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March 1, 2017

Subject: FY 2018 Port Multi-Modal Transportation Improvement Program

Port Sponsors:

The Mississippi Department of Transportation (MDOT) included \$10,000,000 for Multi-Modal Transportation Improvement Program (MMTIP) projects in its proposed budget for FY2018. The Port share of this amount will be \$3,800,000.

This year, port sponsors must submit an electronic copy of the application form in addition to the complete application package. The electronic application and supporting documents are available on the **Office of Intermodal Planning webpage** at [www.gomdot.com](http://www.gomdot.com). Please refer to the MMTIP Goal and Guidelines for Port Projects on the following pages for more details about the program and the eligibility requirements.

To complete the application, click on the file on the website and save a copy to your computer. Once the application and the milestones have been completed and the application has been saved, upload the application and any other supporting documentation to MDOT from the webpage. Additional instructions for uploading the application can also be found in the MMTIP Goal and Guidelines for Port Projects.

**To be considered for funding, ten (10) originals of the application package must be received in the Ports and Waterways Division, MDOT office by 4:00 pm on March 31, 2017. Applications received after this date will not be accepted for consideration.**

Please call us at (601) 359-7910 if you have any questions or need assistance during the application process. E-mail requests can be made to [rburt@mdot.ms.gov](mailto:rburt@mdot.ms.gov).

Sincerely,

Robby Burt, P.E.

attachment

## **Multimodal Transportation Improvement Program Goal and Guidelines for Port Projects, FY 2018**

The Multimodal Capital Improvement Fund was established by the Legislature and is contained in Title 65 of the Mississippi Code of 1972. It establishes a special fund, the Multimodal Capital Improvement Fund (MCIF), into which state funds may be deposited to be expended by the Mississippi Department of Transportation (MDOT) for the improvement of airports, ports, railroads and transit systems in the state. Funds allocated to the program are distributed as follows:

<b>Ports</b>	<b>38%</b>
Airports	34%
Transit Systems	16%
Rails	12%

### **Goal**

The goal of the Ports MCIF Project Review Committee is to maximize the impact of the available Multimodal funds by funding projects that will improve the service, operations and competitive position of water ports within Mississippi and provide economic benefits to the Mississippi communities in which such ports are located.

### **Eligibility**

The publicly owned (State, county, or municipality) ports on the coastal and inland waterways are eligible for funding under the MCIF.

### **Project Eligibility**

Projects must be:

- (a) Directly related to capital improvements or the rebuilding or rehabilitation of basic infrastructure and not for routine maintenance, administrative or operational expenses;
- (b) For a project or use directly related to the operation of the port in its modal role; and
- (c) For a purpose outside the normal operating budget of the port.

MCIF funds may be used to meet federal matching requirements.

MCIF funds may be used for preconstruction studies, planning and design; personal property acquisition; real property acquisition, reclamation and related relocation costs; professional services; and construction; if and only if those costs are directly related to or a prerequisite for planned capital improvements otherwise eligible for funding.

All contracts and purchases relating to the expenditure of MCIF funds must be made in accordance with state bid and purchase laws.

## **Ineligible Items**

Some examples of items that are ineligible for funding are:

- maintenance equipment (tractors, sweepers, etc)
- general business, marketing and service studies
- port promotional information
- fences
- conceptual planning studies that do not relate directly to capital improvements related to water transportation facilities.

## **Match Requirements**

A minimum **1 %** match from other public or private funds is required for all Multimodal Funds.

## **Application Process**

When funds are allocated to the program, applications will be mailed and e-mailed to all eligible ports by the MDOT Ports and Waterways Division prior to the funding year. The transmittal letter will provide information for submittal of the applications and will include a copy of the MCIF Ports Application Rating Form, which contains the criteria and scoring values that will be used by the Committee for rating the applications.

**Eligible ports may submit one application.**

**All application submissions must contain a timeline for project completion.**

**All applications must contain a detailed cost estimate for the project.**

This year, port sponsors must submit an electronic copy of the application form in addition to the complete application package. The electronic application form can be found on the Intermodal Planning page of the MDOT website found at [www.gomdot.com](http://www.gomdot.com). As a part of the application, there is also a “Multimodal Project Milestones” page where the port sponsor will identify the key dates over the span of the proposed project. A sample detailed cost estimate is also included, though the applicant may provide their own. Also included will be the proposed scoring criteria committee members will use to score applications.

Please note that even if a linked file opens in a web browser, all files **MUST** be saved to your PC and then opened with the associated program prior to data entry. Once completed, the files (.pdf application and milestones, cost estimate, and any supporting documentation) can then be uploaded to MDOT via the upload link in the appropriate quadrant of the Multimodal square. The only files allowed for upload are:

- Acrobat (pdf)
- Word documents (doc or docx)
- Excel documents (xls orxlsx)
- Wordpad (rtf)

Attempting to upload any other files will result in a failed upload process.

Afterwards, compile ten (10) copies of the application form (for signature) and milestones with the backup documentation (layouts, current cost estimates, project justification, etc.).

Applications must be signed by an authorized representative of the port (i.e. a city or county official or a port board member or director). This does not include city or county engineers. Applications with signatures from an unauthorized representative will be returned.

In order to be considered for selection, ten (10) originals, stapled, of the application package must be submitted to the Ports and Waterways Division of MDOT by 4:00 pm on March 31, 2017.

The Ports and Waterways Division will review each application to determine (i) whether the application is complete; and (ii) whether the proposed use of the Multimodal Grant is an eligible use.

Incomplete applications, and applications for ineligible uses will be returned to the applicants by the Ports and Waterways Division with an explanation as to why the application was rejected.

### **Ports Multi-Modal Fund Committee**

The statutes provide that an MCIF Ports Committee shall be formed to review and approve applications from ports for MCIF grants, based upon statutory requirements and such other criteria as the committee shall consider appropriate. The MCIF Ports Committee (Committee) will include one member from the Mississippi Development Authority (MDA), one from the MDOT, the Executive Director of the Mississippi Water Resources Association, and seven port directors of the public ports of Mississippi as provided in the legislation. A committee quorum will be considered to be present for project consideration and recommendation if a majority of the members are represented. MDOT is designated by statute to administer the program, and final approval of recommended projects will be as spread on the minutes of the Mississippi Transportation Commission.

### **Selection of Projects for Approval**

All applications for MCIF funding (Applications) will be reviewed by the MDOT to ensure the requested project is eligible to be funded with MCIF funds. Applications from ineligible ports or those requesting ineligible projects will be returned to the applicants with an explanation as to why their project is ineligible.

The MCIF program is a highly competitive program for which there will always be demand that exceeds available resources. The highest scored projects as determined by the MCIF Ports Committee will be funded within the funds available for each funding year. Projects will not be distributed based on the number of applications received.

Committee members will rate the eligible Applications based on the established scoring criteria, as shown on the MCIF Ports Rating Form. The final rating score will be the average of the individual Committee member scores. **Port directors or their designees will not rate their own applications.**

## **Project Application & Grant Agreements**

After the annual grants have been approved, the Ports and Waterways Director, MDOT will prepare an MCIF Port Grant (Grant) for each recipient of an approved grant, and will notify the applicants of unfunded applications that their applications were not approved.

Grant funds can only be expended for projects within the scope of the approved application and in accordance with the terms and conditions as contained in the Grant. Project costs exceeding the amount of the Grant are the responsibility of the Grant recipients.

The grant agreement will:

- Confirm that Multimodal Grant funds will be disbursed (i) only for eligible expenditures within the scope of the approved application; (ii) in accordance with the terms and conditions contained in the Grant Agreement; and (iii) only upon receipt of an “Application for Payment of State Aid (Multimodal Projects)” form provided by the Ports and Waterways Division, accompanied by invoices supporting the claimed costs – in other words, Multimodal Grant funds will be disbursed on a reimbursement basis;
- Confirm that project costs exceeding the amount of the Multimodal Grant are the responsibility of the Multimodal Grant recipient, and that the Multimodal Grant recipient is expected to provide or obtain additional funds sufficient to complete the project;
- Confirm that all Multimodal Grant funds must be disbursed within two (2) years of grant execution by MDOT; otherwise, any remaining funds in the Multimodal Grant will be forfeited at that time;
- Confirm that the scope of work approved by the Port Multimodal Committee cannot be changed at any time, nor can the scope of work be modified to add additional work should the project be completed under budget;
- Require that Quarterly Reports be submitted over the timespan of the Multimodal Grant.

## **Plans and Specifications**

Plans and specifications for all Multi-Modal projects will be submitted to the Ports and Waterways Division for review and approval prior to advertising for bids. All applications must include a timeline for completion.

## **Reimbursement Process**

Grant funds will be disbursed for incurred eligible project costs upon receipt of an Application for Reimbursement (Multimodal Projects) and accompanied by invoices supporting the claimed costs. A status report that provides current information on the project must be submitted quarterly.

## **AUDIT**

Funds provided under the MCIF are subject to audit by the MDOT Audit Division.

## **WAIVER**

These guidelines may be amended by MDOT at any time. MDOT, in its discretion, may temporarily waive any requirement of the guidelines to the extent that the result of such waiver is to promote the public purpose of the MCIF statutes and is not prohibited by law.

## **ADDITIONAL INFORMATION**

For FY 2018, \$10 million from MDOT's budget was put into the program, with 38% or \$3.8 million available for ports.

Program inquiries should be directed to:

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Mississippi Department of Transportation  
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Jackson, Mississippi 39201  
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