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# **JACKSON METROPOLITAN PLANNING ORGANIZATION**

## **Surface Transportation Block Grant Project Submittal Guidelines**

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**August, 2018**



*Central Mississippi  
Planning and Development District*

## Non-Discrimination Policy | Equal Employment Opportunity Employer

The Central Mississippi Planning and Development District (CMPDD) does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, creed or disability in admission to, access to, or operation of its programs, services, or activities. CMPDD provides an equal employment opportunity to all its employees and applicants for employment. Title VI inquiries should be forwarded to Scott Speights and ADA inquiries should be forwarded to Shay Lipe: CMPDD 1170 Lakeland Drive Jackson, MS 39216, (601)981-1511.

***Effective Date***

APPROVED ON THE 8<sup>TH</sup> DAY OF AUGUST, 2018 BY THE JACKSON METROPOLITAN  
PLANNING POLICY COMMITTEE.



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BUTCH LEE, CHAIRMAN  
METROPOLITAN PLANNING POLICY COMMITTEE  
JACKSON METROPOLITAN PLANNING ORGANIZATION

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## **INTRODUCTION**

This document is intended to provide information and reference material to assist local governments in completing applications for Federal Surface Transportation Block Grant (STBG) Program funding available through the Jackson Metropolitan Planning Organization (MPO). The guidelines in this document set the parameters by which the MPO evaluates requests for funding and programs STBG funds to locally sponsored projects.

## **CALL FOR PROJECTS**

When STBG funds are available, the Jackson MPO will issue a Call for Projects. The Call for Projects will outline the amount of STBG funds available per eligible category, and the deadline for project submission as established by the MPO Planning Policy Committee. Priority funding will be given to projects that meet Federal regulations, and help advance the goals and objectives of the Jackson Urbanized Area 2040 Metropolitan Transportation Plan in the following areas:

- Congestion Mitigation
- Safety Improvements
- Pavement Management
- Bridge Repairs

## **GENERAL REQUIREMENT FOR ALL PROJECTS**

All projects **must meet eligibility requirements** included in **23 U.S.C. 133** related to project location, project eligibility, and planning requirements. Generally, eligibility requirements for Federal STBG funding through the Jackson MPO include:

- Project Sponsors must be **eligible applicants** for STBG funds. Eligible applicants, include any local government (municipal or county) included in the projected urbanized area boundary for the Jackson Urbanized Area 2040 Metropolitan Transportation Plan.
- Proposed projects for all eligible project types must be **located on** an existing or “projected” **street functionally classified** as an urban collector, minor arterial or principal arterial (inside the urban boundary) or on an existing or “projected” road in rural areas (outside the urban boundary, but in the planning area) that is not classified as a rural local road or a rural minor collector. Proposed projects for congestion mitigation, pavement management, or bridge repair cannot be located on a roadway maintained by the State of Mississippi.
- A **formal application with** all required **attachments** must be submitted as outlined in the Call for Projects **by the deadline** established by the MPO Planning Policy Committee.
- Project sponsors must **provide** the applicable **local match** (23 U.S.C. 120). 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 STBG 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 in the application, no additional Federal STBG funding shall be committed through the MPO above the amount requested in the application.

- The **scope of work** for a proposed project must **include eligible activities for construction and construction engineering costs** related to STBG funding (23 U.S.C. 133(b)).
- Proposed projects must **complete a review by** the MS Department of Transportation (**MDOT**).

## EVALUATION CRITERIA

When submitting a proposed project local governments must assign their application to the most appropriate project type (congestion mitigation, safety improvements, bridge repair, or pavement management) for funding evaluation.

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

Congestion Mitigation Evaluation Criteria	Weighted Multiplier
Congestion Management System Index Rating	30%
Project Readiness	25%
Requested Funding	15%
Local Match	15%
Livability	10%
Multi-jurisdictional Interconnectivity	5%
<b>Maximum Score</b>	<b>1000</b>

Safety Improvements Evaluation Criteria	Weighted Multiplier
Traffic Signal Warrants	40%
Project Readiness	30%
Requested Funding	20%
Local Match	10%
<b>Maximum Score</b>	<b>1000</b>

Bridge Repair Evaluation Criteria	Weighted Multiplier
Replacement Index	40%
Project Readiness	30%
Requested Funding	20%
Local Match	10%
<b>Maximum Score</b>	<b>1000</b>

Pavement Management Evaluation Criteria	Weighted Multiplier
Pavement Management System Index Rating	75%
Requested Funding	15%
Local Match	10%
<b>Maximum Score</b>	<b>1000</b>

Projects ranked the highest in each category will be submitted to the MPO for consideration and approval for funding until all available funds have been committed. In the event two or more projects rank equally, priority shall be given to the project located on the National Highway System (NHS). In the event projects ranked equally are not located on the NHS or if all projects ranked equally are located on the NHS, funding shall be awarded based on project readiness for congestion mitigation. Project locations with the highest number of serious injuries and fatalities

as reported by the Safety Analysis Management System shall be used to break a tie for safety improvements. The project with the highest Annual Average Daily Traffic (AADT) volume shall be used to break a tie for pavement management and bridge repair projects. If two or more projects which are ranked highest are considered equal in tie breaking factors, funding may be distributed equally among such projects.

## PROJECT TYPE: CONGESTION MITIGATION

***Congestion Mitigation Projects*** addresses recurring congestion by adding capacity to an existing roadway by widening a present facility or constructing a new roadway. Congestion mitigation projects will be evaluated based on Project Readiness, Local Match, Requested Funding, Livability, Multijurisdictional Interconnectivity, and Congestion Management System (CMS) Index Rating. All proposed projects must be consistent with the latest version of the Jackson Urbanized Area Metropolitan Transportation Plan. In accordance with Federal guidelines, project sponsors must provide a minimum 20% local match for congestion mitigation type projects. Each evaluation criteria for congestion mitigation projects are described below:

### Project Readiness

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

Assessment	Score
<b>Right-of-Way Acquisition</b>	
Project <b>does not</b> include ROW acquisition	3
Project <b>includes</b> ROW acquisition	0
<b>Utility Relocation</b>	
Project <b>does not</b> include utility relocation	3
Project <b>includes</b> utility relocation	0
<b>Environmental</b>	
Project meets categorical exclusion	4
Project has completed an Environmental Assessment and/or Impact and has received Environmental approval.	3
Project will require an Environmental Assessment and/or Impact Statement	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 or construction engineering costs committed to the project beyond the minimum requirement provided by the local entity. Local match cannot include earmark funds or other Federal or State funds. A resolution passed by the Board of Alderman/City Council or Board of Supervisors agreeing to pay the required local funding share, plus any amount above the minimum requirement must be included as part of the project application. **Weighted Multiplier 15%**

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

**Maximum Score 10 points**

### **Requested Funding**

The purpose of this criterion is to place priority on projects requesting the least amount of Federal STBG funding. The goal of this criterion is to spread a small amount of funding around to more projects. Each project shall be ranked based on the percent of total congestion mitigation funds being requested from the MPO in order from least to greatest with those projects requesting the smallest amount of Federal STBG congestion mitigation funding receiving priority. **Weighted Multiplier 15%**

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

**Maximum Score 10 points**

## Livability

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

Assessment	Score
<b>The project will enhance connectivity</b>	
Project will connect to an existing bicycle and/or pedestrian facility	5
Project does not connect to an existing bicycle and/or pedestrian facility	0
<b>The project will enhance bicycle and/or pedestrian travel and related connections</b>	
Project includes Separate Facilities/Shared Use facilities for bicycle and/or pedestrian	3
Project is located next to existing bicycle and/or pedestrian facilities, but the proposed improvements do not include enhancements to the existing alternative modes of travel	2
Project includes Striped Lanes for bicycle travel	2
Project includes Paved Shoulder	2
Project includes Sidewalks	2
Project includes a Signed Bike Route	1
Project will not accommodate bicycle and/or pedestrian modes of travel	0
<b>The project will enhance landscaping and other scenic beautification</b>	
Project improves visual environment with streetscaping (e.g. shrubs, trees, brick paving, street furnishing, etc...)	2
Project does not include improvements to landscaping	0

**Maximum Score 10 points**

## Multi-jurisdictional Interconnectivity

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

Assessment	Score
Project was developed through considerable multi-jurisdictional collaboration of 2 or more jurisdictions providing a shared match	10
Project was developed through multi-jurisdictional collaboration and is sponsored by 2 or more jurisdictions without a shared match	5
Project has a single sponsor	0

**Maximum Score 10 points**

### **Congestion Management System (CMS) Index Rating**

The purpose of this criterion is to encourage projects with higher congestion levels to receive priority. Using the Congestion Management System (CMS) index rating from the latest Jackson Urbanized Area Metropolitan Transportation Plan local governments will submit the index rating for their proposed project. Those projects with the most congestion will receive priority. If a proposed project includes portions of multiple CMS index rating sections each section must be used to determine an Average CMS Index Rating for the proposed project. For new construction, a parallel route that is most likely to see congestion relief if the proposed roadway is constructed should be used to determine the index rating. **Weighted Multiplier 30%**

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

**Maximum Score 10 points**

## PROJECT TYPE: SAFETY IMPROVEMENTS

**Safety Improvements** primarily includes new traffic signals, signal upgrades, the installation of connected or Intelligent Transportation Systems (ITS) and/or geometric improvements such as roundabouts or turn lanes. Safety improvement projects will be evaluated based on Project Readiness, Local Match, Requested Funding, and Traffic Signal Warrants. In accordance with Federal guidelines, Project sponsors, subject to eligibility and MDOT approval, may receive 100% federal funding for eligible traffic safety improvement projects. Each evaluation criteria is described below:

### Project Readiness

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

Assessment	Score
<b>Right-of-Way Acquisition</b>	
Project <b>does not</b> include ROW acquisition	3
Project <b>includes</b> ROW acquisition	0
<b>Utility Relocation</b>	
Project <b>does not</b> include utility relocation	3
Project <b>includes</b> utility relocation	0
<b>Environmental</b>	
Project meets categorical exclusion	4
Project has completed an Environmental Assessment and/or Impact and has received Environmental approval.	3
Project will require an Environmental Assessment and/or Impact Statement	0

**Maximum Score 10 points**

## Local Match

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

Assessment for projects using 100% federal funding	Score
<b>Project has 50% or greater local match</b>	10
<b>Project has 45% local match</b>	9
<b>Project has 40% local match</b>	8
<b>Project has 35% local match</b>	6
<b>Project has 30% local match</b>	5
<b>Project has 25% local match</b>	4
<b>Project has 20% local match</b>	3
<b>Project has less than 20% local match</b>	2
<b>Project includes 100% Federal funding and does not include local match</b>	0
<b>Maximum Score</b>	<b>10 points</b>

Assessment for projects requiring a 20% local match	Score
<b>Project has 50% or greater (30% or greater above the minimum) local match</b>	10
<b>Project has 45% (25% above the minimum) local match</b>	9
<b>Project has 40% (20% above the minimum) local match</b>	8
<b>Project has 35% (15% above the minimum) local match</b>	6
<b>Project has 30% (10% above the minimum) local match</b>	4
<b>Project has 25% (5% above the minimum) local match</b>	2
<b>Project only has 20% minimum required local match</b>	0
<b>Maximum Score</b>	<b>10 points</b>

### **Requested Funding**

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

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

**Maximum Score 10 points**

### **Traffic Signal Warrants**

The purpose of this criterion is to encourage projects that enhance traffic operation and safety by installing new traffic signals, signal upgrades, ITS, and/or geometric improvements. Priority shall be given to projects that meet Warrants 1, 2, 6, and 7 in the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways published by the Federal Highway Administration. Applications for safety improvements must be accompanied by an engineer's signed traffic control needs study indicating which traffic signal warrants are met. **Weighted Multiplier 40%**

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

**Maximum Score 10 points**

## PROJECT TYPE: PAVEMENT MANAGEMENT

***Pavement Management projects*** include both reconstruction and simple overlay/resurfacing of an existing roadway. Pavement Management projects will be evaluated based on Local Match, Requested Funding, and Pavement Management Index Ratings. For the purpose of this project type overlay/resurfacing projects must follow accepted preventative maintenance guidelines (Attachment F) established by MDOT and Federal Highway. In accordance with Federal guidelines, project sponsors must provide a minimum 20% local match for pavement management type projects. Each evaluation criteria is described below:

### **Pavement Management System Index Rating**

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

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

**Maximum Score 10 points**

### **Requested Funding**

The purpose of this criterion is to place priority on projects requesting the least amount of Federal STBG funding. The goal of this criterion is to spread a small amount of funding around to more projects. Once all applications have been received by the deadline established, MPO staff members will rank each project based on the percent of total pavement management funds being requested from the MPO in order from least to greatest with those projects requesting the smallest amount of Federal STBG pavement management funding receiving priority. **Weighted Multiplier 15%**

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

**Maximum Score 10 points**

### **Local Match**

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

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

**Maximum Score 10 points**

## PROJECT TYPE: BRIDGE REPAIR

**Bridge Repair Improvements** primarily involves bridge rehabilitation or replacement by addressing bridge deficiencies. Bridge repair projects will be evaluated based on Project Readiness, Local Match, Requested Funding, and the Bridge Replacement Index. In accordance with Federal guidelines, project sponsors must provide a minimum 20% local match for bridge repair projects. The evaluation criteria for bridge repair projects is described below:

### **Project Readiness**

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

Assessment	Score
<b>Right-of-Way Acquisition</b>	
Project <b>does not</b> include ROW acquisition	3
Project <b>includes</b> ROW acquisition	0
<b>Utility Relocation</b>	
Project <b>does not</b> include utility relocation	3
Project <b>includes</b> utility relocation	0
<b>Environmental</b>	
Project meets categorical exclusion	4
Project has completed an Environmental Assessment and/or Impact and has received Environmental approval.	3
Project will require an Environmental Assessment and/or Impact Statement	0

**Maximum Score 10 points**

### **Requested Funding**

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

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

**Maximum Score 10 points**

### **Local Match**

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

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

**Maximum Score 10 points**

### **Bridge Replacement Index**

The purpose of this criterion is to encourage projects with the highest need for bridge repairs. Priority shall be given to projects with the highest replacement index value as determined by the latest National Bridge Inventory prepared by the Mississippi Department of Transportation. The replacement index is computed considering a combination of the effects of the traffic detour factor, daily traffic volume, and the structure evaluation. **Weighted Multiplier 40%**

Assessment	Score
Replacement Index Value 50.1 or greater	10
Replacement Index Value 40.1 – 50.0	9
Replacement Index Value 30.1 – 40.0	5
Replacement Index Value 20.1 – 30.0	3
Replacement Index Value 1 – 20.0	0

**Maximum Score 10 points**

## ***SMALL MUNICIPALITIES***

A ***small municipality*** for purposes of the Jackson MPO has been established as any local government with a population according to the latest decennial Census of 5,000 or less within the MPO planning area. The MPO Planning Policy Committee may make available a set aside amount of funding for Small Municipalities when STBG funding is available, if they choose. If available, small municipalities may apply for funds from any of the priority project types established by the MPO Planning Policy Committee. Small Municipalities shall follow the same guidelines and application process outlined in the Call for Projects. However, proposed projects submitted by a small municipality shall only be scored against other small municipalities. Unless otherwise noted, minimum match requirements for all project types for small municipalities shall be 80% Federal and 20% local funds for construction and construction engineering costs. Local match cannot include earmark funds or other Federal or State funds. To-date, those municipalities within the MPO planning area that meet the population threshold to be classified, for MPO purposes, as a small municipality include: Bolton, Flora, Florence, Pelahatchie, Raymond, and Terry.

## ***PROJECT MANAGEMENT REQUIREMENTS***

Following the commitment of Federal STBG funding by the Jackson MPO all projects must adhere to the Project Management (Section 207.04) guidelines outlined in the latest Prospectus of the Jackson MPO.

## **ATTACHMENT A**

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Matching Funds Resolution  
Jackson MPO Surface Transportation Block Grant Program

# ATTACHMENT A

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**WHEREAS**, Surface Transportation Block Grant (STBG) Program 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 STBG funding from  
*Name of local entity (municipality or county)*  
the Jackson MPO in the amount of \_\_\_\_\_; and  
\$ Amount of requested STBG 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 STBG funding, as well as subject to the rules and procedures established by the Jackson MPO regarding approved STBG projects.

\_\_\_\_\_  
Print Name (Chief Elected Official or Board President)

\_\_\_\_\_  
Signature (Chief Elected Official or Board President)

ATTEST:

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

\_\_\_\_\_  
Date

## **ATTACHMENT B**

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Congestion Mitigation  
Project Information and Application  
Jackson MPO Surface Transportation Block Grant Program

# Congestion Mitigation

## Project Application Information

### Jackson MPO Surface Transportation Block Grant Program

<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 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 congestion mitigation project (e.g. street widening from two to four lanes or new construction)
<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 of 5,000 or less)
<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 ending termini 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 paper identifying the full scope of the project's location. If an application is submitted by a jurisdiction and the project location is within the boundary of a different jurisdiction, a fully executed Interlocal Agreement outlining the roles and responsibilities of each entity must be included as Attachment D.
<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. NHS Roadway</b>	Indicate whether or not the proposed project is located on the National Highway System (NHS)
<b>17. Historic District</b>	Indicate whether or not the proposed project is located in a Historic Preservation District.
<b>18. 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 along ABC Street by widening the roadway to add

	one additional lane in both directions.) Include as part of the supporting Attachments 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).
<b>19. 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 estimated computations, together with a listing of the source of those figures should be included as Attachment C for all requested STBG funding. Requested STBG funding should be based upon the “Year of Expenditure”, meaning a reasonable inflation factor has been used to determine future costs based upon the anticipated construction date for the proposed project.
<b>20. Federal STBG Funds Requested</b>	Provide the amount of Federal STBG funds you are requesting for the proposed project.
<b>21. Matching Funds Provided</b>	Provide the amount of matching funds being provided by the local jurisdiction. Capacity Deficiency Projects require a minimum 20% local match for construction costs. A resolution by the Board of Alderman/City Council or Board of Supervisors agreeing to pay the required funding share, plus any amount above the minimum requirement must be included as Attachment A in the application. If matching funds are being allocated by a Special Commission supporting documentation in addition to the Matching Funds Resolution must also be included to demonstrate the Commission’s commitment to the project.
<b>22. Total for STBG Portion of Project</b>	Add Columns 20 and 21 together to provide the total costs for the STBG portion of construction costs for the project. This total should match the total funds listed in the shaded area of question 19.
<b>23. Source of Matching 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. Furthermore, provide a brief explanation of how the matching funds will be secured for this project. (e.g. The \$20,000 in matching funds will be provided by the City of ABC through the sale of bonds in 2018, or the \$20,000 in matching funds will be provided by the City of ABC through sales tax revenue collected during fiscal years 2017 and 2018.)
<b>24. Date Available</b>	Provide the date the local matching funds will be available.
<b>25. 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. Estimated completion dates cannot exceed the amount of time allowed in the Jackson MPO Prospectus project management guidelines.
<b>26. CMS Index Rating</b>	Provide the Congestion Management System (CMS) index rating from the latest Jackson Urbanized Area Metropolitan

	Transportation Plan for each road segment included in the proposed project. For new construction, a parallel route that is most likely to see congestion relief if the proposed roadway is constructed should be used to determine the index rating. If a project includes portions of multiple CMS index rating sections, each section must be used to determine an Average CMS index rating for the proposed project. The average CMS index rating will be completed by MPO staff.
<b>27. Project Design</b>	---
<b>a. Preliminary Design</b>	Indicate whether or not preliminary design work has begun.
<b>b. Preliminary Design</b>	Describe any design work that has been completed to-date. Any supporting documentation should be included as part of supporting attachments.
<b>28. 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 project requires an environmental assessment or environmental impact statement.
<b>c. Environmental Process</b>	Indicate whether or not the project has an approved environmental assessment or environmental impact statement. Documentation demonstrating approval status must be included in the supporting attachments.
<b>d. Environmental Process</b>	Provide a brief explanation of why the project meets a categorical exclusion or why an environmental assessment or impact statement is required.
<b>29. 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 the number of parcels to be acquired through right-of-way acquisition.
<b>30. Utility Relocation</b>	---
<b>a. Utility Relocation</b>	Indicate whether or not the project requires utility relocation.
<b>b. Utility Types</b>	Provide a list of the types of utilities to be relocated.
<b>31. 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>32. Landscaping/Streetscaping</b>	Indicate whether or not the project includes landscaping and/or other streetscaping enhancements (e.g. shrubs, trees, brick paving, street furnishing, etc...)
<b>33. Landscaping/Streetscaping</b>	Provide a brief explanation of the landscaping and/or streetscaping elements included in the proposed project. <i>Please note if points are awarded in the application review process for including livability enhancements in a project those elements should not be removed during the construction phase for reasons such as budget overages without prior approval from the MPO.</i>
<b>34. Alternative Transportation</b>	Indicate whether or not the project includes any or all of the alternative transportation elements listed. Indicate all that

	<p>apply to the project. <i>Please note if points are awarded in the application review process for including livability enhancements in a project those elements should not be removed during the construction phase for reasons such as budget overages without prior approval from the MPO.</i></p>
<p><b>35. 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 STBG funding.</li> <li><b>2. Attachment B – Project Map</b> Map showing the project location with the proposed improvements clearly labeled preferably on an 8 ½ x 11 inch or 11 x 17 inch paper</li> <li><b>3. Attachment C – Detailed Budget</b> Provide a detailed copy of the estimated computations and an explanation of the source of those figures for all requested STBG funding. Requested STBG funding should be based upon the “Year of Expenditure”, meaning a reasonable inflation factor has been used to determine future costs based upon the anticipated construction date for the proposed project.</li> <li><b>4. Attachment D– Executed Interlocal Agreement (if applicable)</b> If an application is submitted by a jurisdiction and the project location is within the boundary of a different jurisdiction, a fully executed Interlocal Agreement outlining the roles and responsibilities of each entity must be included as part of the application. (e.g. A County submits an application for a capacity deficiency project located inside of a municipality within the county).</li> </ol>
<p><b>36. Additional Supporting Attachments</b></p>	<p>Any additional information the project sponsor would like to provide to document the need for the project application.</p>

## Congestion Mitigation Project Application

### Jackson MPO Surface Transportation Block Grant Program

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

#### Applicant Information

1. Project Sponsor \_\_\_\_\_
2. Sponsor Contact \_\_\_\_\_
3. Telephone \_\_\_\_\_ 4. Email \_\_\_\_\_
5. Mailing Address \_\_\_\_\_
6. Additional Sponsors \_\_\_\_\_
7. Co-Sponsor Contact Name(s) \_\_\_\_\_

#### Project Description

8. Project Title \_\_\_\_\_
9. Project Type \_\_\_\_\_
10. County \_\_\_\_\_ 11. Municipality \_\_\_\_\_
12. Small Municipality \_\_\_\_\_
13. *Small Municipality population according to the latest U.S. Census* \_\_\_\_\_
14. Project Location \_\_\_\_\_
15. Functional Class \_\_\_\_\_
16. Is this project located on the National Highway System (NHS)? \_\_\_\_\_



**Project Costs**

19. Total Project Costs

<u>Description</u>	<u>Federal Funds</u>	<u>Local Funds</u>
Environmental	\$ _____	\$ _____
Design	\$ _____	\$ _____
Right-of-Way Acquisition	\$ _____	\$ _____
<i>Eligible for STBG funding</i>		
Construction Engineering	\$ _____	\$ _____
Construction	\$ _____	\$ _____
Other, please specify		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>TOTAL Estimated Project Cost</b>	_____	_____

**STBG Funds Requested**

*Construction & Construction Engineering Costs Only*

	<u>Amount</u>	<u>%</u>
20. Federal STBG Funds Requested	\$ _____	_____ <i>Can't be more than 80% of construction costs</i>
21. Matching Funds Provided	\$ _____	_____ <i>Can't be less than 20% of construction costs</i>
22. TOTAL for STBG Portion of Project	\$ _____	100%
23. Source of Matching Funds	_____ _____	
24. Date Available	_____	

**Project Schedule**

25. Milestone Dates

- Completion of Preliminary Design* \_\_\_\_\_
- Completion of Environmental Clearances* \_\_\_\_\_
- Completion of Final Design* \_\_\_\_\_
- Initiation of Right-of-Way Plan Review* \_\_\_\_\_
- Completion of Right-of-Way Plan Review* \_\_\_\_\_
- Initiation of Utilities Relocation* \_\_\_\_\_
- Completion of Utilities Relocation* \_\_\_\_\_
- Completion of Plans, Specifications and Estimates  
and/or Authorization for Advertisement* \_\_\_\_\_
- Anticipated Construction Advertisement Date or  
Purchase Date* \_\_\_\_\_



**28. Environmental**

*Yes or No*

28 a. Does the proposed project meet a categorical exclusion? \_\_\_\_\_

28 b. Does the proposed project require the development of an Environment Assessment or Environmental Impact Statement? \_\_\_\_\_

28 c. Has the project received environmental approval? \_\_\_\_\_

28 d. Please provide a brief explanation of why the proposed project meets a categorical exclusion or why an Environment Assessment or Environmental Impact Statement is required.

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**29. Right-of-Way Acquisition**

*Yes or No*

29 a. Does the proposed project require right-of-way acquisition? \_\_\_\_\_

29 b. *If Yes*, how many parcels are involved? \_\_\_\_\_

**30. Utility Relocation**

*Yes or No*

30 a. Does the proposed project require utility relocation? \_\_\_\_\_

30 b. What utilities will have to be relocated?

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

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**Livability**

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

Yes or No

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

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

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

*Yes or No*

The proposed project includes a Signed Bike Route

\_\_\_\_\_

The proposed project includes Sidewalks

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The proposed project includes Paved Shoulders

\_\_\_\_\_

The proposed project includes Striped Lanes for bicycle travel

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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## **ATTACHMENT C**

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Safety Improvements  
Project Information and Application  
Jackson MPO Surface Transportation Block Grant Program

# Safety Improvements

## Project Application Information

### Jackson MPO Surface Transportation Block Grant Program

<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 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. A new traffic signal at the intersection of ABC Street and EFG Street)
<b>9. Project Type</b>	Specify the type of safety improvement. (e.g. geometric improvements, signal upgrade, or new signal) The Installation of a new traffic signal requires preapproval by the MS Department of Transportation (MDOT). A preapproval letter from MDOT must be included as Attachment C if a proposed project involves the installation of a traffic signal at a location that does not currently have a signal.
<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 of 5,000 or less)
<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 ending termini 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. Include as part of the supporting attachments for traffic signal improvements and other safety projects as applicable photographs of the project location. If an application is submitted by a jurisdiction and the project location is within the boundary of a different jurisdiction, a fully executed Interlocal Agreement outlining the roles and responsibilities of each entity must be included as Attachment F.
<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. NHS Roadway</b>	Indicate whether or not the proposed project is located on the National Highway System (NHS)
<b>17. Historic District</b>	Indicate whether or not the proposed project is located in a Historic Preservation District.
<b>18. 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 the number of crashes at the intersection by installing traffic signals.)
<b>19. 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 estimated computations, together with a listing of the source of those figures should be included as Attachment D for all requested STBG funding. Requested STBG funding should be based upon the “Year of Expenditure”, meaning a reasonable inflation factor has been used to determine future costs based upon the anticipated construction date for the proposed project.
<b>20. Federal STBG Funds Requested</b>	Provide the amount of Federal funds you are requesting for the proposed project.
<b>21. Matching Funds</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. If matching funds are being allocated by a Special Commission supporting documentation in addition to the Matching Funds Resolution must also be included to demonstrate the Commission’s commitment to the project.
<b>22. Total for STBG Portion of Project</b>	Add Columns 20 and 21 together to provide the total costs for the STBG portion or construction costs for the project. The total should match the total funds listed in the shaded area of question 19.
<b>23. Source of Local Match</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. Furthermore, provide a brief explanation of how the matching funds will be secured for this project. (e.g. The \$20,000 in matching funds will be provided by the City of ABC through the sale of bonds in fiscal year 2018.) <i>(if applicable)</i>
<b>24. Date Available</b>	Provide the date the local match funding will be available. <i>(if applicable)</i>
<b>25. 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. Estimated completion dates cannot

	exceed the amount of time allowed in the Jackson MPO Prospectus project management guidelines.
<b>26. 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 E in the application.
<b>27. 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. Any supporting documentation should be included as part of supporting attachments.
<b>28. 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 project requires an environmental assessment or environmental impact statement.
<b>c. Environmental Process</b>	Indicate whether or not the project has an approved environmental assessment or environmental impact statement. Documentation demonstrating approval status must be included in the supporting attachments.
<b>d. Environmental Process</b>	Provide a brief explanation of why the project meets a categorical exclusion or why an environmental assessment or impact statement is required.
<b>29. 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 the number of parcels to be acquired through ROW acquisition.
<b>30. Utility Relocation</b>	---
<b>a. Utility Relocation</b>	Indicate whether or not the project requires utility relocation.
<b>b. Utility Types</b>	Provide a list of the type of utilities to be relocated.
<b>31. 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>32. 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 STBG funding.</li> <li><b>2. Attachment B – Project Map</b> Map showing the project location with the proposed improvements clearly labeled preferably on an 8 ½ x 11 inch or 11 x 17 inch page</li> <li><b>3. Attachment C – MDOT Preapproval Letter</b> The Installation of a new traffic signal requires preapproval by the MS Department of Transportation (MDOT) if a proposed project involves the installation of a traffic signal at a location that does not currently have</li> </ol>

	<p>a signal. Applicants should contact MDOT’s District 5 LPA Office to discuss the preapproval process for the installation of a new traffic signal.</p> <p><b>4. Attachment D – Detailed Budget</b> Provide a detailed copy of the estimated computations and an explanation of the source of those figures for all requested STBG funding. Requested STBG funding should be based upon the “Year of Expenditure”, meaning a reasonable inflation factor has been used to determine future costs based upon the anticipated construction date for the proposed project.</p> <p><b>5. Attachment E – Traffic Warrant Needs Study</b> Provide an original signed Engineer’s Traffic Warrants Needs Study</p> <p><b>6. Attachment F– Executed Interlocal Agreement (if applicable)</b> If an application is submitted by a jurisdiction and the project location is within the boundary of a different jurisdiction, a fully executed Interlocal Agreement outlining the roles and responsibilities of each entity must be included as part of the application. (e.g. A County submits an application for a traffic operational improvement project located inside of a municipality within the county).</p>
<p><b>33. Additional Supporting Attachments</b></p>	<p>Any additional information the project sponsor would like to provide to document the need for the project application.</p>

## Safety Improvements Project Application

### Jackson MPO Surface Transportation Block Grant Program

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The following information must be completed for all **Safety Improvements** proposed Jackson MPO STBG 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 STBG funds. A separate application must be submitted for each type of project. For example, do not combine traffic signal improvements for multiple streets in one application.

#### Applicant Information

1. Project Sponsor \_\_\_\_\_
2. Sponsor Contact \_\_\_\_\_
3. Telephone \_\_\_\_\_ 4. Email \_\_\_\_\_
5. Mailing Address \_\_\_\_\_
6. Additional Sponsors \_\_\_\_\_
7. Co-Sponsor Contact Name(s) \_\_\_\_\_

#### Project Description

8. Project Title \_\_\_\_\_
9. Project Type \_\_\_\_\_
10. County \_\_\_\_\_ 11. Municipality \_\_\_\_\_
12. Small Municipality \_\_\_\_\_
13. *Small Municipality population according to the latest U.S. Census* \_\_\_\_\_



**Project Costs**

19. Total Project Costs

<u>Description</u>	<u>Federal Funds</u>	<u>Local Funds</u>
Environmental	\$ _____	\$ _____
Design	\$ _____	\$ _____
Right-of-Way Acquisition	\$ _____	\$ _____
<i>Eligible for STBG funding</i>		
Construction	\$ _____	\$ _____
Construction Engineering	\$ _____	\$ _____
Other, please specify		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>TOTAL Estimated Cost</b>	_____	_____

**STP Funds Requested**

*Construction & Construction Engineering Costs Only*

	<u>Amount</u>	<u>%</u>
20. Federal STBG Funds Requested	\$ _____	_____
21. Local Match Provided <i>if applicable</i>	\$ _____	_____
22. TOTAL STBG Portion of Project	\$ _____	100%
23. Source of Local Match	_____	
	_____	
	_____	
24. Date Available	_____	

**Project Schedule**

25. Milestone Dates	
<i>Completion of Preliminary Design</i>	_____
<i>Completion of Environmental Clearances</i>	_____
<i>Completion of Final Design</i>	_____
<i>Initiation of Right-of-Way Plan Review</i>	_____
<i>Completion of Right-of-Way Plan Review</i>	_____
<i>Initiation of Utilities Relocation</i>	_____
<i>Completion of Utilities Relocation</i>	_____
<i>Completion of Plans, Specifications and Estimates and/or Authorization for Advertisement</i>	_____
<i>Anticipated Construction Advertisement Date or Purchase Date</i>	_____

**Traffic Signal Warrants**

26. Traffic Signal Warrants

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**Project Readiness**

**27. Project Design**

*Yes or No*

27 a. Has preliminary design work been created for the proposed project? \_\_\_\_\_

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

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**28. Environmental**

*Yes or No*

28 a. Does the proposed project meet a categorical exclusion? \_\_\_\_\_

28 b. Does the proposed project require the development of an Environment Assessment or Environmental Impact Statement? \_\_\_\_\_

28 c. Has the project received environmental approval? \_\_\_\_\_

28 d. Please provide a brief explanation of why the proposed project meets a categorical exclusion or why it requires an environmental assessment or environmental impact statement.

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**29. Right-of-Way Acquisition**

*Yes or No*

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

\_\_\_\_\_

29 b. If Yes, how many parcels are involved?

\_\_\_\_\_

**30. Utility Relocation**

*Yes or No*

30 a. Does the proposed project require utility relocation?

\_\_\_\_\_

30 b. What utilities will have to be relocated?

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

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## **ATTACHMENT D**

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Pavement Management  
Project Information and Application  
Jackson MPO Surface Transportation Block Grant Program

# Pavement Management

## Project Application Information

### Jackson MPO Surface Transportation Block Grant 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. Overlay of ABC Street)
<b>9. Project Type</b>	Specify the type of pavement management 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 of 5,000 or less)
<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 ending termini 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. If an application is submitted by a jurisdiction and the project location is within the boundary of a different jurisdiction, a fully executed Interlocal Agreement outlining the roles and responsibilities of each entity must be included as part of the application as Attachment E.
<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. NHS Roadway</b>	Indicate whether or not the proposed project is located on the National Highway System (NHS)
<b>17. Historic District</b>	Indicate whether or not the proposed project is located in a Historic Preservation District.
<b>18. 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. Include as part of the supporting Attachments illustrations of proposed work; be sure to include beginning and ending

	termini, project right-of-way and typical cross-sections (if applicable).
<b>19. 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 estimated computations, together with a listing of the source of those figures should be included as Attachment D for all requested STBG funding. Requested STBG funding should be based upon the “Year of Expenditure”, meaning a reasonable inflation factor has been used to determine future costs based upon the anticipated construction date for the proposed project.
<b>20. Federal STBG Funds Requested</b>	Provide the amount of Federal funds you are requesting for the proposed project.
<b>21. Matching Funds</b>	Provide the amount of local match being provided by the local entity. Pavement management 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. If matching funds are being allocated by a Special Commission supporting documentation in addition to the Matching Funds Resolution must also be included to demonstrate the Commission’s commitment to the project.
<b>22. Total for STBG Portion of Project</b>	Add Columns 20 and 21 together to provide the total costs for the STBG portion or construction costs for the project. The total should match the total funds listed in the shaded area of question 19.
<b>23. 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. Furthermore, provide a brief explanation of how the matching funds will be secured for this project. (e.g. The \$20,000 in matching funds will be provided by the City of ABC through the sale of bonds in fiscal year 2018.)
<b>24. Date Available</b>	Provide the date the local match funding will be available.
<b>25. Milestone Date</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. Estimated completion dates cannot exceed the amount of time allowed in the Jackson MPO Prospectus project management guidelines.
<b>26. PMS Index Rating</b>	Provide the latest Pavement Management System (PMS) index rating as determined by CMPDD for the project area. If a project includes portions of multiple PMS index rating sections, each section must be used to determine an Average PMS index rating for the project. The average PMS index rating will be completed by MPO staff.

<p><b>27. 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>28. Annual Average Daily Traffic (AADT)</b></p>	<p>Provide the Annual Average Daily Traffic (AADT) volume for the roadway. The AADT must be determined using a traffic count that has taken place within the last 24 months of the date of the application. The count may be performed by CMPDD or a registered Engineer who certifies that the count is accurate and was performed using standard MDOT procedures for determining AADT volume. If a count has not been performed within the last 24 months the sponsoring entity may request CMPDD to perform a traffic count on the roadway. Attachment C of the application should include either a traffic count summary page provided by CMPDD or a certified statement from a registered Engineer.</p>
<p><b>29. 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 STBG 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 – Annual Average Daily Traffic Volume</b> A traffic count summary page requested from CMPDD stating the AADT volume for the project roadway or a certified statement from a registered Engineer stating the count was performed using standard MDOT procedures. The date the traffic count was conducted must also be listed.</li> <li><b>4. Attachment D – Detailed Budget</b> Provide a detailed copy of the estimated computations and an explanation of the source of those figures for all requested STBG funding. Requested STBG funding should be based upon the “Year of Expenditure”, meaning a reasonable inflation factor has been used to determine future costs based upon the anticipated construction date for the proposed project.</li> </ol>

	<p><b>5. Attachment E – Executed Interlocal Agreement</b>  <i>(if applicable)</i></p> <p>If an application is submitted by a jurisdiction and the project location is within the boundary of a different jurisdiction, a fully executed Interlocal Agreement outlining the roles and responsibilities of each entity must be included as part of the application. (e.g. A County submits an application for a pavement management project located inside of a municipality within the county.)</p>
<p><b>30. Additional Supporting Attachments</b></p>	<p>Any additional information the project sponsor would like to provide to document the need for the project.</p>

## **Pavement Management Project Application**

### **Jackson MPO Surface Transportation Block Grant Program**

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The following information must be completed for all **Pavement Management** proposed Jackson MPO STBG 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 STBG funds. A separate application must be submitted for each type of project. For example, do not combine multiple overlay projects in one application. A separate application should be completed for each roadway.

#### **Applicant Information**

1. Project Sponsor \_\_\_\_\_
2. Sponsor Contact \_\_\_\_\_
3. Telephone \_\_\_\_\_ 4. Email \_\_\_\_\_
5. Mailing Address \_\_\_\_\_
6. Additional Sponsors \_\_\_\_\_
7. Co-Sponsor Contact Name(s) \_\_\_\_\_

#### **Project Description**

8. Project Title \_\_\_\_\_
9. Project Type \_\_\_\_\_
10. County \_\_\_\_\_ 11. Municipality \_\_\_\_\_
12. Small Municipality \_\_\_\_\_
13. Small Municipality population according to the latest U.S. Census \_\_\_\_\_



**Project Costs**

19. Total Project Costs

<u>Description</u>	<u>Federal Funds</u>	<u>Local Funds</u>
Environmental	\$ _____	\$ _____
Design	\$ _____	\$ _____
Right-of-Way Acquisition	\$ _____	\$ _____
<i>Eligible for STBG funding</i>		
Construction Engineering	\$ _____	\$ _____
Construction	\$ _____	\$ _____
Other, please specify		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>TOTAL Estimated Cost</b>	_____	_____

**STBG Funds Requested**

*Construction & Construction Engineering Costs Only*

	<u>Amount</u>	<u>%</u>
20. Federal STBG Funds Requested	\$ _____	_____
21. Matching Funds Provided	\$ _____	_____
22. TOTAL for STBG Portion of Project	\$ _____	100%
23. Source of Local Funds	_____	
	_____	
	_____	
24. Date Available	_____	

**Project Schedule**

25. Milestone Dates

<i>Completion of Preliminary Design</i>	_____
<i>Completion of Environmental Clearances</i>	_____
<i>Completion of Final Design</i>	_____
<i>Initiation of Right-of-Way Plan</i>	_____
<i>Completion of Right-of-Way Plan Review</i>	_____
<i>Review Initiation of Utilities Relocation</i>	_____
<i>Completion of Utilities Relocation</i>	_____
<i>Completion of Plans, Specifications and Estimates and/or Authorization for Advertisement</i>	_____
<i>Anticipated Construction Advertisement Date or Purchase Date</i>	_____



## ATTACHMENT E

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Bridge Repairs  
Project Information and Application  
Jackson MPO Surface Transportation Block Grant Program

# Bridge Repair

## Project Application Information

### Jackson MPO Surface Transportation Block Grant 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 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.
<b>9. Project Type</b>	Specify the type of improvement bridge rehabilitation or replacement
<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 of 5,000 or less)
<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 ending termini 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. If an application is submitted by a jurisdiction and the project location is within the boundary of a different jurisdiction, a fully executed Interlocal Agreement outlining the roles and responsibilities of each entity must be included as Attachment D.
<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. NHS Roadway</b>	Indicate whether or not the proposed project is located on the National Highway System (NHS)
<b>17. Historic District</b>	Indicate whether or not the proposed project is located in a Historic Preservation District.
<b>18. 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. If the project involves work to a historic bridge structure, please be

	<p>sure to include this information in your project description. Include as part of the supporting Attachments 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).</p>
<b>19. Overall Project Budget</b>	<p>Provide a complete budget. All cost estimates must meet current design standards for the type of improvement requested. A copy of the estimated computations, together with a listing of the source of those figures should be included as Attachment C for all requested STBG funding. Requested STBG funding should be based upon the “Year of Expenditure”, meaning a reasonable inflation factor has been used to determine future costs based upon the anticipated construction date for the proposed project.</p>
<b>20. Federal STBG Funds Requested</b>	<p>Provide the amount of Federal funds you are requesting for the proposed project.</p>
<b>21. Matching Funds</b>	<p>Provide the amount of local match being provided by the local entity. 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. If matching funds are being allocated by a Special Commission supporting documentation in addition to the Matching Funds Resolution must also be included to demonstrate the Commission’s commitment to the project.</p>
<b>22. Total for STBG Portion of Project</b>	<p>Add Columns 20 and 21 together to provide the total costs for the STBG portion or construction costs for the project. The total should match the total funds listed in the shaded area of question 19.</p>
<b>23. Source of Local Match</b>	<p>If multiple jurisdictions are contributing matching funds for this project, list each contributing jurisdiction and the amount of funds being provided by each jurisdiction. Furthermore, provide a brief explanation of how the matching funds will be secured for this project. (e.g. The \$20,000 in matching funds will be provided by the City of ABC through the sale of bonds in fiscal year 2018.)</p>
<b>24. Date Available</b>	<p>Provide the date the local match funding will be available.</p>
<b>25. Milestone Dates</b>	<p>Provide estimated completion dates for each phase of the project. If a phase has already been completed please list the date it was completed. Estimated completion dates cannot exceed the amount of time allowed in the Jackson MPO Prospectus project management guidelines.</p>
<b>26. Bridge Replacement Index</b>	<p>Provide the latest National Bridge Inventory Bridge Replacement Index score for the proposed project. The Bridge Replacement Index score can be obtained by contacting MPO staff members.</p>
<b>27. Project Design</b>	<p>---</p>
<b>a. Preliminary Design</b>	<p>Indicate whether or not preliminary design work has been created.</p>

<b>b. Preliminary Design</b>	Describe any design work that has been completed to-date. Any supporting documentation should be included as part of supporting attachments.
<b>28. 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 project requires an environmental assessment or environmental impact statement.
<b>c. Environmental Process</b>	Indicate whether or not the project has an approved environmental assessment or environmental impact statement. Documentation demonstrating approval status must be included in the supporting attachments.
<b>d. Environmental Process</b>	Provide a brief explanation of why the project meets a categorical exclusion or why an environmental assessment or impact statement is required.
<b>29. 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 the number of parcels to be acquired through ROW acquisition.
<b>30. Utility Relocation</b>	---
<b>a. Utility Relocation</b>	Indicate whether or not the project requires utility relocation.
<b>b. Utility Types</b>	Provide a list of the types of utilities to be relocated.
<b>31. 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>32. 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 STBG funding.</li> <li><b>2. Attachment B – Project Map</b> Map showing the project location with the proposed improvements clearly labeled preferably on an 8 ½ x 11 inch or 11 x 17 inch page</li> <li><b>3. Attachment C – Detailed Budget</b> Provide a detailed copy of the estimated computations and an explanation of the source of those figures for all requested STBG funding. Requested STBG funding should be based upon the “Year of Expenditure”, meaning a reasonable inflation factor has been used to determine future costs based upon the anticipated construction date for the proposed project.</li> <li><b>4. Attachment D– Executed Interlocal Agreement</b> <i>(if applicable)</i></li> </ol>

	<p>If an application is submitted by a jurisdiction and the project location is within the boundary of a different jurisdiction, a fully executed Interlocal Agreement outlining the roles and responsibilities of each entity must be included as part of the application. (e.g. A County submits an application for a bridge repair project located inside of a municipality within the county).</p>
<p><b>33. Additional Supporting Attachments</b></p>	<p>Any additional information the project sponsor would like to provide to document the need for the project application.</p>

## Bridge Repair Project Application

### Jackson MPO Surface Transportation Block Grant Program

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The following information must be completed for all **Bridge Repair** proposed Jackson MPO STBG 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 STBG funds. A separate application must be submitted for each type of project. For example, do not combine rehabilitation of multiple bridges in one application.

#### Applicant Information

1. Project Sponsor \_\_\_\_\_
2. Sponsor Contact \_\_\_\_\_
3. Telephone \_\_\_\_\_ 4. Email \_\_\_\_\_
5. Mailing Address \_\_\_\_\_
6. Additional Sponsors \_\_\_\_\_
7. Co-Sponsor Contact Name(s) \_\_\_\_\_

#### Project Description

8. Project Title \_\_\_\_\_
9. Project Type \_\_\_\_\_
10. County \_\_\_\_\_ 11. Municipality \_\_\_\_\_
12. Small Municipality \_\_\_\_\_
13. Small Municipality population according to the latest U.S. Census \_\_\_\_\_



**Project Costs**

19. Total Project Costs

<u>Description</u>	<u>Federal Funds</u>	<u>Local Funds</u>
Environmental	\$ _____	\$ _____
Design	\$ _____	\$ _____
Right-of-Way Acquisition	\$ _____	\$ _____
<i>Eligible for STBG funding</i>		
Construction	\$ _____	\$ _____
Construction Engineering	\$ _____	\$ _____
Other, please specify		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>TOTAL Estimated Cost</b>	_____	_____

**STBG Funds Requested**

*construction & construction engineering costs only*

	<u>Amount</u>	<u>%</u>
20. Federal STBG Funds Requested	\$ _____	_____
21. Local Match Provided	\$ _____	_____
22. TOTAL STBG Portion of Project	\$ _____	100%
23. Source of Local Match	_____	
	_____	
	_____	
24. Date Available	_____	

**Project Schedule**

25. Milestone Dates	
<i>Completion of Preliminary Design</i>	_____
<i>Completion of Environmental Clearances</i>	_____
<i>Completion of Final Design</i>	_____
<i>Initiation of Right-of-Way Plan Review</i>	_____
<i>Completion of Right-of-Way Plan Review</i>	_____
<i>Initiation of Utilities Relocation</i>	_____
<i>Completion of Utilities Relocation</i>	_____
<i>Completion of Plans, Specifications and Estimates and/or Authorization for Advertisement</i>	_____
<i>Anticipated Construction Advertisement Date or Purchase Date</i>	_____

**Bridge Replacement Index**

26. Bridge Replacement Index Score

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**Project Readiness**

**27. Project Design**

*Yes or No*

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

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

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**28. Environmental**

*Yes or No*

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

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28 b. Does the proposed project require the development of an Environment Assessment or Environmental Impact Statement?

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28 c. Has the project received environmental approval?

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28 d. Please provide a brief explanation of why the proposed project meets a categorical exclusion or why it requires an environmental assessment or environmental impact statement.

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## ATTACHMENT F

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

## **Federal Aid Eligibility Requirements for Preventative Maintenance**

- I) Preservation Components
  - A) Seal coats, joint repairs, and other approved preventative maintenance activities and treatments which comply with Federal Regulations
  - B) Thin lift overlay: One lift 2" HMA maximum (milled or un-milled surface)
    - 1) Pre-leveling Options
      - a. As directed by Engineer
      - b. Included in Trench Widening Operation
    - 2) Two foot (2') Trench Widening Entire Project Limits
      - a. Separate operation: 3" HMA Trench
      - b. Combined operation: Pre-leveling & 3" HMA Trench
    - 3) Rumble Stripe Placement on 2 ft. Paved/Widened Shoulders
    - 4) Rumble Strip Placement on Full Width Shoulders if Rumble Stripe is deemed inappropriate
    - 5) Milling Options
      - a. Transitions
      - b. As needed to address safety issues
      - c. Entire roadway 2" & variable (Milling not covered by a or b will require written justification and approval by MDOT)
- II) Guardrail upgrade in compliance with NCHRP 350 Report or MASH
- III) Submission of project or site specific design exception request for bridges
- IV) Address ADA and Railroad/Highway crossing issues
- V) Known Safety Issues as Identified by MDOT must be adequately addressed.