
JACKSON METROPOLITAN PLANNING ORGANIZATION

Project Submittal Guidelines

August, 2013



Effective Date

APPROVED ON THE 14TH DAY OF AUGUST, 2013 BY THE JACKSON METROPOLITAN
PLANNING POLICY COMMITTEE.

THE HONORABLE KNOX ROSS, CHAIRMAN
MPO PLANNING POLICY COMMITTEE

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INTRODUCTION

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

CALL FOR PROJECTS

When STP funds are available, the Jackson MPO will issue a Call for Projects. The Call for Projects will outline the amount of STP funds available per eligible category, and the deadline for project submission as established by the MPO Planning Policy Committee. Priority funding will be given to projects that meet Federal regulations, and help advance the goals and objectives of the Jackson Urbanized Area Long Range Transportation Plan in the following areas:

- Capacity Deficiency
- Traffic Operational Improvements
- Pavement Management

GENERAL REQUIREMENT FOR ALL PROJECTS

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

- Project Sponsors must be **eligible applicants** for STP funds. Eligible applicants, include any local government (municipal or county) included in the projected urbanized area boundary for the Jackson Urbanized Area Long Range Transportation Plan.
- Proposed projects must be **located on** an existing or “projected” **street functionally classified** as an urban collector, minor arterial or principal arterial (inside the urban boundary) or on an existing or “projected” road in rural areas (outside the urban boundary, but in the planning area) that is not classified as a rural local road or a rural minor collector.
- A **formal application** must be submitted as outlined in the Call for Projects **by the deadline** established by the MPO Planning Policy Committee.
- Project sponsors must **provide** the applicable **local match**. If a project is selected for funding, failure to provide the matching share in a timely manner shall result in the withdrawal of the Federal STP funds by the MPO and re-distribution of the funds in accordance with the project selection procedures. It is the responsibility of the project sponsor to cover any costs above the amount requested on the application, no additional Federal STP funding shall be committed through the MPO above the amount requested in the application.

EVALUATION CRITERIA

When submitting a proposed project local governments must assign their application to the most appropriate project type (capacity deficiency, traffic operational improvements, or pavement management) for funding evaluation.

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

| Capacity Deficiency Evaluation Criteria | Weighted Multiplier |
|--|------------------------|
| Congestion Management System Index Rating | 30% |
| Project Readiness | 25% |
| Requested Funding | 15% |
| Local Match | 15% |
| Livability | 10% |
| Multijurisdictional Interconnectivity | 5% |
| Maximum Score | 1000 |

| Traffic Operational Improvements Evaluation Criteria | Weighted Multiplier |
|---|------------------------|
| Traffic Signal Warrants | 40% |
| Project Readiness | 30% |
| Requested Funding | 20% |
| Local Match | 10% |
| Maximum Score | 1000 |

| Pavement Management Evaluation Criteria | Weighted Multiplier |
|--|------------------------|
| Pavement Management System Index Rating | 75% |
| Requested Funding | 15% |
| Local Match | 10% |
| Maximum Score | 1000 |

Projects ranked the highest in each category will be submitted to the MPO for consideration and approval for funding until all available funds have been committed. In the event two or more projects rank equally, funding shall be awarded based on project readiness for capacity deficiency and traffic operational improvements. The project with the highest average daily traffic (ADT) volume shall be used to break a tie for pavement management projects. If two or more projects which are ranked highest are considered equal in project readiness and/or ADT volume, funding may be distributed equally among such projects.

PROJECT TYPE: CAPACITY DEFICIENCY

Capacity Deficiency Projects add capacity to an existing roadway by widening a present facility or constructing a new alignment. Capacity deficiency projects will be evaluated based on Project Readiness, Local Match, Requested Funding, Livability, Multijurisdictional Interconnectivity, and Congestion Management System (CMS) Index Rating. All proposed projects must be consistent with the latest version of the Long Range Transportation Plan. Each evaluation criteria is described below.

Project Readiness

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

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

Maximum Score 10 points

Local Match

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

Weighted Multiplier 15%

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

Maximum Score 10 points

Requested Funding

The purpose of this criterion is to place priority on projects requesting the least amount of Federal STP funding. The goal of this criterion is to spread a small amount of funding around to more projects. Once all applications have been received by the deadline established, MPO staff members will rank each project based on the percent of total capacity deficiency funds being requested from the MPO in order from least to greatest with those projects requesting the smallest amount of Federal STP capacity deficiency funding receiving priority.

Weighted Multiplier 15%

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

Maximum Score 10 points

Livability

The purpose of this criterion is to encourage projects that enhance more than a single mode of travel and incorporate improvements beyond minimum design standards. For the purpose of this scoring criterion, priority shall be given to projects that incorporate non-motorized transportation and attractiveness within the view shed. **Weighted Multiplier 10%**

| Assessment | Score |
|---|-------|
| The project will enhance bicycle and/or pedestrian travel and related connections | |
| Project will connect to an existing bicycle and/or pedestrian facility | 5 |
| Project includes Separate Facilities/Shared Use facilities for bicycle and/or pedestrian | 4 |
| Project is located next to existing bicycle and/or pedestrian facilities, but the proposed improvements do not include enhancements to the existing alternative modes of travel | 3 |
| Project includes Striped Lanes for bicycle and/or pedestrian travel | 3 |
| Project includes Paved Shoulder | 3 |
| Project includes Sidewalks | 3 |
| Project includes a Signed Bike Route | 2 |
| Project will not accommodate bicycle and/or pedestrian modes of travel | 0 |
| The project will enhance landscaping and other scenic beautification | |
| Project improves visual environment with streetscaping (e.g. shrubs, trees, brick paving, street furnishing, etc...) | 5 |
| Project does not include improvements to landscaping | 0 |
| | |

Maximum Score 10 points

Multijurisdictional Interconnectivity

The purpose of this criterion is to encourage projects to be developed through multi-jurisdictional collaboration and to give projects with regional impacts a higher priority. For the purpose of this scoring criterion, priority shall be given to those projects that utilize multiple local contributing partners. **Weighted Multiplier 5%**

| Assessment | Score |
|---|-------|
| Project was developed through considerable multi-jurisdictional collaboration of 2 or more jurisdictions providing a shared match | 10 |
| Project was developed through multi-jurisdictional collaboration and is sponsored by 2 or more jurisdictions without a shared match | 6 |
| Project has a single sponsor | 3 |

Maximum Score 10 points

Congestion Management System (CMS) Index Rating

The purpose of this criterion is to encourage projects with higher congestion levels to receive priority. Using the Congestion Management System (CMS) index rating from the latest Jackson Area Long Range Transportation Plan local governments will submit the index rating for their proposed project. Those projects with the most congestion will receive priority. If a proposed 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. 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. **Weighted Multiplier 30%**

| Assessment | Score |
|--|-------|
| Congestion Management System (CMS) Index Rating 10.01 or Above | 10 |
| Congestion Management System (CMS) Index Rating 9.01 – 10.00 | 9 |
| Congestion Management System (CMS) Index Rating 8.01 – 9.00 | 8 |
| Congestion Management System (CMS) Index Rating 7.00 – 8.00 | 7 |
| Congestion Management System (CMS) Index Rating 6.99 or below | 2 |

Maximum Score 10 points

PROJECT TYPE: TRAFFIC OPERATIONAL IMPROVEMENTS

Traffic Operational Improvements primarily include new traffic signals, signal upgrades, geometric improvements and traffic signal systems. Traffic operational improvement projects will be evaluated based on Project Readiness, Local Match, Requested Funding, and Traffic Signal Warrants.

Project Readiness

The purpose of this criterion is to encourage projects that accelerate project completion through eliminating delays in the project development and delivery. For the purpose of this scoring criterion, priority shall be given to projects that are ready to proceed to construction within a short timeframe after obligating funds. **Weighted Multiplier 30%**

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

Maximum Score 10 points

Local Match

Safety-related projects, as allowed by Federal regulations, may be financed using 100% Federal funds, but requires approval by MDOT. The purpose of this criterion is to allow those projects that have a local match investment by the local entity to score higher. For the purpose of this scoring criterion, the local match is any funding for construction costs committed to the project by the local entity. Local match cannot include earmark funds or other Federal or State funds. A resolution passed by the Board of Alderman/City Council or Board of Supervisors agreeing to pay the local funding share must be included as part of the project application. **Weighted Multiplier 10%**

| Assessment | Score |
|---|-------|
| Project has 50% or greater local match | 10 |
| Project has 45% local match | 8 |
| Project has 40% local match | 7 |
| Project has 35% local match | 6 |
| Project has 30% local match | 5 |
| Project has 25% local match | 4 |
| Project has 20% local match | 3 |
| Project has less than 20% local match | 2 |
| Project includes 100% Federal funding and does not include local match | 0 |

Maximum Score 10 points

Requested Funding

The purpose of this criterion is to place priority on projects requesting the least amount of Federal STP funding. The goal of this criterion is to spread a small amount of funding around to more projects. Once all applications have been received by the deadline established, MPO staff members will rank each project based on the percent of total traffic operational improvement funds being requested from the MPO in order from least to greatest with those projects requesting the smallest amount of Federal STP traffic operational improvements funding receiving priority. **Weighted Multiplier 20%**

| Assessment | Score |
|--|-------|
| Project request 20% or less of the MPO's Traffic Operational Improvement Funds | 10 |
| Project request 21% - 30% of the MPO's Traffic Operational Improvement Funds | 8 |
| Project request 31% - 40% of the MPO's Traffic Operational Improvement Funds | 6 |
| Project request 41% - 50% of the MPO's Traffic Operational Improvement Funds | 2 |
| Project request 51% or more of the MPO's Traffic Operational Improvement Funds | 0 |

Maximum Score 10 points

Traffic Signal Warrants

The purpose of this criterion is to encourage projects that enhance traffic operation and safety by installing new traffic signals, signal upgrades, geometric improvements and/or traffic signal systems. Priority will be given to projects that meet Warrants 1, 2, and 7 in the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways published by the Federal Highway Administration. Applications for traffic operational improvements must be accompanied by an engineer's signed traffic control needs study indicating which traffic signal warrants are needed. **Weighted Multiplier 40%**

| Assessment | Score |
|---|-------|
| Warrant 1, Eight-hour Vehicular Volume | 10 |
| Warrant 2, Four-hour Vehicular Volume | 8 |
| Warrant 3, Peak Hour Vehicular Volume | 2 |
| Warrant 4, Pedestrian Volume | 2 |
| Warrant 5, School Crossing | 2 |
| Warrant 6, Coordinated Signal System | 2 |
| Warrant 7, Crash (Accident) Experience | 10 |
| Warrant 8, Roadway Network | 2 |
| Warrant 9, Intersection near a grade crossing | 2 |

Maximum Score 10 points

PROJECT TYPE: PAVEMENT MANAGEMENT

Pavement Management projects include both reconstruction and simple overlay/resurfacing of existing roadway. Pavement Management projects will be evaluated based on Local Match, Requested Funding, and Pavement Management Index Ratings. For the purpose of this project type overlay/resurfacing projects must follow accepted preventative maintenance guidelines (Exhibit E) established by MDOT and Federal Highway. Minimum match requirements for overlay/resurfacing projects has been set at 50%, except for small municipalities (20%), while the minimum match requirement for reconstruction type projects has been set at 20%.

Pavement Management System Index Rating

The purpose of this criterion is to encourage projects with the highest need for pavement repairs. Priority will be given to projects with the highest index value as determined by the latest pavement management inventory conducted by CMPDD. Index rankings are determined using Road Surface Management System (RSMS) software using three factors: traffic volume, roughness and road condition. If a proposed project includes portions of multiple sections from the pavement management system (PMS) index ratings, each section must be used to determine an Average PMS Index Rating for the proposed project. **Weighted Multiplier 75%**

| Assessment | Score |
|-------------------------------|-------|
| Index Value of .80 or greater | 10 |
| Index Value of .70 - .799 | 9 |
| Index Value of .60 - .699 | 8 |
| Index Value of .50 - .599 | 7 |
| Index Value of .40 - .499 | 6 |
| Index Value of .30 - .399 | 5 |
| Index Value of .20 - .299 | 4 |
| Index Value of .10 - .199 | 3 |
| Index Value of less than .10 | 0 |

Maximum Score 10 points

Requested Funding

The purpose of this criterion is to place priority on projects requesting the least amount of Federal STP funding. The goal of this criterion is to spread a small amount of funding around to more projects. Once all applications have been received by the deadline established, MPO staff members will rank each project based on the percent of total pavement management funds being requested from the MPO in order from least to greatest with those projects requesting the smallest amount of Federal STP pavement management funding receiving priority.

Weighted Multiplier 15%

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

Maximum Score 10 points

Local Match

The purpose of this criterion is to allow those projects that have funding sources greater than the minimum required local match (50% overlay/resurfacing or 20% for reconstruction type projects and small municipality requires 20% for either project type) to score higher. For the purpose of this scoring criterion, the local match is any funding for construction costs committed to the project beyond the minimum requirement. Local match cannot include earmark funds or other Federal or State funds. A resolution passed by the Board of Alderman/City Council or Board of Supervisors agreeing to pay the required local funding share, plus any amount above the minimum requirement must be included as part of the project application. **Weighted Multiplier 10%**

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

Maximum Score 10 points

| Assessment (Overlay/Resurfacing) | Score |
|--|-------|
| Project has 51% or greater local match | 10 |
| Project only has 50% minimum required local match | 5 |

Maximum Score 10 points

SMALL MUNICIPALITIES

A **small municipality** for purpose of the Jackson MPO has been established as any local government with a population according to the latest decennial Census of 3,500 or less within the MPO planning area. The MPO Planning Policy Committee may make available a set aside amount of funding for Small Municipalities when STP funding is available, if they choose. If available, small municipalities may apply for funds from any of the priority project types established by the MPO Planning Policy Committee. Small Municipalities shall follow the same guidelines and application process outlined in the Call for Projects. However, proposed projects submitted by a small municipality shall only be scored against other small municipalities. Unless otherwise noted, minimum match requirements for all project types for small municipalities shall be 80% Federal and 20% local funds for construction costs. Local match cannot include earmark funds or other Federal or State funds. To-date, those municipalities within the MPO planning area that meet the population threshold to be classified for MPO purposes as a small municipality include: Bolton, Raymond, Terry, Flora, and Pelahatchie

PROJECT MANAGEMENT REQUIREMENTS

Following the commitment of Federal STP funding by the Jackson MPO all projects must adhere to the following project management requirements:

- Local jurisdictions receiving Federal STP funding must **present a verbal and/or written status report** of the projects progress at each meeting of the Intermodal Technical Committee until the project is completed.
- Following the commitment of Federal STP funds for a project, the responsible jurisdiction shall make a good faith effort to comply with the following timeline:
 - 1) **A Project Activation Request (PAR)** shall be submitted by the responsible local jurisdiction and approved by the Mississippi Department of Transportation (MDOT) **within one (1) year** of the commitment of STP funds.
 - 2) **Environmental Consequences Evaluation documents**, associated with STP projects shall be submitted to MDOT by the responsible jurisdiction **within six (6)** months after the approval of the PAR. This provision shall apply to all projects for which a Categorical Exclusion applies (i. e., those projects that do not impact the environment such as traffic signal installation) and to all Environmental Assessments. However, this provision shall not apply to projects which require preparation of a **full Environmental Impact Statement (EIS)**. Where an EIS is required the Intermodal Technical Committee shall **determine a reasonable period of time** for submission of the appropriate environmental documents.

- 3) **A Plans, Specifications and Estimate (PS&E) Assembly** shall be submitted by the local jurisdiction **within two (2) years** after approval of environmental documents by MDOT.
 - 4) **Advertisements for bids** (obligated) which have been authorized by MDOT shall take place **within four (4) years** from the STP funds commitment date by the MPO.
- If a delay occurs in the PAR approval, environmental document submission, PS&E Assembly, or advertisement for bids the responsible local jurisdiction shall be asked to provide a verbal and/or written justification for the delay. The justification shall be presented to the Intermodal Technical Committee. If the Intermodal Technical Committee determines that adequate justification has not been presented by the responsible jurisdiction for delays in the project the Intermodal Technical Committee may recommend to the Metropolitan Planning Policy Committee to withdraw the committed funds.
 - The Metropolitan Planning Policy Committee shall then determine by majority vote whether or not to accept the recommendation from the Intermodal Technical Committee to withdraw the committed funds. If funds are withdrawn they shall be redistributed in accordance with the project selection procedures, rules, and criteria established in the Project Submittal Guidelines.
 - Regardless of any time extensions that may be granted by the MPO for deadlines described above, any project for which MDOT has not authorized the responsible local jurisdiction to advertise for bids (obligated) within four (4) years from the STP funds commitment date by the MPO may be cancelled.
 - If following the commitment of STP funds priorities change for the responsible local jurisdiction that received the funding commitment and if they no longer want to pursue the awarded project, they must notify the MPO, and the Federal STP funds shall be withdrawn. If funds are withdrawn they shall be redistributed in accordance with the project selection procedures, rules, and criteria established in the Project Submittal Guidelines.
 - Committed funds shall not be moved to another project within the responsible local jurisdiction that was not selected as outlined in the Project Submittal Guidelines.
 - Points are awarded during the review process based on the established evaluation criteria if any changes occur in the scope of work that are directly related to the elements of the evaluation criteria it is the responsibility of the local jurisdiction receiving the commitment of STP funds to notify the MPO of any such changes. The responsible local jurisdiction shall provide a verbal and/or written justification for the change in the scope of work.
 - The justification shall be presented to the Intermodal Technical Committee. If the Intermodal Technical Committee determines that adequate justification has not been

presented by the responsible jurisdiction for a change in the scope of work for the committed project the Intermodal Technical Committee may recommend to the Metropolitan Planning Policy Committee to withdraw the committed funds.

- The Metropolitan Planning Policy Committee shall then determine by majority vote whether or not to accept the recommendation from the Intermodal Technical Committee to withdraw the committed funds due to a significant change in the original scope of work. If funds are withdrawn they shall be redistributed in accordance with the project selection procedures, rules, and criteria established in the Project Submittal Guidelines.

ATTACHMENT A

Matching Funds Resolution
Jackson MPO Surface Transportation Program

ATTACHMENT A

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

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

WHEREAS, the selected project includes _____
Brief project description

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

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

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

Print Name (Chief Elected Official or local governing board)

Signature (Chief Elected Official or local governing board)

ATTEST:

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

Date

ATTACHMENT B

Capacity Deficiency
Project Information and Application
Jackson MPO Surface Transportation Program

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. |

Capacity Deficiency Project Application

Jackson MPO Surface Transportation Program

The following information must be completed for all **Capacity Deficiency** proposed Jackson MPO STP projects. MPO staff will use the information contained in the project application to assign points to proposed projects based on the Project Submittal Guidelines. The establishment of project eligibility and each project score will then be used by the Intermodal Technical Committee and Metropolitan Planning Policy Committee to program projects to be funded with Jackson MPO STP funds. A separate application must be submitted for each type of project. For example, do not combine a street widening project with a traffic signal improvement project.

Applicant Information

1. Project Sponsor [Click here to enter text.](#)
2. Sponsor Contact [Click here to enter text.](#)
3. Telephone [Click here to enter text.](#) 4. Email [Click here to enter text.](#)
5. Mailing Address [Click here to enter text.](#)
6. Additional Sponsors [Click here to enter text.](#)
7. Co-Sponsor Contact Name(s) [Click here to enter text.](#)

Project Description

8. Project Title [Click here to enter text.](#)
9. Project Type [Click here to enter text.](#)
10. County [Click here to enter text.](#) 11. Municipality [Click here to enter text.](#)
12. Small Municipality [Click here to enter text.](#)
13. Small Municipality population according to the latest U.S. Census [Click here to enter text.](#)

14. Project Location [Click here to enter text.](#)

15. Functional Class [Click here to enter text.](#)

16. Detailed Project Description

[Click here to enter text.](#)

Project Costs

17. Total Project Costs

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

STP Funds Requested

| | <u>Amount</u> | <u>%</u> |
|--------------------------------------|-------------------------------------|---|
| 18. Federal STP Funds Requested | <u>\$ Click here to enter text.</u> | <u>Click here to enter text.</u> <i>Can't be more than 80%</i> |
| 19. Minimum Local Match Provided | <u>\$ Click here to enter text.</u> | <u>Click here to enter text.</u> <i>Can't be less than 20%</i> |
| 20. Local Overmatch Provided | <u>\$ Click here to enter text.</u> | <u>Click here to enter text.</u> |
| 21. TOTAL for STP Portion of Project | <u>\$Click here to enter text.</u> | <u>100%</u> |
| 22. Source of Local Funds | <u>Click here to enter text.</u> | |
| 23. Date Available | <u>Click here to enter text.</u> | |

Project Schedule

24. Milestone Dates

| | |
|---|----------------------------------|
| <i>Completion of Preliminary Design</i> | <u>Click here to enter text.</u> |
| <i>Completion of Environmental Clearances</i> | <u>Click here to enter text.</u> |
| <i>Completion of Final Design</i> | <u>Click here to enter text.</u> |
| <i>Initiation of Right-of-Way Plan Review</i> | <u>Click here to enter text.</u> |
| <i>Completion of Right-of-Way Plan Review</i> | <u>Click here to enter text.</u> |
| <i>Initiation of Utilities Relocation</i> | <u>Click here to enter text.</u> |
| <i>Completion of Utilities Relocation</i> | <u>Click here to enter text.</u> |
| <i>Completion of Plans, Specifications and Estimates and/or Authorization for Advertisement</i> | <u>Click here to enter text.</u> |
| <i>Anticipated Construction Advertisement Date or Purchase Date</i> | <u>Click here to enter text.</u> |

Congestion Management System (CMS) Index Rating

25. CMS Index Rating

| <u>Road Segment</u> | <u>CMS Index Rating</u> |
|---|---|
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| <div><div>Average CMS Index Rating</div><div>To be completed by MPO Staff</div></div> | |

Project Readiness

26. Project Design

Yes or No

26 a. Has preliminary design work been created for the proposed project?

[Click here to enter text.](#)

26 b. *If Yes*, please provide a brief description of the work performed to-date.

[Click here to enter text.](#)

27. Environmental

Yes or No

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

Yes or No

27d. Has the project received Federal approval for environmental?

[Click here to enter text.](#)

28. Right-of-Way Acquisition

Yes or No

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

29. Utility Relocation

Yes or No

29 a. Does the proposed project require utility relocation?

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

Livability

If points are awarded based on proposed livability elements, those element should not be removed during the construction phase for reasons such as budget overages without prior approval from the MPO.

Yes or No

31. Does the proposed project include enhancements to landscaping and/or streetscape?

[Click here to enter text.](#)

32. If yes, provide a brief explanation of the enhancements to landscaping and/or the streetscape included in the project.

[Click here to enter text.](#)

33. Please indicate whether or not the proposed project includes the following elements:

Yes or No

The proposed project includes a Signed Bike Route

[Click here to enter text.](#)

The proposed project includes Sidewalks

[Click here to enter text.](#)

The proposed project includes Paved Shoulders

[Click here to enter text.](#)

The proposed project includes Striped Lanes for bicycle and/or pedestrian travel

[Click here to enter text.](#)

The proposed project includes Separate Facilities/Shared Use Facilities for bicycle and/or pedestrian travel

[Click here to enter text.](#)

The proposed project is located adjacent to existing bicycle and/or pedestrian facilities, but the proposed project does not include enhancements to the existing facilities

[Click here to enter text.](#)

The livability enhancements included as part of the proposed project will connect to an existing bicycle and/or pedestrian facility

[Click here to enter text.](#)

ATTACHMENT C

Traffic Operational Improvement
Project Information and Application
Jackson MPO Surface Transportation Program

Traffic Operational Improvements

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 traffic operations improvements |
| 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 termini point for the project including all roadway intersections and/or roadway segments included in the project. Include as Attachment B a map preferably on an 8 ½ x 11 inch or 11 x 17 inch page 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 local match being provided by the local entity. Safety-related projects, as allowed by Federal regulations, may be financed using 100% Federal funds, but requires approval by MDOT. If a local entity, who qualifies for 100% safety-related funding, chooses to provide local match a |

| | |
|---|--|
| | resolution by the Board of Alderman/City Council or Board of Supervisors agreeing to pay the local match share must be included as Attachment A in the application. |
| 20. Total for STP Portion of Project | Add Columns 18 and 19 together to provide the total costs for the STP portion or construction costs for the project. |
| 21. 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. |
| 22. Date Available | Provide the date the local match funding will be available. |
| 23. 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 |
| 24. Traffic Signal Warrants | Indicate which traffic signal warrants are needed based on an engineer's signed traffic control needs study. Include an original signed engineer's traffic control needs study as Attachment C in the application. |
| 25. Project Design | --- |
| c. Preliminary Design | Indicate whether or not preliminary design work has been created. |
| d. Preliminary Design | Describe any design work that has been completed to-date. |
| 26. Environmental | --- |
| e. Categorical Exclusion | Indicate whether or not the project meets a categorical exclusion. |
| f. Environmental Process | Indicate whether or not the environmental process has begun. |
| g. Environmental Process | Provide a brief explanation of the environmental process and the steps that have been completed to-date. |
| h. Federal Approval | Indicate whether or not the project has completed the environmental process and received Federal Approval. |
| 27. Right-of-Way Acquisition | --- |
| e. ROW | Indicate whether or not the project requires right-of-way acquisition. |
| f. ROW | Indicate whether or not ROW acquisition has begun. |
| g. ROW | Indicate whether less than or more than 50% of the ROW acquisition has been completed based on the scope of the project. |
| h. 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. |
| 28. Utility Relocation | --- |
| e. Utility Relocation | Indicate whether or not the project requires utility relocation. |
| f. Relocation Started | Indicate whether or not the utility relocation process has begun |
| g. % Relocation Complete | Indicate whether less than or more than 50% of the utility relocation has been completed based on the scope of the project |
| h. 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. |
| 29. Potential Delays | Provide a brief description of any known factors that may cause potential delays with the project slowing down the project |

| | |
|--|--|
| | schedule. |
| 30. 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 page 3. Attachment C – Traffic Warrant Needs Study Provide an original signed Engineer’s Traffic Warrants Needs Study |
| 31. 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. |

Traffic Operational Improvement Project Application

Jackson MPO Surface Transportation Program

The following information must be completed for all **Traffic Operational Improvement** proposed Jackson MPO STP projects. MPO staff will use the information contained in the project application to assign points to proposed projects based on the Project Submittal Guidelines. The establishment of project eligibility and each project score will then be used by the Intermodal Technical Committee and the Metropolitan Planning Policy Committee to program projects to be funded with Jackson MPO STP funds. A separate application must be submitted for each type of project. For example, do not combine traffic signal improvements for multiple streets in one project.

Applicant Information

1. Project Sponsor [Click here to enter text.](#)
2. Sponsor Contact [Click here to enter text.](#)
3. Telephone [Click here to enter text.](#) 4. Email [Click here to enter text.](#)
5. Mailing Address [Click here to enter text.](#)
6. Additional Sponsors [Click here to enter text.](#)
7. Co-Sponsor Contact Name(s) [Click here to enter text.](#)

Project Description

8. Project Title [Click here to enter text.](#)
9. Project Type [Click here to enter text.](#)
10. County [Click here to enter text.](#) 11. Municipality [Click here to enter text.](#)
12. Small Municipality [Click here to enter text.](#)
13. Small Municipality population according to the latest U.S. Census [Click here to enter text.](#)

14. Project Location Click here to enter text.

15. Functional Class Click here to enter text.

16. Detailed Project Description

Click here to enter text.

Project Costs

17. Total Project Costs

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

STP Funds Requested

| | <u>Amount</u> | <u>%</u> |
|--------------------------------------|-------------------------------------|----------------------------------|
| 18. Federal STP Funds Requested | <u>\$ Click here to enter text.</u> | <u>Click here to enter text.</u> |
| 19. Local Match Provided | <u>\$ Click here to enter text.</u> | <u>Click here to enter text.</u> |
| 20. TOTAL for STP Portion of Project | <u>\$Click here to enter text.</u> | <u>100%</u> |
| 21. Source of Local Match | <u>Click here to enter text.</u> | |
| 22. Date Available | <u>Click here to enter text.</u> | |

Project Schedule

23. Milestone Dates

| | |
|---|----------------------------------|
| <i>Completion of Preliminary Design</i> | <u>Click here to enter text.</u> |
| <i>Completion of Environmental Clearances</i> | <u>Click here to enter text.</u> |
| <i>Completion of Final Design</i> | <u>Click here to enter text.</u> |
| <i>Initiation of Right-of-Way Plan Review</i> | <u>Click here to enter text.</u> |
| <i>Completion of Right-of-Way Plan Review</i> | <u>Click here to enter text.</u> |
| <i>Initiation of Utilities Relocation</i> | <u>Click here to enter text.</u> |
| <i>Completion of Utilities Relocation</i> | <u>Click here to enter text.</u> |
| <i>Completion of Plans, Specifications and Estimates and/or Authorization for Advertisement</i> | <u>Click here to enter text.</u> |
| <i>Anticipated Construction Advertisement Date or Purchase Date</i> | <u>Click here to enter text.</u> |

Traffic Signal Warrants

24. Traffic Signal Warrants

[Click here to enter text.](#)

Project Readiness

25. Project Design

Yes or No

25 a. Has preliminary design work been created for the proposed project?

[Click here to enter text.](#)

25 b. *If Yes*, please provide a brief description of the work performed to-date.

[Click here to enter text.](#)

26. Environmental

Yes or No

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

Yes or No

26d. Has the project received Federal approval for environmental?

[Click here to enter text.](#)

27. Right-of-Way Acquisition

Yes or No

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

28. Utility Relocation

Yes or No

28 a. Does the proposed project require utility relocation?

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

ATTACHMENT D

Pavement Management
Project Information and Application
Jackson MPO Surface Transportation Program

Pavement Management

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 pavement management improvements |
| 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 termini point for the project including all roadway intersections and/or roadway segments included in the project. Include as Attachment B a map preferably on an 8 ½ x 11 inch or 11 x 17 inch page 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 local match being provided by the local entity. Pavement management projects require a minimum 20% local match for construction cost for reconstruction projects and a 50% minimum local match for overlay/resurfacing type projects. A small municipality is only |

| | |
|---|--|
| | required to provide a 20% minimum local match for either reconstruction or overlay/resurfacing type projects. 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 reconstruction or 50% for overlay/resurfacing type projects. All small municipalities are required to provide 20% local match for pavement management type 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 Date | 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. PMS Index Rating | Provide the latest Pavement Management System (PMS) index rating as determined by CMPDD for the project area. If a project includes portions of multiple PMS index rating sections, each section must be used to determine an Average PMS index rating for the project. The average PMS index rating will be completed by MPO staff. |
| 26. Potential Delays | Provide a brief description of any known factors that may cause potential delays with the project slowing down the project schedule. |
| 27. Average Daily Traffic (ADT) | Provide the Average Daily Traffic (ADT) volume for the roadway. The ADT must be determined using a traffic count that has taken place within the last 12 months of the date of the application. The count may be performed by CMPDD or a registered Engineer who certifies that the count is accurate and was performed using standard MDOT procedures for determining ADT volume. If a count has not been performed within the last 12 months the sponsoring entity may request CMPDD to perform a traffic count on the roadway. Attachment C of the application should include either a traffic count summary page from CMPDD or a certified statement from a registered Engineer. |
| 28. 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 page |

| | |
|--|--|
| | <p>3. Attachment C – Average Daily Traffic Volume</p> <p>A traffic count summary page requested from CMPDD stating the ADT volume for the project roadway or a certified statement from a registered Engineer stating the count was performed using standard MDOT procedures. The date the traffic count was conducted must also be listed.</p> |
| 29. 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. |

Pavement Management Project Application

Jackson MPO Surface Transportation Program

The following information must be completed for all **Pavement Management** proposed Jackson MPO STP projects. MPO staff will use the information contained in the project application to assign points to proposed projects based on the Project Submittal Guidelines. The establishment of project eligibility and each project score will then be used by the Intermodal Technical Committee and the Metropolitan Planning Policy Committee to program projects to be funded with Jackson MPO STP funds. A separate application must be submitted for each type of project. For example, do not combine a street widening project with a traffic signal improvement project.

Applicant Information

1. Project Sponsor [Click here to enter text.](#)
2. Sponsor Contact [Click here to enter text.](#)
3. Telephone [Click here to enter text.](#)
4. Email [Click here to enter text.](#)
5. Mailing Address [Click here to enter text.](#)
6. Additional Sponsors [Click here to enter text.](#)
7. Co-Sponsor Contact Name(s) [Click here to enter text.](#)

Project Description

8. Project Title [Click here to enter text.](#)
9. Project Type [Click here to enter text.](#)
10. County [Click here to enter text.](#)
11. Municipality [Click here to enter text.](#)
12. Small Municipality [Click here to enter text.](#)
13. *Small Municipality population according to the latest U.S. Census* [Click here to enter text.](#)

14. Project Location Click here to enter text.

15. Functional Class Click here to enter text.

16. Detailed Project Description

Click here to enter text.

Project Costs

17. Total Project Costs

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

STP Funds Requested

| | <u>Amount</u> | <u>%</u> |
|--------------------------------------|-------------------------------------|----------------------------------|
| 18. Federal STP Funds Requested | <u>\$ Click here to enter text.</u> | <u>Click here to enter text.</u> |
| 19. Minimum Local Match Provided | <u>\$ Click here to enter text.</u> | <u>Click here to enter text.</u> |
| 20. Local Overmatch Provided | <u>\$ Click here to enter text.</u> | <u>Click here to enter text.</u> |
| 21. TOTAL for STP Portion of Project | <u>\$Click here to enter text.</u> | <u>100%</u> |
| 22. Source of Local Funds | <u>Click here to enter text.</u> | |
| 23. Date Available | <u>Click here to enter text.</u> | |

Project Schedule

24. Milestone Dates

| | |
|---|----------------------------------|
| <i>Completion of Preliminary Design</i> | <u>Click here to enter text.</u> |
| <i>Completion of Environmental Clearances</i> | <u>Click here to enter text.</u> |
| <i>Completion of Final Design</i> | <u>Click here to enter text.</u> |
| <i>Initiation of Right-of-Way Plan</i> | <u>Click here to enter text.</u> |
| <i>Completion of Right-of-Way Plan Review</i> | <u>Click here to enter text.</u> |
| <i>Review Initiation of Utilities Relocation</i> | <u>Click here to enter text.</u> |
| <i>Completion of Utilities Relocation</i> | <u>Click here to enter text.</u> |
| <i>Completion of Plans, Specifications and Estimates and/or Authorization for Advertisement</i> | <u>Click here to enter text.</u> |
| <i>Anticipated Construction Advertisement Date or Purchase Date</i> | <u>Click here to enter text.</u> |

Pavement Management System (PMS) Index Rating

25. PMS Index Rating

Road Segment

PMS Index Rating

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Click here to enter text.

Click here to enter text.

Average PMS Index Rating

*To be completed by
MPO Staff*

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

Click here to enter text.

27. Average Daily Traffic

Click here to enter text.

ATTACHMENT E

Preventative Maintenance Guidelines
Established by MS Department of Transportation
And Federal Highway

Federal Aid Eligibility Requirements for Preventative Maintenance

I) Preservation Components

- A) Seal coats, joint repairs, and other approved preventative maintenance activities and treatments which comply with Federal Regulations
- B) Thin lift overlay: One lift 2" HMA maximum (milled or un-milled surface)
 - 1) Pre-leveling Options
 - a) As directed by Engineer
 - b) Included in Trench Widening Operation
 - 2) Two foot (2') Trench Widening Entire Project Limits
 - a) Separate operation: 3" HMA Trench
 - b) Combined operation: Pre-leveling & 3" HMA Trench
 - 3) Rumble Stripe Placement on 2 ft. Paved /Widened Shoulders
 - 4) Rumble Strip Placement on Full Width Shoulders if Rumble Stripe is deemed inappropriate
 - 5) Milling Options
 - a) Transitions
 - b) As needed to address safety issues
 - c) Entire roadway 2" & variable (Milling not covered by a or b will require written justification and approval by the Central Office and FHWA)

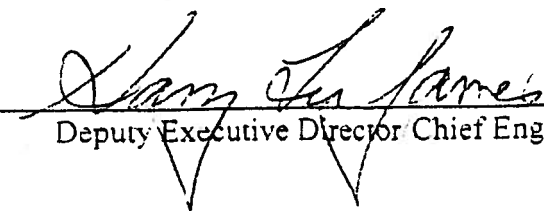
II) Guardrail upgrade in compliance with NCHRP 350 Report

III) Submission of project or site specific design exception request for bridges

IV) Address ADA & Railroad/Highway crossing issues

V) Known safety issues as identified by District Maintenance Personnel, District Construction Personnel, or Traffic Division must be adequately addressed.

Approved


Deputy Executive Director/Chief Engineer


Date