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__________________________________________
THE HONORABLE BUTCH LEE, CHAIRMAN
MPO PLANNING POLICY COMMITTEE
# PROSPECTUS OF THE JACKSON MPO

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PROSPECTUS OF THE JACKSON MPO

Introduction

This Prospectus document presents an outline of the Jackson Urbanized Area Metropolitan Planning Organization (MPO), its organizational structure and responsibilities, and the procedures used to carry out the Federally-mandated transportation planning process in the Jackson Urbanized Area.

Federal regulations require all urbanized areas with a population of at least 50,000 to designate an MPO to carry out a performance-based approach to the transportation planning process. The goal of the MPO is to maintain a “3-C” transportation planning process that is “Continuing, Comprehensive, and Cooperative.” The Central Mississippi Planning and Development District (CMPDD) was designated as the Metropolitan Planning Organization on February 5, 1975, and is responsible for coordinating the Federally-mandated transportation planning process in the Jackson Urbanized Area.

Although the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) do not require the preparation of a Prospectus document, guidance issued by the Mississippi Department of Transportation (MDOT) regarding MPOs (Appendix E) does require the development of a Prospectus outlining the current responsibilities and organization of the MPO in carrying out the 3-C transportation planning process and the updating of that document as necessary.

The Jackson MPO is responsible for transportation planning activities in the transportation planning study boundary. The study boundary consists of the census-defined urbanized area plus the area expected to become urbanized within the next 20 to 25 years. Each county and municipal government located within this projected urbanized study boundary has representation on the Metropolitan Planning Policy Committee.

The MPO for the Jackson Urbanized Area (JUA) is comprised of four (4) committees. The Metropolitan Planning Policy Committee serves as the official governing authority for the JUA in carrying out the transportation planning process. The Metropolitan Planning Policy Committee is served by three advisory committees that reviews all transportation planning process procedures and products and makes recommendations to the Metropolitan Planning Policy Committee for its approval. The advisory committees include the Intermodal Technical Committee, the Bicycle and Pedestrian Subcommittee and the Stakeholders Committee. The organizational structure and responsibilities of each committee can be found in Section 1 of this Prospectus.

The MPO is required to produce four (4) main documents: a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP), a Public Participation Plan (PPP), and a Unified Planning Work Program (UPWP). The UPWP is produced every two years, the MTP is produced every five years, and the TIP is produced at least every two to four years. The PPP is a living document that is continuously evaluated to determine its effectiveness, but it is formally
reviewed at least every five-years. Additional documents developed as part of the transportation planning process include the Annual Listing of Obligated Projects, Prospectus (Bylaws document) and Project Submittal Guidelines (project selection process). Other documents are produced by the MPO as needed to carry out the transportation planning process.

### Section 1: Organizational Structure and Responsibilities

#### 100.00 – Metropolitan Planning Policy Committee

Federal Regulations defines "Metropolitan Planning Organization (MPO)" as "the forum for cooperative transportation decision-making for the metropolitan planning area." The Bylaws of the CMPDD, Article VII (Committees), Section 2, establishes the Metropolitan Planning Policy Committee," whose principal function is to seek common solutions to mutual problems affecting more than one governmental unit within the highly urbanized counties of Hinds, Madison and Rankin." This committee is responsible for making policy decisions regarding the Transportation Planning Process for the Jackson Urbanized Area.

#### 100.01 – Membership of the Metropolitan Planning Policy Committee

Federal guidelines require that each metropolitan planning area boundary shall encompass at least the existing urbanized area and the contiguous area expected to become urbanized within a twenty (20) year forecast period; and may encompass the entire metropolitan statistical area (MSA) or consolidated metropolitan statistical area (MSA), as defined by the Bureau of the Census. On September 26, 2006, the Metropolitan Planning Policy Committee voted to expand the Metropolitan Planning Area Boundary for advanced planning purposes to include the entire MSA consisting at that time of Hinds, Madison, Rankin, Copiah and Simpson Counties. Furthermore, on August 9, 2017, the Metropolitan Planning Policy Committee voted to expand the Metropolitan Planning Area Boundary for advanced planning purposes to include the entire MSA following the 2010 Census consisting of Hinds, Madison, Rankin, Copiah, Simpson and Yazoo Counties. However, the "projected urbanized area" for the current Metropolitan Transportation Plan does not include the entire MSA. Rather, it includes an area bounded roughly by Canton, Mississippi Highway 43, Pelahatchie, Florence, Terry, Raymond, Bolton, Flora (and back to Canton). This is the area expected to be urban in character by the year-2040, see Appendix A.

Therefore, under the District's Bylaws, and in accordance with Federal Guidelines, the Metropolitan Planning Policy Committee shall consist of and include the following voting Members:

- One (1) elected official each from Hinds, Madison and Rankin Counties;
- Two (2) elected officials from the City of Jackson;
- One Mayor from each of the cities (other than Jackson) inside the "projected urbanized area" including the following: Bolton, Brandon, Byram, Canton, Clinton, Florence, Flora, Flowood, Madison, Pearl, Pelahatchie, Raymond, Richland, Ridgeland, and Terry.
- The County Administrators/ Comptrollers (3) from Hinds, Madison and Rankin Counties; minority representatives (4) from the City of Jackson and Hinds, Madison and Rankin Counties
- The Director of the Mississippi Department of Transportation.
- One (1) Transit provider representative

The Division Administrator for the Federal Highway Administration in Jackson and the Regional Administrator of the Federal Transit Administration shall serve as non-voting members.

100.02 – Officers of the Metropolitan Planning Policy Committee

Under the District’s Bylaws, the Chairman of the Metropolitan Planning Policy Committee shall be elected by a majority vote from the membership of the MPO. The Metropolitan Planning Policy Committee may also choose to elect a Vice-Chairman if it deems necessary. The tenure of office of members of the Metropolitan Planning Policy Committee shall be terminated at death, resignation, or at the time of the election of their successor, and officials who are elected to office shall commence immediately to serve their term of office. In the event that a person is appointed to the Metropolitan Planning Policy Committee in the capacity of an elected official and that elected official should vacate his elected position, then membership on the Metropolitan Planning Policy Committee shall also terminate at that time. The unit of government which was responsible for that appointment shall then make another appointment of an elected official.

100.03 – Meetings of the Metropolitan Planning Policy Committee

The Metropolitan Planning Policy Committee meets on a quarterly basis, but special meetings may be called by the Chairman at any time.

100.04 – Quorum of the Metropolitan Planning Policy Committee

A quorum of the Metropolitan Planning Policy Committee consists of a majority (i.e., more than half) of its total voting membership.

100.05 – Responsibilities of the Metropolitan Planning Policy Committee

The Metropolitan Planning Policy Committee shall have the following responsibilities with regard to the Transportation Planning Process:

1. To appoint members and alternates to the Intermodal Technical Committee and any or all subcommittees, including the Bicycle and Pedestrian Subcommittee.

2. To review and approve or adopt (or disapprove or refuse to adopt) all recommendations from the Intermodal Technical Committee with regard to the following major products of the Transportation Planning Process:
   - The Prospectus;
   - The Unified Planning Work Program (UPWP);
• The Metropolitan Transportation Plan (MTP) for the Jackson Urbanized Area, including:
  ▪ Capital intensive projects, such as new streets and highways or addition of lanes to existing facilities; and
  ▪ Transportation System Management (TSM) strategies to make more efficient use of existing systems.
• The Transportation Improvement Program (TIP);
• The Public Participation Plan (PPP); and
• The Project Submittal Guidelines.

3. To establish or amend the boundaries for the Jackson Urbanized Area Transportation Planning Process. As well as, to monitor development in the "fringe areas" of the Metropolitan Area; to ensure that if rapid growth does occur in such fringe areas that might affect travel demands in the Jackson Urbanized Area; the Area-wide Transportation Plan can be updated to encompass those areas.

4. The Metropolitan Planning Policy Committee shall also approve the limits of the "projected urbanized area", based upon recommendations from the Intermodal Technical Committee. The “Projected Urbanized Area” for the Long Range Transportation Plan shall not necessarily coincide with the “metropolitan planning area boundary”.

5. To establish performance targets that address the performance measures or standards established under 23 C.F.R. part 490, 49 U.S.C. 53269(c), and 49 U.S.C. 5329(d) (where applicable) to use in tracking progress toward attainment of critical outcomes.

6. To act upon any other matters related to the Transportation Planning Process deemed necessary.

100.06 — Alternates of the Metropolitan Planning Policy Committee

Each member of the Metropolitan Planning Policy Committee may appoint one (1) person as an alternate to attend Policy Committee meetings. The alternate’s name shall be submitted in writing by each Policy Committee member to the Policy Committee within 30 days after appointment to the Committee. While the designation of a permanent alternate is the preferred method of absentee voting, a member of the Policy Committee may choose to appoint an individual to represent him/her on a meeting by meeting basis. Each Committee member shall have one (1) vote; if the Committee member is absent; his alternate shall have all rights and privileges of said Committee member, which will entitle the alternate to said Committee members’ vote. If both the Committee member and the alternate are in attendance, the alternate will not have any of the rights and privileges of membership, nor the power to vote.
100.07 – Voting of the Metropolitan Planning Policy Committee

A majority of the members of the Metropolitan Planning Policy Committee casting votes is required in order to adopt or pass a motion, resolution, or other official action. If a voting member is absent the appointed alternate shall have the voting rights and privileges prescribed in Section 100.06 Alternates.

100.08 – Teleconferencing, Video-Conferencing, E-Mail, and Mail Balloting

These types of meeting and/or votes may be used only for the Metropolitan Planning Policy Committee and Committee action. These procedures are only to be used between regularly scheduled meetings and must address an issue which is time sensitive. All actions taken by this method must be ratified and incorporated in the Minutes of the next scheduled meeting. This method of voting shall also follow the same guidelines established in Section 100.07 Voting.

101.00 – Intermodal Technical Committee

The Intermodal Technical Committee is comprised of those individuals whose skills and training are necessary to undertake comprehensive planning for the Jackson Urbanized Area. This committee is intended to include representatives of all transportation modes in the area, including streets/highways, public transportation, air transportation, and private sector transportation providers, such as railroad, intercity bus services, taxicabs, etc.

101.01 – Membership of the Intermodal Technical Committee

(a) Local Government Members:

1. Each local government within the projected urbanized area boundary is entitled to appoint at least one voting member and one alternate member. Since the City of Jackson has more than one department engaged in transportation related activities, several persons are designated by position (i.e., job title) as members. In October, 1989, members of the Metropolitan Planning Organization Policy Committee were requested to appoint representatives from their municipality or county to the Intermodal Technical Committee. If persons appointed by the local governments are no longer employed or if the local government desires to appoint new members/alternates, it is the local government’s responsibility to notify the CMPDD about such changes. If the local government elects to appoint new members/alternates, the new member/alternate’s name shall be submitted in writing by the respective local government to the MPO Staff within 30 days after appointment to the Intermodal Technical Committee. The following local governments are eligible to designate voting members and alternates to the Intermodal Technical Committee: Hinds, Madison and Rankin Counties; the following municipalities: Bolton, Brandon, Byram, Canton, Clinton, Florence, Flora, Flowood, Madison, Pearl, Pelahatchie, Raymond, Richland, Ridgeland, and Terry.
2. The following persons are designated by position as voting members from the City of Jackson; each designated member may name an alternate:
   - Director of Department of Public Works;
   - Division Manager, Infrastructure Management, Department of Public Works;
   - Director, Department of Planning and Development;
   - Deputy Director, Office of City Planning
   - Traffic Engineer, Engineering Division, Department of Public Works Department;

(b) Membership of Technical Representatives of the MPO, Federal Agencies and State Agencies:

   Each of the following is eligible to appoint one voting representative and one alternate to the Intermodal Technical Committee. Since the Mississippi Department of Transportation has more than one division involved in transportation planning-related activities, that State agency has more than one voting member designated by position:

   (1) Mississippi Department of Transportation:
       - Director of Office of Intermodal Planning;
       - State Planning Engineer;
       - District Engineer; and
       - State Aid Engineer;
   (2) Federal Highway Administration;
   (3) Federal Transit Administration;
   (4) Jackson Municipal Airport Authority;
   (5) Central Mississippi Planning and Development District;
   (6) Mississippi Development Authority;
   (7) Pearl River Valley Water Supply District;

(c) Other Agencies and Organizations. Each of the following is eligible to appoint one representative and one alternate to the Intermodal Technical Committee:

   - Bicycle Advocacy Group of Mississippi;
   - Freight Representative;
   - Greater Jackson Alliance;
   - Mississippi Railroad Association;
   - Natchez Trace Parkway, National Park Service, U. S. Department of Interior

101.02 – Officers of the Intermodal Technical Committee

As the Metropolitan Planning Organization's representative, the Planning and Management Division Director or his alternate is designated as the Chairman of the Intermodal Technical Committee. The MPO Staff (CMPDD personnel) is responsible for recording minutes of all meetings and forwarding those minutes to the Metropolitan Planning Policy Committee. The
MPO staff is also responsible for providing the minutes of each meeting to the Intermodal Technical Committee.

101.03 – Meetings of the Intermodal Technical Committee

The Intermodal Technical Committee shall meet on a quarterly basis. All meetings shall be called by the Planning and Management Division Director, but any member may request a meeting. More meetings shall be convened if deemed necessary by the MPO.

101.04 – Quorum of the Intermodal Technical Committee

A quorum of the Intermodal Technical Committee shall consist of a majority (i.e., more than half) of the members

101.05 – Responsibilities of the Intermodal Technical Committee

The Intermodal Technical Committee shall have the following responsibilities; technical procedures for carrying out each of these responsibilities are described in Section 2 of this Prospectus:

(a) Reviewing and making recommendations to the Metropolitan Planning Policy Committee regarding the following major products of the Transportation Planning Process:
   - The Prospectus;
   - The Unified Planning Work Program (UPWP);
   - The Metropolitan Transportation Plan (MTP) for the Jackson Urbanized Area, including:
     - Capital intensive projects, such as new streets and highways or addition of lanes to existing facilities; and
     - Transportation System Management (TSM) strategies to make more efficient use of existing systems.
   - The Transportation Improvement Program (TIP);
   - The Public Participation Plan (PPP); and
   - The Project Submittal Guidelines.

(b) To make recommendations regarding the "Metropolitan Planning Area Boundary" and the "projected urbanized area".

(c) To make recommendations regarding performance targets that address the performance measures or standards established under 23 C.F.R. part 490, 49 U.S.C. 5326(c), and 49 U.S.C. 5329 (d) (where applicable) to use in tracking progress toward attainment of critical outcomes.

(d) To act upon any other matters relating to the Transportation Planning Process that the
Committee deems necessary.

(e) The Intermodal Technical Committee shall hear comments from citizens and others at public hearings and forward their recommendations to the MPO.

101.06 – Voting of the Intermodal Technical Committee

A majority of the members of the Intermodal Technical Committee casting votes is required in order to forward to the Metropolitan Planning Policy Committee recommendations to adopt or pass motions, resolutions, or other official actions. Each Committee member shall have one (1) vote; if the Committee member is absent; his alternate shall have all the rights and privileges of said Committee member, which will entitle the alternate to said Committee member’s vote. If both the Committee member and the alternate are in attendance, the alternate will not have any of the rights and privileges of membership, nor the power to vote.

102.00 – Bicycle and Pedestrian Facilities Subcommittee

The Bicycle and Pedestrian Facilities Committee is a Subcommittee of the Intermodal Technical Committee. The Bicycle and Pedestrian Facilities Subcommittee is comprised of individuals who serve on the Metropolitan Planning Policy Committee and Intermodal Technical Committee, and who are representatives of Bicycle and Pedestrian Advocacy Groups. This committee is responsible for providing input into the Transportation Planning Process as it relates to Bicycle and Pedestrian Planning, reviewing proposed and existing Bicycle and Pedestrian documentation and making recommendations to the Intermodal Technical Committee concerning all matters related to Bicycle and Pedestrian Planning activities.

102.01– Membership of the Bicycle and Pedestrian Facilities Subcommittee

All members of the Bicycle and Pedestrian Facilities Subcommittee are duly appointed by the Chairman of the Metropolitan Planning Policy Committee. It is at the Chairman’s discretion to appoint new members/alternates to the subcommittee as he/she deems necessary.

102.02– Officers of the Bicycle and Pedestrian Facilities Subcommittee

As the Metropolitan Planning Organization's representative, the Planning and Management Division Director or his alternate is designated as the Chairman of the Bicycle and Pedestrian Facilities Subcommittee. The MPO staff (CMPDD personnel) is responsible for recording minutes of all meetings and forwarding those minutes to the Metropolitan Planning Policy Committee. The MPO staff is also responsible for providing the Minutes of each meeting to the Bicycle and Pedestrian Facilities Subcommittee and the Intermodal Technical Committee.

102.03– Meetings of the Bicycle and Pedestrian Facilities Subcommittee

The Bicycle and Pedestrian Facilities Subcommittee shall meet biannually. All meetings shall be called by the Planning and Management Division Director. More meetings shall be convened if deemed necessary by the MPO.
103.00 – Stakeholders Committee

Federal regulations, requires that a participation plan define a process for providing various “stakeholders” with “…reasonable opportunities to be involved in the metropolitan transportation planning process.” In order to involve stakeholders, which are agencies, organizations, or individuals that are not represented on the Intermodal Technical Committee; a “Stakeholders Committee” is hereby established. These stakeholders or “resource agencies” will be invited to attend all public hearings that are scheduled at meetings of the Intermodal Technical Committee.

103.01 – Membership of the Stakeholders Committee

(a) Public Transportation Employees;
(b) Freight Shippers and Providers (Rail and Truck);
(c) Private Transportation Providers;
(d) Users of Public Transportation;
(e) Pedestrian Walkway Users and Bicycle Transportation Facilities;
(f) Traditionally Underserved Groups;
(g) Agencies Involved with State Planned Growth and Economic Development;
(h) Agencies Involved with Tourism;
(i) Agencies Involved with Natural Disaster Risk Reduction;
(j) Agencies Involved in Local Economic Development;
(k) Agencies Involved in Environmental Protection;
(l) Agencies Involved with Protection and Preservation of Historic Structures and Sites;
(m) Recipients of Assistance Under Title 49, U.S.C., Chapter 53;
(n) Non-Profit Organizations that receive Federal Assistance from Sources Other than U.S. Department of Transportation for Non-Emergency Transportation Services;
(o) Agencies Receiving Assistance Under Section 204, Title 23, U.S.C. (Forest Highways); and
(p) Indian Tribal Governments and Federal Land Management Agencies.

Section 2: Products and Procedures

200.00 – Introduction

This part of the Prospectus describes the products required by the joint Federal Highway Administration/Federal Transit Administration Urban Transportation Planning regulations and by guidance issues by the Mississippi Department of Transportation's (MDOT) regarding MPOs. Each of the required products is discussed individually, together with procedures for accomplishing the transportation planning work needed.

201.00 – Prospectus

As previously stated, Federal regulations do not require the development of a Prospectus. However, MDOT's guidance does require preparation and maintenance of this document.
Amendments to the Prospectus will be made as often as deemed necessary by the Metropolitan Planning Organization staff and the Metropolitan Planning Organization. If the joint FHWA/FTA regulations or the MDOT’s guidance are amended to the extent that the organization and products/procedures described herein are affected, then the necessary revisions will be initiated by the MPO.

**202.00 – Unified Planning Work Program (UPWP)**

Federal regulations require that each MPO, in cooperation with the State(s) and public transportation operator(s), shall develop a Unified Planning Work Program (UPWP) that includes a discussion of the planning priorities facing the MPO. The UPWP shall identify work proposed for the one- or two-year period by major activity and task in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds.

**202.01 – Content of the Unified Planning Work Program (UPWP)**

FHWA, FTA and MDOT guidance specifies that each specific task or subtask of the work program shall include:

- purpose of the task;
- work on the task during the previous fiscal year;
- methodology to be utilized;
- specific product to be produced;
- responsible agency/agencies;
- proposed work schedule;
- cost estimate by proposed funding source.

**202.02 – Procedures for MPO Approval of the Unified Planning Work Program**

The District shall initiate preparation of the Unified Planning Work Program every other year to coincide with MDOT’s time period. The MPO shall be responsible for drafting task descriptions for those tasks to be funded through FHWA Section 104 (d) funds and FTA Section 5303 funds. The City of Jackson, as the designated recipient for FTA Section 5307 funds, shall, in consultation with other eligible organizations, be responsible for drafting task descriptions for those tasks to be funded through such Section 5307 funds.

All draft UPWP's shall be reviewed by the Intermodal Technical Committee and the recommendations of that group shall be forwarded (in the form of minutes) to the Metropolitan Planning Policy Committee. No proposed UPWP shall be submitted to the Mississippi Department of Transportation/FHWA or FTA without approval by the Metropolitan Planning Policy Committee.
203.00 – Continuing Transportation Planning Process Surveillance Program

Regulations require the MPO to establish methods to monitor and evaluate the performance of the multimodal transportation system. The process must provide for a continuing surveillance program to monitor transportation planning related characteristics which influence travel and are required for the 3-C Transportation Planning Process. The purpose of the Surveillance Program is to determine if development trends and resultant travel demand forecasts are evolving as projected. If significant deviation is detected between trends in Average Daily Traffic and the projected traffic volumes reflected in the adopted Metropolitan Transportation Plan, then an update of the plan should be initiated.

Likewise, if significant deviation is detected between the land use and socio-economic data used in developing traffic projections for the Metropolitan Transportation Plan, then an update of the plan should be initiated.

In accordance with Federal guidance found in Section 450 of Title 23, Code of Federal Regulations, the transportation plan shall be reviewed and updated every five years to confirm the transportation plan’s validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period to at least a 20-year planning horizon.

203.01 – Mechanisms for Collecting Transportation Planning Related Data and Maintaining the Surveillance Program

The MPO shall be responsible for developing and maintaining a Geographic Information System (GIS) intended as a "data bank" of transportation planning-related indicators. The foundation for this GIS shall be digitized computer "base maps” encompassing the area within the Transportation Planning Process boundary (i.e., the Metropolitan Statistical Area (MSA) or Copiah, Hinds, Madison, Rankin, Simpson, and Yazoo Counties) consisting of: streets, roads and highways; streams, rivers and bodies of water; railroads; municipal and county boundaries; and other features. Attribute data shall be collected and maintained by Traffic Analysis Zone through this GIS database and shall include, but not be limited to:

- population;
- number of dwelling units;
- school enrollment by location of school/ college;
- employment by place-of-work;
- traffic counts.

204.00 – Participation Plan

Federal guidelines require that all MPO’s shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of public transportation, representatives of
users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

Additional guidance states that in developing metropolitan transportation plans and TIP’s, the MPO should consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area (MPA) that are affected by transportation or coordinate its planning process (to the maximum extent practicable) with such planning activities.

Therefore, the purposes of the Participation Plan are:

- To prescribe the strategies and procedures that will be used to involve these persons and organizations in the Transportation Planning Process, as well as describing the desired outcomes for such procedures and strategies. These strategies and procedures, with desired outcomes, were developed in consultation with all interested parties.

- To describe how the MPO will consult with agencies and officials responsible for other planning activities within the area that are affected by transportation.

205.00 – Metropolitan Transportation Plan (MTP)

MPOs in cooperation with the State and public transportation operators are required to develop long-range transportation plans through a performance-driven, outcome-based approach to planning. Section 450.324 of Title 23, Code of Federal Regulations, states the metropolitan transportation planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date.

205.01 – Projected Urbanized Area Transportation Plan and Metropolitan Planning Area Boundary

The "Metropolitan Planning Area Boundary" shall include the Jackson Metropolitan Statistical Area (Hinds, Madison, Rankin, Copiah, Simpson, and Yazoo Counties). The Metropolitan Transportation Plan shall encompass the current urbanized area, as delineated by the Bureau of the Census, plus the area likely to be urbanized in the period covered by the Metropolitan Transportation Plan (i.e., the "projected urbanized area boundary"). At a minimum, the Transportation Plan shall encompass the area likely to become urbanized within the next 20 to 25 years. The Intermodal Technical Committee shall make a recommendation to the Metropolitan Planning Policy Committee as to "projected urbanized area" for the Transportation Plan.

205.02 – Components of the Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (MTP) for the Jackson Urbanized Area is intended to be a multimodal plan describing the transportation system that will best suit the projected travel needs of the public over the next 20 to 25 year planning horizon. The multimodal aspect of the
plan takes into account the projected needs and desires of the various sectors of the public for mobility; whether by car, public transit, truck, rail or bicycle and according to purpose, for work, school, commerce or pleasure. The MTP shall include according to 23 U.S.C. 450.324 both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. In updating the transportation plan, the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The MTP shall include, at a minimum:

(a) The current and projected transportation demand of persons and goods in the projected urbanized area over the period of the transportation plan;

(b) Existing and proposed transportation facilities (including major roadways, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities, nonmotorized transportation facilities (e.g., pedestrian walkways and bicycle facilities), and intermodal connectors), that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the plan;

(c) A description of performance measures and performance targets used in assessing the performance of the transportation system in accordance with 23 C.F.R. 450.306(d);

(d) A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in 23 C.F.R. 450.306(d) including:
   a. Progress achieved by the MPO in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data; and
   b. If the MPO elects to develop multiple scenarios, an analysis of how the preferred scenario has improved the conditions and performance of the transportation system and how changes in local policies and investments have impacted the costs necessary to achieve the identified performance targets.

(e) Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;

(f) Consideration of the results of the congestion management process;

(g) Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters. The MTP may consider
projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area’s transportation system;

(h) Transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated, and including transportation alternatives and associated transit improvements as appropriate;

(i) In all areas all proposed improvements shall be described in sufficient detail to develop cost estimates;

(j) A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the MTP. The discussion may focus on policies, programs, or strategies, rather than at the project level;

(k) A fiscally constrained financial plan that demonstrates how the adopted transportation plan can be implemented.
   a. The financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain the Federal-aid highways and public transportation.
   b. In developing the financial plan, the MPO shall take into account all projects and strategies proposed for funding under title 23 U.S.C., title 49 U.S.C. Chapter 53 or other Federal funds; State assistance; local sources; and private participation. Revenue and cost estimates that support the metropolitan transportation plan must use an inflation rate to reflect “year of expenditure dollars,” based on reasonable financial principles and information, developed cooperatively by the MPO, State, and public transportation operators.
   c. For illustrative purposes, the financial plan may include additional projects that would be included in the adopted MTP if additional resources beyond those identified in the financial plan were to become available.

(l) Pedestrian and walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g).

205.03 – Transportation Plan Shall Reflect Adopted Local Land Use Plans

It is essential to the preparation/maintenance of the Metropolitan Transportation Plan for the Jackson Urbanized Area that all municipalities and counties contiguous to the central City of Jackson prepare and adopt land use plans, and that such plans remain valid. Without valid local land use plans, a valid Long Range Transportation Plan cannot be produced. Land use plans
adopted by the local governments within the Transportation Planning Process boundaries shall become the basis for projections used in preparing/updating the Metropolitan Transportation Plan. These land use plans will be used to develop the following projections, each essential to the process:

- Population projections by Traffic Analysis Zone (TAZ): Land use plans reflect different dwelling unit densities, such as low, medium and high-density. These residential classifications (expressed in number of dwelling units per acre) will be converted to population projections using average number of persons per household from the latest Census;

- Projected number of dwelling units by TAZ: See above.

- Projected school enrollment by location of school: Land use plans (and community facilities plans) should indicate the location of existing and proposed schools and colleges; projections of school enrollment will be developed for each school classification;

- Projected employment by place-of-work: commercial, industrial and public/quasi-public classifications on local land use plans should reflect existing and anticipated locations of businesses, organizations or facilities (preferably by type of land use, such as commercial (retail and non-retail), governmental facilities, schools, hospitals, etc.), which can be converted to an average trip generation rate used in the traffic simulation model. Projections of employment, based upon the type of land use as reflected on the adopted land use plans, will be used by the model to produce traffic projections from a standard estimate of vehicle trips per day per employee.

205.04 – General Procedures for Preparing/Updating Transportation Plan

The following is a listing of general steps that must be taken in preparing/updating the Metropolitan Transportation Plan for the Jackson Urbanized Area:

(a) Determine if an update of the plan is needed: The "Continuing Transportation Planning Process Surveillance Program" (previously discussed) involves a continuous monitoring of transportation indicators. When significant deviation is detected by the Intermodal Technical Committee in the following indicators, an update should be initiated:

(1) Current traffic count trends versus simulated target-year traffic projections; and/or

(2) Actual land use/socio-economic data trends versus target year projections used in the last update, including: population, number of dwelling units, employment-by-place-of-work, school enrollment, or other indicators.
(b) If no significant deviation is detected, the adopted Metropolitan Transportation Plan is Refined through sub-area studies, corridor studies, financial feasibility studies (such as toll facility studies, special assessment studies, etc.)

(c) If significant deviation is detected, an update is initiated.

(d) Once a newly proposed plan or update of the existing plan has been prepared the following steps must be taken before the proposed action can be approved:

1) Hold public hearings, in accordance with the MPO’s adopted Participation Plan, on the proposed plan or update of the existing plan.

2) Intermodal Technical Committee reviews the proposed plan or update of the existing plan and citizen input from public hearings and makes recommendations to amend or approve the proposed plan or update and those recommendations are forwarded to the Metropolitan Planning Policy Committee.

3) Metropolitan Planning Policy Committee considers recommendations from the Intermodal Technical Committee and adopts Transportation Plan for target year.

4) Development of Transportation Improvement Program based upon adopted Metropolitan Transportation Plan.

5) Continue "Surveillance Program".

206.00 – Transportation Improvement Program (TIP)

The TIP is a four-year program that lists all regionally significant and federally funded projects and transportation programs in the MPO planning area including highway and street projects, public transit projects, and bicycle/pedestrian enhancement projects. Additionally, the TIP must be fiscally constrained by estimated future revenues, or have funding mechanisms currently in place. As such, the TIP can be amended to account for changes in funding or program needs.

206.01 – Content of the Transportation Improvement Program (TIP)

Section 450.326 (g) of Title 23, Code of Federal Regulations requires that a TIP shall include, for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction), the following:

(a) Sufficient descriptive material (i.e., type of work, termini, and length) to identify the project or phase;

(b) Estimated total project cost, which may extend beyond the four years of the TIP;
(c) The amount of Federal funds proposed to be obligated during each program year for the project or phase (for the first year, this includes the proposed category of Federal funds and source(s) of non-Federal funds. For the second, third, and fourth years, this includes the likely category or possible categories of Federal funds and sources of non-Federal funds);

(d) Identification of the agencies responsible for carrying out the project or phase;

(e) In areas with Americans with Disabilities Act required paratransit and key station plans, identification of those projects that will implement these plans.

206.02 – Financial Constraint

Section 450.326 (k) states for the TIP, financial constraint shall be demonstrated and maintained by year and shall include sufficient financial information to demonstrate which projects are to be implemented using current and/or reasonably available revenues, while federally supported facilities are being adequately operated and maintained.

206.03 – General Procedures for Preparing / Amending / Modifying the Transportation Improvement Program (TIP)

The following is a listing of general steps that must be taken in preparing/amending/modifying the Transportation Improvement Program (TIP) for the Jackson Urbanized Area.

(a) Preparation of a new TIP is completed generally every two (2) years.

(b) The TIP may be amended quarterly or modified as needed.

1) A requested change to the TIP is processed as an amendment if it is a major change to the scope of the project, (Appendix D provides a flow chart to determine whether a project should be processed as an amendment or a modification.) (Example: The proposed action changes the total project cost of a $2 million project by 75%). If the proposed action is an amendment the project can be amended at the next quarterly MPO meeting, if enough time is allowed to list the project for public review and comment per the adopted Participation Plan.

2) A requested change to the TIP is processed as an administrative modification if the proposed change to the scope of the project is minor (Appendix D provides a flow chart to determine whether a project should be processed as an amendment or a modification.) (Example: A project phase needs to change the Year Apportioned of the project from 2013 to 2014). If the proposed action is an administrative modification the project can be modified as needed, and does not require public review or comment.
(c) Once a newly prepared TIP or TIP amendment has been prepared the following steps must be taken before the proposed action can be approved:

1) Hold public hearings, in accordance with the Jackson Urbanized Area’s adopted Participation Plan, on the newly prepared TIP or TIP amendment.

2) Intermodal Technical Committee reviews the newly prepared TIP or TIP amendment and citizen input, in accordance with the requirements in the Public Participation Plan as it relates to newly prepared TIP or TIP amendments, and makes recommendations to amend or approve the proposed TIP or TIP amendment and those recommendations are forwarded to the Metropolitan Planning Policy Committee.

3) Metropolitan Planning Policy Committee considers recommendations from Intermodal Technical Committee and adopts the newly prepared TIP or TIP amendment.

207.00 – Federal Surface Transportation Block Grant (STBG) Program and Transportation Alternatives (TA) Program Project Selection Procedures

Federal Surface Transportation Block Grant (STBG) and Transportation Alternatives (TA) Program funds are made available to urbanized areas of over 200,000 population under the provisions of Section 133 (Surface Transportation Block Grant Program) of Title 23 of the United States Code, including the Jackson Urbanized/Metropolitan Area. The Fixing America’s Surface Transportation (FAST) Act converted the long-standing Surface Transportation Program (STP) into the Surface Transportation Block Grant Program (STBG) acknowledging that this program provides flexible funding to best address State and local transportation needs. Furthermore, the FAST Act, replaced the Transportation Alternatives Program (TAP) with a set-aside of STBG program funding for Transportation Alternatives (TA). STBG and TA funds shall be committed for use by local units of government by the Metropolitan Planning Organization (MPO) in accordance with the project selection procedures, rules and criteria outlined in the MPO Project Submittal Guidelines documents.

207.01 – Call for Projects

When STBG and/or TA funds are available, the Metropolitan Planning Policy Committee shall issue a “Call for Projects”. The Call for Projects shall outline the amount of STBG and/or TA funds available and the deadline for project submission. The deadline for project submission shall be set by the Metropolitan Planning Policy Committee.

207.02 – Project Submittal Guidelines

The MPO shall develop and maintain Project Submittal Guideline documents that are intended to provide information and reference materials to assist local units of government in completing
applications for STBG and TA funding available through the MPO. The guidelines established in each document by the MPO shall set the parameters by which the MPO shall evaluate requests for funding and program STBG and TA funds to local units of government. Each document shall be amended as needed prior to a “Call for Projects” being issued by the Metropolitan Planning Policy Committee to reflect changes in available funding and priorities of the MPO.

**207.03 – Project Selection**

Projects submitted in accordance with the “Call for Projects” shall be evaluated and ranked by the MPO staff according to the guidelines established in the Project Submittal Guidelines. Once ranked, projects shall be submitted to the MPO for consideration and approval of funding until all available STBG and/or TA funds have been committed.

**207.04 – Project Management**

(a) It is the goal of the Jackson MPO to expend Federal STBG and TA funds in an efficient and effective manner. Therefore, following the commitment of Federal STBG or TA funds to a project, the responsible jurisdiction shall:

1. Present verbal and/or written reports to the Intermodal Technical Committee at least every quarter of each fiscal year explaining the progress of each project.

2. Make a good faith effort to comply with the project timeline established by the MPO for each project type.

(b) Based upon the complexity and type of project awarded Federal STBG or TA funds, the MPO has established various project timelines outlined in Appendix F. Each timeline is intended to encourage the active management of funds and project schedules in ways that avoid the need to withdraw funds from any project. Any application considered for Federal STBG and/or TA funding by the MPO shall include a project timeline that meets the guidelines established in Appendix F for the life of a project. The actual project life of an awarded project may vary slightly from the application timeline based upon the MPO’s obligation authority.

(c) In Appendix F, each project type has been divided into two (2) components: Project Development Phases 1 through 5 and Construction Phase 6. Responsible jurisdictions shall work diligently to comply with the established timeline for each project component in order to obligate Federal STBG and TA funds in an efficient and effective manner.

1. **Phase 1 Project Commitment Meeting** shall be held between the responsible jurisdiction and MPO staff, as well as others as appropriate, to discuss the overall project timeline and the addition of the selected project to the Transportation Improvement Program (TIP) based upon the MPO’s obligation authority to do so.
2. **Phase 2 Project Activation Request (PAR)** shall be submitted by the responsible jurisdiction and approved by the Mississippi Department of Transportation (MDOT) within the allocated timeframe based on the project type following the Project Commitment Meeting.

3. **Phase 3 Environmental Consequences Evaluation** documents shall be submitted by the responsible jurisdiction within the allocated timeframe based on the project type following the approval of a PAR. Projects requiring an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) are allocated more time than projects that meet categorical exclusions for an EIS. The additional time allotted for an EA and an EIS shall be added to the total project life.

4. **Phase 4 Right-of-Way (ROW)** acquisition shall take place within the allocated timeframe based on the project type following the approval of Phase 3 environmental. Projects involving a significant amount of ROW acquisition (more than 10 parcels of property) are allocated more time than projects involving limited ROW acquisition (10 or less parcels of property).

5. **Phase 5 Plans, Specifications and Estimate Assembly (PS&E)** shall be submitted by the responsible jurisdiction within the allocated timeframe based on the project type following the completion of ROW acquisition.

6. **Phase 6 Advertisements for bids (obligated)** shall take place with authorization from MDOT within the allocated timeframe based on the project type following the commitment of funds by the MPO.

(d) A delay in a project occurs when:

1. A project in the project development phases (1 through 5) does not meet a target date for one of the project development phases.

2. A project does not meet the Phase 6 advertisement for bids (obligated) status within the allocated timeframe for the project type.

3. A project encounters unforeseen and extraordinary circumstances beyond the control of the responsible jurisdiction. Unforeseen and extraordinary circumstances include problems that occur with a project that causes the progression of a project to the next phase to stop until the unforeseen and extraordinary circumstance is addressed.

(e) If a delay occurs due to not meeting a target date for Phase 1 or Phase 2 for a committed project, the commitment of Federal STBG or TA funds shall be automatically 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.
(f) If a delay occurs due to not meeting a target date for one of Phases 3 through 5 or due to not meeting the Phase 6 obligated status, a one-year extension shall be granted by the MPO to progress the project to the next phase based upon the responsible jurisdiction providing a detailed written plan of action explaining how the project will progress over the one-year extension period to the next phase.

(g) If, during the development of a detailed plan of action explaining how a project will progress over a one-year extension period to the next phase, the responsible jurisdiction determines it is not possible to progress the project within the one-year extension period it is the responsibility of the jurisdiction to notify the MPO. Following notification a project cannot progress, the commitment of Federal STBG or TA funds shall be automatically 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.

(h) If, during the one-year extension period, the project meets the requirements of the plan of action and is able to progress to the next phase the commitment of Federal STBG or TA Funds shall remain.

(i) If, during the one-year extension period, the project fails to meet the actions outlined to advance the project to the next phase the commitment of Federal STBG or TA funds for the project shall automatically be withdrawn and redistributed in accordance with the project selection procedures, rules, and criteria established in the Project Submittal Guidelines.

(j) Projects shall not be allowed to receive multiple extensions. Awarded projects shall be allowed to receive an extension once during the life of a project during Phases 3 through 6. Furthermore, granting of a one-year extension shall be dependent upon the MPO’s obligation authority to do so.

(k) If, a second delay occurs in a project that has previously received a one-year extension due to not meeting target dates for one of the project development phases or not meeting the Phase 6 obligated status, the commitment of Federal STBG or TA funds for the project shall automatically be withdrawn and redistributed in accordance with the project selection procedures, rules and criteria established in the Project Submittal Guidelines.

(l) If, a project encounters unforeseen and extraordinary circumstances beyond the control of the responsible jurisdiction, such as a lengthy utility relocation process, the responsible jurisdiction may request a project schedule extension based on the unforeseen and extraordinary circumstance if the project has not received a previous extension.

(m) Granting of an unforeseen or extraordinary extension shall be based upon the responsible jurisdiction providing documentation the project has been actively managed by the responsible jurisdiction and the delay has occurred solely based on an identifiable unforeseen and extraordinary circumstance. Any extension granted for unforeseen and
extraordinary circumstances shall not exceed the period of delay directly attributed to the extraordinary circumstance. The total extension period granted for unforeseen or extraordinary circumstances shall be determined by the Metropolitan Planning Policy Committee with guidance from the Intermodal Technical Committee, but shall in no event be more than 24 months. Furthermore, granting of a project extension for unforeseen and extraordinary circumstances shall be dependent upon the MPO’s obligation authority to do so.

(n) If, during an extension period for unforeseen and extraordinary circumstances, the project is able to overcome the extraordinary circumstance and is able to progress to the next phase the commitment of Federal STBG or TA Funds shall remain.

(o) If, during an extension period for unforeseen and extraordinary circumstances, the responsible jurisdiction is not able to advance the project to the next phase the commitment of Federal STBG or TA funds for the project shall automatically be withdrawn and redistributed in accordance with the project selection procedures, rules, and criteria established in the Project Submittal Guidelines.

(p) If, following the commitment of STBG or TA funds, priorities change for the responsible local jurisdiction that received the funding commitment and if the jurisdiction no longer wants to pursue the awarded project, the jurisdiction must notify the MPO, and the Federal STBG or TA funds shall be automatically 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.

(q) If, following the commitment of STBG or TA funds, any changes occur in the project that are directly related to the elements of the evaluation criteria for which the project received points during the application review process it is the responsibility of the local jurisdiction receiving the commitment of Federal STBG or TA funds to notify the MPO of any such changes prior to submitting Plans, Specifications and Estimate (PS&E). The MPO shall then reevaluate the application based on the change and the original evaluation criteria.

1. Following the reevaluation, the commitment of Federal STBG or TA Funds shall remain if the points awarded for the revised scope of work falls within the range of scores receiving a commitment of Federal STBG or TA funds at the time the original application was evaluated. Therefore, meaning the revised scope of work would have scored high enough to receive a commitment of Federal STBG or TA funds during the original application evaluation process.

2. Following the reevaluation, a revised scope of work whose project score does not fall within the awarded points range for projects receiving a commitment of Federal STBG or TA funds at the time the original application was evaluated shall have the commitment of Federal STBG or TA funds automatically 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.

(r) Projects are evaluated, scored, ranked, prioritized, and selected based on the benefits and costs of a project as proposed during the application process. Any local jurisdiction receiving a commitment of Federal STBG or TA funds who fails to notify the MPO of a scope of work change may be required to reimburse all federal funds expended on the project if the change in the scope of work is not in compliance with the Jackson MPO project management guidelines.

(s) Once allocated Federal STBG or TA funding, committed funds shall not be moved to another project within the responsible local jurisdiction that has not been selected as outlined in the Project Submittal Guidelines.

(t) Once a project has received Authority to Advertise, the responsible local jurisdiction has one year from the Authority to Advertise date to award a contract. Failing to award a contract within one year from the Authority to Advertise date shall result in the commitment of Federal STBG or TA funds for the project automatically being withdrawn and redistributed in accordance with the project selection procedures, rules, and criteria established in the Project Submittal Guidelines.

(u) If, a project with Authority to Advertise encounters unforeseen and extraordinary circumstances beyond the control of the responsible jurisdiction, the responsible jurisdiction may request a project schedule extension based on the unforeseen and extraordinary circumstance guidelines (207.04(m-o)) if the project has not received a previous extension.
Appendix A

Jackson MPO Boundary Map
Appendix B

Metropolitan Planning Policy Committee Members
### Metropolitan Planning Policy Committee

#### Voting Members

<table>
<thead>
<tr>
<th>Member</th>
<th>Representing</th>
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<tbody>
<tr>
<td>Supervisor</td>
<td>Hinds County</td>
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<tr>
<td>County Administrator or Board of Supervisors Designee</td>
<td>Hinds County</td>
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<tr>
<td>Minority Representative</td>
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#### Non-Voting Members

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<tr>
<td>Division Administrator</td>
<td>Federal Highway Administration</td>
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<tr>
<td>Regional Administrator</td>
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Appendix C

Intermodal Technical Committee Members
# Intermodal Technical Committee Members

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<th>Member</th>
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<td>County Engineer</td>
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<td>County Road Manager or other Designee</td>
<td>Rankin County</td>
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<td>Mayor</td>
<td>Town of Bolton</td>
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<tr>
<td>Public Works Director or other Designee</td>
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<td>City of Florence</td>
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<td>Mayor or other Designee</td>
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<td>Public Works Director</td>
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<td>Public Works Director</td>
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<td>Division Manager; Infrastructure Management</td>
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<td>Deputy Director, Office of City Planning</td>
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<td>Jackson Municipal Airport Authority</td>
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<td>Metro Jackson Chamber of Commerce</td>
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<td>Representative</td>
<td>MS Development Authority</td>
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<td>Chief Resource Manager</td>
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<td>Representative</td>
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<td>Representative</td>
<td>Railroad Association</td>
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<td>State Planning Engineer</td>
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### Intermodal Technical Committee Members

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<tr>
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<td>State Aid Engineer</td>
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<td>Planning Engineer</td>
<td>Federal Highway Administration</td>
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<td>Mississippi Representative</td>
<td>Federal Transit Administration – Atlanta Office</td>
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<tr>
<td>Planning and Management Division Director</td>
<td>Central MS Planning and Development District</td>
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Appendix D

TIP Amendment / Administration Modification Flow Chart
1. Does the proposed action correct any minor data entry errors?  
   **Yes**

2. Does the proposed action split or combine projects without modifying the original project design, concept and scope or creating project segmentation?  
   **Yes**

3. Does the proposed action move a project from federal funding to state funding?  
   **Yes**

4. Does the proposed action change or clarify elements of a project description? This action would not alter the original project design, concept and scope. It also must be consistent with the approved environmental document?  
   **Yes**

5. Does the proposed action shift the schedule of a project or phase within the years covered by the STIP/TIP (only the first two years for nonattainment and maintenance areas)?  
   **Yes**

6. Does the proposed action move a project from one federal funding category to another except STP-Urbanized fund?  
   **Yes**

7. Does the proposed action update the project cost estimates? (Use Appendix D.1 to determine what type of change is required based on whether the costs change is greater than or less than determined limits.)  
   **Yes**

8. Does the proposed action move any identified project phase programmed for previous year into a new TIP (rollover provision)?  
   **Yes**

9. Does the proposed action add an additional agency to a group?  
   **Yes**

**PROCESS AS AN AMENDMENT**

---

**TIP AMENDMENT/ADMINISTRATION MODIFICATION FLOW CHART**
Appendix D.1

Thresholds to Determine Costs Limits for TIP Amendments or Administration Modifications
Thresholds to Determine Costs Limits for TIP Amendments or Modifications

Please use the following chart to determine if a TIP amendment or an administration modification is needed for criteria 7 of the TIP Amendment/Administration Modification flow chart.

**Criteria 7**
Does the proposed action update the project cost estimates?

<table>
<thead>
<tr>
<th>Total Project Cost of all phases shown within the approved TIP</th>
<th>If the proposed change is greater than or equal to the thresholds below process as an Amendment</th>
<th>If the proposed change is less than the thresholds below process as an Administration Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $2 Million</td>
<td>&gt;/= 75%</td>
<td>&lt; 75%</td>
</tr>
<tr>
<td>$2 Million to $15 Million</td>
<td>&gt;/= 50%</td>
<td>&lt; 50%</td>
</tr>
<tr>
<td>$15 Million to $75 Million</td>
<td>&gt;/= 40%</td>
<td>&lt; 40%</td>
</tr>
<tr>
<td>$75 Million or above</td>
<td>&gt;/= 30%</td>
<td>&lt; 30%</td>
</tr>
</tbody>
</table>
Appendix E

Mississippi Department of Transportation’s Transportation Planning Operations Manual, “3-C Transportation Planning Process, Requirements for Certification”
TRANSPORTATION PLANNING OPERATIONS MANUAL
Chapter: 3C Transportation Planning Process
Activity: Requirements for Certification
Date: January 12, 1984

OBJECTIVE

To establish requirements for certification of the continuing, cooperative and comprehensive (3C) transportation planning process carried out by the Metropolitan Planning Organizations (MPO) together with the State in accordance with 23 CFR Part 450.

SCOPE

Each urbanized area, as a condition to the receipt of Federal capital or operating assistance, must have a 3C transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area. The State and each MPO shall annually certify that requirements of 23 CFR Part 450 are met. This Operations Manual provides guidance concerning State requirements for certification of the 3C transportation planning process.

PROCEDURES

It is the responsibility of the MPO, together with the State, to carry out the 3C transportation planning process in accordance with established procedures, regulations and Federal law. It will be the responsibility of the Transportation Planning Division (TPD) to monitor the process and the progress being made as well as to provide technical assistance when requested. The following areas will be monitored by the TPD to insure that certification requirements are met as well as to justify continued State matching of Federal planning funds:

1. MPO Designation - The designation of an MPO shall be made by agreement among the units of general purpose local government and the Governor. Principal elected officials of general purpose local governments shall be represented on the MPO to the extent agreed.

2. Current Valid Agreement - Annual review of the current agreement between the Department and MPO will be accomplished by the TPD to insure that it is consistent with the goals and objectives of the 3C transportation planning process and includes the latest Federal requirements to insure Federal fund eligibility.

3. Effective Decisionmaking Process - Continuing review of the MPO Committee activities will be accomplished by the TPD to insure that both Technical and Policy Committees are actively engaged in decisions of the 3C transportation planning process. Committee activities should demonstrate that the MPO is functioning as a forum for cooperative transportation decisionmaking within the urbanized area.
4. Currently Valid Transportation Plan - The 3C transportation planning process shall include development of a Transportation Plan describing policies, strategies and facilities or changes in facilities proposed. The Transportation Plan will include an analysis of transportation system management (TSM) strategies to make more efficient use of existing transportation facilities or systems.

The Transportation Plan should be kept current at all times. Adjustment to the Plan can be made upon the recommendation of the Technical Committee and approval of the Policy Committee. Any project proposed for financing with Federal-aid funds must be consistent with the approved Transportation Plan.

5. Transportation Improvement Program - The 3C transportation planning process shall include the development of a Transportation Improvement Program (TIP) including an annual or biennial element (AE). This TIP/AE shall be a staged three to five year program of transportation improvement projects consistent with the Transportation Plan. The TIP/AE shall be developed by the MPO, the State and publicly owned operators of mass transportation services in cooperation with recipients of UMTA Section 5, 9, or 9A funds. The TIP/AE must be submitted to the TPD not later than September 15 of each year and must be approved prior to October 1 of each year. The TIP/AE shall as a minimum:

(a) Consist of improvements from the Transportation Plan recommended for Federal funding during the program period. It is recommended that other transportation related projects not proposed for Federal funding also be included for information and coordination purposes. Projects which must be included are those with funds made available through Federal-aid Urban (FAU), Interstate substitution, UMTA Capital and Operating Assistance, Federal-aid Primary (FAP), Federal-Aid Interstate (FAI) and Highway Bridge Replacement and Rehabilitation. FAP, FAI and Highway Bridge Replacement and Rehabilitation projects which are for resurfacing, restoration, rehabilitation or reconstruction (4R) or highway safety improvement; and which will not alter the functional traffic capacity or capability of the facility may be excluded from TIP/AE by agreement between the State and MPO.

(b) Cover a period of three to five years as desired by the MPO.

(c) Indicate the area's priorities.

(d) Include realistic estimates of the total costs and revenues for the program period.

(e) Each project listed in the TIP/AE shall include:

(1) Identification of the project to include termini, description of work, and phase or phases proposed for implementation.

(2) Justification document or program from which project was selected.

8.1.1 (2 of 5)
(3) Estimated total cost and amount of Federal funds proposed to be obligated by fiscal year.

(4) Proposed source of Federal and non-Federal matching funds.

(5) Identification of the jurisdiction responsible for carrying out the project.

(f) Projects proposed for Federal funding that are not considered to be of appropriate scale for individual inclusion in the TIP/AE may be grouped by functional classification, geographic area or work type.

(g) The TIP/AE shall be reasonably consistent with the amount of Federal funds expected to be available to the area. The total Federal share of projects included in the AE and proposed for funding under UMTA Section 5, 9, or 9A may not exceed funds apportioned to the urbanized area during the program year.

6. Annual Report - The preparation of an Annual Report is optional at the discretion of the MPO. Should an MPO wish to prepare an Annual Report, it should, as a minimum, provide the following:

(a) Organization and purpose of the MPO.

(b) A map showing the approved long range Transportation Plan.

(c) A summary of accomplishments during the past year in highway and street construction, public transportation program, rail transportation and air transportation.

(d) Ready availability to all citizens in the urbanized area. The format to best accomplish this might be by distribution of a popularized brochure, printing in the local newspapers or use of both brochure and newspaper.

7. Adequate Technical Process - Annual review of the technical process will be accomplished by the TPD to insure adequacy. Evaluation of the MPO technical staff will be made by the TPD to verify that the quantity and qualifications can support the proposed 3C transportation planning activities. Where deficiencies exist recommendations will be made concerning staffing or reduction of proposed activities.

As a part of the 3C transportation planning process, consideration must be given to various technical activities to insure certification of the process. Annual review by the TPD will also include the following activities:

(a) The process must provide for the consideration of the social, economic and environmental effects of the proposed plans or projects.

(b) The process must provide for public involvement to insure that

8.1.1 (3 of 5)
the public is adequately informed concerning proposed plans and projects.

(c) The process must consider efforts to plan public mass transportation facilities and services which can be effectively utilized by the elderly and handicapped.

(d) The process must consider energy conservation to insure that plans and projects are consistent with the State Energy Plan and area goals and objectives.

(e) The process must provide for a continuing surveillance program to monitor transportation related characteristics which influence travel and are required for the 3C transportation planning process. The purpose of the surveillance program is to determine if development trends and resultant travel demand forecasts are evolving as projected. Reappraisal of the Transportation Plan may be required should trends differ significantly from projections.

8. Title VI Implementation - Formal and informal Title VI compliance reviews of each MPO will be accomplished by the TPD in accordance with procedures contained in Volume 1, Chapter 4, External EEO Program - Title VI, of this Operations Manual.

9. Air Quality Determination - Plans and projects must be consistent with the air quality goals of the area. Should an urbanized area be designated as a non-attainment area, plans and projects must be consistent with the approved State Implementation Plan.

10. Adequate Prospectus and Unified Transportation Planning Work Program (UPWP) - Although not required by Regulations the Department will continue to require the development of a Prospectus outlining the current responsibilities and organization of the MPO in carrying out the 3C transportation planning process. The Prospectus should be updated only as required to reflect the existing situation.

Each MPO must develop a UPWP for the upcoming fiscal year beginning October 1. Draft UPWP's should be completed not later than July 1 with final UPWP's completed not later than September 1. The TPD will review draft UPWP's to insure that the program includes all planning activities necessary for certification. The planning staff of the MPO must be adequate and qualified to accomplish the tasks identified. Proper review by the Technical Committee, approval by the Policy Committee and submission to the State for review and approval must be accomplished to insure complete input and coordination from all concerned. Specific activities which will, as a minimum, be included are the following:

(a) Maintenance of Current Transportation Plan

(b) Development of TIP/AE for the upcoming fiscal year

(c) Development of UPWP for the upcoming fiscal year
(d) Maintenance of Current Prospectus

(e) Accomplishment of other administrative activities as required to meet certification requirements.

Each specific UPWP task or subtask will include: purpose of the task, work on the task during the previous fiscal year, methodology to be utilized, specific product produced, responsible agency/ agencies, proposed work schedule, cost estimate and proposed funding source.

REPORTING

Invoicing and reporting procedures for activities accomplished by the MPO's in accordance with the approved UPWP will be in accordance with Volume 8, Chapter 2, MPO Invoicing and Reporting, of this Operations Manual.

DISTRIBUTION

FHWA - 4 copies
Assistant Chief Engineer - Planning & Design - 1 copy
Branch Chiefs - 1 copy each
MPO - 1 copy each
Appendix F

Project Timeline
<table>
<thead>
<tr>
<th>Project Type</th>
<th>Phase 1 Project Commitment Meeting</th>
<th>Phase 2 Project Activation Request (PAR)</th>
<th>Phase 3 Environmental Exclusion³</th>
<th>Phase 4 Right-Of-Way (ROW)</th>
<th>Phase 5 Plans, Specifications and Estimate Assembly</th>
<th>Phase 6 Advertise for bids</th>
<th>Construction Project Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity Deficiency with Limited ROW¹</td>
<td>Widening</td>
<td>Within 3 months of MPO Commitment</td>
<td>6 months from project commitment meeting</td>
<td>6 months from PAR Approval</td>
<td>18 months from Environmental Approval</td>
<td>12 months from ROW</td>
<td>Within 4 years of MPO Commitment</td>
</tr>
<tr>
<td></td>
<td>New Alignment</td>
<td>Within 3 months of MPO Commitment</td>
<td>6 months from project commitment meeting</td>
<td>6 months from PAR Approval</td>
<td>18 months from Environmental Approval</td>
<td>24 months from ROW</td>
<td>Within 5 years of MPO Commitment</td>
</tr>
<tr>
<td>Capacity Deficiency with Significant ROW²</td>
<td>Widening</td>
<td>Within 3 months of MPO Commitment</td>
<td>6 months from project commitment meeting</td>
<td>6 months from PAR Approval</td>
<td>36 months from Environmental Approval</td>
<td>12 months from ROW</td>
<td>Within 6 years of MPO Commitment</td>
</tr>
<tr>
<td></td>
<td>New Alignment</td>
<td>Within 3 months of MPO Commitment</td>
<td>6 months from project commitment meeting</td>
<td>6 months from PAR Approval</td>
<td>36 months from Environmental Approval</td>
<td>24 months from ROW</td>
<td>Within 7 years of MPO Commitment</td>
</tr>
<tr>
<td>Safety</td>
<td>Traffic Operational Improvements</td>
<td>Within 3 months of MPO Commitment</td>
<td>6 months from project commitment meeting</td>
<td>6 months from PAR Approval</td>
<td>12 months from Environmental Approval</td>
<td>12 months from ROW</td>
<td>Within 4 years of MPO Commitment</td>
</tr>
<tr>
<td>Pavement Management</td>
<td>Overlay</td>
<td>Within 3 months of MPO Commitment</td>
<td>6 months from project commitment meeting</td>
<td>6 months from PAR Approval</td>
<td>N/A</td>
<td>N/A</td>
<td>Within 3 years of MPO Commitment</td>
</tr>
<tr>
<td></td>
<td>Reconstruction</td>
<td>Within 3 months of MPO Commitment</td>
<td>6 months from project commitment meeting</td>
<td>6 months from PAR Approval</td>
<td>N/A⁴</td>
<td>24 months from Environmental Approval</td>
<td>Within 4 years of MPO Commitment</td>
</tr>
<tr>
<td>Project Type</td>
<td>Phase 1 Project Commitment Meeting</td>
<td>Phase 2 Project Activation Request (PAR)</td>
<td>Phase 3 Environmental Exclusion³</td>
<td>Phase 4 Right-Of-Way (ROW)</td>
<td>Phase 5 Plans, Specifications and Estimate Assembly</td>
<td>Phase 6 Advertise for bids</td>
<td></td>
</tr>
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<td>--------------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Bridge Repair</td>
<td>Within <strong>3 months</strong> of MPO Commitment</td>
<td>6 months from project commitment meeting</td>
<td>6 months from PAR Approval</td>
<td>12 months from Environmental Approval</td>
<td>12 months from ROW</td>
<td>Within <strong>4 years</strong> of MPO Commitment</td>
<td></td>
</tr>
<tr>
<td>Separated Bike path/Bikeable Shoulder¹</td>
<td>Within <strong>3 months</strong> of MPO Commitment</td>
<td>3 months from project commitment meeting</td>
<td>6 months from PAR Approval</td>
<td>18 months from Environmental Approval</td>
<td>12 months from ROW</td>
<td>Within <strong>4 years</strong> of MPO Commitment</td>
<td></td>
</tr>
<tr>
<td>Separated Bike path/Bikeable Shoulder²¹</td>
<td>Within <strong>3 months</strong> of MPO Commitment</td>
<td>3 months from project commitment meeting</td>
<td>6 months from PAR Approval</td>
<td>36 months from Environmental Approval</td>
<td>12 months from ROW</td>
<td>Within <strong>5.5 years</strong> of MPO Commitment</td>
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<tr>
<td>Bike Lanes</td>
<td>Within <strong>3 months</strong> of MPO Commitment</td>
<td>3 months from project commitment meeting</td>
<td>6 months from PAR Approval</td>
<td>Timeline to be established as needed⁵</td>
<td>12 months from ROW</td>
<td>Within <strong>2.5 years</strong> of MPO Commitment</td>
<td></td>
</tr>
<tr>
<td>Signed Bike Route</td>
<td>Within <strong>3 months</strong> of MPO Commitment</td>
<td>3 months from project commitment meeting</td>
<td>6 months from PAR Approval</td>
<td>N/A</td>
<td>12 months from ROW</td>
<td>Within <strong>2.5 years</strong> of MPO Commitment</td>
<td></td>
</tr>
</tbody>
</table>

Prospectus of the Jackson MPO
<table>
<thead>
<tr>
<th>Project Type</th>
<th>Project Development Target Dates</th>
<th>Construction Project Life</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phase 1</td>
<td>Phase 2</td>
</tr>
<tr>
<td></td>
<td>Project Commitment Meeting</td>
<td>Project Activation Request (PAR)</td>
</tr>
<tr>
<td>All other TA Activities</td>
<td>Transportation Alternative Improvements</td>
<td>Within 3 months of MPO Commitment</td>
</tr>
</tbody>
</table>

**Project Timeline Notes:**

1. Limited Right of Way (ROW) includes projects with **10 or less parcels** of property involved.

2. Significant Right of Way (ROW) includes projects with **more than 10 parcels** of property involved.

3. Projects that do not meet a Categorical Exclusion for environmental shall be given up to 18 months to complete an Environmental Assessment (EA) and up to 24 months to complete an Environment Impact Statement (EIS). The additional time allocated for EA and/or EIS shall be add to the total project life.

4. Reconstruction projects requiring the acquisition of ROW shall be given up to 12 months to complete the ROW phase when applicable. The additional time allocated for ROW shall be added to the total project life, requiring a reconstruction project involving the acquisition of ROW to be obligated within 5 years of the MPO commitment.

5. Transportation Alternative projects requiring the acquisition of ROW whose project type does not have an established timeline to complete ROW activities shall have a reasonable timeline established by the Metropolitan Planning Policy Committee. The additional time allocated for ROW shall be added to the total project life.