

# Traffic Operational Improvements

## Project Application Information

### Jackson MPO Surface Transportation Program

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<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. Widening of ABC Street)
<b>9. Project Type</b>	Specify the type of traffic operations improvements
<b>10. County</b>	List the County the project is located within
<b>11. Municipality</b>	List the Municipality the project is located within ( <i>if applicable</i> )
<b>12. Small Municipality</b>	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)
<b>13. Small Municipality Population</b>	If the applicant qualifies as a small municipality, indicate the population for the municipality according to the latest U.S. decennial Census
<b>14. Project Location</b>	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.
<b>15. Functional Class</b>	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.
<b>16. Detailed Project Description</b>	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.)
<b>17. Overall Project Budget</b>	Provide a description of the overall project budget including eligible and non-eligible STP funding items.
<b>18. Federal STP Funds Requested</b>	Provide the amount of Federal funds you are requesting for the proposed project.
<b>19. Minimum Local Match</b>	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.
<b>20. Total for STP Portion of Project</b>	Add Columns 18 and 19 together to provide the total costs for the STP portion or construction costs for the project.
<b>21. 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>22. Date Available</b>	Provide the date the local match funding will be available.
<b>23. 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>24. Traffic Signal Warrants</b>	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.
<b>25. Project Design</b>	---
<b>a. Preliminary Design</b>	Indicate whether or not preliminary design work has been created.
<b>b. Preliminary Design</b>	Describe any design work that has been completed to-date.
<b>26. 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>27. 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>28. 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.

<p><b>29. Potential Delays</b></p>	<p>Provide a brief description of any known factors that may cause potential delays with the project slowing down the project schedule.</p>
<p><b>30. Required Attachments</b></p>	<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 STP 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 page</li> <li><b>3. Attachment C – Traffic Warrant Needs Study</b> Provide an original signed Engineer’s Traffic Warrants Needs Study</li> </ol>
<p><b>31. Additional Supporting Attachments</b></p>	<p>Any additional information the project sponsor would like to provide to document the need or the “project readiness” elements of the project application.</p>