

Introduction

The Memphis Urban Area Metropolitan Planning Organization (MPO) is currently developing the Fiscal Year (FY) 2023-26 Transportation Improvement Program (TIP). This document is intended to be used as a guide that provides information on the application, selection, and approval process for projects submitted for inclusion in the FY 2023-26 TIP. Please read through the full guidance document before beginning to fill out the applications.

Funding

The call for applications is for Capital and Groupings Projects using Surface Transportation Block Grant (STBG) funds for the FY 2023-26 TIP cycle and Transportation Alternatives (TA) funds for FY 2022. The projected funding available to eligible project sponsors in the Memphis MPO Planning Area is:

Surface Transportation Block Grant (FY 2023-26):

- Tennessee: **\$157,830,759**
- Mississippi: **\$28,138,484**

Transportation Alternatives (FY 22):

- Tennessee: **\$1,222,358**
- Mississippi: **\$208,516**

Funding Note: The STBG funding available could change based on project obligations in the FY 2020-23 TIP and the FY 2022 allocation. The FY 22 TA funding amount is estimated based on the previous year allocation.

Eligibility

Projects must be located on the functional classification system as an Urban Minor Collector or higher. Projects located on roads classified as Rural Minor Collector or Local Roads are ineligible to receive STBG and TA funding. Pedestrian & Bicycle projects, such as greenways, sidewalks, etc. are not required to be on the functional classification system. To see the Functional Classification of roads within the Memphis MPO Planning Area, visit the [Memphis MPO's Interactive Webmap](#).

Additionally, all Capital Projects must be included in the Fiscally-Constrained Project List of the Memphis MPO's Livability 2050: Regional Transportation Plan (RTP). If your requested capital project is not in the current 2050 RTP, please note this within the application, and contact MPO staff, as needed, to discuss.

Project Types



Six (6) application types are available for eligible project sponsors to submit for projects in the FY 2023-26 TIP:

1. **Capital** – Capital Improvements (increasing/reducing number of lanes, major intersection improvements, realignments, new roads, etc.)
 2. **Resurfacing** – Mill and Overlay/Resurfacing and other preventative maintenance
 3. **Signalization** – Traffic signal and signal systems
 4. **Pedestrian & Bicycle** – Greenways, sidewalks, bicycle facilities & amenities, etc. (both STBG & TA)
 5. **Bridge** – Bridge replacement, rehabilitation, preservation, systematic repairs & seismic retrofits
 6. **Plans & Studies** – Transportation related plans, studies, & pavement management/data collection
- Supplemental Information Form** – Final form to complete after all applications have been submitted

Deadline

The **Call for Projects begins November 22, 2021 and ends on January 12, 2022 at 11:59 PM. Incomplete applications will not be considered, and the project application links will close after the deadline ends.** All new and carry-over projects, being submitted for inclusion in the FY 2023-26 TIP must be presented to the public within the respective jurisdiction, **prior to the application deadline.**

Applications

Links to the six (6) project applications and supplemental information form have been sent out via email to eligible project sponsors. The applications can be completed online through Formstack, and applicants will have the ability to upload supporting documents to the application(s). Each project type has a separate application form, and each project must be submitted individually. Please complete the application that best matches the type of project you are applying for. **All unobligated phases for STBG funded projects in the current FY 2020-23 TIP, will need to be reapplied for in the FY 2023-26 TIP.**

A **TIP Reference Materials Packet** is available to assist with completion of the project applications and can be found on the following [Webpage](#).

Inflation Rate - A **Future Cost Estimation Tool** has been provided to assist with applying an inflation rate for the year in which you are requesting funding for all phases of projects. A standard inflation rate of 3.46%, based on FHWA's National Highway Construction Cost Index and consistent with the 2050 RTP, should be applied to requested funds for all phases of the project. Additional information is provided within the **TIP Reference Materials Packet**.

Submission Instructions and Checklist

Upon completion, please submit any additional supporting materials that were not uploaded within the Formstack application to MPO Staff. If you need assistance due to large file sizes, please contact us and we will send you a Dropbox link. When submitting applications, make sure to include the following documentation as required:

Tennessee:

- Functional Classification/Project Map
- Itemized Cost Estimate (for construction funding request)
- Copy of the Public Meeting Date Announcement or Agenda (upload to Supplemental Form, link below)
- Signal Warrant Approval Letter (for new traffic signal projects)
- Any additional supporting documentation as needed

Mississippi:

- Functional Classification/Project Map
- Itemized Cost Estimate (for construction funding request)
- Copy of the Public Meeting Date Announcement or Agenda (upload to Supplemental Form, link below)
- Signal Warrant Approval Letter (for new traffic signal projects)
- Any additional supporting documentation as needed



Supplemental Information Form

Once all applications have been submitted the **final step** is the completion of the [Supplemental Information Form](#). Information required in this form includes your public meeting date and location as well as the annual average Operations and Maintenance (O&M) costs, which includes basic maintenance activities like minor surface treatments, signage, ROW maintenance, traffic signal maintenance, streetlighting, etc., for your jurisdiction, and should be estimated in 2021 dollars. **Once completed, MPO staff will confirm submission of all application materials.**

Annual Review

New to the FY 2023-26 TIP cycle, we will be doing an annual review of projects, but the application process remains the same. Following is information on the annual review process for Capital and Groupings Projects.

- **Capital Projects** – The process for capital projects, will not change. Complete the capital project application requesting the phases/funds for the project, which are anticipated to be completed within the TIP cycle. Awarded phases/funds will be programmed for the full TIP cycle, FY 2023-26.
- **Groupings Projects** – Complete the appropriate groupings application(s) requesting the phases/funds for the project, which are anticipated to be completed within the TIP cycle. Awarded phases/funds will be programmed for the first fiscal year, FY 2023. Annually, the grouping projects will be reviewed along with the original application to add phases/funds for the subsequent fiscal year. MPO staff will use the information provided within the application to estimate future phases/funds for projects.

Next Steps

Projects submitted will be evaluated and scored using the **TIP Project Prioritization Criteria** which were approved at the November 2021 meeting of the Transportation Policy Board (TPB), and can be found on the [FY 2023-26 TIP Webpage](#). Preliminary project ranking and potential funding options will be presented to both the Tennessee and Mississippi members of the Engineering and Technical Committee (ETC) for review. Following the ETC Workshops, the recommended projects will be presented to both the ETC and Transportation Policy Board (TPB) for approval, tentatively scheduled for May 2022.

Following approval of the project list, the draft FY 2023-26 TIP document and associated conformity determinations will be made available for review and comment, as defined in the Memphis MPO's Public Participation Plan, before final plan adoption, tentatively scheduled for September 2022. Reference the MPO's FY 2023-26 TIP Webpage for the full project schedule.

If you have any questions, please contact MPO staff for assistance.

