

Jackson Metropolitan Planning Organization Prospectus

MAY 2022

Prepared in conjunction with:
Mississippi Department of Transportation
Federal Highway Administration
Federal Transit Administration



Jackson MPO Prospectus

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Effective Date

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

AMENDMENTS TO APPENDIX C APPROVED ON THE 12TH DAY OF FEBRUARY, 2014 BY THE JACKSON METROPOLITAN PLANNING POLICY COMMITTEE.

AMENDMENTS TO SECTION 100.01 AND APPENDIX A APPROVED ON THE 13TH DAY OF AUGUST, 2014 BY THE JACKSON METROPOLITAN PLANNING POLICY COMMITTEE.

AMENDMENTS TO SECTION 207.04 AND THE ADDITION OF PROJECT TIMELINE APPENDIX E ON THE 12TH OF AUGUST, 2015 BY THE JACKSON METROPOLITAN PLANNING POLICY COMMITTEE.

AMENDMENTS TO APPENDIX E ON THE 10TH OF AUGUST, 2016 BY THE JACKSON METROPOLITAN PLANNING POLICY COMMITTEE.

AMENDMENTS TO ADDRESS FAST ACT AND PERFORMANCE-BASED PLANNING REQUIREMENTS AND INCORPORATION OF TRANSPORTATION ALTERNATIVE PROGRAM MANAGEMENT TO SECTION 207 AND APPENDIX F APPROVED ON THE 9TH DAY OF AUGUST, 2017 BY THE JACKSON METROPOLITAN PLANNING POLICY COMMITTEE

AMENDMENTS TO SECTION 207.04 APPROVED ON THE 14TH DAY OF AUGUST, 2019 BY THE JACKSON METROPOLITAN PLANNING POLICY COMMITTEE.

AMENDMENTS TO SECTION 206.03 AND ATTACHMENT D.1 APPROVED ON THE 12TH DAY OF FEBRUARY, 2020 BY THE JACKSON METROPOLITAN PLANNING POLICY COMMITTEE.

AMENDMENTS TO ADD THE CITY OF GLUCKSTADT TO THE MPO COMMITTEE STRUCTURE AND TO CLARIFY LANGUAGE THROUGHOUT THE DOCUMENT FOR CONSISTENCY ON THE 11TH DAY OF MAY, 2022 BY THE JACKSON METROPOLITAN PLANNING POLICY COMMITTEE.

A handwritten signature in black ink, appearing to read "Butch Lee", is written over a horizontal line.

THE HONORABLE BUTCH LEE, CHAIRMAN
MPO PLANNING POLICY COMMITTEE

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Introduction

This Prospectus document presents an outline of the Central Mississippi Planning and Development District's 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.

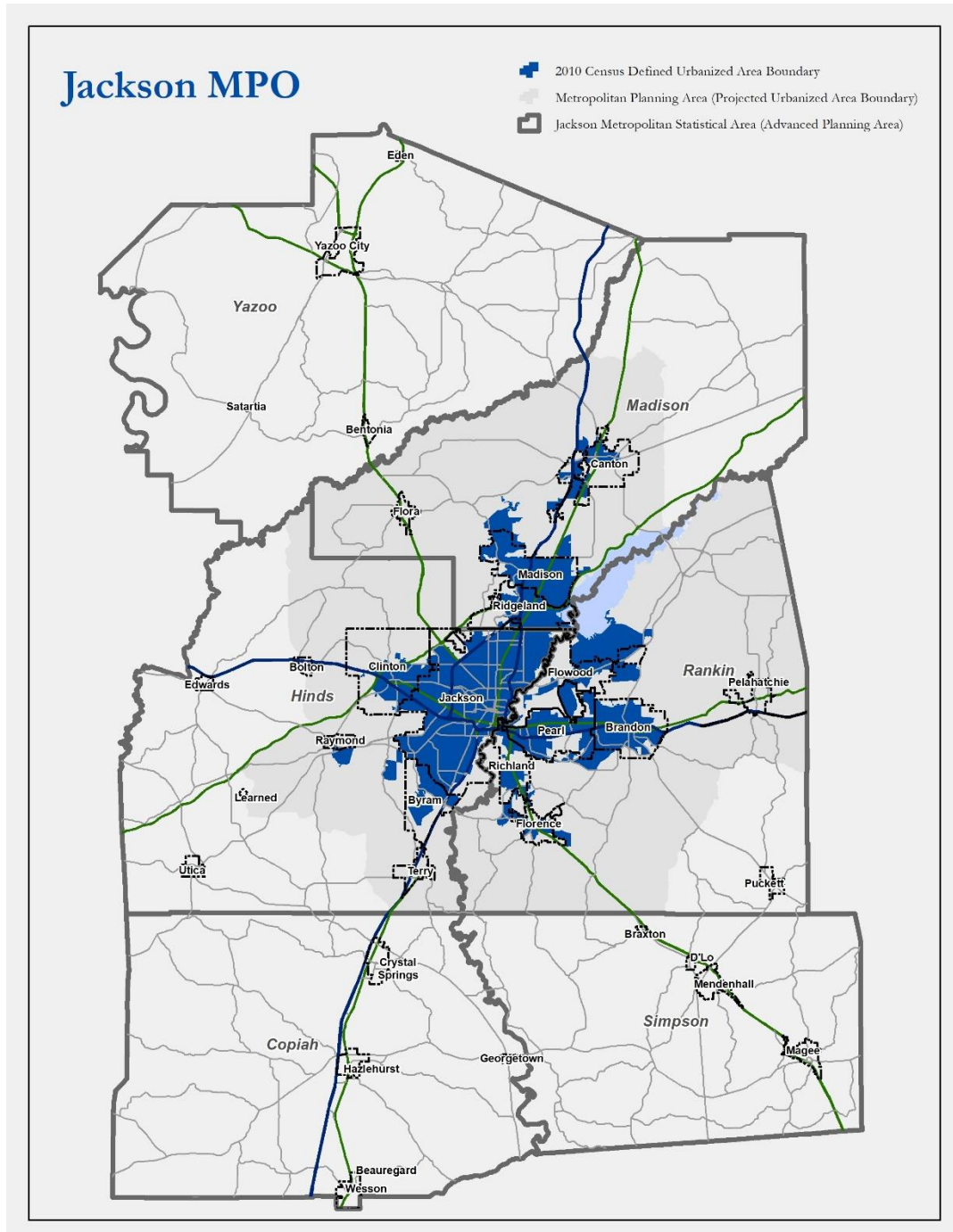
A Metropolitan Planning Organization (MPO) is the policy board of an organization created to carry out the metropolitan transportation planning process (23 CFR 450.104). MPOs are required in all urbanized areas with populations over 50,000, as determined by the U.S. Census (23 CFR 450.310). The purpose of the MPO is to carry out a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process that encourages continued development and improvement of the metropolitan transportation planning processes.

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.

As the MPO, CMPDD is responsible for coordinating the transportation planning process within the geographic area known as the metropolitan planning area. The metropolitan planning area boundary (23 CFR 450.312) is determined by agreement between the MPO and the Governor. At a minimum, the boundary must encompass the entire existing urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period. Federal regulations do allow for the boundary to further expand to encompass the entire metropolitan statistical area (MSA) or combined statistical area, as defined by the Office of Management and Budget.

Currently, CMPDD's metropolitan planning area boundary consists of the census-defined urbanized area, the area projected to become urbanized within the next 20 years, and the entire MSA as defined by the 2010 Census. However, for purposes of preparing the Metropolitan Transportation Plan and other required planning documents the entire MSA is not included. Rather, the MSA areas outside of the census-defined urbanized area and the projected urbanized area is considered the "advanced planning area" for data gather and monitoring purposes only.

The census-defined urbanized area and the area projected to become urbanized within the next 20 years includes only a portion of Hinds, Madison, and Rankin Counties and is bounded roughly by following a route from Canton, MS Highway 43, Pelahatchie, Florence, Terry, Raymond, Bolton, Flora, and back to Canton. Each county and municipality within this boundary has representation on the MPO's committee structure and are responsible for guiding the plans and programs carried out by CMPDD as part of the MPO planning process.



CMPDD's MPO structure is comprised of four main committees. The **Metropolitan Planning Policy Committee** serves as the official governing authority for the MPO and is responsible for making policy decisions regarding the transportation planning process. The Metropolitan Planning Policy Committee is served by three advisory committees the **Intermodal Technical Committee**, the **Bicycle and Pedestrian Facilities Subcommittee**, and the **Stakeholders Committee** that review, as appropriate, transportation planning procedures and products. Each advisory committee makes recommendations to the Metropolitan Planning Policy Committee for final approval or disapproval of transportation planning procedures, products, and programming of MPO grant funds.

As part of the transportation planning process, the MPO is required to produce four 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 (Bylaw's 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

A Metropolitan Planning Organization (MPO) serves as a 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

As required by federal regulations the metropolitan planning area boundary encompasses the census-defined urbanized area and the area projected to become urbanized within the next 20 years which includes only a portion of Hinds, Madison, and Rankin Counties. Therefore, under the Bylaws for CMPDD, and in accordance with federal regulations, the Metropolitan Planning Policy Committee shall consist of and include the following voting members:

- One elected official each from Hinds, Madison, and Rankin Counties;
- Two elected officials from the City of Jackson;
- One Mayor from each of the cities (other than Jackson) inside the 20-year projected urbanized area boundary including: Bolton, Brandon, Byram, Canton, Clinton, Florence, Flora, Flowood, Gluckstadt, Madison, Pearl, Pelahatchie, Raymond, Richland, Ridgeland, and Terry;
- The County Administrator/Comptroller from Hinds, Madison, and Rankin Counties;
- One minority representative each from the City of Jackson, Hinds, Madison, and Rankin Counties;
- The Director of the Mississippi Department of Transportation; and
- One 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 Bylaws for CMPDD, 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 shall meet 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 Facilities 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);
 - The Transportation Improvement Program (TIP);
 - The Public Participation Plan (PPP); and
 - The Project Submittal Guidelines.
3. To establish or amend the boundaries of the metropolitan planning area in accordance with federal guidance. Additionally, to monitor development in the advanced planning area; to ensure if rapid growth does occur in such fringe areas that might affect travel demands in the Jackson Urbanized Area; the Metropolitan 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 Metropolitan Transportation Plan shall not necessarily coincide with the "metropolitan planning area boundary".
 5. To establish targets for each of the performance measures identified in 23 CFR 490, 49 CFR 673 and 49 CFR 625 (where applicable) and to track the regions progress toward attainment of performance targets.
 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 vote; if the Committee member is absent; his/her alternate shall have all 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.

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 of the Metropolitan Planning Policy Committee.

100.08 – Teleconferencing, Videoconferencing, E-mail, and Mail Balloting

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 of the Metropolitan Planning Policy Committee.

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 in the census defined urbanized boundary and the projected urbanized area boundary is entitled to appoint at least one voting member and one alternate member. The City of Jackson has more than one persons 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 counties are eligible to designate voting members and alternates to the Intermodal Technical Committee: Hinds, Madison and Rankin Counties; the following municipalities are eligible to designate voting members and alternates to the Intermodal Technical Committee: Bolton, Brandon, Byram, Canton, Clinton, Florence, Flora, Flowood, Gluckstadt, Madison, Pearl, Pelahatchie, Raymond, Richland, Ridgeland, and Terry.

2. The following positions are designated as voting members from the City of Jackson; each designated position may name an alternate:
 - a. Director of Department of Public Works
 - b. Division Manager, Department of Public Works Infrastructure Management
 - c. Director, Department of Planning and Development
 - d. Deputy Director, Department of Planning and Development
 - e. Traffic Engineer, Department of Public Works Engineering Division

(B) Federal and State Agencies:

Each of the following is eligible to appoint one voting representative and one alternate to the Intermodal Technical Committee. Since the MS 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:
 - a. Director of the Office of Intermodal Planning
 - b. State Planning Engineer
 - c. District Engineer
2. Office of State Aid Road Construction, State Aid Engineer
3. Federal Highway Administration
4. Federal Transit Administration
5. MS Development Authority

(C) Other Agencies and Organizations:

Each of the following is eligible to appoint one voting representative and one alternate to the Intermodal Technical Committee.

1. Jackson Municipal Airport Authority
2. Central MS Planning and Development District
3. Pearl River Valley Water Supply District
4. Bicycle Advocacy Group of Mississippi
5. Freight Representative
6. Greater Jackson Chamber Partnership
7. Mississippi Railroad Association
8. 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/her 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:

1. Reviewing and making recommendations to the Metropolitan Planning Policy Committee regarding the following major products of the Transportation Planning Process:
 - a. The Prospectus
 - b. The Unified Planning Work Program (UPWP)
 - c. The Metropolitan Transportation Plan (MTP)
 - d. The Transportation Improvement Program (TIP)
 - e. The Public Participation Plan (PPP)
 - f. The Project Submittal Guidelines
2. To make recommendations regarding the Metropolitan Planning Area Boundary and the projected urbanized area.
3. To establish targets for each of the performance measures identified in 23 CFR 490, 49 CFR 673 and 49 CFR 625 (where applicable) and to track the regions progress toward attainment of performance targets.
4. To act upon any other matters related to the Transportation Planning Process deemed necessary.
5. The Intermodal Technical Committee shall hear comments from citizens and others at public meetings and forward their recommendations to the Metropolitan Planning Policy Committee.

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/her 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 Metropolitan Planning Policy 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 (23 CFR 450.316), 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 meetings scheduled.

103.01 – Membership of the Stakeholders Committee

1. Individuals
2. Public Transportation Employees
3. Freight Shippers and Providers (Rail and Truck)
4. Private Transportation Providers
5. Users of Public Transportation
6. Users of Pedestrian Walkway and Bicycle Transportation Facilities
7. Traditionally Underserved Groups
8. Agencies Involved with State Planned Growth and Economic Development
9. Agencies Involved with Tourism
10. Agencies Involved with Natural Disaster Risk Reduction
11. Agencies Involved in Local Economic Development Agencies
12. Involved with Environmental protection
13. Agencies Involved with Protection and Preservation of Historic Structures and Sites
14. Recipients of Assistance under Title 49 U.S.C., Chapter 53
15. Nonprofit Organizations that receive federal assistance from sources other than U.S. Department of Transportation for non-emergency transportation services
16. Agencies receiving assistance under 23 U.S.C. 201-204
17. Indian Tribal Governments and Federal Land Management Agencies as appropriate

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 (FHWA/FTA) Urban Transportation Planning regulations and by guidance issued by the Mississippi Department of Transportation (MDOT) regarding MPOs. Each of the required products is discussed individually, together with procedures for accomplishing the transportation planning work needed.

201.00 – Prospectus

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 MPO staff (CMPDD personnel) and the MPO. 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 (23 CFR 450.308) 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)

MPO planning guidance specifies that each specific task or subtask of the work program shall include:

1. Purpose of the task;
2. Summary of work completed on the task during the previous fiscal year;
3. Methodology to be utilized;
4. Specific product to be produced;
5. Responsible agency/agencies;
6. Proposed work schedule; and
7. Cost estimate by proposed funding source

202.02 – Procedures for MPO Approval of the Unified Planning Work Program (UPWP)

MPO staff (CMPDD personnel) 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 (f) funds and FTA Flex 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, Federal Highway Administration, or Federal Transit Administration 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 multimodal performance based 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

MPO staff (CMPDD personnel) 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 metropolitan planning area 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 (23 CFR 450.316) require all MPO's 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 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 transportation improvement programs the MPO should consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area 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:

1. 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.
2. 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. 23 CFR 450.324, 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 – Metropolitan Transportation Plan (MTP) Planning Boundary

Federal guidelines state the planning boundary for the Metropolitan Transportation Plan shall encompass at a minimum the existing urbanized area (as defined by the Bureau of Census) plus the contiguous area expected to become urbanized within a 20-year forecast period. The Intermodal Technical Committee shall make recommendations to the Metropolitan Planning Policy Committee regarding any necessary changes to the projected urbanized area.

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 CFR 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:

1. Current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan.
2. 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 transportation plan.
3. A description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with 23 CFR 450.306(d).
4. 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 CFR 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.

5. 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;
6. Consideration of the results of the congestion management process;
7. 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;
8. 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;
9. In all areas all proposed improvements shall be described in sufficient detail to develop cost estimates;
10. 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;
11. 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. For the purpose of developing the MTP, the MPO, public transportation operator(s), and the State shall cooperatively develop estimates of funds that will be available to support the MTP implementation.
 - c. 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.
 - d. For the outer years of the MTP (i.e., beyond the first 10 years), the financial plan may reflect aggregate cost ranges/cost bands, as long as the future funding source(s) is reasonably expected to be available to support the projects ranges.
 - e. 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.
12. Pedestrian walkway and bicycle transportation facilities in accordance with 20 CFR 217(g).

205.03 –Metropolitan Transportation Plan (MTP) 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:

1. 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;

2. Projected number of dwelling units by TAZ: See above.
3. 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;
4. 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 the Metropolitan Transportation Plan (MTP)

In accordance with 23 CFR 450.324, the MPO shall review and update the transportation plan at least every 4 years in air quality nonattainment and maintenance areas and at least every 5 years in attainment areas 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 at least a 20-year planning horizon. Furthermore, the MPO may update the transportation plan at any time between the required updated cycle if the continuing transportation planning process surveillance program detects significant deviation by the Intermodal Technical Committee. When significant deviation is detected in one of 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.

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 meetings, 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 meetings 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)

In accordance with 23 CFR 450.326 a TIP shall include, for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction), the following:

1. Sufficient descriptive material (*i.e.* , type of work, termini, and length) to identify the project or phase;
2. Estimated total project cost, which may extend beyond the four years of the TIP;

3. 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);
4. Identification of the agencies responsible for carrying out the project or phase;
5. In nonattainment and maintenance areas, included projects shall be specified in sufficient detail (design concept and scope) for air quality analysis in accordance with the EPA transportation conformity regulations; and
6. 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 of the Transportation Improvement Program (TIP)

23 CFR 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)

In accordance with 23 CFR 450.326 the TIP must be updated at least every four years and may be updated more frequently, but the cycle for updating the TIP must be compatible with the Statewide Transportation Improvement Program (STIP) development and approval process. The following is a listing of general steps that must be taken in preparing, amending, and or modifying the Transportation Improvement Program (TIP).

1. Preparation of a new TIP is completed generally every two (2) years in cooperation with the State and any affected public transportation operators.
2. The TIP may be amended quarterly or modified as needed.
 - a. 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, excluding grouped projects.) (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.

- b. A requested change to the TIP is processed as an administrative modification if the proposed change is for a grouped project or an individually listed project where 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, excluding grouped projects.) (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.
3. Once a newly prepared TIP or TIP amendment has been prepared the following steps must be taken before the proposed action can be approved:
 - a. Hold public review opportunities, in accordance with the Jackson Urbanized Area's adopted Participation Plan, on the newly prepared TIP or TIP amendment.
 - b. 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, approve, or disapprove the proposed TIP or TIP amendment and those recommendations are forwarded to the Metropolitan Planning Policy Committee.
 - c. Metropolitan Planning Policy Committee considers recommendations from Intermodal Technical Committee and approves or disapproves 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 (STBG) Program 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 the MPO to jurisdictions in the metropolitan planning area boundary encompassing the census-defined urbanized area and the area projected to become urbanized within the next 20 years which includes only a portion of Hinds, Madison, and Rankin Counties in accordance with the project selection procedures, rules and criteria outlined in the MPO Project Submittal Guidelines documents. Furthermore, if additional funding sources are made available to the MPO either temporarily or permanently they should be committed for use by the MPO in the same manner as the MPO's STBG and/or TA funds as appropriate barring any restrictions or guidelines placed on the additional funding by federal regulations.

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 Guidelines that are intended to provide information and reference materials to assist eligible 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 ranked the highest 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

1. 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:
 - a. 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.
 - b. Make a good faith effort to comply with the project timeline established by the MPO for each project type.
2. Based upon the complexity and type of project awarded Federal STBG or TA funds, the MPO has established various project timelines outlined in Appendix E. 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 E for the life of a project. The actual project life of an awarded project may vary slightly from the project management timeline based upon the MPO’s obligation authority.
3. In Appendix E, 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.

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.

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.

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.

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).

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.

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

4. A delay in a project occurs when:
 - a. A project in the project development phases (1 through 5) does not meet a target date for one of the project development phases.
 - b. A project does not meet the Phase 6 advertisement for bids (construction) status within the allocated timeframe for the project type.

- c. 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.
5. 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.
 6. 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 construction 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.
 7. 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.
 8. 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.
 9. 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.
 10. 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.

11. 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 construction 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.
12. 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.
13. 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.
14. 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.
15. 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.




16. 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.
17. 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.
- a. 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.
 - b. 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.
18. 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.

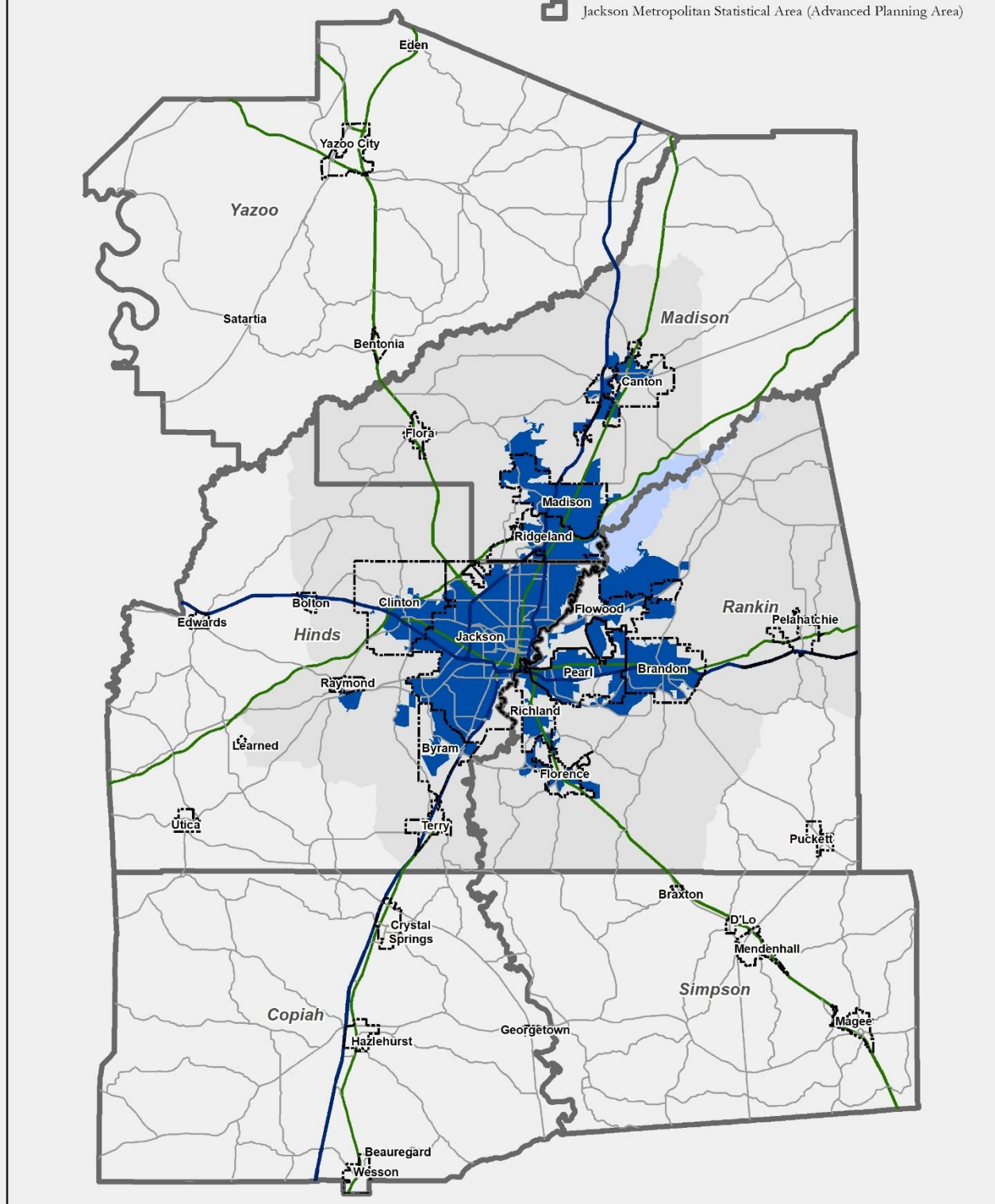
19. Once allocated Federal STBG or TA funding, committed funds shall not be moved to another project within the responsible local jurisdiction that has not been selected as outlined in the Project Submittal Guidelines.
20. Once a project has received Authority to Advertise, the responsible local jurisdiction 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.
21. 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: Planning Area Boundary

Jackson MPO

-  2010 Census Defined Urbanized Area Boundary
-  Metropolitan Planning Area (Projected Urbanized Area Boundary)
-  Jackson Metropolitan Statistical Area (Advanced Planning Area)





Appendix B:

Metropolitan Planning Policy Committee

Metropolitan Planning Policy Committee Members

Voting - Members	Representing
Elected Official	Hinds County
County Administrator or Board of Supervisors Designee	Hinds County
Minority Representative	Hinds County
Elected Official	Madison County
County Administrator or Board of Supervisors Designee	Madison County
Minority Representative	Madison County
Elected Official	Rankin County
County Administrator or Board of Supervisors Designee	Rankin County
Minority Representative	Rankin County
Mayor	Town of Bolton
Mayor	City of Brandon
Mayor	City of Byram
Mayor	City of Canton
Mayor	City of Clinton
Mayor	City of Florence
Mayor	Town of Flora
Mayor	City of Flowood
Mayor	City of Gluckstadt
Mayor	City of Jackson
Elected Official	City of Jackson
Minority Representative	City of Jackson
Mayor	City of Madison
Mayor	City of Pearl
Mayor	Town of Pelahatchie
Mayor	Town of Raymond
Mayor	City of Richland
Mayor	City of Ridgeland
Mayor	Town of Terry
Public Transit Provider Designee	JTRAN
Executive Director	MS Dept. of Transportation
Nonvoting - Members	Representing
Division Administrator	Federal Highway Administration
Regional Administrator	Federal Transit Administration



Appendix C

Intermodal Technical Committee

Intermodal Technical Committee Members

Voting - Members	Representing
Public Works Director	Hinds County
County Engineer	Madison County
County Road Manager or other Designee	Rankin County
Mayor	Town of Bolton
Public Works Director or other Designee	City of Brandon
Public Works Director	City of Byram
City Engineer	City of Canton
City Engineer	City of Clinton
City Engineer	City of Florence
Mayor or other Designee	Town of Flora
Public Works Director or other Designee	City of Flowood
Public Works Director	City of Gluckstadt
Public Works Director	City of Jackson
Division Manager; Infrastructure Management	City of Jackson
Director; Department of Planning and Development	City of Jackson
Deputy Director; Department of Planning and Development	City of Jackson
Traffic Engineer; Public Works Division	City of Jackson
Public Works Director	City of Madison
City Engineer	City of Pearl
Town Clerk	Town of Pelahatchie
City Engineer	Town of Raymond
City Engineer	City of Richland
Public Works Director	City of Ridgeland
Mayor	Town of Terry
Chief Engineer	Pearl River Valley Water Supply District
Representative	Jackson Municipal Airport Authority
Representative	Greater Jackson Chamber Partnership
Representative	MS Development Authority
Chief Resource Manager	National Park Service, Natchez Trace Parkway
Representative	Bike Walk Mississippi
Representative	MS Trucking Association
Representative	MS Railroad Association

Intermodal Technical Committee Members Continued

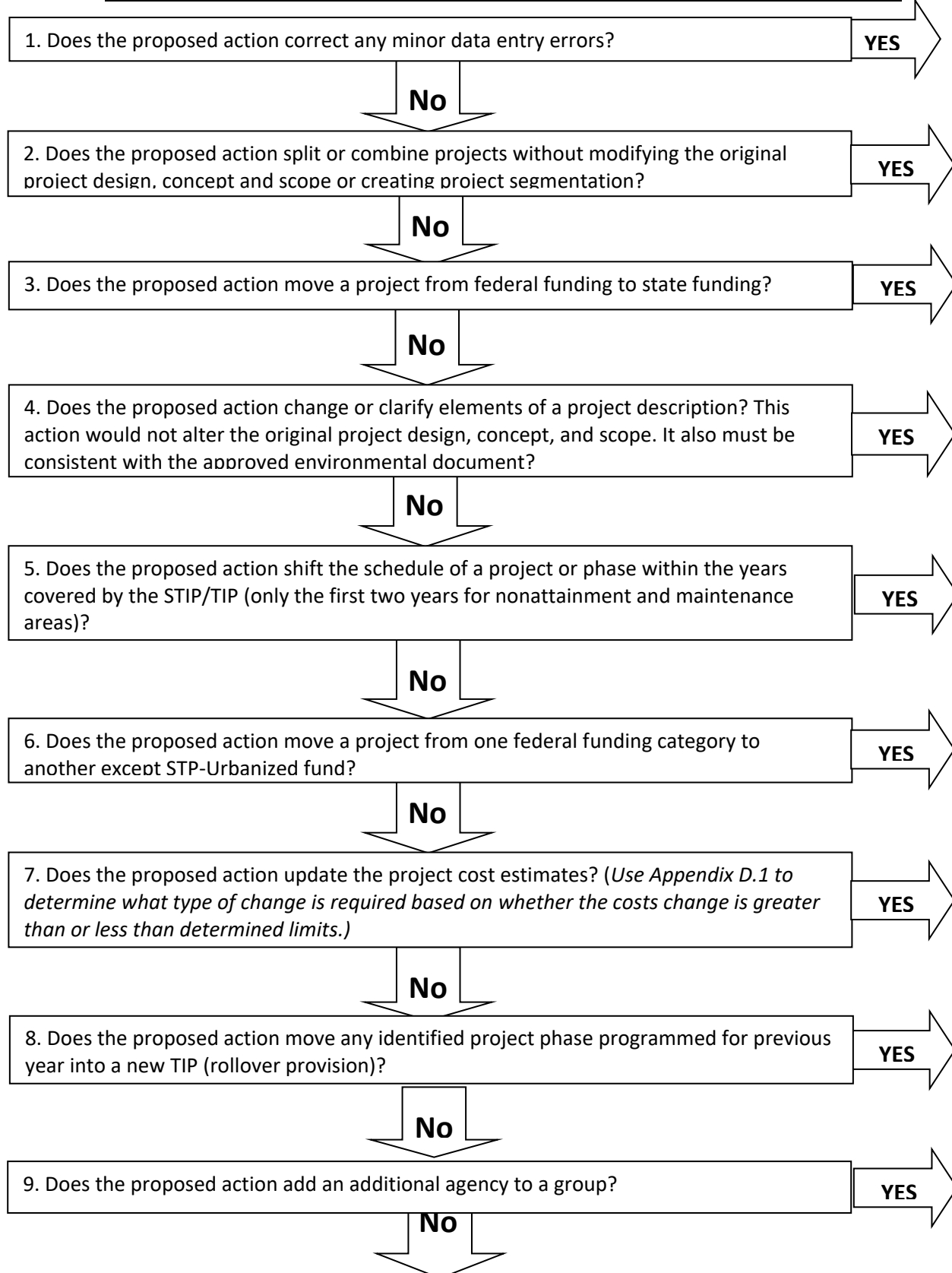
Voting - Members	Representing
Director of Intermodal Planning	MS Dept. of Transportation
State Planning Engineer	MS Dept. of Transportation
District Engineer	MS Dept. of Transportation
State Aid Engineer	Office of State Aid Road Construction
Planning Engineer	Federal Highway Administration
Atlanta Office Representative	Federal Transit Administration
Planning and Management Division Director	Central MS Planning and Development District



Appendix D

TIP Amendment / Administration Modification Flow Chart

TIP AMENDMENT/ADMINISTRATION MODIFICATION FLOW



PROCESS AS A MODIFICATION

PROCESS AS AN AMENDMENT



Appendix D.1

Thresholds to Determine 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?

Total Project Cost of all phases shown within the approved TIP	If the proposed change <i>is greater than or equal</i> to the thresholds below process as an Amendment	If the proposed change <i>is less than</i> the thresholds below process as an Administration Modification
Up to \$2 Million	>/= 75%	< 75%
\$2 Million to \$15 Million	>/= 50%	< 50%
\$15 Million to \$75 Million	> / = 40%	< 40%
\$75 Million or above	>/= 30%	< 30%

** Thresholds do not apply to grouped projects. All changes to grouped projects shall be processed as an Administration Modification.*



Appendix E

Project Timelines

Project Type		Project Development Target Dates					Construction Project Life
		Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
		Project Commitment Meeting	Project Activation Request (PAR)	Environmental Exclusion ³	Right- Of-Way (ROW)	Plans, Specifications and Estimate Assembly	Advertise for bids
Capacity Deficiency with Limited ROW ¹	Widening	Within 3 months of MPO Commitment	6 months from project commitment meeting	6 months from PAR Approval	18 months from Environmental Approval	12 months from ROW	Within 4 years of MPO Commitment
	New Alignment	Within 3 months of MPO Commitment	6 months from project commitment meeting	6 months from PAR Approval	18 months from Environmental Approval	24 months from ROW	Within 5 years of MPO Commitment
Capacity Deficiency with Significant ROW ²	Widening	Within 3 months of MPO Commitment	6 months from project commitment meeting	6 months from PAR Approval	36 months from Environmental Approval	12 months from ROW	Within 6 years of MPO Commitment
	New Alignment	Within 3 months of MPO Commitment	6 months from project commitment meeting	6 months from PAR Approval	36 months from Environmental Approval	24 months from ROW	Within 7 years of MPO Commitment
Safety	Traffic Operational Improvements	Within 3 months of MPO Commitment	6 months from project commitment meeting	6 months from PAR Approval	12 months from Environmental Approval	12 months from ROW	Within 4 years of MPO Commitment
Pavement Management	Overlay	Within 3 months of MPO Commitment	6 months from project commitment meeting	6 months from PAR Approval	N/A	12 months from Environmental Approval	Within 3 years of MPO Commitment
	Reconstruction	Within 3 months of MPO Commitment	6 months from project commitment meeting	6 months from PAR Approval	N/A ⁴	24 months from Environmental Approval	Within 4 years of MPO Commitment

Project Type		Project Development Target Dates					Construction Project Life
		Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
		Project Commitment Meeting	Project Activation Request (PAR)	Environmental Exclusion ³	Right- Of-Way (ROW)	Plans, Specifications and Estimate Assembly	Advertise for bids
Bridge Repair	Bridge Improvements	Within 3 months of MPO Commitment	6 months from project commitment meeting	6 months from PAR Approval	12 months from Environmental Approval	12 months from ROW	Within 4 years of MPO Commitment
Separated Bike path/Bikeable Shoulder ¹	Transportation Alternative Improvements	Within 3 months of MPO Commitment	3 months from project commitment meeting	6 months from PAR Approval	18 months from Environmental Approval	12 months from ROW	Within 4 years of MPO Commitment
Separated Bike path/Bikeable Shoulder ²	Transportation Alternative Improvements	Within 3 months of MPO Commitment	3 months from project commitment meeting	6 months from PAR Approval	36 months from Environmental Approval	12 months from ROW	Within 5.5 years of MPO Commitment
Bike Lanes	Transportation Alternative Improvements	Within 3 months of MPO Commitment	3 months from project commitment meeting	6 months from PAR Approval	Timeline to be established as needed ⁵	12 months from ROW	Within 2.5 years of MPO Commitment
Signed Bike Route	Transportation Alternative Improvements	Within 3 months of MPO Commitment	3 months from project commitment meeting	6 months from PAR Approval	N/A	12 months from ROW	Within 2.5 years of MPO Commitment

Project Type		Project Development Target Dates					Construction Project Life
		Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
		Project Commitment Meeting	Project Activation Request (PAR)	Environmental Exclusion ³	Right- Of-Way (ROW)	Plans, Specifications and Estimate Assembly	Advertise for bids
All other TA Activities	Transportation Alternative Improvements	Within 3 months of MPO Commitment	3 months from project commitment meeting	6 months from PAR Approval	Timeline to be established as needed ⁵	12 months from ROW	Within 2.5 years of MPO Commitment

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.