Memphis Urban Area Metropolitan Planning Organization (MPO)  
Engineering and Technical Committee  
Thursday, May 1, 2014 1:30 PM  
UT Health Science Center – Student Alumni Building  
800 Madison Avenue - Memphis, Tennessee

Note: Please fill out a comment card and turn into a MPO staff member to be given the opportunity to speak on any of the agenda items. You will be given up to two minutes to provide your comments.

1) Call to Order

2) Approval of February 6, 2014 Minutes ⇐ACTION

3) Memphis MPO Administrator’s Report  
   a. iPAD Demo and Overview  
   b. MS LPA Meeting at the DeSoto County Administration Building, Hernando – May 8th at 10am  
   c. TDOT MPO Conference at Pickwick Landing State Park (May 13th – May 16th)  
   d. TDOT Local Program Full-Day Training at the Shelby County Code Enforcement Building – May 20th

4) Unified Planning Work Program (UPWP) FY 2015 ⇐ACTION

5) Amendment to the Roadway Functional Classification System: SR-14, TN ⇐ACTION

6) Approval of the MOA between MDOT and the Memphis MPO for TIP Amendments and Adjustments ⇐ACTION

7) FY 2014-17 Transportation Improvement Program (TIP) Project Tracking ⇐UPDATE/PRESENTATION

8) FY 2014-17 Transportation Improvement Program (TIP) Amendments ⇐ACTION

TN Local Road TIP Amendments

Note: The following one TIP Amendment was associated with an Air Quality Short Conformity Determination Report: Amendment 1 for Shelby County that was submitted to the Interagency Consultation (IAC) Group for a 30-day review ending on April 30, 2014.

a. TIP Amendment ENH-2010-01: Elvis Presley Blvd  
   Amend the TIP by adding $3,600,000 in federal STPs funds that were included in the FY 2011-14 TIP, but were not carried-over. The funds are added back into the TIP for FY 2014 to include PE-D, ROW, and Construction for obligation. The Elvis Presley Blvd project is from Shelby Drive to Brooks Road.

Transit Amendments

Note: The following three (3) TIP Amendments were included in an Air Quality Exempt Packet: Amendment 3 that was submitted to the Interagency Consultation (IAC) Group for a 14-day review ending on April 30, 2014.
b. **TIP Amendment 5310-2014-01: Capital Equipment**
   Amend the TIP by adding the Capital Equipment project for FY 2014, $107,538 in federal FTA Section 5310 funds to purchase 2 Rear Lift Conversion Vans, 1 Cutaway Minibus, and 1 Center Aisle Raised Roof Passenger Van for Shelby Residential & Vocational Services Inc.

c. **TIP Amendment 5310-2014-02: Capital Equipment**
   Amend the TIP by adding the Capital Equipment project for FY 2014, $34,014 in federal FTA Section 5310 funds to purchase 1 Passenger Bus for Goodwill Homes Community Services, Inc.

d. **TIP Amendment 5307-2014-01: Jobs Access/Reverse Commute Bus Service**
   Amend the TIP by adding the Jobs Access/Reverse Commute (JARC) project for FY 2014, $75,000 in federal FTA Section 5307 funds to provide a new bus service in the northeastern part of Memphis along Goodlett Farms Parkway.

8) **Presentation**
   a. CMAQ Project Delivery – TDOT, Alan Jones

9) **Other Business**
   a. Next Scheduled ETC Meeting: August 7, 2014 1:30pm, Location: UT Health Science Center

10) **Adjourn**
SUMMARY OF MINUTES

Ms. Pragati Srivastava called the meeting to order at 1:33 PM. In addition to Ms. Pragati Srivastava, the following voting members were present at the meeting:

Carlos McCloud  TDOT  James Hay  Airport Authority
Perry Brown  MDOT  Ron Smith  Southaven
Frank McPhail  Collierville  Tim Gwaltney  Germantown
Rick McClanahan  Bartlett  Jason Allen  Horn Lake
Tom Needham  Shelby County  Darren Sanders  Shelby County
Jared Darby  Hernando  B.J. Page  Olive Branch
Tom Haysley  Desoto County  Darek Baskin  Millington
Steve Hill  Arlington  Bob Conrad  Piperton
John Lancaster  MATA  Stephen Edwards  Memphis
Esther Sykes-Wood  Fayette County  Pat Brown  Gallaway
Mayor Chester Cocke  City of Braden  Randy Tatum  Memphis

The following Interested Individuals were present:

Mike Merry  MDOT  Russ Brasfield  Barge Waggoner
James Collins  Kimley-Horn  Bob Rogers  SCHD
Art Wolff  Citizen  Ian Engstrom  SSR
Andy Pinkley  Buchart Horn  Austin Cardosi  Horn Lake
David Nicholson  SSR  Bob Wenner  Wolf River
Patrick Neal  Pickering  Dennis Lynch  Sierra Club
Ben Ledsinger  SSR  Josh Shumaker  MAAG
Stacey Morris  ETI  Sean Isham  Collierville
Nisha Powers  Powers Hill  Brian Copeland  MDOT

The following Ex-officio members were present:

Corbin Davis  FHWA-TN
Eddie Brawley  West Memphis MPO

The following MPO Staff members were present:

Sajid Hossain  John Paul Shaffer  Kate Horton  Mitchell Lloyd
Kyle Wagenschutz  Linda Kay Lawrence  Andrew Ray  Kwasi Agyakwa

A quorum was present.
1) **Call to Order at 1:33 PM**

2) **Approval of November 7, 2013 Minutes**

   Mr. James Hay moved to approve the minutes as presented; Mr. Darren Sanders seconded the motion, and the motion carried without dissent.

3) **Memphis MPO Administrator’s Report**
   a. 2014-17 TIP Project Tracking (Update May 2014)
   b. Paperless Meeting Technology Update
      • Moving forward with plan to implement the paperless meeting technology
   c. MATA and Memphis MPO Agreement Update
   d. Regional Transportation Plan Update- Livability 2040
      • Started the process with the release of three MPO Livability videos, featuring Mayor AC Wharton and Mayor Sharon Goldsworth, Mayor Mark Luttrell and Desoto County Supervisor Mark Gardner, Mayor Keith McDonald and Mayor Rhea “Skip” Taylor
      • MPO presented the livability videos at the meeting
   e. MPO Studies Update- Bike and Pedestrian Plan Update, Household, Freight, Bike Ped and Transit Travel Survey, Coordinated Human Services Plan Update.
      • Bike and Pedestrian Plan Update targeted completion of November
      • Transit Travel Survey is completed
      • Household Travel Survey is underway
      • Freight and Bike/Ped Survey is upcoming
   f. Air Quality State Implementation Plan (SIP) Amendment
      • Mr. Bob Rogers stated that comments can be sent directly to Shelby County Health Department through March 14th.
      • There will be public hearings on the SIP Amendment on March 4, 2014 at 6:00 PM at the Benjamin Hooks, Jr. Central Library and March 6, 2014 at 6:00 PM in Millington at the Baker Community Center.
      • Public Comment: Mr. Dennis Lynch asked if there are varying air quality measurements and requirements depending on if the area is residential, industrial or parks or if it is uniform across the entire region? Is there any way to ensure or encourage improved air quality requirements and measures within parks and residential areas?
      • Response: Mr. Bob Rogers stated our air monitoring network goes through the State of Tennessee. All the location sites go through an extensive EPA approval process. Mr. Rogers suggested that Mr. Lynch call his office to obtain information on monitoring. He added that the Health Department has started a county-wide study of toxic pollutants and there should be preliminary results in approximately 1 year.
   g. Introduction of new MPO staff member, Mr. Kwasi Agyakwa

4) **Amendment to the Roadway Functional Classification System: Nail Road, DeSoto Co, MS**

   Ms. Pragati Srivastava provided an overview of Agenda Item #4.

   Mr. Jared Darby moved to adopt Desoto County Roadway Functional Classification System amendment as presented; Mr. James Hay second the motion, and the motion was carried without dissent.
QUESTIONS/COMMENTS:
Mr. Tom Haysley asked what is the process after the amendment to the roadway functional classification system for Nail Road?
Ms. Pragati Srivastava stated that we will work with FHWA after the TPB meeting approval to get the roadway functional classification system updated.

5) **Unified Planning Work Program (UPWP) FY 2015 Major Tasks and Timeline**

Ms. Pragati Srivastava gave an overview of Agenda Item #5.

NO QUESTIONS/COMMENTS

6) **2014-2017 Transportation Improvement Program (TIP) Amendments**

Ms. Pragati Srivastava gave an overview of Agenda Item #6.

Mr. BJ Page moved to adopt the 2014-2017 TIP amendments as presented; Mr. Frank McPhail seconded the motion and the motion carried without dissent.

QUESTIONS/COMMENTS:
Mr. Steve Hill stated there he only saw five proposed TIP Amendments in the packet.
Ms. Kate Horton responded that the sixth amendment was under the CMAQ amendment heading for the Vehicle Fuel Cap Replacement project.

**MS Local Road TIP Amendments**

a. **TIP Amendment MS-LSTP-2002-02: Getwell Road**
   Amend the TIP by adding the Getwell Road project for FY 2014 construction. The Getwell Road project is from Goodman Road to the Tennessee State Line and was included in the 2011-14 TIP. An additional $689,597 in federal STP funds has been added for construction.

b. **TIP Amendment MS-LSTP-2012-02: Tulane Road Connector**
   Amend the TIP by adding the Tulane Road Connector project for FY 2014 construction. The Tulane Road Connector project is from north of Goodman Road to Pentail Drive and was included in the 2011-14 TIP.

**TN Local Road TIP Amendments**

c. **TIP Amendment STP-M-2011-05: Douglas and Airline Intersection Improvements**
   Amend the TIP by removing the Douglas and Airline Intersection Improvements project; $1,101,000 in federal STP funds project funds were obligated in the 2011-14 TIP for construction.

d. **TIP Amendment ENH-2013-01: Bike and Pedestrian Connector – Phase 2A & B**
   Amend the TIP by adding the Bike and Pedestrian Connector – Phase 2A & B Transportation Alternatives Program (TAP) project. The project includes bike and pedestrian facilities along Memphis-Arlington Road between Milton Wilson and Jetway to connect Arlington Elementary and Middle schools and was included in the 2011-14 TIP.
e. **TIP Amendment STP-M-2014-01: SR-57 Widening**

Amend the TIP by changing the extents of the SR-57 (Poplar) widening project to extend from Collierville-Arlington Road to SR-385. The City of Piperton has removed their portion of the widening project from SR-385 to SR-196 and the federal STP funds for PE-N and PE-D have been reduced by $750,000 as a result of the shortening of the project.

**Congestion Mitigation and Air Quality (CMAQ) Amendment**

f. **TIP Amendment CMAQ-2011-01: Vehicle Fuel Cap Replacement Program**

Amend the TIP by removing the Vehicle Fuel Cap Replacement project; the total project cost is $716,250 of which $573,000 was from federal CMAQ funds and the remaining $143,250 was from local match funds.

7) **Presentations**

   a) TDOT CMAQ Application Process – Sajid Hossain

   - There were 4 City of Memphis projects and 2 Shelby County projects that were submitted.
   - There will be an ETC Workshop, Thursday, February 13, 2014; 1:30-3:30, at Central Station in the MATA Board Room if needed to discuss the project applications.
   - Funds not obligated in two years will revert back to the state. Quarterly updates must be given.

   **NO QUESTIONS/COMMENTS**

   b) ITS Architecture update – Kimley-Horn Associates

   - There will be an ITS Kick-off Workshop on March 6, 2014 from 10:00-12:00 at Shelby County Code Enforcement Training Room
   - Project reviews will be done at a June workshop

   **QUESTIONS/COMMENTS:**
   Mr. BJ Page asked where does MDOT and Desoto County fit into the Regional process?
   Mr. James Collins stated that the ITS Architecture is a regional plan and DeSoto County and MDOT will be a part of the planning process throughout the update.

8) **Other Business**

   a. Next Scheduled ETC Meeting: May 1, 2014 1:30pm, Location: UT Health Science Center

   **QUESTIONS/COMMENTS:**
   Mr. Darren Sanders asked about the status of the Multi-Modal access grants?
   Mr. Carlos McCloud stated TDOT is currently reviewing the projects.

   **PUBLIC COMMENT:**
   Mr. Dennis Lynch asked about the Citizens Advisory Committee (CAC) status
   Ms. Pragati Srivastava stated that we will give an update at the next meeting.

9) **Adjourn at 2:09 PM**

   Mr. James Hay moved to adjourn; Mr. B.J. Page seconded the motion and the motion carried without dissent

   **NOTE:** The meeting minutes are a summary of the meeting. If you would like to review the tape recording of the entire meeting you may do so by scheduling an appointment with Kate Horton, Transportation Planner at (901) 576-7218.
Memphis Urban Area Metropolitan Planning Organization

Department of Regional Services

125 North Main Street, Suite 450

Memphis, TN 38103

901.576.7190 (phone)

901.576.7272 (fax)

www.memphismpo.org
This document is available in accessible formats when requested five days in advance.

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All inquiries for Title VI and/or the American Disabilities Act, contact Mitchell Lloyd at 901-576-7146 or Mitchell.Lloyd@memphistn.gov.
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<tr>
<td>AHTD</td>
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<tr>
<td>APTS</td>
<td>Advanced Public Transportation Systems</td>
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<tr>
<td>AQ</td>
<td>Air Quality</td>
</tr>
<tr>
<td>AVL</td>
<td>Automatic Vehicle Location</td>
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<td>ATAC</td>
<td>Active Transportation Advisory Committee</td>
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<td>CFR</td>
<td>Code of Federal Regulations</td>
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<td>CMAQ</td>
<td>Congestion Mitigation &amp; Air Quality</td>
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<td>CMP</td>
<td>Congestion Management Plan/Process</td>
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<td>Coordinated Human Services Transportation Plan</td>
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<td>Engineering and Technical Committee</td>
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<td>Freight Advisory Committee</td>
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<td>Federal Fiscal Year (October 1-September 30)</td>
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<td>Moving Ahead for Progress in the 21st Century</td>
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<td>Mississippi Department of Environmental Quality</td>
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<td>Abbreviation</td>
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<td>MSCPC</td>
<td>Memphis and Shelby County Port Commission</td>
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THE MEMPHIS URBAN AREA METROPOLITAN PLANNING ORGANIZATION

The Memphis Urban Area Metropolitan Planning Organization (Memphis MPO) was created in 1977 and has the lead responsibility to ensure that the transportation planning process is being carried out in accordance with federal and state regulations. Federal regulations require that an MPO be designated to carry out a comprehensive, continuing and coordinated transportation planning process for urbanized areas (as defined by the U.S. Bureau of Census) with a population of 50,000 or more.

As shown in Figure 1, the Memphis MPO is comprised of eighteen cities or towns and four counties. The MPO boundary includes all of Shelby County and a portion of western Fayette County in Tennessee. The boundary also includes all of DeSoto County and a portion of western Marshall County in Mississippi (Figure 1).

The Memphis and Shelby County Department of Regional Services (DRS) serves as staff for the Memphis MPO under the direction of the MPO’s Transportation Policy Board (TPB). The Memphis MPO also has five advisory committees namely, Engineering and Technical Committee (ETC), Active Transportation Advisory Committee (ATAC), Interagency Consultation Committee (IAC), Freight Advisory Committee (FAC), and the Planning and Land Use Advisory Committee (PLUC). The organizational chart that follows shows the role of the different federal, state, regional and local agencies in the Memphis MPO’s planning process (Figure 2).
Figure 2: MEMPHIS MPO ORGANIZATIONAL CHART

Memphis Urban Area MPO TPB

Memphis Urban Area MPO Committees

Memphis Urban Area MPO Staff

Federal

FHWA

FTA

EPA

State

Tennessee

Mississippi

TDOT

TDEC

MDOT

MDEQ

Local

Agencies

ETC

ATAC

IAC

FAC

PLAC

Tipton Co. (ex-officio)

Tunica Co. (ex-officio)

Tate Co. (ex-officio)

Crittenden Co. (ex-officio)

Jurisdictions

Shelby Co.

Arlington

Bartlett

Collierville

Germantown

Germantown

Lakeland

Memphis

Millington

Marshall Co.

Byhalia

Local

W Memphis MPO (ex-officio)

MATA

MSCPC

MSCAA

MSCHD

Desoto Co.

Hernando

Horn Lake

Olive Branch

Southaven

Walls

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Hernando

Horn Lake

Olive Branch

Southaven

Walls

Fayette Co.

Braden

Gallaway

Piperton

Oakland

Rossville

State

Tennessee

Mississippi

Federal

FHWA

FTA

EPA

Local

Agencies

ETC

ATAC

IAC

FAC

PLAC

Tipton Co. (ex-officio)

Tunica Co. (ex-officio)

Tate Co. (ex-officio)

Jurisdictions

Shelby Co.

Arlington

Bartlett

Collierville

Germantown

Germantown

Lakeland

Memphis

Millington

Marshall Co.

Byhalia

Local

W Memphis MPO (ex-officio)

MATA

MSCPC

MSCAA

MSCHD

Desoto Co.

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Section II:

About the UPWP
THE UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) outlines transportation planning priorities and work tasks for the Memphis Urban Area Metropolitan Planning Organization (MPO) for Fiscal Year 2015 (FY 2015). In most cases the UPWP covers a span of two years, however this UPWP will cover only FY 2015 in order to align it with the current PL-Section 112 contract with TDOT. Fiscal Year 2015, based on the federal fiscal year, begins October 1, 2014, and ends September 30, 2015.

Preparation of the UPWP is required by the federal transportation legislation known as Moving Ahead for Progress in the 21st Century (MAP-21), and the Metropolitan Planning Regulations (23CFR 450.308) of the United States Department of Transportation. The UPWP must present a continuing, cooperative, and comprehensive (the “3C”) approach to transportation planning activities. The UPWP is prepared with cooperation and guidance from federal, state, and local agencies, as well as state & public transportation operators. The various funding sources from which the Memphis MPO receives funding for transportation planning are listed in Section IV: UPWP Funding.

The UPWP is one of three key documents the Memphis MPO is required to develop and maintain for its planning area. The other key documents are the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP).

PLANNING FACTORS & FEDERAL INITIATIVES

MAP-21 specifies eight planning factors that must be considered in developing transportation plans, including the consideration and implementation of projects, strategies, and services (per 23 CFR 450.306). They are:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase accessibility and mobility options available to people and for freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system— across and between modes— for people and for freight;
- Promote efficient system management and operation, including planning for operations; and
- Emphasize preservation of the existing transportation system.
In addition to the planning factors under MAP-21, federal initiatives regarding Climate Change, Livability, and Planning for Operations were also considered during the development of the work program. These initiatives, along with examples of related MPO tasks are described below:

- **Climate Change & Extreme Weather**: Address climate change mitigation and adaptation in the planning process.
  - **MPO Tasks**: Congestion Mitigation & Air Quality (CMAQ), Congestion Management Process, Tennessee Extreme Weather & Transportation Adaptation Partnership

- **Livability**: Integrate the livability principles of more transportation choices, equitable, affordable housing, enhanced economic competitiveness, support for existing communities, coordinated policies, leveraging investments, and valuing communities and neighborhoods into the transportation planning process.
  - **MPO Tasks**: Bicycle & Pedestrian Plan, Regional Transportation Plan (RTP), Transportation Alternatives Program (TAP), Coordinated Human Services Transportation Plan (CHSTP)

- **Planning for Operations**: Activities that take place within the context of an agency, jurisdiction, and/or regional entity with the intent of establishing and carrying out plans, policies, and procedures that enable and improve the management and operation of transportation systems.
  - **MPO Tasks**: Traffic Incident Management (TIM), Intelligent Transportation Systems (ITS)

The tabled “MAP-21 Planning Factors & Federal Initiatives as Addressed by Tasks” on the following page shows how the Planning Tasks relate to each of the planning factors and initiatives described above.

New legislation and guidelines have increased the considerations for planning tasks related to additional initiatives into the MPO transportation planning process. These initiatives are described below:

- **Planning & Environmental Linkages**: Consider environmental, community, and economic goals early in the planning process. Use the information, analysis, and products developed during planning to inform the environmental process.
  - **MPO Tasks**: RTP, Environmental Justice Analysis, Transportation Improvement Program (TIP), Land Use Model

- **Sustainability**: Satisfy the functional requirements for development and economic growth while striving to enhance the natural environment and reduce consumption of natural resources.
  - **MPO Tasks**: Bicycle & Pedestrian Plan, LRTP, Transportation Alternatives Program (TAP)

- **Freight**: Engage public and private stakeholders representing all modes of freight to integrate freight planning into the existing transportation planning process.
  - **MPO Tasks**: Regional Freight Plan, Corridor Studies, RTP, Freight Stakeholder Survey, Travel Demand Model Update using ATRI and Transearch Data
- **Environmental Justice**: Identify and address adverse environmental and public health effects placed on minorities and low-income groups as a result of programs, policies, and activities.
  - *MPO Tasks*: Congestion Mitigation & Air Quality (CMAQ), Congestion Management Process, Tennessee Extreme Weather & Transportation Adaptation Partnership, Public Participation Plan, RTP

- **Disaster Preparedness**: Develop emergency preparedness procedures and response plans for natural disasters such as floods, earthquakes, tornadoes, etc.
  - *MPO Tasks*: Regional Transportation Plan (RTP), Traffic Incident Management (TIM), Congestion Management Plan (CMP)

- **Public Health**: Address ways to mitigate negative health impacts of transportation such as reducing air pollution, prevent traffic injuries or deaths and encouraging multimodal transportation options such as walking or biking.
  - *MPO Tasks*: Transportation Alternatives Program (TAP), Congestion Mitigation and Air Quality Improvement Program (CMAQ), Highway Safety Improvement Program (HSIP), Bicycle & Pedestrian Plan

- **FHWA INVEST Tool**: This tool is intended to enhance the planning process by providing a list of criteria that will be used to evaluate the sustainability of planning decisions. The tool has not been utilized, but will be considered in our future plans
  - *MPO Tasks*: RTP, Environmental Justice Analysis, Transportation Improvement Program (TIP), Regional Transportation Plan (RTP)
### MAP-21 Planning Factors as Addressed by Tasks

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PARTNERS IN THE DEVELOPMENT OF THE UPWP

A number of federal, state, regional, and local agencies and jurisdictions were involved in the development of the FY 2015 UPWP. They include:

- Federal Highway Administration
- Federal Transit Administration
- U.S. Environmental Protection Agency
- Tennessee Department of Transportation
- Mississippi Department of Transportation
- Shelby County Government
- Fayette County Government
- Desoto County Government
- Marshall County Government
- DeSoto County Planning Commission
- Local incorporated jurisdictions (Arlington, Bartlett, Braden, Byhalia, Collierville, Gallaway, Germantown, Hernando, Horn Lake, Lakeland, Memphis, Millington, Oakland, Olive Branch, Piperton, Rossville, Southaven, and Walls)
- Memphis and Shelby County Division of Planning and Development
- Memphis and Shelby County Department of Regional Services
- Memphis and Shelby County Health Department
- Memphis and Shelby County Airport Authority
- Memphis and Shelby County Port Commission
- Memphis Area Transit Authority
- West Memphis Metropolitan Planning Organization

Under the MPO, several boards and committees were involved in the development of the UPWP. They include:

- Transportation Policy Board
- Engineering and Technical Committee
- Active Transportation Advisory Committee
- Interagency Consultation Committee
- Freight Committee
- Planning and Land Use Advisory Committee
PUBLIC PARTICIPATION

The public is invited and encouraged to participate in all phases of the MPO’s planning process. Guidelines for public participation actions are listed in the MPO’s Public Participation Plan (PPP), which is available on the MPO website at www.memphismpo.org or at the MPO offices. Efforts to encourage public involvement include:

- Publication of notices of public meetings in the local, metropolitan daily newspaper, The Commercial Appeal, as well as several geographically and ethnically service-oriented newspapers such as The DeSoto Times, Fayette County Review, The Tri-State Defender, and La Prensa Latina;
- Notification is given at least ten (10) days prior to public meetings (including all board and committee meetings). For items requiring public hearings before the Transportation Policy Board, a ten (10), thirty (30) or forty-five (45) day public notice/public comment period is advertised in a similar manner. Notification of public meetings is also provided at the MPO website at www.memphismpo.org;
- Publication of key documents and/or executive summaries in the English and Spanish languages;
- Distribution of key documents to designated branches of the Memphis and Shelby County Public Library and Information System and the library systems in DeSoto County, Marshall County and Fayette County;
- Inclusion of key documents on the MPO website at www.memphismpo.org;
- A quarterly newsletter is produced and distributed with information about public participation transportation planning updates; recent newsletters can be found on the MPO website at www.memphismpo.org. The public is encouraged to join our contact list to receive the newsletter by email at http://www.memphismpo.org/get-involved/contact
- Comments by the public are accepted in person at public and board/committee meetings; by mail at the Department of Regional Services, 125 North Main Street, Room # 450, Memphis, Tennessee, 38103; by telephone at 901-576-7190; by fax at 901-576-7272; and by email at Pragati.Srivastava@memphistn.gov.

THE UPWP ADOPTION & AMENDMENT PROCESS

Prior to its adoption, the 2015 UPWP will be presented to the MPO’s Engineering and Technical Committee (ETC) and Transportation Policy Board (TPB) for consideration and approval. The UPWP will be distributed to interested parties and the MPO’s library distribution system for a ten (10) day comment period prior to its consideration before these bodies, and any comments received will be presented to the ETC and TPB prior to consideration for adoption of the 2015 UPWP.

Any major changes to the UPWP, such as revision of task priorities or descriptions, the inclusion or exclusion of projects, or addition or removal of planning funds, will require an amendment to the adopted FY 2015 UPWP. An amendment must be recommended by the ETC and approved and adopted by the TPB. Any amendment to the UPWP will follow the same ten (10) day review period as described for the UPWP adoption.

The 2015 UPWP and any subsequent amendments are subject to review and approval by the MPO’s state and federal partners, MDOT, TDOT, FHWA’s Mississippi and Tennessee Divisions, and FTA.
MAJOR PLANNING TASKS & EXPENSES FOR FISCAL YEAR 2015

The following tasks have been identified by the Memphis Urban Area MPO to be completed or addressed during Fiscal Year 2015. A brief description of each task is given, including whether the task will be completed by MPO staff or by consultant(s), the time frame for each activity, and the UPWP task associated:

1. The MPO staff will prepare for possible air quality non-attainment designation based on new National Ambient Air Quality Standards (NAAQS). [Task E: Air Quality & Congestion Management Planning]

2. The MPO and a consultant will continue the update of its Travel Demand Model, based on survey results and updated demographic and land use information for Traffic Analysis Zones (TAZs) in the MPO planning area. The estimated total cost of the project in FY 2015 is $250,000. This project is expected to be completed in FY 2015. [Task B: Data Collection, Maintenance, and Analysis]

3. The MPO will contract with a consultant to prepare a Regional Freight Plan, which will identify the capabilities and capacities of the region’s freight infrastructure and recommend strategies that will improve freight movement and increase economic development opportunities in the region. This project will be managed by the MPO staff, and will be completed in FY 2014 at an estimated cost of $200,000. [Task D: Long Range Planning]

4. The MPO staff will update its Congestion Management Plan, which contains established techniques for addressing air quality and congestion needs for the MPO planning region. The estimated cost of the study, which will be completed in FY 2015, is $95,000, including technical assistance and data collection. [Task D: Long-Range Planning]

5. The MPO staff will prepare the Unified Planning Work Program (UPWP) for Fiscal Years 2016-17, which programs funding for the major planning tasks of the MPO. The FY 2016-17 UPWP will be completed in FY 2015. [Task A: Program Administration]

6. The MPO will contract with a consultant to begin the development of its Livability 2040 Regional Transportation Plan, which is scheduled for adoption in early 2016. The estimated FY 2015 allocation for the plan is $500,000. [Task D: Long-Range Planning]

7. The MPO staff will work in coordination with MATA and member jurisdictions to update the Coordinated Human Services Transportation Plan for the MPO region, in accordance with federal requirements. The update will be completed in FY 2015, with an estimated cost of $100,000, including technical assistance, data collection, and public outreach. [Task G: Regional Public Transit Planning]

8. The MPO staff will complete an update to the Memphis MPO’s Regional Bicycle and Pedestrian Plan. The
update will include facilities implemented since the adoption of the plan, an increased focus on pedestrian data and recommendations, and tracking of benchmarks listed in the plan. The update will be completed in FY 2015, with an estimated cost of **$95,000**. [Task D: Long-Range Planning]

9. The MPO staff will update its Land Use Scenario Model. The update will be used to enhance the validity of the travel demand model. The update will be completed in FY 2015, with an estimated cost of **$95,000**. [Task B: Data Collection, Maintenance, and Analysis]
Section III:

MPO Planning Tasks
A. PROGRAM ADMINISTRATION

PURPOSE

To conduct the metropolitan planning processes in conformance with applicable federal (23 CFR 450) and state requirements and to ensure the maintenance of a continuing, cooperative, and comprehensive transportation planning process for the Memphis MPO urban area.

PREVIOUS PROGRAM ADMINISTRATION TASKS

1. The MPO updated the FY 2014 portion of the 2013-14 UPWP.
2. The MPO updated its Prospectus and By-Laws based on the MPO planning boundary study (Task 3 in Category B. Data Collection). The update included a reexamination of the voting membership and committee structure for the MPO, and will reflect changing transportation issues in the MPO planning area.
3. The MPO prepared the FY 2015 UPWP.
4. The MPO completed the Title VI annual assessment and provided Title VI education and awareness within the MPO study area.
5. The MPO prepared for and attended meetings, as well as recorded meeting minutes, prepared meeting agendas, and prepared annual contracts, quarterly invoices and progress reports.
6. The MPO participated on the Regional Chamber Transportation Committee, RPO meetings, West Memphis MPO meetings, Memphis Airport Aerotropolis meetings, MATA Board meetings, EPA/FHWA IAC meetings and TN Bicycle Committee Conference Call.
7. The MPO utilized small/disadvantaged business participation in MPO professional services.
8. The MPO worked with the planning divisions of TDOT and MDOT to establish the administrative and technical procedures required, prepare contractual agreements as required, attend all study meetings, distribute special and annual reports and study documents, review and analyze individual transportation planning projects and studies, and undertake general administrative activities.
9. TDOT's Multimodal Transportation Resources Division administered correspondence and telephone contacts regarding river transportation, urban public transit, rail service, ridesharing and transportation systems management. Representatives of this office will participate in MPO meetings; distribute federal guidelines and requirements; conduct seminars and work sessions; provide advice and assistance concerning feasibility of river transportation development; review study documentation and reports; administer funds for port development. This office will coordinate FTA's Section 5303, 5307, 5309, and 5310 programs in MPO study Area.
10. The MPO attended transportation conferences, workshops, and seminars offering professional development and instruction in best practices and current procedures for transportation planning.
11. MATA attended and participated in MPO meetings and assist with the development and ongoing maintenance of local planning activities such as the UPWP, TIP, CHSTP, and Long-Range Transportation Plan.
PROGRAM ADMINISTRATION TASKS FOR FY 2015

1. The MPO will prepare the FY 2016-17 UPWP.

2. The MPO will prepare annual updates to the Title VI Report and provide Title VI education and awareness within the MPO study area.

3. The MPO will prepare for and attend meetings, as well as record meeting minutes, prepare meeting agendas, and prepare annual contracts, quarterly invoices and progress reports.

4. The MPO will participate on the Regional Chamber Transportation Committee, RPO meetings, West Memphis MPO meetings, Memphis Airport Aerotropolis meetings, MATA Board meetings, EPA/FHWA IAC meetings and TN Bicycle Committee Conference Call.

5. The MPO will utilize when possible small/disadvantaged business participation in MPO professional services.

6. The planning divisions of TDOT and MDOT will work jointly with the Memphis MPO to establish the administrative and technical procedures required, prepare contractual agreements as required, attend all study meetings, distribute special and annual reports and study documents, review and analyze individual transportation planning projects and studies, and undertake general administrative activities.

7. TDOT’s Multimodal Transportation Resources Division will administer correspondence and telephone contacts regarding river transportation, urban public transit, rail service, ridesharing and transportation systems management. Representatives of this office will participate in MPO meetings; distribute federal guidelines and requirements; conduct seminars and work sessions; provide advice and assistance concerning feasibility of river transportation development; review study documentation and reports; administer funds for port development. This office will coordinate FTA’s Section 5303, 5307, 5309, and 5310 programs in MPO study Area.

8. MATA will participate and attend meetings of the MPO Engineering and Technical Committee (ETC), Transportation Policy Board (TPB) and various other committees.

9. The MPO staff will attend transportation conferences, workshops, and seminars offering professional development and instruction in best practices and current procedures for transportation planning.

10. MATA will attend and participate in MPO meetings and assist with the development and ongoing maintenance of local planning activities such as the UPWP, TIP, CHSTP, and Regional Transportation Plan.

11. MATA in cooperation with the MPO will administer the local coordinated human services transportation planning (CHSTP) process. Activities will include, but are not limited to, participation in coordination meetings, management of consultants, updating, revising and monitoring or the local CHSTP process.
### TASK A. END PRODUCTS AND WORK SCHEDULE

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### FUNDING FOR PROGRAM ADMINISTRATION ACTIVITIES (TASK A.)

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* 10% local match for FTA Section 5303 TN funding for MPO planning tasks will be provided by Shelby County. The City of Memphis provides the 10% local match for MATA planning tasks under the TN 5303 funding program.
B. DATA COLLECTION, MAINTENANCE AND ANALYSIS

PURPOSE

To collect and maintain an up-to-date inventory of planning data which includes, but is not limited to land use, travel patterns, travel mode, transit ridership, socio-economic information and demographics for use in the MPO's Geographic Information System (GIS) and travel demand forecasting databases. The MPO’s data collection and analysis efforts are directly linked to the development of the RTP, updated every four years, as well as the various plans, programs, and studies conducted by the MPO and its federal, state, and local partners.

PREVIOUS TASKS

1. The MPO and consultants collected, updated and maintained GIS database for the MPO region.
2. The MPO monitored the Community Viz Model by updating its database on a regular basis. The database included population projections, land use patterns, employment centers etc.
3. TDOT and MDOT collected traffic count data. Conducted special traffic counts needed for planning and design projects. Maintained accident file and furnished high hazard listings and other safety data. Travel time studies were conducted for special studies. TDOT collected at three permanent and 932 annual cycle count stations plus 227 counts on interstate ramps.
4. MATA provided information to the National Transit Database Report on an annual basis.
5. MATA maintained a Geographic Information System (GIS) database of bus route, transit stop and shelter locations.
6. The MPO continued to conduct safety-related and other research using sources such as the TRIMS database for planning purposes and data requests from member jurisdictions and partner agencies.
7. The MPO worked with consultants to undertake a new Household Travel Survey to update the Travel Demand Model. The survey obtained detailed and reliable information on the travel behavior and socio-economic characteristics of persons living in Memphis MPO Area.
8. The MPO conducted a study to reevaluate its planning area boundary, based on 2010 U.S. Census data. The MPO worked with communities in and adjacent to the newly designated Urbanized Area (UZA) to examine the need for expanding the membership and responsibilities of the Memphis MPO. This study involved public and stakeholder meetings, data gathering, demographic analysis, and expansion of the MPO's technical services to include any new member jurisdictions.
9. The MPO worked with consultants to study travel times for various corridors throughout the region.
DATA COLLECTION TASKS FOR FY 2015

1. The MPO will continue to work with consultants to update the Memphis MPO Travel Demand Model. Work tasks will include incorporating land use model results into the Travel Demand Model and updated data which will include new TAZ boundaries, survey data, and updated demographics.

2. The MPO will continue to collect, update and maintain GIS database for the MPO region. The MPO will continue to evaluate its GIS database for more effective regional analysis and communication with the public and stakeholders.

3. TDOT and MDOT will continue to collect traffic count data. Conduct special traffic counts as needed for planning and design projects. Maintain accident file and furnish high hazard listings and other safety data as required. Travel time studies will be conducted if needed for special studies. TDOT collects at three permanent and 932 annual cycle count stations plus 227 counts on interstate ramps.

4. MPO will continue to monitor the Community Viz Model by updating its database at a regular basis. The Community Viz model and database, which are used to project growth in the region and provide inputs to the MPO’s Travel Demand Model, include considerations for population and household projections, land use patterns, employment centers and job growth.

5. MATA will maintain the Google Transit Map.

6. MATA will prepare annual transit ridership statistics for publication in the National Transit Database. This will involve collecting, editing, assembling and reviewing transit ridership data by day, type, trip time, and transit stops.

7. MATA will update and maintain local transit infrastructure data such as route, schedule and stop information for use in GIS databases and integration into Advanced Public Transportation Systems (APTS) for use with automatic vehicle location technology (AVL), stop annunciators, advanced fare collection devices, and next transit vehicle message boards. Data will be compiled in a format that can be utilized in other applications such as printed route and schedule maps and timetable as well as other marketing and public information materials.

8. The MPO will continue to conduct safety-related and other research using sources such as the TRIMS database for planning purposes and data requests from member jurisdictions and partner agencies.

9. The MPO will coordinate with TDOT to provide data and information to support the development of the Tennessee Statewide Long Range Transportation Plan.

10. The MPO will work with consultants to update its land use scenario model. The update will involve a review of inputs, formulas, suitability factors and planning assumptions used to project future land use within the region. The results will be used to updated the travel demand model.
**Section III: MPO Tasks**

**TASK B. END PRODUCTS AND WORK SCHEDULE**

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**FUNDING FOR DATA COLLECTION AND MAINTENANCE (TASK B.)**

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* The City of Memphis provides the 10% local match for MATA planning tasks under the TN 5303 funding program.
C. SHORT RANGE PLANNING

PURPOSE
To prepare and maintain an accurate and fiscally constrained Transportation Improvement Program (TIP). To evaluate designated corridors and sub areas of the MPO study area for changes in development trends and socio-economic conditions and provide detailed implementation strategies to supplement the transportation policies of the RTP and programming priorities of the TIP for designated corridors and sub areas.

PREVIOUS SHORT RANGE PLANNING TASKS
1. The MPO prepared amendments and adjustments to the FY 2011-2014 TIP.
2. The MPO prepared and adopted the FY 2014-17 TIP.
3. The MPO prepared amendments to the Direction 2040 LRTP.
4. The MPO worked with TDOT, MDOT, local jurisdictions and contracting engineering firms by providing information and data for transportation projects.
5. The MPO monitored, assessed and provided comments related to compliance with the RTP and the planned efficiency of major roadways through the review of local development proposals.
6. The MPO prepared the Annual Listing of Obligated Projects.
7. The MPO completed the selection process for eligible projects within the Memphis Urbanized Area under the FY 2013-2014 Transportation Alternatives Program (TAP) of MAP-21. Any projects selected under the TA Program were amended into the TIP as necessary.

SHORT RANGE PLANNING TASKS FOR FY 2015
1. The MPO will prepare amendments and adjustments to the FY 2014-2017 TIP as necessary.
2. The MPO will prepare amendments to the Direction 2040 LRTP as needed.
3. The MPO will monitor, assess and provide comments related to compliance with the RTP and the planned efficiency of major roadways through the review of local development proposals. Data will also be used to track development trends used in developing socio-economic data for the RTP.
4. The MPO will produce and disseminate the Annual Listing of Obligated Projects.
5. MDOT will conduct traffic studies as needed for the portion of northern Mississippi within the MPO study area.
### TASK C. END PRODUCTS AND WORK SCHEDULE

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### FUNDING FOR SHORT RANGE PLANNING (TASK C.)

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*Shelby County and Desoto County provides the local match for the Tennessee and Mississippi portions PL allocation (Section 112).*
D. LONG RANGE PLANNING

PURPOSE

To maintain and update intermodal transportation plans which will serve the long range transportation needs of the Memphis MPO urban area and which are in compliance with federal and state requirements.

PREVIOUS LONG RANGE PLANNING TASKS

1. The MPO monitored major transportation facilities including roadways, transit, and multi-modal and intermodal facilities to evaluate roadway improvements and congestion management strategies planned near these facilities.
2. TDOT's and MDOT's Long Range Planning Division worked with the MPO to help with model development, freight planning and ITS development and implementation.
3. The MPO worked with state, county and municipal engineers and planners to establish or modify specific major road corridor alignments.
4. The MPO worked with its partners to coordinate Traffic Incident Management efforts for the Memphis region.
5. The MPO collected and analyzed data pertaining to performance measures. This data was regularly updated on the MPO Website.

LONG RANGE PLANNING TASKS FOR FY 2015

1. The MPO will work with consultants to prepare the 2040 Livability RTP. The RTP serves as the defining vision for the region’s transportation systems and services and guides the expenditure of federal transportation funds with the consideration of livability, multimodal transportation, air quality, safety, and land use.
2. The MPO will monitor major transportation facilities including roadways, transit, and multi-modal and intermodal facilities. The purpose is to evaluate roadway improvements and congestion management strategies planned near these facilities.
3. The MPO will continue to collect and analyze data pertaining to performance measures developed for the regional transportation system, based on the guidelines of the Direction 2040 LRTP. New federal regulations require that performance measures and goals be established to monitor the performance of the region’s transportation system. The MPO will continue to work with federal, state, and local agencies to improve current performance tracking methods. Performance measures will be tracked on the MPO website and regular reporting will be provided to the Transportation Policy Board, MPO committees, and the general public, depending on the availability of related data.
LONG RANGE PLANNING TASKS FOR FY 2015 (continued)

4. TDOT’s and MDOT’s Long Range Planning Division will continue assistance with modeling needs, including technical assistance for MPO staff, training, review of models and oversight of consultants contracted to work with models.

5. TDOT’s and MDOT’s Long Range Planning Division will assess current and projected demand for statewide freight and goods movement and relative capacity of facilities in the urban areas that carry these trips.

6. TDOT’s and MDOT’s Long Range Planning Division will evaluate needs and opportunities for improved operations of the state transportation system within urban areas and plan for operational and capital solutions to these needs.

7. The MPO will work with its partners to continue planning for operations and Traffic Incident Management (TIM) in the Memphis region. Specific activities under this task include an annual self-assessment for incident management; regularly scheduled TIM meetings; and workshops, webinars, and other training for regional partners on tools and strategies for incident management and planning for operations.

8. MPO will work with state, county and municipal engineers and planners to establish or modify specific major road corridor alignments. Such work would include attendance at meetings, presentation of comments relative to socio-economic or environmental issues, and impacts on the RTP and TIP.

9. The MPO will work with regional partners to develop a Regional Freight Plan, the recommendations of which will be incorporated into the Livability 2040 RTP. The freight plan will examine the region’s freight infrastructure and identify strategies to improve freight activity and its related industries.

10. The MPO will prepare the Congestion Management Plan (CMP), the results of which will be used to guide the transportation planning process and to develop future plans and programs for the region. The CMP will address issues concerning congestion management, traffic incident management and air quality.

11. The MPO will coordinate with TDOT and MDOT to provide information and support in the development of their Statewide Long Range Transportation Plan.

12. The MPO will coordinate with TDOT to facilitate regional and local participation in the Tennessee Extreme Weather and Transportation Adaptation Partnership (TEWTAP). This partnership will assist in the development of the Extreme Weather Vulnerability Assessment Pilot project. The MPO will provide communication and administrative support, as well as expertise and technical assistance to the project.

13. The MPO will continue its work to integrate freight planning into the regional transportation planning process. In February 2013, the MPO convened the new membership of its Freight Advisory Committee, which will continue to provide valuable input to the planning process, including the development of the MPO’s Freight Plan, as noted in Task 8.

14. The MPO will complete the update of the Regional Bicycle and Pedestrian Plan. The update will revisit prior goals and objectives, evaluate performance measures established in the previous plan and include an increased focused on pedestrian activity.
### TASK D. END PRODUCTS AND WORK SCHEDULE

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### FUNDING FOR LONG RANGE PLANNING (TASK D.)

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*The amount shown under “MPHS ENGR” (Memphis Engineering) reflects the MPO and City of Memphis portions of the Bicycle and Pedestrian Coordinator’s position, which is housed in the City of Memphis’ Engineering Division. The Memphis MPO has a contract with the City of Memphis to provide half of the funding for the position; the Bicycle and Pedestrian Coordinator’s time and duties are split between the two offices.*
E. AIR QUALITY & CONGESTION MANAGEMENT

PURPOSE
To monitor and assist the non-attainment portion of the Memphis MPO study area so that it conforms to the National Ambient Air Quality Standards by monitoring the impacts of transportation improvements and congestion management strategies and to insure that the transportation plans and programs conform to the purpose of State Implementation Plan (SIP).

PREVIOUS AIR QUALITY & CONGESTION MANAGEMENT TASKS
1. The MPO monitored and responded to DOT-EPA transportation-air quality planning guidelines (CMAQ guidelines and those relating to our changing non-attainment status), prepared recommendations for air quality activities and transportation improvements, and assisted elected and administrative officials in developing air quality goals and strategies.
2. The MPO reviewed RTP assignments to analyze mobile source emissions. Also provided assistance to local air pollution control agency in the development of mobile source emissions inventories.
3. The MPO continued the facilitation of the Inter Agency Coordination Committee for Air Quality.
4. The MPO was involved in the State CMAQ Partner process to prioritize projects for CMAQ funding in the region.
5. The MPO along with TDOT updated the Intelligent Transportation System (ITS) Architecture.
6. The MPO provided transportation information and assistance to the Clean Air Coalition of MS & TN.
7. The MPO completed FY 2013 CMAQ Annual Reports utilizing the FHWA UPACS database.

AIR QUALITY & CONGESTION MANAGEMENT TASKS FOR FY 2015
1. The MPO will contract with consultants to provide air quality modeling, conformity analysis, and travel demand modeling for the Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP).
2. The MPO will monitor and properly respond to DOT-EPA transportation-air quality planning guidelines (CMAQ guidelines and those relating to our changing non-attainment status), prepare recommendations for air quality activities and transportation improvements, and assist elected and administrative officials in developing air quality goals and strategies.
3. The MPO will review current and future LRTP assignments to analyze and will contract with consultants to project future mobile source emissions. MPO will provide assistance to local air pollution control agency in the development of mobile source emissions inventories.
4. The MPO will continue to work with its state and regional partners to complete the update the Regional ITS Architecture.
5. MPO will conduct comprehensive interagency consultations for the Nonattainment areas to ensure con-
AIR QUALITY & CONGESTION MANAGEMENT TASKS FOR FY 2015 (continued)

   formity determinations are made in a timely manner.

6. MPO will continue facilitation of the Air Quality Committee, as needed.

7. MPO will continue to be involved in State CMAQ Partner process to prioritize projects for CMAQ funding in the region.

8. MPO will provide transportation information and assistance to the Clean Air Coalition.

9. MPO will prepare annual CMAQ reports for FY 2014 through FHWA UPACS system.
### TASK E. END PRODUCTS AND WORK SCHEDULE

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*Shelby County and Desoto County provides the local match for the Tennessee and Mississippi portions PL allocation (Section 112).*
F. PUBLIC PARTICIPATION

PURPOSE

Provide opportunities for citizens in the Memphis MPO study area regardless of age, sex, race, color, national origin or disability, to participate in the transportation planning process, and develop new methods of public outreach. The MPO follows all Title VI, Americans with Disabilities Act, and Limited English Proficiency guidelines in carrying out the regional transportation planning process, as described in the MPO’s Public Participation Plan.

PREVIOUS PUBLIC PARTICIPATION TASKS

1. The MPO maintained and updated mailing list of citizens and advocate groups.
2. The MPO updated and maintained MPO website and social media.
3. The MPO placed public and legal notices of plans, reports, meetings and public hearings in various media outlets.
4. The MPO distributed its quarterly MPO newsletter.
5. The MPO reviewed public participation techniques and monitored public involvement at MPO and related events and meetings.
6. The MPO translated plans and reports into Spanish as required.
7. The MPO conducted public meetings and hearings as necessary.
8. The MPO updated the Public Participation Plan. The update included redefining the role of the various MPO committees in the MPO activities, updating public involvement strategies to reach underrepresented groups and identifying additional outreach tools.
9. The MPO contracted services to update its website to better inform the public and various stakeholders in the transportation planning process. This update included coordination with the GIS database update described in Task B, which incorporated interactive web mapping services.

PUBLIC PARTICIPATION TASKS FOR FY 2015

1. The MPO will maintain mailing list of citizens and advocate groups wishing to be informed on transportation plans, programs and projects in the Memphis area.
2. The MPO will maintain a website and social media for MPO meetings and other MPO related activities.
3. The MPO will place public and legal notices with media outlets in the MPO study area, including media that serve minorities and transportation disadvantaged groups.
4. The MPO will publish and distribute its quarterly newsletter.
5. The MPO will evaluate and research public participation techniques.
6. The MPO will translate report executive summaries to Spanish as required.
7. The MPO will conduct public meetings and hearings as necessary.
**TASK F. END PRODUCTS AND WORK SCHEDULE**

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**FUNDING FOR PUBLIC PARTICIPATION (TASK F.)**

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*Shelby County and Desoto County provides the local match for the Tennessee and Mississippi portions PL allocation (Section 112).
G. REGIONAL PUBLIC TRANSIT PLANNING

PURPOSE
To identify and conduct planning and/or feasibility studies for future transit facilities within the MPO study area by evaluating the costs, benefits, and impacts of major fixed improvements to corridors and conducting planning and related analyses for potential sites of transit centers or park-n-ride locations. To participate with other public or private agencies in the development of mutually beneficial planning efforts such as master plans, sub-area plans, or corridor studies.

PREVIOUS TRANSIT PLANNING TASKS
1. MATA maintained an electronic database of transit infrastructure and future networks for use in travel demand modeling and long range planning.
2. MATA participated in the development of the UPWP, TIP, and Long Range Transportation Plan.
3. MATA developed a new Short-Range Transit Plan for its existing service area. The new plan includes a revised vision, goals, and objectives for MATA. Other features of the plan include revised service standards and proposed routing changes that are to be implemented over the next five-year period.
4. MPO staff attended the monthly MATA board meetings.
5. MPO Staff and MATA conducted an Alternatives Analysis study to determine the feasibility of integrating higher capacity transit into a multimodal environment that will serve to connect Midtown Memphis with the Central Business District (Amended into FY 2012 UPWP in May 2012).
6. MPO staff and MATA conducted a transit needs assessment for DeSoto County to plan for future transit service investments
7. MATA assisted the MPO in conducting an updated Household Travel Survey and in incorporating the results, along with additional visitor surveys and other travel surveys into its Travel Demand Model.

TRANSIT PLANNING TASKS FOR FY 2015
MPO staff, in conjunction with MATA, FTA, MDOT, and TDOT, will coordinate the implementation of public transit planning activities. The MPO will coordinate with MATA to determine the primary agency for the transit planning activities listed below.

1. Identify needed bus and rail service and facility improvements, evaluate costs for improvements, schedule improvements based on need and availability of capital funds.
2. Obtain and update local GIS data resources, and incorporate transit system data with socioeconomic and census information into the travel demand model.
3. MATA will monitor transit and transportation planning activities and developments within Regional Rail Corridors and initiate planning or feasibility studies as necessary.
TRANSIT PLANNING TASKS FOR FY 2015 (continued)

4. Conduct feasibility studies for future transit or bus/rail facilities and services.

5. Coordinate MATA’s APTS (Advanced Public Transportation Systems) program and ITS data sharing functions with TDOT, the City of Memphis and other local agencies as needed to insure that ITS strategies are integrated. These systems may include traffic signal priority projects, enhanced passenger information, ADA-compliant on-board announcements, and electronically delivered traveler information. These projects should be coordinated with regional partners to maximize benefits from transportation technology investments.

6. Partner with public, private, non-profit agencies and institutions or universities in the development of plans to improve public transportation infrastructure, service and utilization.

7. Assist the MPO with the on-going maintenance and development of the MPO’s Travel Demand Model by conducting surveys, evaluating model outputs using FTA’s Summit software, or other modifications specified by MATA or as requested by FTA.

8. Assist the MPO, TDOT, MDOT, AHDT and other agencies with planning activities related to transit investments such as the Tennessee-Arkansas High Speed Rail Corridor Study or infrastructure projects such as the proposed Southern Gateway Project.


10. Update the MPO regional Coordinated Human Services Transportation Plan (CHSTP), which ensures comprehensive and accessible transportation services for people with disabilities and older adults in the region, including DeSoto County and areas in northern Mississippi.

11. Monitor Environmental Justice and Title VI impacts related to transit or transportation investments.

12. Conduct a bus stop study to improve safety and access for MATA passengers while improving operating efficiencies for fixed-route buses. The study will include all of the current service area and examine the most efficient spacing for bus stop locations based on a review of best practices and stop location criteria.
TASK G. END PRODUCTS AND WORK SCHEDULE

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FUNDING FOR PUBLIC TRANSIT PLANNING ACTIVITIES (TASK G.)

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| MATA         |              |               |              |               |        |
| Federal      | $60,000      |               |             |               | $60,000 |
| State        | $7,500       |               |             |               | $7,500  |
| Local*       | $7,500       |               |             |               | $7,500  |
| TOTAL        | $75,000      |               |             |               | $75,000 |

*10% local match for FTA Section 5303 TN funding for MPO planning tasks will be provided by Shelby County. The City of Memphis provides the 10% local match for MATA planning tasks under the TN 5303 funding program. MDOT provides the entire 20% match for 5303 funding in DeSoto County, MS.
Section III: MPO Tasks

H. PLANNING CONTINGENCY

PURPOSE

The amounts programmed for Task H: Planning Contingency consist of a balance of Mississippi and Tennessee Section 112 (PL) planning funds for Fiscal Year 2015. These funds may be used to cover cost increases for listed planning tasks or the inclusion of additional planning tasks as requested by the members of the Memphis Urban Area MPO. Any change in UPWP funding will be subject to the amendment process, including a recommendation by the Engineering and Technical Committee and approval by the TPB, as described in Section II: About the UPWP.

FUNDING FOR PLANNING CONTINGENCY (TASK H.)

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*Shelby County and Desoto County provides the local match for the Tennessee and Mississippi portions PL allocation (Section 112).*
Section IV:

UPWP Funding
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FUNDING SOURCES FOR PLANNING ACTIVITIES

Following are the funding sources that were used for planning activities in this UPWP:

FEDERAL HIGHWAY ADMINISTRATION (FHWA) Funds:

Metropolitan Planning Funds (PL-Section 112):

The Federal Highway Administration (FHWA) annually allocates PL funding to all the MPO's in the nation for MPO planning related activities. These federal planning funds require local matching funds of 20% which is typically provided by local governments. The PL funds are used for paying MPO staff salaries, various MPO's plans or studies etc.

State Planning and Research funds (SPR):

This is another source of federal funds that are allocated under the FHWA’s State Planning & Research Program and these funds are administered by the Mississippi and Tennessee Departments of Transportation (DOTs). This fund requires a 20% match that may be provided either by the state DOT or by local jurisdictions.

FEDERAL TRANSIT ADMINISTRATION (FTA) FUNDS:

Section 5303:

These are federal funds designated for planning activities that support the economic vitality of the metropolitan area, increase the safety and security of the transportation system, increase the accessibility and mobility of people and for freight, protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns, enhance the integration and connectivity of the transportation system, promote efficient system management and operation and finally emphasize the preservation of the existing transportation system. These funds also require 20% match which are typically divided between state and local government, with each contributing 10%.
Memphis Urban Area Metropolitan Planning Organization

Department of Regional Services

125 North Main Street, Suite 450

Memphis, TN 38103

901.576.7190 (phone)

901.576.7272 (fax)
TN State Route 14 (Austin Peay Highway)  
Memphis Urbanized Area Boundary to SR-385 (I-269)  

Current Functional Class: Rural Minor Arterial  
Requested Class: Section #1 - Urban Principal Arterial  
Section #2 - Rural Principal Arterial  

AADT: 14,730  
Length: 4.2 Miles (BLM: 25.591 ELM: 29.830)
MEMORANDUM OF AGREEMENT
BETWEEN
THE MISSISSIPPI DEPARTMENT OF TRANSPORTATION
AND
THE MEMPHIS URBAN AREA METROPOLITAN PLANNING ORGANIZATION

REGARDING THE DEFINITION AND NEED FOR AMENDMENTS / ADMINISTRATIVE
ADJUSTMENTS TO THE STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM /
TRANSPORTATION IMPROVEMENT PROGRAM

INTRODUCTION:
The purpose of this Memorandum of Agreement is to establish two categories of actions to meet
Federal requirements and streamline the maintenance of the Statewide Transportation
Improvement Program/Transportation Improvement Program (STIP/TIP). One category of
action is a “STIP/TIP Amendment” and the other is a “STIP/TIP Administrative Adjustment.”

STIP/TIP AMENDMENT:
An amendment is a revision to the TIP that involves major changes to a project or the overall
program and must meet the requirements of 23 CFR 450.216 and 450.326 regarding public
review and comment, redemonstration of fiscal constraint, and transportation conformity. An
amendment is required when changes to the STIP/TIP include:

- A major change in the total project cost (excluding groupings) (see Project Cost
  Change Thresholds, page 4); or
- Adding a new project or deleting a project from the TIP; or
- A major change of project scope; examples include, but are not limited to, changing
  the number of through-lanes, adding/deleting non-motorized facilities, changing
  mode (e.g., rolling stock or facility type for transit), changing capital category (i.e.,
  transit funding), or changing termini; or
- Any change requiring a new regional air quality conformity finding, where applicable
  (including a grouping);

AMENDMENT DOCUMENTATION AND AUTHORIZATION PROCEDURES:
The TIP may be amended at any time, but amendments require federal approval and
redetermination of TIP fiscal constraint and air quality conformity, where applicable. MDOT will
review each amendment and submit the amendment to the appropriate Federal Agency. The
federal agencies will review and respond to a formal written request for amendment approval
from MDOT within 10 business days of receipt.
**Documentation:**
The MPO will send the following documentation to MDOT:

- Electronic correspondence describing the action taken and requesting review and approval of the proposed amendment;
- A copy of the original and amended TIP pages;
- Documentation supporting:
  - Fiscal constraint,
  - Interested parties participation (i.e., public involvement, stakeholder involvement, and consultation),
  - Air quality conformity (in non-attainment and/or maintenance areas only), and
  - Required certifications; and
- The resolution adopting the amendment.

For financial transactions, the MPO must identify in the documentation the origin and destination of the funds being moved.

**Authorization:**
The Federal Highway Administration and FTA match project authorization requests to the TIP prior to approving a request for project authorization. Therefore, all amendments to the TIP need to be approved by FHWA or FTA prior to MDOT requesting federal authorization approvals.

**TIP ADMINISTRATIVE ADJUSTMENTS:**
A TIP administrative adjustment is a minor change from the approved TIP. Administrative adjustments must be consistent with 23 CFR 450, but they do not require public review and comment, redemonstration of fiscal constraint, or a conformity determination in nonattainment or maintenance areas. TIP administrative adjustments are defined as follows:

- A minor change in the total project cost (see Project Cost Change Thresholds, below)
- A minor change in project description that does not change the air quality conformity finding in maintenance and/or non-attainment areas; or
- A minor change in project description/termini that is for clarification and does not change the project scope; or
- Shifting funds between projects within a TIP (i.e., funding sources and projects already identified in the TIP) if the change does not result in a cost increase greater than the amendment threshold (see Project Cost Change Thresholds, below) for the total project cost of all phases shown within the approved TIP; or
- Adding an amount of funds already identified in the STIP/TIP for the current or previous year(s) if:
  - The funds are currently identified in the STIP/TIP either in an existing project or
as available funds and
  o The change does not result in a cost increase greater than the amendment threshold (see Project Cost Change Thresholds, page) for the total project cost of all phases shown within the approved TIP; or

- Moving projects from year to year within an approved TIP, except those that cross air quality horizon years; or

- Adding a prior phase, such as environmental or location study, preliminary engineering or right-of-way, to a project in the TIP so long as such a change does not result in a cost increase greater than the amendment threshold (see Project Cost Change Thresholds, below) for the total project cost of all phases shown within the approved TIP; or

- Changes required to follow FHWA or FTA instructions as to the withdrawal of funds or reestablishment of funds withdrawn at the request of FHWA or FTA; or

- Moving funds between similarly labeled groupings, regardless of percent of change; or

- Adjustments in revenue to match actual revenue receipts.

ADMINISTRATIVE ADJUSTMENT DOCUMENTATION AND AUTHORIZATION PROCEDURES:

Administrative adjustments do not require federal approval. Adjustments made to MDOT-sponsored projects in the TIP will be made by MDOT with notification to the MPO upon submission of the adjustment to FHWA/FTA. The MPO will make the changes to funding tables, and project sheets as needed without the need for distribution.

Documentation:

MDOT will send the following documentation to the MPO

- Electronic correspondence describing the action taken and

- A copy of the original and adjusted STIP pages.
PROJECT COST CHANGE THRESHOLDS:
For changes to the cost of projects (excluding groupings), a sliding scale is outlined to determine which category of revision is required. All measurements for these cost changes will be made from the last approved TIP or TIP amendment/administrative adjustment to account for incremental changes.

<table>
<thead>
<tr>
<th>Total project cost of all phases shown within the approved TIP</th>
<th>Amendment</th>
<th>Administrative Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $2 million</td>
<td>≥75%</td>
<td>&lt; 75%</td>
</tr>
<tr>
<td>$2 million to $15 million</td>
<td>≥50%</td>
<td>&lt; 50%</td>
</tr>
<tr>
<td>$15 million to $75 million</td>
<td>≥40%</td>
<td>&lt;40%</td>
</tr>
<tr>
<td>$75 million and above</td>
<td>≥30%</td>
<td>&lt;30%</td>
</tr>
</tbody>
</table>

PROJECT GROUPINGS:
The use of project groupings is permitted under 23 CFR 450.324 (f) for projects in an MPO’s TIP. Projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. Project groupings may only include projects that meet the following conditions: non-regionally significant, environmentally neutral, and exempt from air quality conformity.

The TIP will include a description of all grouping categories, eligible activities, and sufficient financial information to demonstrate the projects that are to be implemented using current and/or reasonably available revenues. All projects located within an MPO area must be included in the MPO TIP, including those projects that are eligible for grouping. Therefore, projects eligible for groupings that are located within the MPO planning area, may be grouped within the MPO TIP or listed individually in the MPO TIP and subsequently adopted into the STIP.

PROJECTS CROSSING MPO BOUNDARIES
All projects whether included in a grouping or not that cross the MPO boundary and include an area outside of the MPO boundary will be listed in the MPO’s TIP portion of the STIP.
We the undersigned, approve this Memorandum of Agreement. This Agreement will become effective upon approval of signature by all parties, and will remain in effect until amended or replaced. This Agreement may be amended at any time, but revisions will require signature by all parties. Any signatory to this Agreement may propose amendment to the agreement at any time.

SIGNATURES:

__________________________________________  __________________
The Honorable Mayor Mark Luttrell, Jr.    Date
Chairman, Transportation Policy Board

__________________________________________  __________________
Melinda L. McGrath, PE      Date
Executive Director
Mississippi Department of Transportation
APPENDIX A: CORRESPONDENCE STANDARDS

All amendment and adjustment correspondence will be submitted to MDOT’s Program Development and Scheduling Office.

Amendment Documentation:
Amendment documentation will be grouped in a single electronic document with the naming convention, “Amendment [X] ([Project#])”, where [X] identifies the amendment’s sequential identifier and [Project #] represents the unique project number(s) of the program element(s) being amended.

Email correspondence will use the naming convention, “Amendment [X], [Organization]” in the subject line where [X] identifies the amendment’s sequential identifier and [Organization] represents name of the MPO submitting the amendment. Correspondence will include ccs to the appropriate representatives within MDOT’s Planning Division.

Administrative Adjustment Documentation:
Administrative adjustment documentation will be grouped in a single electronic file and use the naming convention, “Adjustment [X] ([Project#])”, where [X] identifies the administrative adjustment’s sequential identifier and [Project #] represents the unique project number(s) of the program element(s) being adjusted.

Email correspondence will use the naming convention, “Adjustment [X], [Organization]” in the subject line where [X] identifies the administrative adjustment’s sequential identifier and [Organization] represents name of the MPO submitting the administrative adjustment. Correspondence will include ccs to the appropriate representatives within MDOT’s Planning Division.
### SECTION C

**LOCAL TENNESSEE SPONSORED PROJECTS**

**Funding & Expenditures Fiscal Years 2014 - 2017**

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Fiscal Year 2014</th>
<th>Fiscal Year 2015</th>
<th>Fiscal Year 2016</th>
<th>Fiscal Year 2017</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carry Over Funds (Federal STP)</td>
<td>$67,363,970</td>
<td>$51,072,139</td>
<td>$21,175,977</td>
<td>$12,243,897</td>
<td>$67,363,970</td>
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<tr>
<td>Total STP-M Federal Funding</td>
<td>$82,604,288</td>
<td>$66,342,986</td>
<td>$36,446,824</td>
<td>$27,514,744</td>
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<td>STP-M State Funds</td>
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<td>STP-M Local Funds</td>
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</tbody>
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### SECTION C
#### LOCAL TENNESSEE SPONSORED PROJECTS

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Fiscal Year 2014</th>
<th>Fiscal Year 2015</th>
<th>Fiscal Year 2016</th>
<th>Fiscal Year 2017</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carry Over Funds (Federal STP)</td>
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<td>$12,243,897</td>
<td>$63,763,970</td>
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<tr>
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<td>$124,816,829</td>
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<td>$385,000</td>
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<tr>
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**New TIP Page: Amendment Number 3**

**Amended 05-29-2014**

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<th>Fed Funds</th>
<th>State Funds</th>
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<tr>
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**Project Name:** Elvis Presley Blvd

**Termini/Intersection:** Shelby Drive to Brooks Road

**Project Description:**

Construct a six lane heavily landscaped roadway adjacent to Graceland, which includes median, wide outside lanes for bikes and a bus stop turn-out lane. From Craft to Winchester widen from four to six lanes with a median. The other two segments will have the same existing laneage, but the entire project will have improved ped/bike/bus stop and landscaping.

**Remarks:**

Section 1 - 113028.02 Commercial Parkway to South of Winchester.

Section 2 - 113028.03 South of Winchester to Craft Road

Section 3 - 113028.04 Craft Road to Shelby Road
Old TIP Page

Item #8a

Adopted 09-12-2013

TIP # | TDOT PIN # | Horizon Year | Lead Agency | County | Length | LRTP # | LRTP Conformity
--- | --- | --- | --- | --- | --- | --- | ---
ENH-2010-01 | 113028 | E+C | Memphis | Shelby | 2.85 miles | 00250010.1 | Non-Exempt

Project Name: Elvis Presley Blvd

Termini/Intersection: Shelby Drive to Brooks Road

<table>
<thead>
<tr>
<th>Project Description</th>
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<tbody>
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<td>Construct a six lane heavily landscaped roadway adjacent to Graceland, which includes median, wide outside lanes for bikes and a bus stop turn-out lane. From Craft to Winchester widen from four to six lanes with a median. The other two segments will have the same existing laneage, but the entire project will have improved ped/bike/bus stop and landscaping.</td>
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Remarks

Section 1 - 113028.02 Commercial Parkway to South of Winchester.
Section 2 - 113028.03 South of Winchester to Craft Road
Section 3 - 113028.04 Craft Road to Shelby Road

<table>
<thead>
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<th>Fiscal Year</th>
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<th>Funding Type</th>
<th>Total Funds</th>
<th>Fed Funds</th>
<th>State Funds</th>
<th>Local Funds</th>
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<tbody>
<tr>
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<td>CONST</td>
<td>ENH</td>
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### Funding & Expenditures Fiscal Years 2014 - 2017

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<th>Fiscal Year 2016</th>
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**TOTAL FUNDING**  $20,116,939  $20,040,000  $22,540,000  $23,440,000  $86,136,939

**TOTAL EXPENDITURE**  $20,116,939  $20,040,000  $22,540,000  $23,440,000  $86,136,939

**BALANCE**  $0  $0  $0  $0  $0
### Funding & Expenditures Fiscal Years 2014 - 2017

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<th>Fiscal Year 2015</th>
<th>Fiscal Year 2016</th>
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**TOTAL FUNDING**  $19,790,000  $20,040,000  $22,540,000  $23,440,000  $85,810,000  
**TOTAL EXPENDITURE**  $19,790,000  $20,040,000  $22,540,000  $23,440,000  $85,810,000  
**BALANCE**  $0  $0  $0  $0  $0
### New TIP Page: Amendment 3

<table>
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<th>Horizon Year</th>
<th>Lead Agency</th>
<th>County</th>
<th>Length</th>
<th>LRTP #</th>
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**Project Name:** Capital Equipment

**Project Description:** This project provides funding for the purchase of 2 Rear Lift Conversion Vans, 1 Cutaway Minibus, and 1 Center Aisle Raised Roof Passenger Van using Section 5310 funds. This capital equipment has been awarded to the Shelby Residential & Vocational Services, Inc.

<table>
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<tr>
<th>Obligated Funds</th>
<th>Fiscal Year</th>
<th>Type of Work</th>
<th>Funding Type</th>
<th>Total Funds</th>
<th>Fed Funds</th>
<th>State Funds</th>
<th>Local Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 PURCHASE</td>
<td>5310</td>
<td>$134,422</td>
<td>$107,538</td>
<td>$13,442</td>
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</tbody>
</table>

**Remarks:**

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### New TIP Page: Amendment 3

<table>
<thead>
<tr>
<th>TIP #</th>
<th>TDOT PIN #</th>
<th>Horizon Year</th>
<th>Lead Agency</th>
<th>County</th>
<th>Length</th>
<th>LRTP #</th>
<th>Conformity</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5310-2014-02</td>
<td>NA</td>
<td>NA</td>
<td>TDOT</td>
<td>Shelby</td>
<td>NA</td>
<td>NA</td>
<td>Exempt</td>
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**Project Name:** Capital Equipment

**Project Description:** This project provides funding for the purchase of 1 Passenger Bus using Section 5310 funds. This capital equipment has been awarded to the Goodwill Homes Community Services, Inc.

<table>
<thead>
<tr>
<th>Obligated Funds</th>
<th>Fiscal Year</th>
<th>Type of Work</th>
<th>Funding Type</th>
<th>Total Funds</th>
<th>Fed Funds</th>
<th>State Funds</th>
<th>Local Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 PURCHASE</td>
<td>5310</td>
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<td>$34,014</td>
<td>$4,252</td>
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</table>

**Remarks:**

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Memphis MPO FY 2014-17 Transportation Improvement Program
| TIP #     | TDOT PIN # | Horizon Year | Lead Agency | County | Length | LRTP # | Conformity | Project Name                                      | Total Cost | Obligated Funds | Fiscal Year | Type of Work | Funding Type | Total Funds | Fed Funds | State Funds | Local Funds | Remarks |
|----------|------------|--------------|-------------|---------|--------|--------|-----------|--------------------------------------------------|------------|----------------|-------------|--------------|--------------|-------------|-----------|------------|------------|---------|---------|
| 5307-2014-01 |           | NA           | MATA       | Shelby  | NA     | NA     | Exempt    | Jobs Access/Reverse Commute Bus Service           | $150,000   | 2014 OPERATIONS | 5307        | $150,000     | $75,000      | $75,000     |           |           |           |          |         |

MATA plans to implement new bus service in the northeastern part of Memphis along Goodlett Farms Parkway as a Jobs Access/Reverse Commute (JARC) project.