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# JACKSON METROPOLITAN PLANNING ORGANIZATION

## Transportation Alternatives Program (TAP) Project Submittal Guidelines

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November, 2013



## **INTRODUCTION**

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

## **CALL FOR PROJECTS**

When TAP funds are available, the Jackson MPO will issue a Call for Projects. The Call for Projects will set the deadline for project submission as established by the Metropolitan Planning Policy Committee. Priority funding will be given to projects that meet Federal regulations, and help advance the goals and objectives of the 2035 Jackson Urbanized Area Long Range Transportation Plan Volume III Bicycle and Pedestrian Facilities Plan.

## **GUIDELINES FOR ELIGIBILITY**

All projects carried out using the Jackson MPO TAP funds must comply with applicable provisions in Title 23 of the United States Code, such as project agreements, authorization to proceed prior to incurring costs, prevailing wage rates (Davis-Bacon), competitive bidding, and other contracting requirements, regardless of whether the projects are located within the right-of-way of a Federal-aid highway. Additionally, projects will follow guidelines and requirements established in the MDOT Project Development Manual (PDM), the eligibility and participation rules as detailed in the remainder of this document and any additional requirements detailed in the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) not listed here.

## **GENERAL REQUIREMENT FOR ALL PROJECTS**

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

- Project Sponsors must be **eligible applicants** for TAP funds. Eligible applicants, include any local government (municipal or county) included in the projected urbanized area boundary for the Jackson Urbanized Area. **Ineligible Applicants** are those applicants that have a status of “Non-Compliance” with the MDOT LPA Division or are under Audit Suspension. These applicants are **not eligible** to submit applications for the TAP funds until they have satisfied the status deficiencies. Nonprofits, regional transportation authorities, transit agencies, natural resource or public land agencies, school districts/schools/local education agencies or tribal governments are not eligible as direct grant recipients of the funds, however; each is eligible to partner with any local government (municipal or county) in the Jackson Urbanized Area that does not have a status of “Non-Compliance” with the MDOT LPA Division or are under Audit Suspension, on an eligible TAP project, if State or local requirements permit.

- Committed TAP funds shall be used for construction and construction engineering **ONLY**. All other activities associated with project development including but not limited to, design, preliminary engineering, environmental, right-of-way acquisition, utility relocation, etc., are ineligible for the expenditure of TAP funding.
- Each eligible project sponsor may submit more than one project application for TAP funding.
- Proposed projects must be included in the 2035 Jackson Urbanized Area Transportation Plan Volume III Bicycle and Pedestrian Facilities Plan. Applications will not be accepted for proposed projects not included in the 2035 Jackson Urbanized Area Transportation Plan Volume III Bicycle and Pedestrian Facilities Plan.
- A **formal application** must be submitted as outlined in the Call for Projects **by the deadline** established by the Metropolitan Planning Policy Committee. An original and three (3) copies of the application and attachments must be submitted in a sealed envelope. Each application should be typed on letter size paper and bound in a three-prong or 3-ring binder. All applications must include a cover letter from the principal elected official or chief executive, completed application, an appendix of required documents such as matching funds resolution and project map, as well as any additional documentation that helps support the project. All applications should be submitted to the Central Mississippi Planning and Development District (CMPDD) P.O. Box 4935 Jackson, MS. 39296 prior to the Metropolitan Planning Policy Committee’s established project submittal deadline.
- At a minimum, project sponsors must **provide** the Federally required 20% **local match**. If a project is selected for funding, failure to provide the matching share in a timely manner shall result in the withdrawal of the Federal TAP 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 TAP funding shall be committed through the MPO above the amount requested in the application.
- Should TAP funds be withdrawn from a selected project, a new Call for Projects shall be issued and following the selection criteria outlined in this document a new project shall be selected for those uncommitted TAP funds.
- **Complete (or Stand-alone) Project Requirement:** The MPO, in agreement with MDOT guidance, will only approve applications that represent a complete finished project within the initial construction. “Stage” construction or “Phase” I or II, etc...will not be accepted. The applicant’s proposed project must be a complete finished product upon expenditure of the requested funds plus the applicant’s matching funds. Example:
  - **A bicycle path that proposes to build a section of the total route with the current application and then complete the total path in a later project will not be approved. A logical terminus must be chosen for the project.**

Projects must also not be contingent upon potential funding

- **Eligible activities for Jackson MPO TAP funds include:**
  - a. Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation including bicycle infrastructure, pedestrian and bicycle signals, lighting and other safety-related infrastructure.
  - b. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
  - c. Community improvement activities, including only, vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control. **(NOTE: This eligible activity is NOT eligible as a stand-alone project; this activity is eligible as a component of a larger proposed project under the Livability project selection criteria. This activity is included as eligible to improve the aesthetics of the proposed project. All selected aesthetic improvements included in the proposed project must meet FHWA guidelines concerning vegetation management practices.)**
  
- **Ineligible activities for the Jackson MPO TAP funds include:**
  - a. Promotional activities.
  - b. General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.
  - c. Routine maintenance and operations.
  - d. Acquisition of scenic easements and scenic or historic sites.
  - e. Scenic or historic highway programs (including visitor and welcome centers).
  - f. Establishment of transportation museums. There is no eligibility for this activity under TAP.
  - g. Construction of sidewalks, traffic calming techniques, and traffic diversion improvements.
  - h. Construction of turnouts, overlooks, and viewing areas.
  - i. Community improvement activities, including-
    - 1. inventory, control, or removal of outdoor advertising;

2. historic preservation and rehabilitation of historic transportation facilities;
  3. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.
- j. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to-
1. Address storm water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329 of title 23; or
  2. Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
- k. The Recreational Trails Program (RTP) under section 206 of title 23.
- l. Safety and educational activities for pedestrians and bicyclists.
- m. The Safe Routes to School Program (SRSP) under section 1404 of the SAFETEA-LU. **(NOTE: Though Safe Routes to School projects are deemed ineligible for TAP funding through the Jackson MPO as stand-alone projects, additional scoring criteria was included in the project selection criteria that awards extra points for any proposed project that improves connectivity and accessibility to one or more schools.)**
1. Infrastructure-related projects.-planning, design, and construction of infrastructure-related projects on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.
  2. Non-infrastructure-related activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs.
  3. Safe Routes to School coordinator.

- n.** Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
- o.** Historic preservation as an independent activity unrelated to historic transportation facilities.
- p.** Operation of historic transportation facilities.
- q.** Landscaping and other scenic beautification is not deemed eligible as a stand-alone project. However, under ELIGIBLE ACTIVITIES section “c”, community improvement activities, including only, vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control are eligible as a component of a larger project.
- r.** Any other activity, not explicitly mentioned above that is not stated as eligible.

## EVALUATION CRITERIA

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

<b>Transportation Alternatives Program (TAP) Evaluation Criteria</b>	<b>Weighted Multiplier</b>
<b>Project Readiness</b>	25%
<b>Connectivity</b>	20%
<b>Livability</b>	20%
<b>Local Match</b>	15%
<b>Requested Funding</b>	15%
<b>Multijurisdictional</b>	5%
<b>Maximum Score</b>	<b>1000</b>

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

## Project Readiness

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

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

**Maximum Score 10 points**



## Connectivity

The purpose of this criterion is to place priority on projects that improve connectivity and accessibility throughout the Jackson Urbanized Area. For the purpose of this scoring criterion, priority shall be given to projects that improve non-driver access to public transportation and schools and enhances mobility of existing facilities through improved connectivity. (Note: Connectivity to existing bike and pedestrian facilities can include connecting to bike paths, bike lanes or bike routes.) **Weighted Multiplier 20%**

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

**Maximum Score 10 points**

## Livability

The purpose of this criterion is to encourage projects that improve non-motorized transportation accessibility for the greatest amount of users, both cyclists and pedestrians, and includes amenities and improvements beyond minimum design standards. For the purpose of this scoring criterion, priority shall be given to projects that improve non-motorized access for the greatest amount of users and includes features that improve the aesthetics of the proposed project. **Weighted Multiplier 20%** (NOTE: The construction of support facilities or planting of vegetation along transportation corridors are both deemed ineligible as stand-alone projects. However, the inclusion of support facilities and/or vegetation management practices in the construction of a larger project is eligible for TAP funds. Example: If a proposed project is to build a bike path/separate facility along street A, the project can include adding water fountains, benches and certain vegetation to improve the aesthetics of the project. However; a project to build restrooms, benches and add some vegetation along an existing bike path is not eligible per MAP-21 TAP guidance. Additionally, the construction of large restroom facilities with multiple separated stalls and sinks for both men and women is ineligible. However, following FHWA guidance, construction of a single stall separate, lockable rest room facility with a sink, one for men and one for women, is eligible as a restroom support facility.)

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

**Maximum Score      10  
points**

### Local Match

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

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

**Maximum Score 10 points**

### Requested Funding

The goal of this criterion is to spread a small amount of funding around to more projects. For the purpose of this scoring criterion, priority shall be given to projects requesting the least amount of TAP funding in order to complete a project. The project must **NOT** be dependent on other funding contingencies. Example: the applicant must commit funds from existing sources and not be dependent on a future bond issue, additional taxes or other grant applications. **Weighted Multiplier 15%**

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

**Maximum Score 10 points**

### Multijurisdictional

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 are supported by multiple local contributing partners, as well as the applicant. **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**

## **PROJECT MANAGEMENT REQUIREMENTS**

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

- Local jurisdictions receiving Federal TAP 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 TAP funds for a project, the responsible jurisdiction shall submit a request for project activation to the Mississippi Department of Transportation (MDOT) within six (6) months of funding commitment.
- Any project for which MDOT has not authorized the responsible local jurisdiction to advertise for bids (obligated) within four (4) years from the TAP funds commitment date by the MPO may be cancelled.
- If following the commitment of TAP 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 TAP 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 for TAP funding.
- 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 for TAP funding.
- 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 TAP 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 for TAP funding.

- Committed TAP funds shall be used for construction and construction engineering **ONLY**. All other activities associated with project development including but not limited to, design, preliminary engineering, environmental, right-of-way acquisition, utility relocation, etc., are ineligible for the expenditure of TAP funding.

## ATTACHMENT A

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Matching Funds Resolution  
Jackson MPO Transportation Alternatives Program

# ATTACHMENT A

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**WHEREAS**, Transportation Alternatives Program (TAP) 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*

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**WHEREAS**, \_\_\_\_\_ hereby requests Federal TAP 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 TAP funding, as well as subject to the rules and procedures established by the Jackson MPO regarding approved TAP 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**

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Project Information and Application  
Jackson MPO Transportation Alternatives Program

## Project Application Information

### Jackson MPO Transportation Alternatives Program (TAP)

<b>1. Project Sponsor</b>	Name of submitting agency
<b>2. Sponsor Contact</b>	Name of person responsible for completing the project application
<b>3. Telephone</b>	Phone number for the person responsible for completing the application
<b>4. Email Address</b>	Email for the person responsible for completing the application
<b>5. Mailing Address</b>	Office mailing address for the submitting agency
<b>6. Additional Sponsors</b>	Name of any co-sponsors ( <i>if applicable</i> )
<b>7. Co-Sponsor Contact Name(s)</b>	Name of co-sponsor person responsible for helping to complete the application ( <i>if applicable</i> )
<b>8. Project Title</b>	Provide a brief one sentence description of the location and the type of project (e.g. bike lane striping along ABC Street)
<b>9. Project Type</b>	Specify the proposed project type: bike path/separate facility, paved shoulder, striped bike lane or signed bike route
<b>10. County</b>	List the County or Counties the project is located within
<b>11. Municipality</b>	List the Municipality or Municipalities the project is located within ( <i>if applicable</i> )
<b>12. Project Location</b>	Describe the project location and clearly show the project limits and area of major work by including a map (Attachment B) of the proposed project. Include photographs of existing facility and drawings of proposed project. Include a site plan of proposed construction or illustrations of proposed work; be sure to include beginning and ending termini, project right-of-way and typical cross-sections (if applicable). Attached documents for Attachment B should be on an 8 ½ x 11 inch or 11 x 17 inch paper.
<b>13. Detailed Project Description</b>	Provide a one to two paragraph detailed description of the project. List and describe the benefits of the proposed project. Describe the connectivity between the project and the existing transportation system or facilities. The degree and type of public support for the project should be discussed, as well as the projected demand for the facility.
<b>14. Overall Project Budget</b>	Provide a complete budget. All cost estimates must meet current design standards for the type of improvement requested. A copy of the estimate computations, together with the source of those figures should be included as Attachment C. Include any detailed estimates that have been prepared for the proposed work.
<b>15. Federal TAP Funds Requested</b>	Provide the amount of Federal funds you are requesting for the proposed project.
<b>16. Minimum Local Match</b>	Provide the amount of required match being provided by the local jurisdiction. Transportation Alternatives Program 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.
<b>17. Local Overmatch Provided</b>	Provide the amount of local funds being provided for construction costs over the minimum requirement of 20% for TAP funding.
<b>18. Total for TAP Portion of Project</b>	Add Columns 15, 16, and 17 together to provide the total costs for the TAP portion or <b>construction costs</b> for the project.

<b>19. Source of Local Funds</b>	If multiple jurisdictions are contributing matching funds for this project, list each contributing jurisdiction and the amount of funds being provided by each jurisdiction.
<b>20. Milestone Dates</b>	Provide estimated completion dates for each phase of the project. If a phase has already been completed please list the date it was completed.
<b>21. Right-of-Way Acquisition</b>	---
<b>a. ROW</b>	Indicate whether or not the project requires right-of-way acquisition.
<b>b. ROW</b>	Indicate whether or not ROW acquisition has begun.
<b>c. ROW</b>	Indicate whether less than or more than 50% of the ROW acquisition has been completed based on the scope of the project.
<b>d. ROW</b>	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.
<b>22. Utility Relocation</b>	---
<b>a. Utility Relocation</b>	Indicate whether or not the project requires utility relocation.
<b>b. Relocation Started</b>	Indicate whether or not the utility relocation process has begun.
<b>c. % Relocation Complete</b>	Indicate whether less than or more than 50% of the utility relocation has been completed based on the scope of the project
<b>d. Utility Relocation</b>	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.
<b>23. Project Design</b>	---
<b>a. Preliminary Design</b>	Indicate whether or not preliminary design work has been completed.
<b>b. Preliminary Design</b>	Describe any design work that has been completed to-date.
<b>24. Environmental</b>	---
<b>a. Categorical Exclusion</b>	Indicate whether or not the project meets a categorical exclusion.
<b>b. Environmental Process</b>	Indicate whether or not the environmental process has begun.
<b>c. Environmental Process</b>	Provide a brief explanation of the environmental process and the steps that have been completed to-date.
<b>d. Federal Approval</b>	Indicate whether or not the project has completed the environmental process and received Federal Approval.
<b>25. Potential Delays</b>	Provide a brief description of any known factors that may cause potential delays with the project slowing down the project schedule.
<b>26. Connectivity</b>	Specify the level of connectivity to be created as a result of the proposed project once completed. Project improves access and connectivity to existing bike and pedestrian facilities, transit service locations/stops and/or schools.
<b>a. Existing Bike and Pedestrian Facilities</b>	Indicate whether or not the project connects to existing Bike and Pedestrian Facilities
<b>b. Public Transportation</b>	Indicate whether or not the project connects to Transit service locations/stops
<b>c. Schools</b>	Indicate whether or not the project connects to schools

<b>27. Facility Type</b>	Is the facility a bike path, paved shoulder, bike lane or bike route?
<b>28. Enhances Landscaping</b>	---
<b>a. Included</b>	Will vegetation management practices be included in the proposed project?
<b>b. Landscaping List</b>	List the vegetation to be included in development of the project.
<b>29. Support Facilities</b>	---
<b>a. Included</b>	Are support facilities included in the proposed project?
<b>b. Facilities List</b>	List the support facilities to be included in development of the project.
<b>30. Required Attachments</b>	<ol style="list-style-type: none"> <li><b>1. Attachment A – Resolution</b> Acknowledges amount of Federal funds requested, local match requirement, and compliance with all applicable Federal and State laws regarding TAP funding.</li> <li><b>2. Attachment B – Project Map</b> Map showing the project location with the proposed improvements labeled preferably on an 8 ½ x 11 inch or 11 x 17 inch paper.</li> <li><b>3. Attachment C – Project Budget</b> Provide a complete budget with cost estimates and the source of those figures for the entire project.</li> </ol>
<b>31. Additional Supporting Attachments</b>	Any additional information the project sponsor would like to provide to document the need or the “project readiness” elements of the project application.

## Jackson MPO Transportation Alternatives Program (TAP)

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The following information must be completed for all Jackson MPO proposed **Transportation Alternatives Program** 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 TAP funds.

### Applicant Information

1. **Project Sponsor** [Click here to enter text.](#)
2. **Sponsor Contact** [Click here to enter text.](#)
3. **Telephone** [Click here to enter text.](#)      4. **Email** [Click here to enter text.](#)
5. **Mailing Address** [Click here to enter text.](#)
6. **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. **Project Location** [Click here to enter text.](#)
13. **Detailed Project Description**  
[Click here to enter text.](#)

## Project Budget

### 14. Overall Project Budget

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

### TAP Funds Requested

	<u>Amount</u>	<u>%</u>
15. Federal TAP Funds Requested	<u>\$ Click here to enter text.</u>	<u>Click here to enter text.</u> <i>Cannot be more than 80%</i>
16. Minimum Local Match Provided	<u>\$ Click here to enter text.</u>	<u>Click here to enter text.</u> <i>Cannot be less than 20%</i>
17. Local Overmatch Provided	<u>\$ Click here to enter text.</u>	<u>Click here to enter text.</u>
18. TOTAL for Construction of Project	<u>\$Click here to enter text.</u>	<u>100%</u>
19. Source of Local Funds	<u>Click here to enter text.</u>	

## Project Schedule

### 20. Milestone Dates

*Completion of Preliminary Design*

Click here to enter text.

*Completion of Environmental Clearances*

Click here to enter text.

*Completion of Final Design*

Click here to enter text.

*Initiation of Right-of-Way Plan Review*

Click here to enter text.

*Completion of Right-of-Way Plan Review*

Click here to enter text.

*Initiation of Utilities Relocation*

Click here to enter text.

*Completion of Utilities Relocation*

Click here to enter text.

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

Click here to enter text.

*Anticipated Construction Advertisement Date or Purchase Date*

Click here to enter text.

## Project Readiness

### 21. Right-of-Way Acquisition

*Yes or No*

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

21 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.

## 22. Utility Relocation

*Yes or No*

22 a. Does the proposed project require utility relocation?

[Click here to enter text.](#)

---

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

[Click here to enter text.](#)

---

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

[Click here to enter text.](#)

---

22 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.](#)

---

## 23. Project Design

*Yes or No*

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

[Click here to enter text.](#)

---

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

[Click here to enter text.](#)

---

23 c. *If No*, to both 23 a. and 23 b., has preliminary design/engineering work begun?

[Click here to enter text.](#)

---

23 d. *If Yes to 23 c.*, please provide a brief description of the work performed to-date.

[Click here to enter text.](#)

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## 24. Environmental

*Yes or No*

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

---

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

[Click here to enter text.](#)

---

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

**Connectivity**

**26. a. Existing Bike and Pedestrian Facilities**

*Yes or No*

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

[Click here to enter text.](#)

---

Project connects to a single existing bike and pedestrian facility.

[Click here to enter text.](#)

---

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

[Click here to enter text.](#)

---

**26. b. Public Transportation**

*Yes or No*

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

[Click here to enter text.](#)

---

Project improves access to a single transit service location/stop

[Click here to enter text.](#)

---

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

[Click here to enter text.](#)

---

**26. c. Schools**

*Yes or No*

Project improves access to more than one school

[Click here to enter text.](#)

---

Project improves access to a single school

[Click here to enter text.](#)

---

Project does not improve access to schools

[Click here to enter text.](#)

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## Livability

### 27. Type of Facility

*Yes or No*

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

[Click here to enter text.](#)

Proposed facility to be built is a paved shoulder

[Click here to enter text.](#)

Proposed facility to be built is a striped bike lane

[Click here to enter text.](#)

Proposed facility to be built is a signed bike route

[Click here to enter text.](#)

### 28. Enhances Landscaping

*Yes or No*

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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### 29. Includes Support Facilities

*Yes or No*

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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