

Capacity Deficiency

Project Application Information

Jackson MPO Surface Transportation Program

1. Project Sponsor	Name of submitting agency
2. Sponsor Contact	Name of person responsible for completing the project application
3. Telephone	Phone number for the person responsible for completing the application
4. Email Address	Email for the person responsible for completing the application
5. Mailing Address	Office mailing address for the submitting agency
6. Additional Sponsors	Name of any co-sponsors (<i>if applicable</i>)
7. Co-Sponsor Contact Name(s)	Name of co-sponsor person responsible for helping to complete the application (<i>if applicable</i>)
8. Project Title	Provide a brief one sentence description of the location and the type of project (e.g. Widening of ABC Street)
9. Project Type	Specify the type of capacity improvement project: street widening from two to four lanes or new construction
10. County	List the County the project is located within
11. Municipality	List the Municipality the project is located within (<i>if applicable</i>)
12. Small Municipality	Specify, Yes or No, whether or not the applicant qualifies as a small municipality (for MPO purposes a municipality with a population under 3,500)
13. Small Municipality Population	If the applicant qualifies as a small municipality, indicate the population for the municipality according to the latest U.S. decennial Census
14. Project Location	Identify the project location; be sure to include the beginning and ending termini for the project including all roadway intersections and/or roadway segments included in the project. Attach a map preferably on an 8 ½ x 11 inch or 11 x 17 inch paper identifying the project location.
15. Functional Class	Identify the functional classification for the proposed segment. All projects must be located on a roadway that is functionally classified as a principal arterial, minor arterial or collector.
16. Detailed Project Description	Provide a one to two paragraph detailed description of the project. Be sure to clearly state the problem the project aims to address and how that will be achieved by the project. (e. g. The project's primary objective is to reduce peak hour congestion and delays at the intersection by adding turn lanes.)
17. Overall Project Budget	Provide a description of the overall project budget including eligible and non-eligible STP funding items.
18. Federal STP Funds Requested	Provide the amount of Federal funds you are requesting for the proposed project.
19. Minimum Local Match	Provide the amount of required match being provided by the local jurisdiction. Capacity Deficiency Projects require a minimum 20% local match for construction costs. A resolution

	by the Board of Alderman/City Council or Board of Supervisors agreeing to pay the required funding share, plus any amount above the minimum requirement must be included as Attachment A in the application.
20. Local Overmatch Provided	Provide the amount of local funds being provided for construction costs over the minimum requirement of 20% for Capacity Deficiency Projects.
21. Total for STP Portion of Project	Add Columns 18, 19, and 20 together to provide the total costs for the STP portion or construction costs for the project.
22. Source of Local Funds	If multiple jurisdictions are contributing matching funds for this project, list each contributing jurisdiction and the amount of funds being provided by each jurisdiction.
23. Date Available	Provide the date the local match funding will be available.
24. Milestone Dates	Provide estimated completion dates for each phase of the project. If a phase has already been completed please list the date it was completed
25. CMS Index Rating	Provide the Congestion Management System (CMS) index rating from the latest Jackson Urbanized Area Transportation Plan for each road segment included in the proposed project. For new construction, a parallel route that is most likely to see congestion relief if the proposed roadway is constructed should be used to determine the index rating. If a project includes portions of multiple CMS index rating sections, each section must be used to determine an Average CMS index rating for the proposed project. The average CMS index rating will be completed by MPO staff.
26. Project Design	---
a. Preliminary Design	Indicate whether or not preliminary design work has been completed.
b. Preliminary Design	Describe any design work that has been completed to-date.
27. Environmental	---
a. Categorical Exclusion	Indicate whether or not the project meets a categorical exclusion.
b. Environmental Process	Indicate whether or not the environmental process has begun.
c. Environmental Process	Provide a brief explanation of the environmental process and the steps that have been completed to-date.
d. Federal Approval	Indicate whether or not the project has completed the environmental process and received Federal Approval.
28. Right-of-Way Acquisition	---
a. ROW	Indicate whether or not the project requires right-of-way acquisition.
b. ROW	Indicate whether or not ROW acquisition has begun.
c. ROW	Indicate whether less than or more than 50% of the ROW acquisition has been completed based on the scope of the project.
d. ROW	Provide a brief explanation of steps completed to-date involving ROW acquisition and whether or not the steps completed have

	been made in compliance with MDOT approval.
29. Utility Relocation	---
a. Utility Relocation	Indicate whether or not the project requires utility relocation.
b. Relocation Started	Indicate whether or not the utility relocation process has begun.
c. % Relocation Complete	Indicate whether less than or more than 50% of the utility relocation has been completed based on the scope of the project
d. Utility Relocation	Provide a brief explanation of the steps completed to-date involving utility relocation and whether or not the steps completed have been made in compliance with MDOT approval.
30. Potential Delays	Provide a brief description of any known factors that may cause potential delays with the project slowing down the project schedule.
31. Landscaping/Steetscaping	Indicate whether or not the project includes landscaping and/or other streetscaping enhancements (e.g. shrubs, trees, brick paving, street furnishing, etc...)
32. Landscaping/Streetscaping	Provide a brief explanation of the landscaping and/or streetscaping elements included in the proposed project. <i>Please note if points are awarded in the application review process for including livability enhancements in a project those elements should not be removed during the construction phase for reasons such as budget overages without prior approval from the MPO.</i>
33. Alternative Transportation	Indicate whether or not the project includes any or all of the alternative transportation elements listed. Indicate all that apply to the project. <i>Please note if points are awarded in the application review process for including livability enhancements in a project those elements should not be removed during the construction phase for reasons such as budget overages without prior approval from the MPO.</i>
34. Required Attachments	<ol style="list-style-type: none"> 1. Attachment A – Resolution Acknowledges amount of Federal funds requested, local match requirement, and compliance with all applicable Federal and State laws regarding STP funding. 2. Attachment B – Project Map Map showing the project location with the proposed improvements labeled preferably on an 8 ½ x 11 inch or 11 x 17 inch paper
35. Additional Supporting Attachments	Any additional information the project sponsor would like to provide to document the need or the “project readiness” elements of the project application.