>TASK 14-2</p>	<p><b>PREPARATION/REVISION OF PROSPECTUS AND UNIFIED TRANSPORTATION PLANNING WORK PROGRAM</b></p> <p>The passage of the <i>Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)</i> will result in the issuance of revised Federal Transportation Planning Regulations, which will necessitate revisions to the <i>Prospectus</i> for the Jackson Metropolitan Area Transportation Planning Process. Accordingly, District staff will draft revisions to that document resulting from the issuance of new Transportation Planning Regulations and to address other issues that arise in the planning process during FY 2013. Also, the FY 2013/2014 Unified Planning Work Program (UPWP) will be amended when deemed necessary by CMPDD.</p> <p><b>ACCOMPLISHMENTS:</b>          District staff have developed proposed revisions/amendments to the Prospectus and the Unified Planning Work Program (UPWP). These revisions/amendments will be submitted for consideration by the Intermodal Technical Committee and the Metropolitan Planning Organization at their upcoming quarterly meetings to be held on May 1<sup>st</sup> and 8<sup>th</sup> respectively.</p>

<p>TASK 14-3</p>	<p>AMENDMENTS TO THE PARTICIPATION PLAN AND ALL PUBLIC INVOLVEMENT/ INFORMATIONAL ACTIVITIES</p> <p>During FY 2008, the MPO staff, in cooperation with the Mississippi Department of Transportation and other participants in the Transportation Planning Process, prepared a Participation Plan for the Jackson Metropolitan Area Transportation Planning Process. A new Stakeholders Committee was established by the Participation Plan. District staff and others will continually monitor the effectiveness of the Participation Plan and modify it as necessary to expand its usefulness as a tool to encourage public and interested party input. As part of this task, the District will amend the Participation Plan to include performance measures intended to quantify efforts to involve the public in the process.</p> <p>ACCOMPLISHMENTS: District staff are reviewing the existing Participation Plan and are preparing amendments to the Plan that will include performance measures for the Stakeholders Committee, Intermodal Technical Committee, and the Metropolitan Planning Policy Committee by the end of calendar year 2013. The adopted Participation Plan is continually monitored by District staff to insure compliance with all requirements related to transportation planning activities.</p> <p>In addition, MPO staff prepared articles for the <u>Central Update</u> on transportation planning activities performed during the first-half of FY 2013. Amendments to the TIP for FY's 2012-2015 were proposed, and the proposed amendments were posted on the CMPDD's website for ten days prior to the Intermodal Technical Committee meetings, which were held on November 7, 2012 and February 6, 2013.</p>
<p>TASK 14-4</p>	<p>BEGIN DEVELOPMENT OF 2040 STREETS AND HIGHWAYS PLAN ELEMENT OF LRTP; CONTINUE PREPARATION OF LOCAL PLANS</p> <p>The District, the Mississippi Department of Transportation (MDOT), the City of Jackson's Department of Planning and Development-Transit Services Division, and other participants in the Transportation Planning Process will begin an update of the <i>2035 Jackson Urbanized Area Transportation Plan</i> during FY 2013, to be completed by or before December 31, 2015. As part of the development of the Streets and Highways Plan element of the <i>2040 Jackson Urbanized Area Transportation Plan</i>, District staff will continue assisting local governments in the preparation of Comprehensive Plans, including Land Use Plans, local Transportation Plans, and Public Facilities Plans (especially, the public schools element of those plans on which to base school enrollment projections for the LRTP). It is anticipated that District staff will begin or complete preparation of plans for the following local governments during FY's 2013: Florence, Madison, Raymond, and Terry. District staff will use these local plans and previously prepared plans (especially the Land Use Plans) to begin to develop forecasts of population, dwelling units, employment, and school enrollment (from local Public Facilities Plans) by Traffic Analysis Zone (TAZ) in ten year increments: 2020, 2030, and 2040. It is anticipated that a consultant will be retained to assist the District in updating the LRTP, including the application of a traffic simulation model to the foregoing demographic projection to forecast travel demand on streets and highways in the study area of the LRTP. Ultimately, listings of proposed street and highway improvements will be prepared based in part upon the travel demand forecasts.</p> <p>ACCOMPLISHMENTS: The District is currently preparing Comprehensive Plans for the Cities of Florence and Raymond and the Town of Terry. In October, 2013 the Comprehensive Plan prepared for the City of Madison was adopted. It is anticipated that the City of Raymond will adopt its Comprehensive Plan update during FY 2013 and the City of Florence and Town of Terry will each adopt new Comprehensive Plans prepared by the District by the end of calendar year 2013.</p>

TASK 14-5	<p>UPDATE OF BICYCLE AND PEDESTRIAN FACILITIES ELEMENT OF THE LRTP</p> <p>During FY 2013, District staff will begin an update of the <i>Jackson Urbanized Area Bicycle and Pedestrian Plan</i> adopted in March, 2011. This update will prioritize projects and include cost estimates and potential funding sources for proposed new or upgraded bicycle or pedestrian facilities. District staff members will also amend and refine that plan as needed. To meet the new requirements found in Section 134, USC, as amended by MAP-21, MPO staff will develop performance measures and performance targets for the Pedestrian Walkways and Bicycle Facilities element of the <i>2040 Jackson Urbanized Area Transportation Plan</i>. These measures will be included in semi-annual reports from Intermodal Technical Committee and the Bicycle and Pedestrian Facilities Subcommittee to the MPO tracking the progress made to construct the proposed bikeway facilities listed in the Bicycle and Pedestrian Plan. The current plan presently lists projects with target specific time periods for completion. This component will remain in the upcoming plan and be tracked to determine if the proposed projects will be completed by their targeted completion date.</p> <p>ACCOMPLISHMENTS: The Bicycle and Pedestrian Facilities Plan is updated as needed. Additional bicycle and pedestrian facilities that were constructed during the first half of Fiscal Year 2013 have been added to the Jackson Urbanized Area Bicycle and Pedestrian Facilities Map. A meeting of the Bicycle and Pedestrian Subcommittee was held on February 6, 2013 to discuss the MAP-21 Transportation Alternatives program, an additional meeting of this committee is scheduled for August 7<sup>th</sup>, 2013. District staff continue to serve on and/or support various bicycle and pedestrian organizations, including the Southwest Mississippi Recreational Trails (SWMRT) group and the Museum to Market group convened by the Greater Jackson Partnership. Additionally, a District staff member currently serves on a Bicycle and Pedestrian Committee that is planning the state's first Statewide Bicycle and Pedestrian Conference. This conference is scheduled to be held this October, 2013.</p>
TASK 14-6	<p>TRANSIT PLANNING ELEMENT OF THE LRTP</p> <p>The <i>2035 Jackson Urbanized Area Transportation Plan</i> adopted in March, 2011, included Volume II, a Regional Transit Plan. The short-term recommendations included in the Regional Transit Plan element of the LRTP included the following: (1) determine the need for ridesharing programs such as carpooling and vanpooling that may eventually lead to new transit opportunities; and (2) develop park-and-ride sites in conjunction with corridor planning and development projects. Accordingly, as part of this sub-task, District staff will evaluate the feasibility of establishing a vanpool program. Interviews conducted with elected officials of twelve local governments in the urbanized area as part of development of the 2011 Regional Transit Plan indicated that many would be interested in participating in the cost of offering vanpool transportation to their constituents, especially if a survey indicated sufficient interest in that service.</p> <p>ACCOMPLISHMENTS: District staff continue to work with the City of Jackson's Transit Division and assist them in carrying out the transit program. During the first half of FY 2013, MPO staff assisted the City of Jackson with preparing transit amendments to the Transportation Improvement Program for 2012-2015. District staff also assisted JATRAN in developing a transit system map.</p>

<p>TASK 14-7</p>	<p>TRANSPORTATION SAFETY, SECURITY AND ENVIRONMENTAL MITIGATION ELEMENT OF THE LRTP</p> <p>The District will update the traffic safety element of the LRTP, including compilation of data from MDOT’s Safety Management Analysis System (SAMS) regarding traffic accident numbers, causes, and locations and make recommendations on ways to reduce traffic accidents in the Jackson Urbanized Area. The District will cooperate with MDOT in developing performance measures and targets to examine over a period of time the effectiveness of strategies recommended to improve the safety of streets and highways in the area. The District will work with MDOT’s Planning Division and local communities to identify street and highway bridges that are most vulnerable to terrorist threats or vandalism. The District will also work with MDOT’s Office of Intermodal Planning-Division of Freight, Rails, Ports and Waterways, and local communities to identify potential threats to rail infrastructure. Additionally, the District will begin to update the Environmental Mitigation Analysis performed as part of the Volume V of the LRTP. This will include an examination of potential impacts of the transportation improvements proposed in the draft LRTP upon the following: wetlands; threatened and endangered species of plants and animals; properties on the National Register of Historic Places; and Environmental Justice concerns. Where potential impacts are detected, the MPO will recommend performance measures and targets to mitigate such impacts.</p> <p>ACCOMPLISHMENTS:  At their February 8, 2013 meeting, the Metropolitan Planning Organization voted to make \$1,115,000 in STP funds available for Traffic Operational Improvements to improve safety. Preliminary discussions have taken place concerning the sharing of MDOT’s Safety Management Analysis System (SAMS) traffic accident data for use in the <i>2040 Long Range Transportation Plan (LRTP)</i> update. District staff have begun reviewing potential performance measures to be included in the next LRTP update which will be used to measure the efficiency of the Plan.</p>
<p>TASK 14-8</p>	<p>FREIGHT PLANNING ELEMENT OF THE LRTP</p> <p>During FY 2013, the District will begin preparation of a Freight Plan element of the <i>2040 Jackson Urbanized Area Transportation Plan (2040 LRTP)</i> to be completed by December, 2015. As part of this sub-task, the MPO staff will: (1) identify and map freight providers and land use generators; (2) meet with representatives of the freight industry as stakeholders to discuss their issues and recommendations to more effectively handle freight; (3) develop strategies for improving freight accessibility and mobility; and (4) develop performance measures and targets to quantify the desired results of the Freight Plan strategies and to establish targets for alleviating freight congestion and improving accessibility.</p> <p>ACCOMPLISHMENTS:  MPO staff have attended Federal Highway Administration sponsored webinars to better understand new freight planning requirements under MAP-21 and have begun preliminary research on freight planning that will be incorporated into the update of the 2040 LRTP.</p>



<p>TASK 14-9</p>	<p>PAVEMENT MANAGEMENT SYSTEM ELEMENT OF THE LRTP</p> <p>The District uses its Pavement Management System to collect data on road conditions in the three-county metropolitan area on a three-year cyclical basis—that is, one county each year for Hinds, Madison, and Rankin counties. During FY 2013, District staff will complete a re-inventory all non-State maintained arterial and collector facilities in Madison County. Each year a new prioritized list of management needs will be developed based upon the latest available data from each county. The data is collected using a windshield survey method in which District staff complete a visual inspection of the arterial and collector facilities and the data is then input into the Road Surface Management System (RSMS) software. The RSMS software completes an analysis of the data and assigns a numeric value, called a pavement condition index (PCI) score/value, to each road segment based on its condition. The lower the PCI value, the worse the condition of the roadway segment. Presently, the Pavement Management System for the Jackson Urbanized Area (JUA) is reassessed annually. Each of the three counties, (Hinds, Madison, and Rankin) in the JUA, is reassessed every third year to determine pavement improvements and degradation since the prior assessment. This meets the requirement established in Section 134, USC, as amended by MAP-21, to develop performance measures. Performance targets will be developed for the Pavement Management System to meet the new requirements.</p> <p>ACCOMPLISHMENTS: District staff will complete an update of the Pavement Management System for the functionally classified roadways in Madison County during the summer of FY 2013.</p>
<p>TASK 14-10</p>	<p>FINANCIAL PLAN FOR THE LRTP</p> <p>During Fiscal Year 2013, the District, the City of Jackson, and MDOT staffs will make any changes needed in the Financial Plan of the adopted <i>2035 Jackson Urbanized Area Transportation Plan</i>. Furthermore, during FY 2013 the District, the City of Jackson as the transit operator, and MDOT will begin preparation of a Financial Plan for the <i>2040 Jackson Urbanized Area Transportation Plan</i>, which must be completed by December, 2015.</p> <p>ACCOMPLISHMENTS: No amendments to the Financial Plan of the LRTP were needed during the first half of FY 2013.</p>
<p>TASK 14-11</p>	<p>PREPARATION OF AND AMENDMENTS TO TRANSPORTATION IMPROVEMENT PROGRAMS</p> <p>During approximately the first nine months of Fiscal Year 2013, additional amendments to the <i>Jackson Urbanized Area Transportation Improvement Program (TIP) for Fiscal Years 2012 through 2015</i> will be submitted to the MPO for consideration. It is anticipated that during the summer of 2013, the District, MDOT, the City of Jackson as the transit operator, and others will begin preparation of a TIP for Fiscal Years 2014-2017 to be submitted to the MPO for consideration in November, 2013.</p> <p>ACCOMPLISHMENTS: During the first half of FY 2013, MDOT submitted amendments to their portion of the TIP, the City of Jackson Transit Division submitted a number of amendments for FTA related activities, and several other local public agencies' amendments were approved by the MPO in November, 2012 and February, 2013. Several administrative modifications were also approved regarding Enhancement/Recreational Trails/Safe Routes to School grouped projects by the City of Ridgeland and Hinds County. In addition, a number of administrative modifications were approved and processed for MDOT, the Cities of Brandon, Clinton, Madison, Florence, Richland, and Pelahatchie, and the Pearl River Valley Water Supply District.</p>

<p>TASK 14-12</p>	<p>DATA MAINTENANCE AND PERFORMANCE MONITORING, CONGESTION MANAGEMENT STRATEGIES ELEMENT OF THE LRTP</p> <p>The <i>2035 Jackson Urbanized Area's Transportation Plan Volume IV, Congestion Management Process</i> adopted by the MPO in March 2011, contained three measures of traffic congestion: (1) 24-hour volume-to-capacity ratios; (2) congestion duration factors, which measured the amount of delay time experienced during peak hours versus non-peak hours; and (3) level of service (LOS), which assigned an LOS for six levels, ranging from LOS A to LOS F. During Fiscal Year 2013, District staff in cooperation with MDOT and other transportation planning process participants, will begin to update the Congestion Management Process for the Jackson Urbanized Area report with the latest findings from the congestion monitoring efforts. The updated report will identify current causes of congestion, propose congestion management strategies to be used to mitigate the identified congestion deficiencies in the roadway network, and identify which areas saw a reduction in congestion since the previous study was conducted.</p> <p>ACCOMPLISHMENTS: The MPO staff will collect data on traffic congestion for the update of the LRTP utilizing the measurements and parameters established in the updated Congestion Management element of the <i>2035 Jackson Urbanized Area Transportation Plan</i> during the second half of Fiscal Year 2013.</p>
<p>TASK 14-13</p>	<p>EVALUATION OF RIDESHARING AS A CONGESTION MANAGEMENT STRATEGY</p> <p>During Fiscal Year 2013, the District will continue to evaluate the feasibility of establishing a web-based ridesharing program. Much will depend upon the price of gasoline during that time frame. MDOT has offered the use of Ecology and Environment consultants to assist the MPO in using the GreenRide software system if a decision is made to go forward with the rideshare matching program. If research indicates that a ridesharing program would be effective and useful, the District will initiate a ridesharing program for the seven-county area that CMPDD serves, including the Jackson Metropolitan Planning Area (MPA) of Copiah, Hinds, Madison, Rankin, and Simpson Counties, plus Warren and Yazoo Counties. Eligible users of the service must have an origin and/or a destination located in the Jackson Metropolitan Area. The District will use the GreenRide system to match potential carpoolers and vanpoolers. As part of the ridesharing program, District staff will coordinate with major employers in the region to build a rideshare database and promote the ridesharing program through public outreach activities. This will be a free ride matching service allowing users to obtain a match in real time and will facilitate electronic communication with selected matches.</p> <p>ACCOMPLISHMENTS: District and MDOT staff have compared several web-based ridesharing programs that could be used to develop a ridesharing program. Additionally, there has been a discussion of potential park and ride sites within the Jackson Metropolitan Area that could be used in the event there becomes a demand for this type of program. At this time, there is not a great demand for either of these programs, however, District staff members continue to focus on potential opportunities to implement these programs should the need arise.</p>

TASK 14-14	<p data-bbox="381 174 1010 201">MAINTENANCE OF TRANSPORTATION DATABASE</p> <p data-bbox="381 237 1406 512">During FY 2013, District staff will continue to develop an enterprise, web-based mapping/ Geographic Information System (GIS). District staff will continue to collect and maintain computerized maps of other cities and unincorporated portions of the Metropolitan Planning Area, including the entire five-county area (Copiah, Hinds, Madison, Rankin, and Simpson Counties) that now constitutes the boundaries of the Transportation Planning Process. District staff will continue working with the National Strategic Planning and Analysis Research Center (NSPARC) at Mississippi State University to develop a system for continually monitoring urban development and transportation indicators. In order to assist in the development of this system, consultants may be retained by the District.</p> <p data-bbox="381 548 652 575">ACCOMPLISHMENTS:</p> <p data-bbox="381 579 1414 762">The District’s GIS staff continued preparation and revision of updated base maps for the Cities of Florence and Raymond and the Town of Terry in connection with the development of Comprehensive Plans for those communities. District planning staff conducted updated land use inventories for each of those communities. MPO staff also continued collecting school enrollment data from school districts in connection with the Public Facilities element of Comprehensive Plans for local governments.</p> <p data-bbox="381 798 1403 980">The District’s GIS staff is continually updating the CMPDD website, which provides interactive viewers that contain traffic count data, functional classifications of roadways, and the locations of local bike and pedestrian facilities. Staff members have met with the National Strategic Planning and Analysis Research Center (NSPARC) and begun working with them to acquire detailed economic development data by Traffic Analysis Zone (TAZ) and other pertinent areas within the District’s region.</p>
TASK 14-15	<p data-bbox="381 1010 1065 1037">METROPOLITAN AREA TRAFFIC COUNTING PROGRAM</p> <p data-bbox="381 1073 1411 1377">During FY 2012, District staff will continue the Metropolitan Traffic Counting Program initiated during FY 2004. Traffic counters will be deployed by District staff on selected arterial and collector streets and roads in the entire Metropolitan Planning Area, including Hinds, Madison, and Rankin counties, and on an as-requested only basis in Copiah and Simpson counties. The District will continue to coordinate these traffic counts with counts performed by MDOT and local governments in order to avoid a duplication of effort. District staff will place the traffic counts on the CMPDD website. Traffic counts performed through this program will provide supporting data for each Long-Range Transportation Plan update and the Congestion Management Process. The District will also continue performing traffic counts as requested by local member governments.</p> <p data-bbox="381 1413 652 1440">ACCOMPLISHMENTS:</p> <p data-bbox="381 1444 1396 1661">The District has been working with MDOT and MetroCount staff to develop a reporting format which would make it easier to exchange the raw traffic count data collected by the District seamlessly with the MDOT in the appropriate format needed for their traffic count system. Additionally, the District has been updating the traffic counting viewer on the CMPDD website to include historical and projected traffic count data. Also, traffic count data in both Madison and Rankin Counties is being collected, and it is anticipated that the collection process for both counties will be complete by the end of calendar year 2013.</p>

TASK 14-16	<p data-bbox="381 174 667 201"><b>TRAINING ACTIVITIES</b></p> <p data-bbox="381 237 1417 422">During FY 2013, the professional/technical staff of the District will participate in training several courses and conferences, many of which will require out-of-state travel. All persons participating in these courses conferences are regularly employed in transportation planning-related functions of the MPO. The MPO will continue to provide information to MDOT in Quarterly Progress Reports relating to courses/conferences attended by MPO staff. The following is a list of training activities in which MPO staff may participate:</p> <ol data-bbox="381 426 1390 951" style="list-style-type: none"> <li>1. Conferences sponsored by the Federal Highway Administration or Federal Transit Administration.</li> <li>2. The Mississippi Transportation Institute conference sponsored by MDOT.</li> <li>3. Conferences sponsored by the American Planning Association, the Mississippi Chapter of the American Planning Association, or other state APA chapters.</li> <li>4. Conferences sponsored by the Mississippi Association of Planning and Development Districts.</li> <li>5. Conferences of the Mississippi Municipal League and the Mississippi Association of Supervisors.</li> <li>6. Courses relating to various aspects of land use/transportation planning offered through various universities.</li> <li>7. Courses/conferences relating to Geographic Information Systems offered by ESRI (ARC/INFO).</li> <li>8. Courses/conferences offered by other transportation-related software vendors.</li> <li>9. Courses/conferences sponsored by the National Association of Regional Councils (NARC) and the Association of Metropolitan Planning Organizations (AMPO).</li> <li>10. Courses/conferences offered by the Transportation Research Board.</li> </ol> <p data-bbox="381 984 654 1012"><b>ACCOMPLISHMENTS:</b></p> <p data-bbox="381 1016 1401 1073">District staff participated in the following conferences and training sessions during the first half of FY 2013:</p> <ul data-bbox="381 1077 1401 1291" style="list-style-type: none"> <li>▶ The annual conference of the Mississippi Chapter of the American Planning Association in Cotober 2012 in Meridian;</li> <li>▶ The Mississippi Transportation Institute Conference in October 2012, held in Jackson;</li> <li>▶ The Statewide MPO meeting held in November 2012, in Picayune;</li> <li>▶ Census training in October 2012, in Oxford; and</li> <li>▶ Provided training to local governments in McComb for the Sign Retroreflectivity Program.</li> </ul> <p data-bbox="381 1325 1409 1539">In addition, staff members participated in several MAP-21 training webinars. District staff will continue to participate in training activities that enhance transportation planning capabilities. A number of staff will be attending the MAPDD Annual Conference in Biloxi in April, 2013; the Statewide MPO Meeting in Jackson in May, 2013; the Mississippi Association of Supervisors in Biloxi in June, 2013; and the Mississippi Municipal League Conference in Biloxi in June, 2013. Additional sign retroreflectivity training sessions will be provided by District staff in April and May of 2013 at Yazoo City and Batesville respectively.</p>
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TASK 14-17	<p data-bbox="386 176 1417 233"><b>ESTABLISHMENT AND MAINTENANCE OF REGIONAL TRAFFIC SIGN RETRO-REFLECTIVITY SYSTEM</b></p> <p data-bbox="386 268 1417 701">The Traffic Sign Retroreflectivity Maintenance and Management Plan for the Jackson Urbanized Area, adopted in November 2011, was proposed after working with several local governments to identify the method that best suits the needs of each municipality or county and included ease of use, cost effectiveness, secure and reliable, and other factors. Local government personnel have begun to inventory their signs and enter the collected data (sign type by location, date last replaced if known, date proposed for replacement, etc.) into the CMPDD database. CMPDD personnel selected ITrac Signs as the best sign inventory software for establishing the regional sign retroreflectivity database and District staff will serve as technical support staff. CMPDD staff will provide training on the ITrac Signs software and on the use of the RoadVista 922 retroreflectometers. Once the initial inventory and sign reflectivity assessments have been completed, each local government will be responsible for replacing each sign failing to meet the minimum reflectivity requirements. Additionally, each local government will have an inventory of the signs that will soon fail to meet the minimum requirements and will be able to better track each sign in their jurisdiction for future planning purposes.</p> <p data-bbox="386 737 1417 1224"><b>ACCOMPLISHMENTS:</b> During the first half of Fiscal Year 2013, MPO staff assisted Local Planning Agencies (LPAs) in the Jackson Urbanized Area with setting up the traffic sign inventory database system iTrac Signs. MPO staff provided additional technical assistance training for the Cities of Byram, Madison, and Ridgeland when they began the traffic sign inventory process. This additional assistance included set up and instruction for use of the iTrac Signs software program and instruction for use of the Vista 922 Retroreflectometer. MPO staff have served as technical support by responding to calls and dealing with other sign inventory issues, as needed, for each of the cities (Byram, Madison, and Ridgeland), using the sign inventory system, and retroreflectometer. In February 2013, a member of the District's staff, at the MDOT's request, served as an instructor for a Sign Retroreflectivity Training Session in McComb, MS. This training session included information about current rules and regulations outlined in the new sign retroreflectivity requirements, explanation of the methods used to determine retroreflection, and instruction on how to use a retroreflectometer. In April and May of 2013, District staff will serve as an instructor for two (2) additional Sign Retroreflectivity Training Sessions to be held in Yazoo City and Batesville respectively.</p>
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**TRANSPORTATION PLANNING BUDGET**

<b><u>EXPENSES</u></b>	<b><u>ANNUAL BUDGET</u></b>	<b><u>AS OF 03/31/2013</u></b>
Personnel	\$ 506,115	\$ 225,437
Indirect	191,362	86,458
Travel	274,865	1,889
Meetings	10,000	2,239
Dues, Memberships, and Subscriptions	3,000	-0-
Contractual Services	350,000	-0-
Equipment Lease/Rental	10,000	4,547
Supplies	10,000	958
Printing	2,000	-0-
Legal	2,500	-0-
Equipment	50,000	-0-
Software	25,000	13,311
Unprogrammed	1,228,024	-0-
Miscellaneous	<u>5,000</u>	<u>-0-</u>
<b>TOTAL</b>	<b>\$2,667,866</b>	<b>\$ 334,839</b>
<b><u>SOURCES</u></b>		
Federal	\$2,134,293	\$ 112,987
State	110,573	-0-
Assessments	53,601	36,249
Match Carryover	<u>369,399</u>	<u>-0-</u>
<b>TOTAL</b>	<b>\$2,667,866</b>	<b>\$ 149,236</b>
Revenue Over (Under) Expenditures		(\$ 185,604)

PROJECT:

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

PROJECT NUMBER:

**15**

DESCRIPTION: The Community Development Block Grant (CDBG) program is designed to aid in the development of viable communities that provide their residents with decent housing, suitable living environments, and economic opportunities. The three national objectives of the program are: (1) to benefit low and moderate income persons, (2) to aid in the prevention of slums and blight, and (3) to eliminate conditions that pose a serious and immediate threat to the health and welfare of a community.

NEED	There is a need in central Mississippi to improve infrastructure and housing, and to provide job opportunities in almost all communities and counties. CDBG funds are one of the few remaining federal programs available to municipalities and counties that provides funds to improve all of these things. The District has experienced staff that provide technical assistance with this program.
BENEFITS	Increased opportunities for jobs; safe and affordable housing; adequate water, sewer, storm drainage, roads/streets, and other public facilities; community improvement; and increased economic development start-up and expansion opportunities, which bring new investments and job opportunities for the community.
TASK 15-1	<p>APPLICATION PREPARATION</p> <p>Staff will provide:</p> <ul style="list-style-type: none"><li>▶ General technical assistance to all local governments to inform them of CDBG program opportunities, eligible projects, deadlines, prioritizing needs, and suggest other sources of funding for matching CDBG grants.</li><li>▶ Specific technical assistance for communities desiring to apply for CDBG funding by assisting in holding public hearings, establishing time tables for application development, explaining program procedures and rating formulas used by the State to evaluate projects, working closely with project engineer/architect to compile cost estimates and detailed information for proposed project, and serving as liaison between the local government and State and Federal agencies in connection with the proposed project.</li><li>▶ Application preparation assistance by staff which will consist of providing income survey instruments to local government, preparing maps and graphics, analyzing and compiling census data, working with project engineer/architect and state agencies to compile data demonstrating the need for the project activities, completing all necessary application forms, and provide for submission of the application to the State for review.</li><li>▶ Technical assistance to the local government when a site visit is requested by the State for the proposed project.</li></ul> <p>ACCOMPLISHMENTS:</p> <p>The due date for these applications falls after the first half of the fiscal year; therefore, none have been submitted to MDA. However, the District staff has assisted the following communities in the development of applications:</p> <ul style="list-style-type: none"><li>▶ Copiah County</li><li>▶ Town of D'Lo</li><li>▶ City of Mendenhall</li><li>▶ Town of Utica</li></ul>

TASK 15-2	<p>ADMINISTRATION</p> <p>Upon approval of a CDBG project the District will:</p> <ul style="list-style-type: none"> <li>▶ Work with the State and the local government to meet any special conditions required by the grant.</li> <li>▶ Meet with the local government to inform them of their requirements.</li> <li>▶ Sign a contract with local government.</li> <li>▶ Provide all environmental assessment work, as required by the State and the National Environmental Policy Act.</li> <li>▶ Assist the local government with advertising for professional services, which are required to implement the project as required by HUD regulations.</li> <li>▶ Assist the local government in the selection of consultants.</li> <li>▶ Provide the selected project administrator with the files necessary for the implementation of the project.</li> </ul> <p>If CMPDD is requested by the local government to provide full administration of the project the following additional services will be provided:</p> <ul style="list-style-type: none"> <li>▶ Assist the local government in executing contracts with selected consultants and submitting the contracts to the Mississippi Development Authority (MDA) for approval.</li> <li>▶ Assist the local government in the acquisition and recording all necessary easements identified by the engineer/architect.</li> <li>▶ Provide the project engineer/architect with guidance when preparing, advertising, and reviewing bid documents.</li> <li>▶ Request wage determinations from MDA for inclusion in the bid documents.</li> <li>▶ Submit Award Notice to MDA for approval of selected contractors.</li> <li>▶ Attend the Pre-Construction Conference and explain all applicable regulations to the contractors.</li> <li>▶ Collect and review certified pay estimates from the project engineer/architect, seek local government approval for payment, prepare request for cash forms, and submit forms to MDA for approval and payment.</li> <li>▶ Maintain an account ledger supported by certified pay estimates and bank statements from the local government to document timely disbursement and use of local matching funds.</li> <li>▶ Conduct labor standard interviews for each contractor during project implementation.</li> <li>▶ Collect and review weekly certified payrolls from each contractor and ensure compliance with Davis-Bacon requirements.</li> <li>▶ Prepare and submit quarterly reports, Section 3 reports, MBE/WBE reports, and Audits.</li> <li>▶ For Economic Development projects, assist the benefitting business in documenting job creation reports.</li> <li>▶ Host a post-award public hearing and a public hearing on Section 3 requirements.</li> <li>▶ Attend post-award site and monitoring visits.</li> <li>▶ Prepare closeout package and submit to MDA.</li> </ul> <p>ACCOMPLISHMENTS:</p> <p>Funded projects over the past six months, which CMPDD is administering are:</p> <ul style="list-style-type: none"> <li>▶ The Village of Eden received \$296,000 to complete water system improvements</li> <li>▶ The Town of Edwards received \$449,969 to complete sanitary sewer improvements</li> <li>▶ The Town of Flora received \$352,791 to complete sanitary sewer improvements</li> <li>▶ The Madison County received \$205,990 to complete sanitary sewer improvements</li> <li>▶ The City of Raymond received \$450,000 to construct ADA improvements</li> <li>▶ The Town of Terry received \$600,000 to complete sanitary sewer improvements</li> <li>▶ The Town of Wesson received \$240,000 to construct ADA improvements.</li> </ul>
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**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM BUDGET**

<u><b>EXPENSES</b></u>	<u><b>ANNUAL BUDGET</b></u>	<u><b>AS OF 03/31/2013</b></u>
Personnel	\$ 64,058	\$ 36,323
Indirect	24,220	13,930
Travel	10,000	2,294
Meetings	500	-0-
Supplies	1,500	-0-
Dues, Memberships, and Subscriptions	500	-0-
Unprogrammed	25,545	-0-
Miscellaneous	<u>500</u>	<u>-0-</u>
<b>TOTAL</b>	<b>\$ 126,823</b>	<b>\$ 52,547</b>
 <u><b>SOURCES</b></u>		
Contracts	<u>\$ 126,823</u>	<u>\$ 158,509</u>
<b>TOTAL</b>	<b>\$ 126,823</b>	<b>\$ 158,509</b>
 Revenue Over (Under) Expenditures		 \$ 105,962

PROJECT: **DELTA REGIONAL AUTHORITY**

PROJECT NUMBER: **16**

DESCRIPTION: The Delta Regional Authority (DRA) is a federal-state partnership created by Congress through the “Delta Regional Authority Act of 2000”, which serves a 240 county/parish area in an eight-state region. In Mississippi, 45 counties (including the seven counties in CMPDD’s area) are eligible for funding under DRA. The purpose of DRA is to remedy severe and chronic economic distress by stimulating economic development partnerships that will have a positive impact on the region’s economy. Priority for funding is given to four types of projects: (1) Basic Public Infrastructure, (2) Transportation Infrastructure, (3) Business Development, and (4) Job Training and Employment-related Education. Also, DRA funds may be used to leverage other federal and state programs. Under Federal law, 75 percent of funds are targeted to distressed counties and pockets of poverty and 50 percent of dollars are earmarked for transportation and basic public infrastructure.

NEED	There is a need in central Mississippi to identify funding sources that can be used to leverage other funding sources such as CDBG, EDA, RDA, etc. The DRA program is designed to help meet this need by providing local governments and nonprofit corporations with grant funds to address infrastructure needs, business development, and job training assistance. The District has experienced staff that provide technical assistance with this program.
BENEFITS	Increased opportunities for jobs; adequate water, sewer, storm drainage, roads/streets, and other public facilities; community improvement; and increased economic development start-up and expansion opportunities, which bring new investments and job opportunities for the community.
TASK 16-1	<p><b>PUBLIC AWARENESS/COMMUNICATION</b></p> <p>Staff will inform potential DRA applicants through the U. S. Mail and email of DRA funding opportunities. Staff will advertise and hold meetings to inform potential applications of the regulations, requirements, application process, and a timeline of the DRA Program. CMPDD staff will provide the DRA with names, addresses, and email information of people that would benefit from DRA programs and information.</p> <p><b>ACCOMPLISHMENTS:</b> District staff will inform all public officials within the District by mail once DRA releases their 2013 application and due date.</p>
TASK 16-2	<p><b>TECHNICAL ASSISTANCE</b></p> <p>Staff will provide:</p> <ul style="list-style-type: none"> <li>▶ General technical assistance to all local governments to inform them of DRA program opportunities, eligible projects, deadlines, prioritizing needs; and</li> <li>▶ specific technical assistance to communities desiring to apply for DRA funding by serving as a liaison between the local government and State and Federal agencies in connection with the proposed project.</li> </ul> <p><b>ACCOMPLISHMENTS:</b> District staff will provide technical assistance to potential applicants once DRA releases the 2013 application deadline. District staff provided assistance to Magee General Hospital and Mississippi Blood Services during an accelerated funding round in March 2013.</p>

TASK 16-3	<p>PROJECT ADMINISTRATION</p> <p>Staff will provide technical assistance to the local governments to administer the project once approved.</p> <p>ACCOMPLISHMENTS: Upon award, District staff:</p> <ul style="list-style-type: none"> <li>▶ Work with DRA and local government to meet any special conditions of the grant;</li> <li>▶ Meet with local government to inform them of their requirements;</li> <li>▶ Sign a contract with the local government;</li> <li>▶ Provide all necessary environmental assessment work as required by DRA and the National Environmental Policy Act;</li> <li>▶ Assist the local government with general oversight regarding project administration, administrative services, and financial management services consistent with DRA program guidelines and policies;</li> <li>▶ Assist in setting up record keeping files in accordance with DRA specifications;</li> <li>▶ Assist with preparation of quarterly performance reports and close-out documents;</li> <li>▶ Assist with DRA draw-downs by filing necessary documents, and;</li> <li>▶ Coordinate meetings with DRA representatives as needed.</li> </ul> <p>Currently, District staff are providing administrative services for the following approved projects: City of Crystal Springs, Madison County, Town of Puckett, Town of Terry, and the University of Mississippi Medical Center.</p>
TASK 16-4	<p>REPORTING</p> <p>Staff will provide reports of CMPDD’s DRA activities to DRA officials.</p> <p>ACCOMPLISHMENTS: CMPDD has submitted its Annual Report and quarterly newsletter to the DRA, both of which contain articles about the DRA.</p>
TASK 16-5	<p>ASSOCIATION OF DELTA REGIONAL AUTHORITY PLANNING AND DEVELOPMENT DISTRICTS</p> <p>CMPDD will work with the DRA, the National Association of Development Organizations, and the National Association of Regional Councils to further organize the Association of Delta Regional Authority Planning and Development Districts, whose members are from the geographic region which the DRA serves.</p> <p>ACCOMPLISHMENTS: District staff worked closely with NADO to strengthen the Association of Delta Regional Authority Planning and Development Districts. Staff also participated in conference calls and attended other meetings in regard to this Association.</p>

**DELTA REGIONAL AUTHORITY BUDGET**

<u><b>EXPENSES</b></u>	<u><b>ANNUAL BUDGET</b></u>	<u><b>AS OF 03/31/2013</b></u>
Personnel	\$ 11,857	\$ 486
Indirect	4,483	186
Travel	<u>660</u>	<u>-0-</u>
<b>TOTAL</b>	<b>\$ 17,000</b>	<b>\$ 672</b>
<u><b>SOURCES</b></u>		
Federal	<u>\$ 17,000</u>	<u>\$ 639</u>
<b>TOTAL</b>	<b>\$ 17,000</b>	<b>\$ 639</b>
Revenue Over (Under) Expenditures		(\$ 33)

PROJECT:

**ECONOMIC DEVELOPMENT ADMINISTRATION**

PROJECT NUMBER:

**17**

DESCRIPTION: One of the District's main responsibilities is to improve the overall economic well-being of its region. While this responsibility is multi-faceted, one of the main efforts is to approach economic development on a regional basis. The District was designated by the Economic Development Administration (EDA) as an Economic Development District in 1969. This designation enables the District to work with member governments to encourage economic development on a regional basis through the development of a Comprehensive Economic Development Strategy (CEDS) and various funding opportunities.

NEED	There is always a need to bring together the public and private sectors to diversify and strengthen the regional economy, thereby creating employment opportunities for the unemployed and the underemployed.
BENEFITS	This program allows the District to work with member governments and private industry to generate jobs, help retain existing jobs, and stimulate industrial and commercial growth in economically distressed areas of the region. EDA funding opportunities are made available to rural and urban areas experiencing high unemployment, low income, or other severe economic distress.
TASK 17-1	<p>EDA PLANNING</p> <p>The District will update and seek to use the Comprehensive Economic Development Strategy (CEDS) to guide economic development in the seven-county area. An appointed CEDS Committee will be used to assist in the formation and maintenance of the CEDS. The District will seek to implement the CEDS by developing projects that will link private investment with public funds and will provide jobs for the unemployed and underemployed. The District will report semi-annually on the accomplishments of the Action Plan contained within the CEDS, and annually on the performance of the CEDS. The District will also conduct an annual survey of the CEDS committee to identify any needed changes to the technical components of the CEDS, including strategic and vital projects.</p> <p>The District will disseminate information regarding EDA programs and grant availability to member governments.</p> <p>ACCOMPLISHMENTS: District staff have revised the CEDS survey tool in preparation of the full CEDS update and have begun scheduling community meetings. Staff have worked with member governments, non profits, and state agencies to implement the CEDS by developing projects that will provide jobs and create private investment. Also, member governments have been informed of funding opportunities associated with EDA programs.</p>
TASK 17-2	<p>EDA GRANT PREPARATION</p> <p>District staff will work with member governments to develop viable projects for EDA funding and prepare the proposals and full applications as directed by EDA. District staff will also assist in determining eligibility and potential grant rates.</p> <p>ACCOMPLISHMENTS: District staff have continued to work with the University of Mississippi Medical Center to develop a future grant application. District staff have also discussed project eligibility with several other potential applicants.</p>

<p>TASK 17-3</p>	<p>EDA GRANT ADMINISTRATION</p> <p>Upon approval of a EDA project the District will:</p> <ul style="list-style-type: none"> <li>▶ Work with the EDA and the local government to meet any special conditions required by the grant.</li> <li>▶ Meet with the local government to inform them of their requirements.</li> <li>▶ Sign a contract with local government.</li> <li>▶ Provide all environmental assessment work, as required by the EDA and the National Environmental Policy Act.</li> <li>▶ Assist the local government with advertising for professional services, which are required to implement the project as required by EDA regulations.</li> <li>▶ Assist the local government in the selection of consultants.</li> <li>▶ Assist the local government in executing contracts with selected consultants and submitting the contracts to EDA for approval.</li> <li>▶ Assist the local government acquisition and recording of all necessary easements identified by the engineer/architect.</li> <li>▶ Submit Site Certificate and seek approval of plans and specifications prior to bid advertising.</li> <li>▶ Provide the project engineer/architect with guidance when preparing, advertising, and reviewing bid documents.</li> <li>▶ Provide the project engineer/architect with the appropriate Wage Determinations for inclusion in the bid documents.</li> <li>▶ Submit Award Notice to EDA for approval of selected contractors.</li> <li>▶ Attend the Pre-Construction Conference and explain all applicable regulations to the contractors.</li> <li>▶ Collect and review certified pay estimates from the project engineer/architect, seek local government approval and payment, prepare request for reimbursement forms, and submit forms to EDA for approval and payment.</li> <li>▶ Maintain an account ledger supported by certified pay estimates, canceled checks and bank statements from the local government.</li> <li>▶ Conduct labor standard interviews for each contractor during project implementation.</li> <li>▶ Collect and review weekly certified payrolls from each contractor and ensure compliance with Davis-Bacon requirements.</li> <li>▶ Prepare and submit quarterly reports.</li> <li>▶ Assist the benefitting business in documenting job creation reports.</li> <li>▶ Attend post-award site and monitoring visits.</li> <li>▶ Prepare closeout package and submit to EDA.</li> </ul> <p>ACCOMPLISHMENTS: District staff have worked with both the Town of Puckett and the University of Mississippi Medical Center to successfully administer EDA grant awards. Staff have also administered the Districts' EDA Planning award.</p>
<p>TASK 17-4</p>	<p>TRAINING</p> <p>The District staff will coordinate efforts with the EDA staff to provide training to Planning and Development District staff on a statewide basis.</p> <p>ACCOMPLISHMENTS: District staff are coordinating statewide training for Planning and Development District staff, which is to take place during the annual conference of the Mississippi Association of Planning and Development Districts in April.</p>

TASK 17-5	<p data-bbox="383 174 760 201">SPECIFIC PROJECT REQUESTS</p> <p data-bbox="383 237 1373 359">The District shall assist member governments in seeking funding for specific project requests such as workforce development, job training, transportation, water and sewer improvements, and developing industrial and commercial sites as they relate to job creation and economic development.</p> <p data-bbox="383 394 651 422">ACCOMPLISHMENTS:</p> <p data-bbox="383 426 1409 510">District staff have provided assistance in seeking grant funds for workforce development and job training, as well as water and sewer improvements when related to job creation and economic development.</p>
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**ECONOMIC DEVELOPMENT ADMINISTRATION BUDGET**

<u><b>EXPENSES</b></u>	<u><b>ANNUAL BUDGET</b></u>	<u><b>AS OF 03/31/2013</b></u>
Personnel	\$ 63,613	\$ 26,810
Indirect	24,052	10,282
Travel/Training	1,635	-0-
Dues, Memberships, and Subscriptions	500	-0-
Supplies	100	-0-
Miscellaneous	<u>100</u>	<u>-0-</u>
<b>TOTAL</b>	<b>\$ 90,000</b>	<b>\$ 37,092</b>
<u><b>SOURCES</b></u>		
Federal	\$ 63,000	\$ 17,330
Assessments - General	<u>27,000</u>	<u>9,857</u>
<b>TOTAL</b>	<b>\$ 90,000</b>	<b>\$ 27,187</b>
 Revenue Over (Under) Expenditures		 (\$ 9,904)



PROJECT:

**STAFF FOR MISSISSIPPI ASSOCIATION OF PLANNING AND DEVELOPMENT DISTRICTS**

PROJECT NUMBER:

**18**

DESCRIPTION: Professional staff is needed to provide administrative and financial support to the Mississippi Association of Planning and Development Districts (MAPDD) in order to promote unity and efficiency of operation.

NEED	It is of vital importance that MAPDD operate in a unified, cohesive manner to actively handle the affairs of the association in a cost effective and organized method.
BENEFITS	It is cost effective for this association to pool its resources to collectively address common concerns and problems. Associations are much more influential when they have staff to provide direction and support. No training period is required while staff learn what a Planning and Development District (PDD) is because persons and relationships are already known. Joint ventures and group purchasing can be accomplished better as a unit versus each PDD acting independently.
TASK 18 -1	<p>MEETING PREPARATION</p> <p>District staff will prepare and arrange for MAPDD housekeeping activities such as meeting times and places, setting of agendas and programs, and the keeping of Minutes.</p> <p>ACCOMPLISHMENTS: District staff continue to organize the agenda, as well as kept minutes for all the regularly scheduled and special called MAPDD meetings. MAPDD meets at CMPDD's office on the third Wednesday of every month, and other occasions when needed to address time sensitive issues.</p>
TASK 18-2	<p>FISCAL MANAGEMENT</p> <p>District staff will provide bookkeeping and fiscal management for the Association. Included in this will be maintaining the proper relationship with the IRS and/or Secretary of State's Office.</p> <p>ACCOMPLISHMENTS: District staff continue to provide bookkeeping and fiscal management for MAPDD and prepare all necessary paperwork for the Internal Revenue Service and Secretary of State's Office.</p>
TASK 18-3	<p>PUBLICATIONS</p> <p>District staff will update and publish the state directory of Planning and Development Districts (PDDs). District staff will also update and reproduce the PDD promotional brochure as necessary.</p> <p>ACCOMPLISHMENTS: District staff are currently updating the PDD Directory and will distribute it to elected officials and PDD staff during the annual conference, which is to be held in April, 2013. Also, directories and promotional brochures will be distributed at the Mississippi Association of Supervisors annual convention in June and at the Mississippi Municipal League's annual convention in July. District staff have also developed and launched a website for MAPDD, <a href="http://www.mspdds.com">www.mspdds.com</a>, in January, 2013.</p>

TASK 18-4	<p>CONTINUING EDUCATION</p> <p>Educational efforts will be implemented for the professional betterment of the PDDs and their staff, i.e. coordination of seminars and conferences.</p> <p>ACCOMPLISHMENTS: District staff continues to coordinate continuing education efforts for elected officials and PDD staff members by offering Continuing Education Credits for social workers and Certified Municipal Official credits for municipal officials during the annual PDD conference.</p> <p>Furthermore, District staff organized a Census training workshop for PDD staff members in November, 2012. The training was held at the University of Mississippi and hosted by the State Data Center and MAPDD. Staff members from the State Data Center presented information on different methods to compare American Community Survey data, where to find economic and health related data, and how to create custom geographies on the Census website to gather data. In addition, a separate training session was held for GIS technicians to discuss using Census information in a Geographic Information System.</p>
TASK 18-5	<p>LEGISLATIVE ATTENTION</p> <p>District staff will develop and follow the progress of legislative initiatives affecting the Association, each Planning and Development District, and member governments.</p> <p>ACCOMPLISHMENTS: District staff continue to monitor legislative activities of interest to the PDDs and member governments.</p>
TASK 18-6	<p>MAPDD ANNUAL CONFERENCE</p> <p>The District will organize and be responsible for the MAPDD Annual Conference. The District will assume responsibility for all phases of this task and continue to encourage staff from other PDD's to participate in all areas of the conference.</p> <p>ACCOMPLISHMENTS: The 2013 Annual PDD conference is to be held in Biloxi, MS at the Beau Rivage Convention Center April 23-26, 2013. The conference attendance is expected to be over 540, which included PDD staff, local elected officials, and personnel from state agencies.</p>
TASK 18-7	<p>ACTIVITIES COORDINATOR</p> <p>Each year MAPDD hosts a Christmas Reception in Jackson, and maintains a presence at both the Mississippi Association of Supervisors and the Mississippi Municipal League Conferences. District staff will serve as coordinator of these events and any others which may arise.</p> <p>ACCOMPLISHMENTS: In December 2012, District staff organized MAPDD's annual Christmas Reception, which was held at the Hilton in Jackson. In addition, the District coordinated staff members to assist with the registration desk for the Mississippi Municipal League's Small Town Conference in November, 2012 and their Mid-Winter conference in January, 2013.</p> <p>Furthermore, MAPDD worked with the Mississippi Association of Supervisors (MAS) to co-host its annual Legislative Appreciation Reception, which was held January 8<sup>th</sup>. This reception was attended by PDD and MAS staff members, county officials from across the state, statewide officials, and many MS Senate and House members. The District is also coordinating the spring MAS Legislative Update meetings for each PDD region, which will begin in May of this year.</p>

TASK 18-8	<p data-bbox="383 176 646 201">STATEWIDE LIAISON</p> <p data-bbox="383 239 1377 296">When beneficial to the Association, District staff will serve as a liaison between MAPDD and other state and national organizations to coordinate joint ventures.</p> <p data-bbox="383 333 651 359">ACCOMPLISHMENTS:</p> <p data-bbox="383 365 1349 422">District staff continue to serve as a point of contact for state and national organizations and agencies for the PDD Association.</p>
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**MISSISSIPPI ASSOCIATION OF PLANNING AND DEVELOPMENT DISTRICTS BUDGET**

<u><b>EXPENSES</b></u>	<u><b>ANNUAL BUDGET</b></u>	<u><b>AS OF 03/31/2013</b></u>
Personnel	\$ 19,008	\$ 9,779
Indirect	7,187	3,750
Dues, Memberships, and Subscriptions	500	-0-
Supplies	500	-0-
Unprogrammed	<u>33,805</u>	<u>-0-</u>
<b>TOTAL</b>	<b>\$ 61,000</b>	<b>\$ 13,529</b>
 <u><b>SOURCES</b></u>		
Contracts	\$ 26,000	\$ 10,881
Project Income	<u>35,000</u>	<u>-0-</u>
<b>TOTAL</b>	<b>\$ 61,000</b>	<b>\$ 10,881</b>
 Revenue Over (Under) Expenditures		 (\$ 2,648)

PROJECT: **ECONOMIC DEVELOPMENT FINANCING**

PROJECT NUMBER: **19**

DESCRIPTION: This function of the District seeks to foster economic development through the management of various business financing programs. These programs are designed to supplement and not supplant existing commercial financing programs.

NEED	Many small businesses need access to debt capital that is unavailable through traditional lending sources. Many of the new jobs that will be created in the future will be a result of small business expansions and start ups which require debt financing.																
BENEFITS	Commercial and industrial startups; commercial and industrial expansion; increased/improved products and services; new jobs; increased tax revenues for local government; and community improvement.																
TASK 19-1	<p><b>CERTIFIED DEVELOPMENT COMPANY (CDC)</b>  The District will approve fixed asset loans up to \$5,000,000 (\$5,500,000 for manufacturers) representing not more than 40% of the total project. It requires the creation or retention of at least one job per \$65,000 (\$100,000 for manufacturers) of financing and will be available in the District and the State of Mississippi. The District must obtain a minimum of two (2) loan approvals. Loans made under this program are guaranteed by the U. S. Small Business Administration.</p> <p><b>ACCOMPLISHMENTS:</b>  The minimum production requirement for this loan program by the U. S. Small Business Administration (SBA) is that the CMDC must provide at least two 504 loan approvals on average for any two consecutive years. During the first six months of this fiscal year, the CMDC has met this requirement for Fiscal Year 2013. The Board has approved two loans totaling \$2,965,900, which will create and or save approximately 57 new jobs as follows:</p> <table border="0" data-bbox="381 1157 1299 1281"> <thead> <tr> <th><u>Business</u></th> <th><u>County</u></th> <th><u>Amount</u></th> <th><u>Jobs</u></th> </tr> </thead> <tbody> <tr> <td>Parish Tractor Company</td> <td>Pearl River</td> <td>\$ 392,000</td> <td>17</td> </tr> <tr> <td>Ridgeland Hotel Group, LLC</td> <td>Madison</td> <td>2,573,900</td> <td>40</td> </tr> <tr> <td>Total / 2</td> <td></td> <td>\$ 2,965,900</td> <td>57</td> </tr> </tbody> </table> <p>The total private debt and equity capital in these projects was \$7,358,768 or 71% of the total projects cost of \$10,324,668.</p>	<u>Business</u>	<u>County</u>	<u>Amount</u>	<u>Jobs</u>	Parish Tractor Company	Pearl River	\$ 392,000	17	Ridgeland Hotel Group, LLC	Madison	2,573,900	40	Total / 2		\$ 2,965,900	57
<u>Business</u>	<u>County</u>	<u>Amount</u>	<u>Jobs</u>														
Parish Tractor Company	Pearl River	\$ 392,000	17														
Ridgeland Hotel Group, LLC	Madison	2,573,900	40														
Total / 2		\$ 2,965,900	57														
TASK 19-2	<p><b>REVOLVING LOAN FUND (RLF)</b></p> <p>The District will make fixed assets, inventory, and working capital loans up to \$200,000 representing not more than 33% of the total project. It will require at least one job per \$5,000 of project financing and will be available in all counties except Rankin and Warren, but the City of Vicksburg is eligible. This program is partially funded by the Economic Development Administration.</p> <p><b>ACCOMPLISHMENTS:</b>  The District did not approve any new loans under this loan program during the first six months of Fiscal Year 2013. The District continued to market this loan program and service its existing portfolio.</p>																

TASK 19-3	<p>MINORITY BUSINESS ENTERPRISE LOAN PROGRAM (MBE)</p> <p>The District will make fixed assets, inventory, equipment, and working capital loans up to \$250,000 representing not more than 50% of the total project cost to minority and female owned businesses. This program is partially funded by the Mississippi Development Authority.</p> <p>ACCOMPLISHMENTS:</p> <p>The District did not approve any new loans under this loan program during the first six months of Fiscal Year 2013. The District continued to market this loan program and service its existing portfolio.</p>
TASK 19-4	<p>MICRO-MINORITY BUSINESS ENTERPRISE LOAN PROGRAM (MICRO-MBE)</p> <p>The District will make micro loans to eligible minority business owners. These loans will be for 100% of the project cost not to exceed \$35,000. This program is available in all counties within the District and is partially funded by the Mississippi Development Authority.</p> <p>ACCOMPLISHMENTS:</p> <p>The District did not approve any new loans under this loan program during the first six months of Fiscal Year 2013. The District continued to market this loan program and service its existing portfolio.</p>
TASK 19-5	<p>MISSISSIPPI SMALL BUSINESS ASSISTANCE LOAN FUND (MSBALF)</p> <p>The District will make fixed asset, inventory, and working capital loans for up to fifty percent (50%) of a project's cost not to exceed \$250,000 per business. This program is a result of the Mississippi Small Business Assistance Act of 1993, is available in all counties within the District, and is partially funded by the Mississippi Development Authority.</p> <p>ACCOMPLISHMENTS:</p> <p>The District approved one new loan under this program. This loan was to Quest Fitness, LLC located in Ridgeland, MS and totaled \$250,000 and will create approximately two new jobs. The total private debt and equity capital in this project was \$800,000 or 76% of the total project cost of \$1,050,000.</p>
TASK 19-6	<p>TECHNICAL ASSISTANCE IN PREPARATION OF OTHER LOAN APPLICATIONS</p> <p>The District will assist small businesses throughout its area in locating sources of debt financing and will assist them in preparing application packages for the U.S. Small Business Administration, U. S. Department of Agriculture, etc.</p> <p>ACCOMPLISHMENTS:</p> <p>The District continued to assist small businesses in accessing debt capital through commercial lending institutions and other specialized lending programs offered through private, public, and nonprofit entities. This service has remained in effect during the first six months of Fiscal Year 2013.</p>

TASK 19-7	<p>COMMUNITY REINVESTMENT ACT</p> <p>The District will assist banks throughout the District in meeting the requirements of the Federal Community Reinvestment Act (CRA). Under CRA, the Comptroller of the Currency will evaluate the performance of banks in helping to meet the credit needs of the communities where they operate. Upon request, the District will render technical assistance to banks in establishing and maintaining effective community reinvestment activities. Such assistance will include the following: participation with bank officials in community programs, seminars, and presentations to community groups in conjunction with or on behalf of specific bank programs, and allowing bank officials to participate in programs of the District that address community credit needs.</p> <p>ACCOMPLISHMENTS: The District has continued to work with banks in addressing Community Reinvestment Act issues. This has been accomplished through meetings, conferences, seminars, and other community oriented loan programs.</p>
TASK 19-8	<p>EXPORT WORKING CAPITAL LOAN</p> <p>The District will package Export Working Capital Loan Applications for submission to the U. S. Small Business Administration. This program will be advertised and made available statewide and is partially funded by the U. S. Small Business Administration.</p> <p>ACCOMPLISHMENTS: The District continues to advertise this program through the District's newsletter and at various business seminars and conferences. All interested borrowers are referred to the U. S. Small Business Administration for loan applications and processing.</p>
TASK 19-9	<p>FARISH STREET HISTORIC DISTRICT FUND</p> <p>The District will make loans, at a rate not to exceed one percent (1%) less than the federal discount rate, to persons or entities to assist in the development of commercial property and culturally significant property in the Farish Street Historic District. The amount of a loan to any one person or entity shall not exceed one million dollars (\$1,000,000). The District will service all loans pursuant to regulations and guidelines promulgated by the Mississippi Development Authority. It is funded partially by the Mississippi Development Authority.</p> <p>ACCOMPLISHMENTS: The District did not approve any new loans under this loan program during the first six months of Fiscal Year 2013. The District continued to market this loan program and service its existing portfolio.</p>
TASK 19-10	<p>RURAL BUSINESS ENTERPRISE GRANT - REVOLVING LOAN FUND</p> <p>The District will manage a \$500,000 grant from the Rural Development Administration (RDA) to establish and operate a Rural Business Enterprise Grant - Revolving Loan Fund (RLF). This RLF will provide debt financing and development for small and emerging private business enterprises in Madison County and other rural areas of the District, as approved by the RDA. This program is funded by the Rural Development Authority in the U. S. Department of Agriculture.</p> <p>ACCOMPLISHMENTS: The District did not approve any new loans under this loan program during the first six months of Fiscal Year 2013. The District continued to market this loan program and service its existing portfolio.</p>

**ECONOMIC DEVELOPMENT FINANCING BUDGET**

<u><b>EXPENSES</b></u>	<u><b>ANNUAL BUDGET</b></u>	<u><b>AS OF 03/31/2013</b></u>
Personnel	\$ 146,666	\$ 74,787
Indirect	55,454	28,682
Travel	34,163	504
Meetings	4,500	-0-
Dues, Memberships, and Subscriptions	5,000	-0-
Printing	1,000	-0-
Postage	1,500	79
Legal	35,100	( 2,204)
Loans	4,000,187	263,000
Insurance	400	149
Miscellaneous	<u>7,000</u>	<u>2,027</u>
<b>TOTAL</b>	<b>\$4,290,970</b>	<b>\$ 367,023</b>
 <u><b>SOURCES</b></u>		
Program Income/Equity	\$3,838,877	\$3,723,799
Fees	<u>452,093</u>	<u>23,981</u>
<b>TOTAL</b>	<b>\$4,290,970</b>	<b>\$3,747,780</b>
 Revenue Over (Under) Expenditures		 \$3,380,757



PROJECT: **WORKFORCE DEVELOPMENT**

PROJECT NUMBER: **20**

DESCRIPTION: The District is the fiscal agent for Southcentral Mississippi Works (SMW), a seventeen county local workforce investment area under the federal Workforce Investment Act (WIA). The purpose of WIA is to provide workforce development activities that improve the occupational skills of area residents, increase employment and earnings, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the area.

In its capacity as fiscal agent, and in cooperation with Southwest Planning and Development District, the District will prepare and maintain a strategic workforce investment plan which addresses the workforce development needs of the area, including the needs of employers, job seekers, incumbent workers, and youth.

NEED	<p>Workforce development is essential to the quality of life within the area. A supply of qualified workers must be available to employers if they are to compete in the global economy. Workers must have relevant and up-to-date skills if they are to be productive, self-supporting citizens. The rapid pace of economic change requires an ongoing process of training and retraining to meet the needs of both workers and business. Some segments of the population need additional services to ensure that they can effectively compete within the labor market. Workforce development is an investment in human capital, which will return significant dividends to the community.</p>
BENEFITS	<p>Improved economic development potential resulting from a skilled workforce; increased per capita income; reduction in transfer payments and an increased tax base; and improved quality of life and an increase in self-sufficiency.</p>
TASK 20-1	<p><b>STRATEGIC WORKFORCE DEVELOPMENT PLANNING</b></p> <p>The District will maintain a strategic workforce investment plan as required by the Workforce Investment Act and State policies. This plan analyzes the labor force and employment needs within the seventeen county Southcentral Mississippi Works area and establishes goals for workforce development efforts. This includes identification of labor force needs, options for employment and training service delivery, minimum skill training requirements, and expected outcomes and evaluation measures. The plan also describes policies and procedures for delivery of employment and training services including the implementation of a comprehensive service delivery system and establishment of "One-Stop" Career Centers.</p> <p>The plan, as approved by the State, complies with the requirements of the "Mississippi Comprehensive Workforce Training and Education Act of 2004," the Federal Workforce Investment Act, and State policies and directives.</p> <p><b>ACCOMPLISHMENTS:</b></p> <p>The Southcentral Mississippi Works strategic workforce investment plan for Program Years 2012 through 2016 (7/1/12 – 6/30/17) was updated in accordance with requirements issued by the U.S. Department of Labor and the State. The draft local plan was submitted to the State as required and public comments have been requested. After receiving comments by the State and the public, the plan will be submitted to the Local Workforce Investment Board (LWIB) and the Board of Commissioners (BOC) for approval and submitted to The Mississippi Department of Employment Security, the Governor's designated agency for federal workforce coordination. The plan responds to a variety of changes and priorities identified by the Department of Labor and the State's Workforce Investment Plan.</p>

<p>TASK 20-2</p>	<p><b>LOCAL WORKFORCE INVESTMENT BOARD/CHIEF-ELECTED OFFICIAL BOARD</b></p> <p>The Board of Supervisors in each of the 17 Southcentral Mississippi Works (SMW) counties has appointed a member to the SMW Board of Commissioners. The Board of Commissioners has appointed a Local Workforce Investment Board (LWIB) from nominations received from local agencies and organizations. The District serves as staff to the LWIB who, in conjunction with the Board of Commissioners for SMW, provide policy guidance for and oversight of the workforce development program. The LWIB and the Board of Commissioners review and approve the components of the strategic plan.</p> <p><b>ACCOMPLISHMENTS:</b>  The District has maintained, in cooperation with Southwest Mississippi Planning and Development District, the Local Workforce Investment Board and Board of Commissioners in accordance with WIA requirements and State policies. Members of the Local Workforce Investment Board serve for fixed and staggered terms and replacements or re-appointments have been made as necessary in accordance with established nomination and appointment procedures. The District has maintained the Board of Commissioners under the terms of the Cooperative Service Agreement which governs the local workforce area. Under this agreement, each of the seventeen counties which comprise the local workforce area appoints one member of the Board of Supervisors to serve on the Board of Commissioners for the local workforce area.</p>
<p>TASK 20-3</p>	<p><b>YOUTH COUNCIL</b></p> <p>The LWIB appoints a Youth Council from nominations received from local agencies and organizations. The Youth Council provides guidance and oversight of activities for eligible youth. The Youth Council serves as non-voting members of the LWIB. The District serves as staff to the Youth Council.</p> <p><b>ACCOMPLISHMENTS:</b>  The District has maintained, in cooperation with Southwest Mississippi Planning and Development District, the Southcentral Mississippi Works Youth Council in accordance with WIA requirements and State policies. Members of the Youth Council serve for fixed and staggered terms and replacements or re-appointments have been made as necessary in accordance with established nomination and appointment procedures.</p>
<p>TASK 20-4</p>	<p><b>PROCUREMENT AND SERVICE DELIVERY</b></p> <p>The District has developed and maintains a policy for the procurement of goods and services required to implement the WIA program and the components of the strategic plan in order to meet the workforce development needs of the area. This includes the selection of "One-Stop" Center Operators to provide core, intensive, and training services as required by the plan and selection of appropriate providers of services to eligible youth. As part of its overall management responsibilities, the District will occasionally update and revise the procurement policy.</p> <p><b>ACCOMPLISHMENTS:</b>  The District maintains an updated policy for the procurement of goods and services necessary to implement the WIA program and components of the strategic plan. This policy regulates the purchase of goods and supplies as well as the procurement of service providers. The District issued several requests for proposals in accordance with the procurement policy. The results of these procurements will be presented to the Local Workforce Investment Board for consideration and approval.</p>

TASK 20-5	<p><b>COORDINATED SERVICE DELIVERY</b></p> <p>The District has executed and maintains Memoranda of Understanding with a variety of partner agencies and organizations, which will provide for a comprehensive service delivery system. Consortium Agreements and Resource Sharing Plans are maintained for each "One-Stop" Career Center. The District works with partner agencies to increase coordination of services and improve integration of workforce development activities into overall local economic development strategies.</p> <p><b>ACCOMPLISHMENTS:</b>  The District has maintained required Memoranda of Understanding (MOU) with a variety of partner agencies in order to coordinate and consolidate the delivery of state and federal workforce development services. These MOU's identify the Mississippi Department of Employment Security as the "One-Stop" operator for six of the ten WIN Job Centers in the Southcentral Mississippi Works area. Hinds Community College is identified as the "One-Stop" operator in three centers, and the Warren County Association for Retarded Citizens operates a specialty center targeting a special population.</p> <p>The District, as fiscal agent for Southcentral Mississippi Works, continues to work closely with the State and other local workforce areas to ensure a coordinated approach to workforce development efforts. The Chair of both the Local Workforce Investment Board and the Youth Council has been appointed to serve on the Governor's State Workforce Investment Board.</p>
TASK 20-6	<p><b>PROGRAM MONITORING AND EVALUATION</b></p> <p>The District monitors the workforce development system and all activities and services under the Workforce Investment Plan to ensure compliance with program requirements and quality service delivery. Corrective action is required whenever deficiencies are found. The District maintains a data collection system to track client data as a means of evaluating program performance. Management reports are produced and regularly evaluated to measure program success compared to performance standards and program goals.</p> <p><b>ACCOMPLISHMENTS:</b>  All WIA funded contracts for Program Year 2012 (7/1/12 – 6/30/13) have been scheduled for monitoring for fiscal integrity. Programmatic monitoring is ongoing. The District continues to track WIA performance on an ongoing basis and reports to the State and Boards as necessary. The latest monitoring review of the local workforce area conducted by the State indicated no findings or observations.</p>

TASK 20-7	<p><b>BUSINESS ASSISTANCE RESOURCE CENTER</b></p> <p>The District, in furtherance of a priority established by the State Workforce Investment Board, maintains a comprehensive Business Assistance Resource Center at the Madison County WIN Center. The Center consolidates information on services and assistance available to business and employers and provides a convenient, central location where businesses can access this information and receive referrals to services as needed.</p> <p><b>ACCOMPLISHMENTS:</b> The District continues to maintain a special Business Assistance Resource Center at the Madison County WIN Job Center. Specific space has been configured to provide employers with information and assistance on a variety of business related issues. The Madison County WIN Job Center has coordinated with the U.S. Small Business Administration, as well as other entities, to establish this service.</p> <p>Additionally, several other WIN Job Centers have designated space available to assist business clients with staffing needs.</p>
TASK 20-8	<p><b>CAREER READINESS CERTIFICATES</b></p> <p>Southcentral Mississippi Works, in cooperation with the State Board for Community and Junior Colleges, provides a Career Readiness Certificate program which assesses the basic skills level of job applicants to determine the occupations and jobs for which they are qualified. Applicants who need to improve their basic skills are provided remedial instruction. Applicants are tested using the WorkKeys assessment and, depending on their skill level, qualify for a bronze, silver, or gold level certificate issued by the State Board for Community and Junior Colleges. The certificate certifies to potential employers that the holder has the basic skills necessary to succeed in a particular job classification.</p> <p><b>ACCOMPLISHMENTS:</b> Southcentral Mississippi Works has implemented, in cooperation with the Mississippi Community College Board, a Career Readiness Certificate (CRC) program which assesses the basic skill levels of job applicants to determine the occupations and jobs for which they are qualified. Applicants who need to improve their basic skills are provided remedial instruction. Applicants are tested using the Work Keys assessment and, depending on their skill level, are awarded a bronze, silver, or gold level certificate. The certificate certifies to potential employers that the holder has the basic skills necessary to succeed in a particular job classification. The Career Readiness Certificates are nationally recognized as an indicator of skill proficiency.</p> <p>Additionally, applicants for training under the Individual Training Account program are pre-tested using the CRC program to ensure they have the basic skills necessary to succeed in their chosen training field.</p> <p>In an effort to further assist WIA clients, including dislocated workers, to find employment Southcentral Mississippi Works (SMW) is offering an innovative approach to Job Search. SMW is utilizing the NEXT JOB software in all WIN Job Centers. The NEXT JOB program provides job seekers with a structured approach for finding suitable employment, including instruction and assistance with career search, resume preparation, networking, interviewing techniques, and follow-up on potential jobs. The program is available to clients through their personal computers or in the Resource Room of each WIN Job Center.</p>

TASK 20-9	<p>SECTOR STRATEGY DEVELOPMENT AND IMPLEMENTATION</p> <p>Southcentral Mississippi Works (SMW), in conjunction with the State and the other three local workforce areas, participates in an effort to identify significant regional business sectors and their workforce needs. This effort will lead to increased involvement of employers in identifying critical labor force shortages and greater opportunities for workers to obtain and advance in their jobs while meeting the labor needs of growing employers.</p> <p>ACCOMPLISHMENTS: SMW participates on the State Sector Strategy Team which will establish state goals and practices. SMW has completed a comprehensive labor analysis for the seventeen county area, which provides a detailed review of labor availability and demand by individual county. The results of this study will drive the selection of business sectors within the local workforce area. SMW staff met with local economic developers to review the findings. The developers identified Health Care, Advanced Manufacturing ,and Process Technology as critical sectors in the local economies.</p>
TASK 20-10	<p>H1-B GRANT</p> <p>The District has been awarded an H1-B grant by the U.S. Department of Labor called The Mississippi Careers of Tomorrow On the Job Training (OJT) project.</p> <p>The primary goal of the H1-B OJT activity is to train eligible individuals to meet industry skill shortages in the high-growth information technology and advanced manufacturing/engineering industries and occupations. The training provided under this grant will raise the technical skill levels of American workers so they can obtain or upgrade employment in the targeted high-growth industries and occupations. Over time, this will help businesses reduce their use of skilled foreign professionals permitted to work in the U.S. on a temporary basis under an H1-B visa.</p> <p>The grant provides \$5 million over a four year period and anticipates serving 490 individuals.</p> <p>ACCOMPLISHMENTS: The District has completed procedures and processes for implementing the MCOT grant and has 23 OJT contracts in place. Presentations outlining the benefits of the program have been made to over100 businesses and economic development agencies. In addition, the District has requested and received verbal approval from the U. S. Department of Labor to add additional occupations and expand the scope of the program to the entire state. Once this modification is signed, additional marketing of the program will be added. The District works closely with the WIN Centers to implement the MCOT OJT contracts and with the Greater Jackson Partnership to help market the program.</p>

**WORKFORCE DEVELOPMENT BUDGET**

<u>EXPENSES</u>	<u>ANNUAL BUDGET</u>	<u>AS OF 03/31/2013</u>
Personnel	\$ 797,480	\$ 409,651
Indirect	292,161	147,439
Travel	43,410	11,436
Meetings	6,250	1,921
Dues, Memberships and Subscriptions	16,200	989
Audit	9,000	4,500
Contractual Services	59,420	87,823
Janitorial	2,800	1,152
Services	8,081,982	2,139,958
Supplies	11,377	33,568
Printing	150	31,270
Utilities	21,860	11,676
Postage	200	100
Legal	4,375	375
Insurance	2,828	376
Communications	23,875	27,928
Office Space	669,540	377,824
Equipment	13,060	-0-
Equipment Lease or Rental	5,484	3,003
Equipment Maintenance	<u>17,800</u>	<u>5,664</u>
<b>TOTAL</b>	<b>\$10,079,252</b>	<b>\$3,296,654</b>
<b><u>SOURCES</u></b>		
Federal	\$9,241,796	\$2,886,458
Lease/Rental Income	<u>837,456</u>	<u>412,190</u>
<b>TOTAL</b>	<b>\$10,079,252</b>	<b>\$3,298,648</b>
Revenue Over (Under) Expenditures		\$ 1,994

PROJECT: **MANAGEMENT, ADVOCACY, PLANNING, BROKERING AND DEVELOPMENT OF SERVICES FOR THE ELDERLY (AREA AGENCY ON AGING)**

PROJECT NUMBER: **21**

DESCRIPTION: The District functions as the leader relative to all aging issues on behalf of older persons in Copiah, Hinds, Madison, Rankin, Simpson, Warren, and Yazoo Counties. As the designated Area Agency on Aging, the District is responsible for planning, advocating, and coordinating services to promote independence of the elderly in their own homes. The District maintains a distinct visibility within central Mississippi by establishing interagency linkages, sharing information, brokering, monitoring, and evaluation of services to meet the needs of older persons.

NEED	The “aging of the aged” is an important phenomenon because the risk of becoming disabled rises dramatically with age. Many people who were healthy in their 60's and even their 70's may become frail with advancing age, therefore the increasing proportion of the “oldest old” means that more people will need a substantial amount of help in managing their daily lives.
BENEFITS	Promotes on-going activities which will lead to a comprehensive system of services for older persons, promotes quality services, increases public awareness of aging issues, develops partnerships between agencies, and seeks to encourage independence of older persons in this society.
TASK 21-1	<p><b>ADVOCACY</b></p> <p>The District will strengthen the capacity of the Aging Advisory Committee members by informing, educating, and seeking input regarding the needs and concerns of older persons. By conducting quarterly meetings of this group, the District will be able to expand its aging agenda to seek support from other segments of the population.</p> <p>The District will promote, support, and advocate for the passage of legislation which will expand resources for older persons, partnering with the local AARP.</p> <p>The District will administer the <i>Fiscal Year 2013 Area Plan on Aging</i> which outlines an array of services to older persons in the central Mississippi area.</p> <p><b>ACCOMPLISHMENTS:</b>  Twenty-one (21) members have been appointed to the Aging Advisory Committee to serve a two-year term, beginning September 2011 through September 2013. Of the twenty-one members, fifty-seven percent were re-appointed. Thus far, two (2) meetings have been held for this fiscal year. In September 2013, the District’s Board of Directors will appoint new members to serve on the Aging Advisory Committee through September 2015.</p> <p>Currently, all aspects of the <i>FY 2013 Area Plan on Aging</i> are being carried out as approved by the MDHS/Division of Aging. Staff continue to participate with the Technical Assistance Committee for the Mississippi Association of Planning and Development Districts for the purpose of information-sharing on many issues facing aging programs in Mississippi.</p>

TASK 21-2	<p><b>TRAINING</b></p> <p>To assure that service providers and other staff maintain a high level of job performance, the District will provide a minimum of four (4) training opportunities for its network of providers, including State Health Insurance Program (SHIP) training, Senior Medicare Patrol (SMP) training, RTZ computer software training, Adult Day Care Training, Mississippi Association of Planning and Development Districts, Southeastern Association of Area Agencies on Aging (SE4A), and any other identified training opportunities.</p> <p><b>ACCOMPLISHMENTS:</b> District staff, as well as local service providers, have attended and participated in training activities in the following areas: Ombudsman Training; State Health Insurance Program; State Medicare Patrol; Chronic Disease Self- Management Training; Diabetes Self- Management Training; and numerous other local workshops. The District’s staff also continue to provide needed training to service providers and volunteers. Also, staff will attend Aging tracks at the Mississippi Association of Planning and Development District’s Annual Conference in April 2013.</p>
TASK 21-3	<p><b>MANAGEMENT</b></p> <p>In conjunction with the Aging and Disability Resource Center, the District will be using RTZ Get Help CARE Tool software for client tracking which supports the requirements from the National Aging Program Information System (NAPIS), and the required reporting data from the Administration on Aging. Continued training and support will be given to staff to improve use of all components of the software. The District will continue updating the Emergency Management Plan for elderly services to reflect appropriate changes and to minimize disruption of services during inclement weather.</p> <p>The District will monitor all contracts for services at least twice per year to assure quality and efficient services according to minimum standards. Additionally, the District will coordinate services with organizations that have a proven record of quality performance.</p> <p><b>ACCOMPLISHMENTS:</b> Information from services provided to older adults throughout the District is being tracked through the District’s software called “Mississippi GetHelp”. Service providers report their service levels monthly to the District. District staff have participated in statewide training and meetings with the State Unit on Aging. These training opportunities have included meetings, webinars, and phone conferences.</p> <p>Monitoring of contracts at the local level began in March , 2013 and will continue through the end of the Fiscal Year.</p>



TASK 21-4

RESOURCE DEVELOPMENT

The District will generate financial support for aging services from local units of government in the seven county area and through encouragement for voluntary contributions from older persons for services rendered. While encouraging contributions from older persons who are service recipients, sensitivity to the abilities of low-income individuals to contribute will be maintained. Funding is also anticipated through the United States Department of Agriculture. The District will also collaborate with other state and local entities to seek additional funding for new projects which will expand opportunities for services to older adults.

Sustainability for the Aging and Disability Resource Center (ADRC) will receive high priority this year. The District must continue to seek additional financial resources to continue this worthwhile project. Any other resources generated from other projects undertaken may be used to support the functions of the ADRC.

The District will provide program development and coordination activities with community organizations for the purpose of initiating new services and/or new benefits for older persons with special attention in the areas of health promotion, affordable housing, mental health and providing specific services for veterans. Additionally, special attention will be focused on providing information and technical assistance to groups who express an interest in increasing the availability of affordable housing for the elderly.

ACCOMPLISHMENTS:

To date, the District has received more than \$77,000 from its local Boards of Supervisors for financial assistance with supportive services, such as transportation, home-delivered meals, homemaker services for seniors in the seven-county area. This financial assistance allows the District to be able to provide additional services beyond the federal funding. Their contributions are as follows:

<u>County</u>	<u>Amount</u>
Copiah County Board of Supervisors	\$ 6,154
Hinds County Board of Supervisors	30,629
Madison County Board of Supervisors	8,896
Rankin County Board of Supervisors	6,143
Simpson County Board of Supervisors	6,592
Warren County Board of Supervisors	7,597
Yazoo County Board of Supervisors	<u>11,413</u>
TOTAL	\$77,424

Other accomplishments include the following:

District staff continue to seek funding for the operation of the Aging and Disability Resource Center (ADRC). The District’s goal is to expand the role of the ADRC in ways which should generate a funding stream to assist in expanding the staff. Staff are seeking other projects which will allow for expansion of the ADRC and more information will be provided later when these projects are developed.

Developing and coordinating programs is an ongoing activity as an Area Agency on Aging. The District has collaborated with non-traditional organizations in developing new projects. These organizations include the Jackson Medical Mall Foundation, Central Mississippi Medical Center (CMMC), and Information and Quality Health (IQH). The District will continue to partner with the Jackson Medical Mall Foundation in providing annual wellness visits and Chronic Disease and Diabetes Self-Management classes.

TASK 21-5	<p><b>PUBLIC INFORMATION PROGRAM</b></p> <p>The District will publish two (2) brochures informing the community of Aging Services. These brochures will provide the community with informative information on the Aging and Disability Resource Center and services provided by the Area Agency on Aging as part of its public awareness program. These brochures will also feature information relative to the disabled community.</p> <p>The District will also utilize other media to inform the public regarding aging matters, including the quarterly, in-house published <u>Central Update</u>, as well as local city and county newspapers. Speakers will be made available to those groups wishing to expand their awareness of aging issues. Speaking engagements by staff members to all kinds of groups will be accepted for the sole purpose of educating families and care givers of the availability of resources in the seven-county area, and the promotion of the Mississippi Get Help website (<a href="http://www.mississippigethelp.org">www.mississippigethelp.org</a>) will be ongoing.</p> <p>The District will provide information on a monthly basis to older persons at all nutrition sites and senior centers on the importance of physical activity, nutrition, weight control, substance abuse, and other wellness activities.</p> <p><b>ACCOMPLISHMENTS:</b> The District has distributed the “Aging Services” brochure which highlights the assistance provided to the public by the Area Agency on Aging. Also, in each publication for the <u>Central Update</u>, articles have been prepared that highlight Aging Services and accomplishments in the community. District staff have made presentations to community groups about the resources and services available to the senior population. Senior Centers throughout the District have been utilized as focal points to disseminate information.</p>
TASK 21-6	<p><b>EMPLOYMENT</b></p> <p>The District will manage the Title V, Senior Community Service Employment Program, which is designed to provide, foster, and promote useful part-time employment opportunities for low-income persons 55 years of age and older. Eighteen (18) slots will be programmed throughout the seven-county area with the goals of enhancing the skills of the enrollees and assisting them in seeking unsubsidized employment.</p> <p>The District will host one (1) VISTA volunteer to work in the field of aging. This volunteer will complement the services being rendered at the Areas Agency on Aging by providing additional support to staff in the areas of the Aging and Disability Resource Center and the Insurance Counseling Program.</p> <p><b>ACCOMPLISHMENTS:</b> To date, there are eight older individuals who have been hired to work in community organizations throughout the seven-county area. This fiscal year, one student intern has been assigned the responsibility of assisting Aging staff in updating community resources in the Aging and Disability Resource Center’s database.</p>

**MANAGEMENT, ADVOCACY, PLANNING, BROKERING AND  
DEVELOPMENT OF SERVICES FOR THE ELDERLY (AREA AGENCY ON AGING)  
BUDGET**

<u>EXPENSES</u>	<u>ANNUAL BUDGET</u>	<u>AS OF 03/31/2013</u>
Personnel	\$ 508,426	\$ 239,120
Indirect	192,235	93,748
Travel	10,997	2,564
Audit	4,145	-0-
Contractual Services	6,014	887
Services	3,107,628	1,445,448
Supplies	<u>855</u>	<u>4,281</u>
<b>TOTAL</b>	<b>\$3,830,300</b>	<b>\$1,786,047</b>

**SOURCES**

Federal	\$2,961,783	\$1,576,222
State	239,060	26,939
Assessments - General	63,373	20,993
Assessments - Services	77,424	31,997
Other Cash - Subrecipients	235,021	161,113
Program Income	73,711	31,893
In-Kind	<u>179,928</u>	<u>90,860</u>
<b>TOTAL</b>	<b>\$3,830,300</b>	<b>\$1,940,017</b>

Revenue Over (Under) Expenditures \$ 153,970

PROJECT: **HOME AND COMMUNITY-BASED SERVICES**

PROJECT NUMBER: **22**

DESCRIPTION: Home and community-based services are those programs which address the physical, nutritional, social, emotional, and cognitive needs of older persons who are at risk of becoming isolated and alienated from society.

NEED	Many older persons, due to physical or mental limitation, are unable to carry on normal tasks of daily living without some assistance. These services are designed to fill the gaps.										
BENEFITS	Maintains dignity in later life; delays early institutionalization; provides relief for primary care givers and their families; reduces feelings of isolation; and provides older persons with a feeling of independence.										
TASK 22-1	<p><b>ADULT DAY CARE</b></p> <p>Adult day care provides care and supervision for functionally impaired elderly adults for periods of at least four hours a day in a group setting. The day care center provides personal care supervision, limited health care, meals, and group activities. Three thousand (3,000) hours of services are projected to be provided.</p> <p><b>ACCOMPLISHMENTS:</b> The District funds the two sites for adult day care in the central Mississippi area, one in Jackson and the other in Clinton. To date, more than 1,016 hours of day care services have been provided to thirty-two (32) frail and vulnerable adults at these centers five days a week.</p>										
TASK 22-2	<p><b>INFORMATION, REFERRAL, AND OUTREACH</b></p> <p>Trained workers will provide information to the elderly regarding community services. Referrals, estimated at 14,000, will be made to various agencies to link older persons to needed resources.</p> <p><b>ACCOMPLISHMENTS:</b> To date fourteen thousand three hundred and seventy-nine (14,379) contacts have been completed, which includes home visits made to individual seniors.</p>										
TASK 22-3	<p><b>TRANSPORTATION</b></p> <p>As many older persons do not drive or lack a vehicle, they need a system of transportation services, therefore it is estimated that the District will provide an estimated 90,000 trips to seniors through the use of vans or buses. Types of trips include shopping, medical visits, benefit officers, and other community services.</p> <p><b>ACCOMPLISHMENTS:</b> To date, 48,882 trips have been provided throughout the seven-county area for seniors who either don't drive or have no other means of transportation to get to places they need for business purposes. Those trips were provided in the following areas:</p> <table border="0" data-bbox="381 1669 998 1818"> <tr> <td>City of Clinton - 2,928</td> <td>City of Jackson - 17,327</td> </tr> <tr> <td>Copiah County - 4,913</td> <td>Hinds County - 3,504</td> </tr> <tr> <td>Madison County - 3,657</td> <td>Rankin County - 8,064</td> </tr> <tr> <td>Simpson County - 1,835</td> <td>Warren County - 2,249</td> </tr> <tr> <td>Yazoo County - 4,405</td> <td></td> </tr> </table>	City of Clinton - 2,928	City of Jackson - 17,327	Copiah County - 4,913	Hinds County - 3,504	Madison County - 3,657	Rankin County - 8,064	Simpson County - 1,835	Warren County - 2,249	Yazoo County - 4,405	
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TASK 22-4	<p>STATE HEALTH INSURANCE PROGRAM (SHIP)</p> <p>The District will continue to offer a special counseling program to assist older persons in interpreting public benefit programs and in identifying long-term care insurance. Through the use of volunteers in each county, the program will work to develop an understanding among the service population about all aspects of public benefits.</p> <p>It is estimated that roughly thirty-seven hundred (3,700) individuals will receive individual counseling and assistance in enrolling in low-income subsidy programs, Medicare savings plans, and the State Prescription Assistance Program.</p> <p>ACCOMPLISHMENTS: The District's SHIP Counselors are required to make special efforts to locate and train Medicare beneficiaries to apply for benefits provided by Social Security and Medicaid. To date, one thousand eight hundred and ninety-four (1,894) contacts have been made. Also, Counselors have participated in 112 events, and 22,098 people received informed through media blitzes, either through newspaper, radio or mail-outs. Presently, the District has six volunteers providing insurance counseling to older persons in the community. Also, the District's Insurance Counselors and volunteers were recognized on March 21, 2013 during a SHIP Appreciation event hosted by the Mississippi Department of Human Services, Division of Aging and Adult Services. The event's purpose was to acknowledge the work of outstanding individuals within the Program.</p>
TASK 22-5	<p>NATIONAL FAMILY CARE GIVERS SUPPORT PROGRAM</p> <p>Family care giving has always been the dominant source of care for most individuals in need. Without this essential component of care, the long-term care industry would not be able to meet the needs of our older population. The Older Americans Act Amendments of 2000 established this program with emphasis on providing support for care givers who assume the role of care for older adults and other eligible adults on a full-time basis. This program will allow such services as counseling, respite, information and assistance, and the provision of needed supplies for care givers to support them in their care giving roles.</p> <p>The District will build ten (10) new ramps at homes for care givers taking care of loved ones at home who need help with ambulatory care. Additionally, grab bars, smoke detectors, mobility aids, diapers, blue pads, catheters, and similar purchases will be made by the District in support of approximately fifty (50) care givers. The District, through subcontractors, will provide 13,250 respite hours to care givers throughout the seven-county area.</p> <p>ACCOMPLISHMENTS: Through contracts, the District provided 2,957.75 hours of service to 52 individuals who needed a break from caregiving of a family member. To date, four ramps have been built to assist caregivers and the Respite Program has served fourteen clients with supplies such as diapers, grab bars, bluepads, and supplemental liquids.</p>

<p>TASK 22-6</p>	<p><b>CONGREGATE MEALS</b></p> <p>A congregate meal is a nutritionally balanced meal that is served to older persons in a group setting, such as a senior center, housing facility, or other facility. The purpose of this program is to promote better health among the older segments of the 60+ population through improved nutrition. Each meal meets one-third of the current daily recommended dietary allowances for persons 60 years and older. Approximately 115,00 congregate meals will be served this fiscal year.</p> <p><b>ACCOMPLISHMENTS:</b>  A total of 39,060 meals were provided five days a week to seniors in congregate settings. This daily service allows seniors the opportunity to have healthy meals, as well as an opportunity to socialize with others. Over the last six months, congregate meals were served in the following areas:</p> <table data-bbox="381 640 1088 798"> <tr> <td>Copiah County</td> <td>2,260</td> <td>Madison County</td> <td>2,213</td> </tr> <tr> <td>Hinds County</td> <td>29,427</td> <td>Rankin County</td> <td>2,577</td> </tr> <tr> <td>City of Jackson</td> <td>23,392</td> <td>Simpson County</td> <td>1,087</td> </tr> <tr> <td>City of Clinton</td> <td>1,859</td> <td>Yazoo County</td> <td>1,496</td> </tr> <tr> <td>County only</td> <td>4,176</td> <td></td> <td></td> </tr> </table>	Copiah County	2,260	Madison County	2,213	Hinds County	29,427	Rankin County	2,577	City of Jackson	23,392	Simpson County	1,087	City of Clinton	1,859	Yazoo County	1,496	County only	4,176		
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<p>TASK 22-7</p>	<p><b>HOME-DELIVERED MEALS</b></p> <p>A home-delivered meal is a nutritionally balanced meal which is delivered to the home of a person who is unable to leave their home without assistance, purchase groceries, and/or are unable to cook for themselves. The meal meets at least one-third of the Recommended Dietary Allowance (RDA). Approximately 535,000 meals will be served this fiscal year, including State funded meals.</p> <p><b>ACCOMPLISHMENTS:</b>  The District continued to expand the Home-Delivered Meals Program “Pay As You Go”. This program assists clients who are unable to prepare meals, but do have the ability to pay for home delivered meals. To date 428 meals have been served under the “Pay As You Go” program.</p> <p>During the first half of this Fiscal Year, the District was awarded the Wal-Mart Foundation Hunger Grant which is helping to eliminate the waiting list. Currently, The District has served 47 clients and provided 2,455 meals with these funds.</p> <p>Also, the District received a generous donation of \$3,000 from Southern Cross Underwriters to be used to purchase meals for eligible homebound seniors. Over the last six months, 149,250 meals were delivered to the homes of frail and vulnerable individuals throughout the seven-county area. By area, the number of meals were served as follows:</p> <table data-bbox="381 1501 1088 1627"> <tr> <td>City of Jackson</td> <td>33,300</td> <td>Copiah County</td> <td>15,395</td> </tr> <tr> <td>Hinds County</td> <td>27,608</td> <td>Madison County</td> <td>11,995</td> </tr> <tr> <td>Rankin County</td> <td>17,058</td> <td>Simpson County</td> <td>4,349</td> </tr> <tr> <td>Warren County</td> <td>18,230</td> <td>Yazoo County</td> <td>21,315</td> </tr> </table>	City of Jackson	33,300	Copiah County	15,395	Hinds County	27,608	Madison County	11,995	Rankin County	17,058	Simpson County	4,349	Warren County	18,230	Yazoo County	21,315				
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TASK 22-8	<p><b>HOMEMAKER SERVICES</b></p> <p>Many functionally impaired older persons have difficulty in performing routine household tasks which are needed to sustain themselves in their own homes. The District provides trained homemakers to assist these older persons with housekeeping tasks and activities of daily living, including bathing, dressing, toileting, feeding, shampooing hair, and bed making. Thirty-six thousand (36,000) hours of service will be provided.</p> <p><b>ACCOMPLISHMENTS:</b> To date, 8,992.5 hours of homemaker services have been provided to older individuals throughout the seven-county area. These hours in individual homes were provided as follows:</p> <table data-bbox="381 546 1096 672"> <tr> <td>Copiah County</td> <td>1,430.5</td> <td>Hinds County</td> <td>1,590</td> </tr> <tr> <td>Madison County</td> <td>464.5</td> <td>Rankin County</td> <td>858</td> </tr> <tr> <td>Simpson County</td> <td>755</td> <td>Warren County</td> <td>2,563.5</td> </tr> <tr> <td>Yazoo County</td> <td>1,331</td> <td></td> <td></td> </tr> </table>	Copiah County	1,430.5	Hinds County	1,590	Madison County	464.5	Rankin County	858	Simpson County	755	Warren County	2,563.5	Yazoo County	1,331		
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TASK 22-9	<p><b>EMERGENCY RESPONSE SERVICE</b></p> <p>The District will provide emergency response to older persons who cannot be left alone for long periods of time. Sixty (60) Lifeline units will be placed in the homes of eligible clients.</p> <p>Additionally, the District will provide emergency supplies, such as blue pads, medication purchases, mobility aids, syringes, and diapers to those clients who need emergency assistance on an infrequent basis and who are not eligible under the National Family Care Giver Support Program.</p> <p><b>ACCOMPLISHMENTS:</b> More than 75 individuals have received 24 hours/day monitoring through emergency response services. Many of these individuals are private-pay clients and the others have their monitoring fees paid by the District. Also, more than 25 eligible clients have received emergency supplies through the District.</p>																
TASK 22-10	<p><b>PRIVATE SECTOR PARTNERSHIPS</b></p> <p>The District will continue to administer the “Santas for Seniors” project in conjunction with the National Association of Insurance and Financial Advisors. This program provides needed articles during the holiday season to those seniors who would otherwise not be remembered.</p> <p>The District will continue, when appropriate, to seek partnerships with both public and private sectors groups to promote its campaign seeking charitable contributions to provide home delivered meals to those seniors currently on a waiting list due to lack of funding.</p> <p><b>ACCOMPLISHMENTS:</b> In December 2012, the District again partnered with the National Association of Insurance and Financial Advisors; Home Instead Senior Care; and the Jackson Association of Health Underwriters to provide more than 800 gifts to seniors who otherwise would not receive a Christmas present. Seniors received gifts such as robes, blankets, gowns and toiletries. The sponsors purchased their gifts and District staff delivered them to the recipients who were both grateful and excited to be remembered during the holiday season. The Santa for Seniors program has now marked its twenty -third year.</p>																

TASK 22-11	<p><b>CHRONIC DISEASE SELF-MANAGEMENT PROGRAM</b></p> <p>In conjunction with the Jackson Medical Mall Foundation, the District signed a Memorandum of Understanding to work together and share resources to deliver chronic disease and diabetes self-management education to Medicare and Medicaid beneficiaries with a goal of reducing disease complications and improving health outcomes. These services are reimbursable under Medicare under the Affordable Care Act. As part of this joint venture, trained District staff, along with Community Health Workers with the Mall Foundation, will be conducting six-week classes and annual wellness visits to seniors at local congregate nutrition sites throughout the seven-county area. Additionally, plans are currently underway to partner with Central Mississippi Medical Center (CMMC) to accept referrals from the hospital to teach classes to their patients with the outcome of reducing hospital re-admissions at their facility.</p> <p><b>ACCOMPLISHMENTS:</b> The District continued to partner with the Jackson Medical Mall Foundation, Central Mississippi Medical Center, and Information Quality Healthcare for the purpose of conducting classes using the Sanford Model curriculum. To date, the District has conducted one Diabetes Self-Management Leaders class at the Jackson Medical Mall, and one Chronic Disease Self-Management Leaders class in conjunction with the MS Department of Health. Additionally, District staff successfully completed the Chronic Disease and Diabetes Self Management Lay Leaders Training classes in November 2012 and will continue scheduling additional classes for later in the fiscal year.</p>
TASK 22-12	<p><b>DISEASE PREVENTION AND HEALTH PROMOTION</b></p> <p>Under contract with local providers, the District will make available several forms of health promotion activities for seniors throughout the seven-county area. Recognizing the importance of healthy lifestyles, including exercise, mental health and counseling, disease prevention information, and other health-maintenance activities, the District will make available these services for their use.</p> <p><b>ACCOMPLISHMENTS:</b> Diabetes Self-Management and Chronic Disease Self-Management Program classes are being taught to seniors at senior centers and nutrition sites. To date, two classes have been conducted at the Jackson Medical Mall and the Department of Health.</p>
TASK 22-13	<p><b>PRESCRIPTION ASSISTANCE PROGRAM</b></p> <p>Many of the State's elderly on limited incomes are having a difficult time in acquiring the medication they need. Although there may be numerous opportunities for free or reduced assistance with pharmaceutical companies, many elderly adults have no way of working through the maze of applications required for participation.</p> <p>The District will provide assistance to older individuals who need assistance with acquiring needed medications.</p> <p><b>ACCOMPLISHMENTS:</b> Through the SHIP counselors, referrals for prescription assistance are ongoing. Counselors will continue to make information available to assist clients in choosing the best prescription drug plan through face to face contact and by phone.</p>



TASK 22-14	<p>AGING AND DISABILITY RESOURCE CENTER (ARDC)</p> <p>Older persons and their families have difficulty in locating appropriate services and information, which will assist them in making sound decisions regarding long-term care issues. They often have difficulty sorting through or even locating community services, which can result in costly institutionalization.</p> <p>Through initial funding from the Centers for Medicare and Medicaid Services and the U. S. Administration of Aging, the District, in partnership with the Mississippi Department of Human Services/Division of Aging has made tremendous progress in establishing the “one-stop shopping” for information, counseling, and services for the elderly and disabled populations. This year additional financial resources will be identified to assist in the expansion of this project.</p> <p><b>ACCOMPLISHMENTS:</b>  The Aging and Disability Resource Center (ADRC) is currently making tremendous progress in reaching its goals and mission. The need for increased staffing of the ADRC continues to be an issue; however, with one full-time Resource Specialist answering the calls with additional assistance of one-full time Aging staff member 1,608 calls have been taken to date. Presently, the District is hosting a Jackson State University Public Health intern whose primary responsibility is to update the database. The District plans to continue developing a comprehensive plan specific to meeting the yearly goal of updating the resources in the database. Additionally, ADRC staff are working closely with the Medicaid Waiver teams by identifying and pre-screening clients on their eligibility for Waiver services.</p>
TASK 22-15	<p>BRIDGE TO INDEPENDENCE (B2I) PROGRAM</p> <p>The District will administer the Bridge to Independence (B2I) Program which is funded by the U.S. Department of Health and Human Services for Medicare and Medicaid Services (CMS). The District will also work with the Mississippi Division of Medicaid to provide these services to eligible participants. B2I is a statewide program designed to assist individuals with intellectual and developmental disabilities who reside in nursing homes and intermediate care facilities to return to the community. The Area Agency on Aging will provide a trained Community Navigator to disseminate information, educate, and refer Medicaid beneficiaries interested in transitioning out of institutional care into the community. Additionally, the Community Navigator will lead a team chosen by the beneficiary to help him or her locate housing, plan employment, meaningful day activities, learn new skills and build natural supports.</p> <p><b>ACCOMPLISHMENTS:</b>  In March 2013, the District was successful in assisting with its first Bridge to Independence Program transition. District staff worked in conjunction with other community representatives by assisting a long- time resident of Boswell Regional Center in Magee, Mississippi transition successfully from an institutional setting back into the community. Currently, District staff are working in conjunction with other community representatives to transition two nursing home residents back into the community.</p>

**HOME AND COMMUNITY-BASED SERVICES BUDGET**

For Budget Information, please refer to the Budget of Project #21

PROJECT: **ELDERLY AND DISABLED HOME AND COMMUNITY-BASED SERVICE**

PROJECT NUMBER: **23**

DESCRIPTION: Medicaid, the largest public program financing long-term care, has an inherent bias toward institutionalization. In an attempt to reduce this bias, Congress established the home and community-based service waiver program in 1981. Mississippi applied for a waiver to fund Home and Community-Based Service for people who met Medicaid eligibility requirements for nursing home care and the Elderly and Disabled Home and Community-Based Service Program began shortly thereafter. This program allows for individuals who meet the criteria for nursing home placement to receive home and community based services instead of institutionalized services. Such services at home include, case management, homemaker services, adult day care, extended home health services, home-delivered meals, escorted transportation, and institutional respite.

NEED	The aging population is now living longer and the need for plans related to long-term care has increased. Senior and disabled persons desire to live independently at home as long as possible and still receive quality services.																																																					
BENEFITS	An annual cost savings to the State of Mississippi of more than \$67 million from the 2,700 individuals that the District will serve on a monthly basis in their homes rather than state paid nursing home care. (Nursing home care is estimated to cost approximately \$55,000 per year compared to \$25,000 per year for home and community based service.)																																																					
TASK 23-1	<p><b>HOME AND COMMUNITY-BASED SERVICES</b></p> <p>The District will provide home and community-based options to 2,700 eligible disabled and elderly individuals so as to divert nursing home placements. This program is referral driven and individuals whose applications are approved are served on a first-come, first-serve basis according to the date of the application or referral. Individuals who are transitioning from a nursing facility , long-term care stay; or who no longer qualify for any other long-term care program, are given priority.</p> <p>Teams composed of Registered Nurses and Social Workers will be targeted in the following areas to serve the 2,700 clients as follows:</p> <table data-bbox="451 1249 1079 1470"> <tr> <td>Copiah County</td> <td>2 teams</td> <td>200 clients</td> </tr> <tr> <td>Hinds County</td> <td>11 teams</td> <td>1,100 clients</td> </tr> <tr> <td>Rankin County</td> <td>4 teams</td> <td>400 clients</td> </tr> <tr> <td>Rankin/Simpson Counties</td> <td>2 teams</td> <td>200 clients</td> </tr> <tr> <td>Madison County</td> <td>4 teams</td> <td>400 clients</td> </tr> <tr> <td>Warren County</td> <td>2 teams</td> <td>200 clients</td> </tr> <tr> <td>Yazoo County</td> <td>2 teams</td> <td>200 clients</td> </tr> </table> <p><b>ACCOMPLISHMENTS:</b></p> <p>The number of clients served is referral-based driven and although the District has been authorized to serve 2,700 individuals, the District is currently serving the following average number of clients District-wide:</p> <table data-bbox="451 1627 1393 1864"> <thead> <tr> <th><u>County</u></th> <th><u># of Teams</u></th> <th><u>Average # of Clients</u></th> <th><u>Average # Pending</u></th> </tr> </thead> <tbody> <tr> <td>Copiah County</td> <td>2 teams</td> <td>179 clients</td> <td>105</td> </tr> <tr> <td>Hinds County</td> <td>10 teams</td> <td>813 clients</td> <td>100</td> </tr> <tr> <td>Rankin County</td> <td>2 teams</td> <td>189 clients</td> <td>26</td> </tr> <tr> <td>Madison County</td> <td>2 teams</td> <td>148 clients</td> <td>22</td> </tr> <tr> <td>Simpson County</td> <td>1 team</td> <td>57 clients</td> <td>6</td> </tr> <tr> <td>Warren County</td> <td>1 team</td> <td>110 clients</td> <td>11</td> </tr> <tr> <td>Yazoo County</td> <td>2 teams</td> <td>216 clients</td> <td>13</td> </tr> </tbody> </table>	Copiah County	2 teams	200 clients	Hinds County	11 teams	1,100 clients	Rankin County	4 teams	400 clients	Rankin/Simpson Counties	2 teams	200 clients	Madison County	4 teams	400 clients	Warren County	2 teams	200 clients	Yazoo County	2 teams	200 clients	<u>County</u>	<u># of Teams</u>	<u>Average # of Clients</u>	<u>Average # Pending</u>	Copiah County	2 teams	179 clients	105	Hinds County	10 teams	813 clients	100	Rankin County	2 teams	189 clients	26	Madison County	2 teams	148 clients	22	Simpson County	1 team	57 clients	6	Warren County	1 team	110 clients	11	Yazoo County	2 teams	216 clients	13
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**ELDERLY AND DISABLED HOME AND COMMUNITY-BASED SERVICE BUDGET**

<u><b>EXPENSES</b></u>	<u><b>ANNUAL BUDGET</b></u>	<u><b>AS OF 03/31/2013</b></u>
Personnel	\$2,292,532	\$1,137,082
Indirect	781,930	354,220
Travel	38,500	2,189
Contractual Services	23,500	17,070
Janitorial/Housekeeping	8,000	3,900
Equipment Lease/Rental	12,000	3,909
Services	2,360,678	485,894
Supplies	33,000	13,356
Office Space	50,000	27,125
Communications	30,700	11,529
Equipment	12,000	-0-
Utilities	14,000	4,088
Depreciation	1,100	-0-
Miscellaneous	<u>17,500</u>	<u>557</u>
<b>TOTAL</b>	<b>\$5,776,440</b>	<b>\$2,060,918</b>
 <u><b>SOURCES</b></u>		
Federal/State	<u>\$5,776,440</u>	<u>\$2,123,147</u>
<b>TOTAL</b>	<b>\$5,776,440</b>	<b>\$2,123,147</b>
 Revenue Over (Under) Expenditures		 \$ 62,229

PROJECT:

**ELDER ABUSE PREVENTION AND ADVOCACY**

PROJECT NUMBER:

**24**

DESCRIPTION: The abuse of the elderly is a shocking revelation to most Americans, and the average citizen may find it hard to believe that the problem exists. Elder Abuse and Advocacy Programs are designed to induce a change in attitudes and stereotypes, so as to enhance the quality of life and the quality of care for the aged.

NEED	The incidence of elder abuse is high, both in community settings and in institutions, yet the problem is far less likely to be reported than child abuse due to the lack of public awareness. Elderly victims who are frail and/or isolated and unable to access the aging system are at greatest risk of mistreatment or neglect. Direct intervention is critical to immediate resolution of these problems.
BENEFITS	Helps to prevent or minimize the occurrence of abusive situations; promotes citizen involvement; promotes development of new resources to meet the immediate needs of victims and families; and increases public awareness of aging concerns and needs.
TASK 24-1	<p>LEGAL ASSISTANCE</p> <p>Legal counseling will be provided under contract with a legal entity. The types of cases likely to be brought include job discrimination, guardianship, conservatorship, Medicaid, Medicare, housing, wills, and estates. More than five hundred (500) service hours will be purchased by the District.</p> <p>ACCOMPLISHMENTS:</p> <p>During the past six months, forty-six (46) older adults have received either legal counseling or representation from the District's contractor, Mississippi Center for Legal Services Corporation.</p>

TASK 24-2	<p><b>NURSING HOME OMBUDSMEN SERVICES</b></p> <p>The ombudsman service is designed to assist residents of nursing homes and personal care homes with problems or concerns relating to their care in these facilities.</p> <p>One District ombudsman, along with five (5) certified county ombudsmen, will make routine visits to 37 long-term care facilities, 43 personal care homes and 7 sub-acute ICF/MR facilities throughout the District on a monthly basis. Visits will be made on a scheduled and non-scheduled basis to mediate problems, follow-up on problems, and to resolve complaints.</p> <p>The District ombudsman will conduct a minimum of five (5) public seminars on subjects related to the following: Resident Rights, Elder Abuse/Neglect, Role of the Ombudsman in Long-Term Care Facilities, Respecting Confidentiality in Long-Term Care Facilities, and How to Choose a Nursing Home.</p> <p><b>ACCOMPLISHMENTS:</b>  To date, the District, along with five (5) local ombudsmen performed the following services at local nursing homes and personal care homes:  Number of Facility Visits - 298  Number of Resident Contacts - 4,718  Number of Complaints Investigated - 71</p> <p>Additionally, District staff are planning a workshop for social workers, nursing home administrators and local ombudsmen to be held by June, 2013. The District's Ombudsman and two (2) local Ombudsmen attended certification training on April 3-5, 2013 conducted by the State Unit on Aging. Further, local Ombudsmen have attended twenty-seven (27) Resident Council meetings; one (1) Family Council meetings; four (4) Family Care Plan meetings and eleven (11) State Surveys.</p>
TASK 24-3	<p><b>ELDER ABUSE PREVENTION</b></p> <p>The Elder Abuse Prevention Program is an educational program which is designed to increase public awareness of the prevalence of elder abuse in our society. The District will coordinate many of its efforts with the Mississippi Department of Human Services to assure that abuse is handled in an expedient manner with the proper authorities.</p> <p>The District will conduct at least five (5) public seminars which will heighten the public's ability to recognize and report the symptoms of elder abuse and to advocate for freedom from abuse. Additionally, the District will collect data on elder abuse, including neglect and exploitation, to determine the extent it impacts residents in long-term care facilities.</p> <p><b>ACCOMPLISHMENTS:</b>  District staff conducted two workshops on Elder Abuse Prevention during the past six months. Also, District Staff continue to report cases of elder abuse to the appropriate authorities, and three (3) cases of abuse have been reported during the first half of this fiscal year.</p>

TASK 24-4	<p data-bbox="383 176 854 201"><b>SENIOR MEDICARE PATROL PROJECT</b></p> <p data-bbox="383 239 1406 422">Escalating costs in Medicare/Medicaid programs have placed both programs in jeopardy. Research shows that fraud, waste and abuse of these public dollars are the major reasons for this dilemma. The District will administer this program which will recruit and train volunteers to teach and educate Medicare beneficiaries how to monitor Medicare billing and what to do about identified discrepancies. Additionally, these actions should increase the number of suspected incidences being reported to the proper authorities.</p> <p data-bbox="383 459 1398 575">District staff will explore various means of getting information to the public regarding the issue of fraudulent acts in public benefit programs. Through participation in health fairs, speaking engagements, printed materials, and one-on-one counseling, more people will become aware of this issue.</p> <p data-bbox="383 613 654 638"><b>ACCOMPLISHMENTS:</b></p> <p data-bbox="383 644 1414 886">District staff have performed numerous activities to inform the public about the incidences of Medicare fraud and how to report these incidences. District staff have partnered with several agencies, including Catholic Charities, Social Security, Division of Medicaid, The Commission of Volunteer Services, and many others to provide cross training on services among each agency. To date, one hundred and sixty (160) individual contacts have been made; twenty-five (25) presentations with an attendance of 557; nine (9) health fairs with an attendance of 707; and 6,819 brochures, literature, and other reading materials have been distributed to individuals in the community.</p>
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**ELDER ABUSE PREVENTION AND ADVOCACY BUDGET**

For Budget Information, please refer to the Budget of Project #21



**ALL PROJECTS BUDGET SUMMARY**

<u><b>EXPENSES</b></u>	<u><b>ANNUAL BUDGET</b></u>	<u><b>AS OF 03/31/2013</b></u>
Personnel	\$ 4,995,415	\$2,392,023
Indirect/District Expense Fund	1,858,332	867,438
Travel	445,231	20,875
Meetings	36,750	6,705
Dues, Memberships, and Subscriptions	27,200	989
Audit	13,145	4,500
Contractual Services	683,456	121,323
Janitorial/Housekeeping	10,800	5,052
Equipment Lease/Rental	27,484	11,460
Services	13,550,288	4,071,299
Supplies	62,332	52,543
Printing	8,150	31,270
Postage	1,700	179
Legal	41,975	( 1,829)
Office Space	719,540	404,949
Communications	69,575	45,244
Equipment	125,060	-0-
Equipment Maintenance	17,800	5,664
Utilities	35,860	15,764
Depreciation	1,100	-0-
Loans	2,823,146	263,000
Software	75,000	13,311
Miscellaneous	36,100	2,806
Unprogrammed	3,228,608	-0-
Insurance	3,228	525
<b>TOTAL</b>	<b>\$28,896,275</b>	<b>\$8,335,090</b>

**SOURCES**

Federal	\$21,261,211	\$6,813,348
State	383,633	26,939
Assessments	232,176	94,447
Assessments - Services	77,424	31,997
Contracts	883,845	317,189
Program Equity/Income	3,947,588	3,917,585
In-Kind	179,928	90,860
Lease/Rental Income	912,456	441,514
Fees	452,092	23,981
Other Cash - Subrecipients	565,922	-0-
<b>TOTAL</b>	<b>\$28,896,275</b>	<b>\$11,757,861</b>

Revenue Over (Under) Expenditures \$3,422,771

**DISTRICT SUPPORT ALLOCATION  
FISCAL YEAR 2013**

<b>COPIAH COUNTY</b>	0.025725	\$ 6,501
Crystal Springs	0.007864	1,860
Hazlehurst	0.006772	1,532
Wesson	0.002448	647
<b>HINDS COUNTY</b>	0.093965	15,537
Byram	0.009257	3,347
Clinton	0.032300	8,577
Edwards	0.002216	443
Jackson	0.379488	75,043
Raymond	0.003013	531
Utica	0.000563	229
<b>MADISON COUNTY</b>	0.041528	10,925
Canton	0.017229	4,520
Flora	0.002489	649
Madison	0.013213	6,393
Ridgeland	0.024658	7,548
<b>RANKIN COUNTY</b>	0.082035	23,987
Brandon	0.023111	6,901
Florence	0.002662	1,137
Flowood	0.006673	2,317
Pearl	0.034466	8,774
Pelahatchie	0.002458	531
Richland	0.009259	2,392
<b>SIMPSON COUNTY</b>	0.030957	7,475
Magee	0.006343	1,571
Mendenhall	0.004088	942
<b>WARREN COUNTY</b>	0.052175	10,557
Vicksburg	0.044601	9,557
<b>YAZOO COUNTY</b>	0.027187	6,268
Yazoo City	0.020513	4,485
<b>TOTALS</b>	<b>100.000%</b>	<b>\$231,176</b>

All other towns/villages that are not listed above will each be assessed in the amount of \$100.