
JACKSON METROPOLITAN PLANNING ORGANIZATION

Prospectus

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207.04– Project Management

- (a) It is the goal of the Jackson MPO to expend Federal STP funds in an efficient and effective manner. Therefore, following the commitment of Federal STP funds to a project, the responsible jurisdiction shall:
1. Present verbal and/or written reports to the Intermodal Technical Committee at least every quarter of each fiscal year explaining the progress of each project.
 2. Make a good faith effort to comply with the project timeline established by the MPO for each project type.
- (b) Based upon the complexity and type of project awarded Federal STP 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 STP 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 application timeline based upon the MPO's obligation authority.
- (c) 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 STP funds in an efficient and effective manner.
1. **Phase 1 Project Commitment Meeting** shall be held between the responsible jurisdiction and MPO staff, as well as others as appropriate, to discuss the overall project timeline and the addition of the selected project to the Transportation Improvement Program (TIP) based upon the MPO's obligation authority to do so.
 2. **Phase 2 Project Activation Request (PAR)** shall be submitted by the responsible jurisdiction and approved by the Mississippi Department of Transportation (MDOT) within the allocated timeframe based on the project type following the Project Commitment Meeting.
 3. **Phase 3 Environmental Consequences Evaluation** documents shall be submitted by the responsible jurisdiction within the allocated timeframe based on the project type following the approval of a PAR. Projects requiring an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) are allocated more time than projects that meet categorical exclusions for an EIS. The additional time allotted for an EA and an EIS shall be added to the total project life.
 4. **Phase 4 Right-of-Way (ROW)** acquisition shall take place within the allocated timeframe based on the project type following the approval of Phase 3

environmental. Projects involving a significant amount of ROW acquisition (more than 10 parcels of property) are allocated more time than projects involving limited ROW acquisition (10 or less parcels of property).

5. **Phase 5 Plans, Specifications and Estimate Assembly (PS&E)** shall be submitted by the responsible jurisdiction within the allocated timeframe based on the project type following the completion of ROW acquisition.
6. **Phase 6 Advertisements for bids (obligated)** shall take place with authorization from MDOT within the allocated timeframe based on the project type following the commitment of funds by the MPO.

(d) A delay in a project occurs when:

1. A project in the project development phases (1 through 5) does not meet a target date for one of the project development phases.
2. A project does not meet the Phase 6 advertisement for bids (obligated) status within the allocated timeframe for the project type.
3. A project encounters unforeseen and extraordinary circumstances beyond the control of the responsible jurisdiction. Unforeseen and extraordinary circumstances include problems that occur with a project that causes the progression of a project to the next phase to stop until the unforeseen and extraordinary circumstance is addressed.

(e) If a delay occurs due to not meeting a target date for Phase 1 or Phase 2 for a committed project, the commitment of Federal STP funds shall be automatically withdrawn. If funds are withdrawn, they shall be redistributed in accordance with the project selection procedures, rules, and criteria established in the Project Submittal Guidelines.

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

(g) If, during the development of a detailed plan of action explaining how a project will progress over a one-year extension period to the next phase, the responsible jurisdiction determines it is not possible to progress the project within the one-year extension period it is the responsibility of the jurisdiction to notify the MPO. Following notification a project cannot progress, the commitment of Federal STP funds shall be automatically withdrawn. If funds are withdrawn, they shall be redistributed in accordance with the project selection procedures, rules, and criteria established in the Project Submittal Guidelines.

- (h) If, during the one-year extension period, the project meets the requirements of the plan of action and is able to progress to the next phase the commitment of Federal STP Funds shall remain.
- (i) If, during the one-year extension period, the project fails to meet the actions outlined to advance the project to the next phase the commitment of Federal STP funds for the project shall automatically be withdrawn and redistributed in accordance with the project selection procedures, rules, and criteria established in the Project Submittal Guidelines.
- (j) Projects shall not be allowed to receive multiple extensions. Awarded projects shall be allowed to receive an extension once during the life of a project during Phases 3 through 6. Furthermore, granting of a one-year extension shall be dependent upon the MPO's obligation authority to do so.
- (k) If, a second delay occurs in a project that has previously received a one-year extension due to not meeting target dates for one of the project development phases or not meeting the Phase 6 obligated status, the commitment of Federal STP funds for the project shall automatically be withdrawn and redistributed in accordance with the project selection procedures, rules and criteria established in the Project Submittal Guidelines.
- (l) If, a project encounters unforeseen and extraordinary circumstances beyond the control of the responsible jurisdiction, such as a lengthy utility relocation process, the responsible jurisdiction may request a project schedule extension based on the unforeseen and extraordinary circumstance if the project has not received a previous extension.
- (m) Granting of an unforeseen or extraordinary extension shall be based upon the responsible jurisdiction providing documentation the project has been actively managed by the responsible jurisdiction and the delay has occurred solely based on an identifiable unforeseen and extraordinary circumstance. Any extension granted for unforeseen and extraordinary circumstances shall not exceed the period of delay directly attributed to the extraordinary circumstance. The total extension period granted for unforeseen or extraordinary circumstances shall be determined by the Metropolitan Planning Policy Committee with guidance from the Intermodal Technical Committee, but shall in no event be more than 24 months. Furthermore, granting of a project extension for unforeseen and extraordinary circumstances shall be dependent upon the MPO's obligation authority to do so.
- (n) If, during an extension period for unforeseen and extraordinary circumstances, the project is able to overcome the extraordinary circumstance and is able to progress to the next phase the commitment of Federal STP Funds shall remain.
- (o) If, during an extension period for unforeseen and extraordinary circumstances, the responsible jurisdiction is not able to advance the project to the next phase the

commitment of Federal STP funds for the project shall automatically be withdrawn and redistributed in accordance with the project selection procedures, rules, and criteria established in the Project Submittal Guidelines.

- (p) If, following the commitment of STP 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 STP funds shall be automatically withdrawn. If funds are withdrawn, they shall be redistributed in accordance with the project selection procedures, rules, and criteria established in the Project Submittal Guidelines.

- (q) If, following the commitment of STP funds, any changes occur in the scope of work 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 STP funds to notify the MPO of any such changes. The MPO shall then reevaluate the application based on the scope of work change and the original evaluation criteria.
 - 1. Following the reevaluation, the commitment of Federal STP Funds shall remain if the points awarded for the revised scope of work falls within the range of scores receiving a commitment of Federal STP 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 STP funds during the original application evaluation process.
 - 2. Following the reevaluation, a revised scope of work whose project score does not fall within the awarded points range for projects receiving a commitment of Federal STP funds at the time the original application was evaluated shall have the commitment of Federal STP funds automatically withdrawn. If funds are withdrawn, they shall be redistributed in accordance with the project selection procedures, rules, and criteria established in the Project Submittal Guidelines.

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

- (s) Once allocated Federal STP 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.

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 Deficient 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 PAR	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 PAR	Within 4 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.