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Date: April 3, 2019  
To: Section 5311 and Section 5307 Recipients  
From: Shirley Wilson, Director  
Public Transit Division *SW*  
Subject: Multi-Modal Transportation Improvement Program Application

The purpose of this memo is to announce the availability of the Multi-modal Program public transit application. **Because applications must be recommended for approval by the Public Transit Multimodal Committee by June 14, 2019, applications for funding must be received in the Public Transit Division no later than 4:00 p.m. on May 3, 2019.**

The purpose of the MMTIP is to provide funds for **priority projects** for which adequate funding is not otherwise available; that are important to the continued development and improvement of the state's public transportation infrastructure and may have a significant economic impact on local communities. MMTIP transit projects are generally limited to those eligible for Federal Transit Administration assistance. **Funds cannot be used for routine administrative expenses.**

Projects will be approved on a competitive basis. Funds will not be distributed based simply on the number of applications received, but on the priority of projects. Therefore it is extremely important to be clear in giving justification and describing the items requested. **Please remember, all items must be specifically identified by type, quantity and total cost. Priorities must be identified if multiple items are requested in the application.**

As in prior years, the application and other required documents can be located on the Office of Intermodal Planning website at [www.gomdot.com](http://www.gomdot.com). **The application and all supporting documents must be submitted electronically; however one original signed completed application must also be submitted to us by the 4:00 p.m. May 3<sup>rd</sup> deadline.** When retrieving the application from the MDOT website the multimodal packet will consist of the **application, multi-modal project milestones, multimodal profile, and the capital request form.** The multi-modal project milestones page is where applicants are required to identify the key dates over the span of the proposed project. Attached you will find instructions on how to retrieve the online application. Incomplete applications will not be considered for funding.

If you have questions or need additional information about the Multi-modal Fund Program, please contact me or Mr. Roderick Bailey of our staff at (601) 359-7800 or by e-mail: [rbailey@mdot.ms.gov](mailto:rbailey@mdot.ms.gov).

Enclosure(s)

Cc: Charles R. Carr, Director  
Office of Intermodal Planning

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## MDOT APPLICATIONS

### INSTRUCTIONS ON RETRIEVING MULTIMODAL APPLICATION ONLINE

1. Access the web page in one of the following two methods:
  - a. Type **<http://mdot.ms.gov/portal/m1.aspx>** in the web browser address box and press the Enter key to display the FY2020 MMTIP web page.
  - b. Access the MDOT webpage ([www.goMDOT.com](http://www.goMDOT.com))
    - i. At the top of this page you will see five (5) sections titled- Business, Commission, Divisions, Programs, and Projects.
    - ii. Using the mouse place cursor on Divisions and scroll down to Intermodal Planning.
    - iii. Click mouse on Intermodal Planning.
    - iv. Now you are on the Intermodal Planning Home Page.
    - v. In the left column, click on the link Multimodal Transportation Improvement Program
    - vi. You are now on the MMTIP web page.
2. Click on each link in the Public Transit section and save each file to your local PC. **DO NOT ADD ANY INFORMATION TO ANY FILE THAT MAY OPEN.**
3. Navigate to the drive/folder where you saved the files. Open each file and provide the necessary information and save each file.
4. Once all files have been completed, click on the Upload Files to MDOT link in the Public Transit section. Follow the screen prompts to complete the upload process. Choose all files to upload BEFORE pressing the Upload to MDOT button.
5. **DO NOT SCAN AND SEND APPLICATIONS TO US. ONE COMPLETE COPY OF THE APPLICATION WITH ATTACHMENTS MUST BE SUBMITTED VIA THE ELECTRONIC SYSTEM AND A SIGNED HARDCOPY MAILED. READ AND CAREFULLY FOLLOW THE INSTRUCTIONS GIVEN TO SUBMIT YOUR APPLICATION.**

If you should have any problems downloading any information, please contact our office at (601) 359-7800.

## MULTI-MODAL TRANSPORTATION IMPROVEMENT PROGRAM

### General Information

The Multi-Modal Transportation Improvement Program was established by the 2002 Legislature and is contained in Sections 65-1-701 through 65-1-711 of the Mississippi Code of 1972. It establishes a special fund, the **Multi-Modal Transportation Improvement Fund (MMTIF)**, into which state funds may be deposited to be expended by MDOT as provided in the statute for improvement of airports, ports, railroads and transit systems in the state. The MDOT has allocated 16% of MMTIP Funds for public transit projects in the FY2020 budget.

Based on the initial legislation the MMTIF funds are allocated to various modes as follows (the percentages are established in the bill and do not change with subsequent funding allocations):

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

(\* By statute, Coast Transit and JATRAN will each receive 30% of the annual transit allocation.)

The statute requires that a committee be formed for each mode to review and approve applications for funds. The **Public Transit Multi-Modal Fund Committee (Committee) has five (5) members**. One member is a representative from the Mississippi Development Authority (MDA), one from the MDOT and three (3) will be directors of transit systems, or their designees other than the Coast Transit Authority and the City of Jackson Transit System. The President of the Mississippi Public Transit Association appoints the three transit director members, while the MDA and MDOT members are appointed by their respective Executive Directors. MDOT is designated to administer the program.

**Applications for funds (Application form attached) shall be reviewed and approved by the Committee not later than June 14<sup>TH</sup> this year; therefore, applications must be received by the MDOT Public Transit Division by May 3, 2019.**

The Committee will select the projects for approval and establish the amount of funding for each based on the **justification** provided in the application **and** other related information available to them such as *project performance, coordination of resources and local transportation planning efforts*. **It is important to remember that this program supports public transportation projects.** The funds will be approved for projects having the most overall impact on the public transportation services provided by local transit systems **and/or** impact on local communities as determined by the Committee. Funds will not be distributed based solely on the number of applications received.

Projects eligible for funding under the program include capital and certain other expenses that meet FTA eligibility requirements. This permits a wide range of eligibility with the only limitation being that the funds **cannot** be used for routine administration or maintenance costs and cannot supplant local contributions or federal funds. The funds can be used for “stand-alone” projects or used as the local share, or to supplement other state or federally funded projects.

## OTHER PROVISIONS

- The Public Transit Division will review each application to determine (i) whether the application is complete; (ii) whether the 5311 applicant is eligible to receive a Multimodal Grant; and (iii) whether the proposed use of the Multimodal Grant is an eligible use.
- All contracts and purchases relating to the expenditure of Multimodal Funds must be made in accordance with FTA (4220.1F) and state procurement requirements.
- 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. **Please know; however, that MM funds awarded for vehicle insurance must be expended during the year of the award in accordance with the federal period of performance and 5311 funds approved for vehicle coverage.**
- The scope of work approved by the Transit 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;
- Quarterly Reports must be submitted over the timespan of the Multimodal Grant.
- Multimodal Funds provided are subject to audit by the MDOT Audit Division.