



## **Minutes of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization**

### **TECHNICAL COMMITTEE MEETING January 13, 2021**

The Technical Committee of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization met in session **January 13, 2021** at 10:00 a.m. in the Community Room of the Hattiesburg Intermodal Facility in Hattiesburg, Mississippi and also remotely via the HPFL-MPO virtual room.

#### **Technical Committee Members Present- In Person:**

Caroline Miles, Planner	City of Hattiesburg	Voting
Lamar Rutland, P.E.	City of Hattiesburg	Voting

#### **Technical Committee Members Present- Virtual Room:**

Amy Heath, Planner	City of Petal	Voting
Nick Connolly, P.E.	Forrest County	Voting
Don Walker, P.E.	Lamar County	Voting
Michael Hershman, County Planner	Lamar County	Voting
Perry Brown, P.E., MDOT	MDOT	Voting
Necole Baker, MDOT LPA Division	MDOT	
Kelly Castleberry, P.E., District 6	MDOT	Voting
Shundreka Givan, Project Development Team Leader	FHWA	
Randal Jansen, Planning Engineer/PMA	FHWA	
Callison Richardson, Community Development Director	ADP	

#### **MPO Staff**

Andrew Ellard, Executive Director of HPFL-MPO	City of Hattiesburg
Armendia Esters, MPO Division Manager	City of Hattiesburg
Stephanie Hall, Urban Development -Public Engagement Coord.	City of Hattiesburg

#### **Visitors-In Person:**

Geoffrey Crosby, P.E.	Neel-Schaffer
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#### **Call to Order/Introductions:**

Hattiesburg-Petal-Forrest-Lamar MPO Technical Committee Meeting was called to order by Andrew Ellard, Executive Director of HPFL-MPO. Voting Delegates were identified.

**AGENDA SESSION:**

**There came the matter of Item III, Approval of the HPFL-MPO Technical Committee Meeting Agenda of January 13, 2021.** A motion was made by Lamar Rutland and seconded by Amy Heath to accept the agenda. The motion was unanimously approved.

**There came the matter of Item IV, Review and Comment on the HPFL-MPO Technical meeting minutes for October 14, 2020.** A motion was made by Michael Hershman and seconded by Lamar Rutland to approve the minutes. The motion was unanimously approved.

**There came the matter of Item V, Approve Minutes of the 12/28/2020 Technical Committee Electronic Vote.** A motion was made by Amy Heath and seconded by Lamar Rutland to approve the minutes. The motion was unanimously approved.

**There came the matter of Item VI, Recommendation to approve the proposed amendments to the 2021-2024 TIP of the HPFL-MPO.** A motion was made by Lamar Rutland to recommend the approval of the 2021-2024 TIP of the HPFL-MPO. The motion was seconded by Caroline Miles. Discussion was held and the clarification was made that this amendment would only have an effect on the City of Hattiesburg projects. The first 3 items were presented previously to the Technical Committee as only modifications. However, the items required a full amendment process and, therefore, the amendment procedures were completed and the items were then added to this Agenda. Item 4 was a new request for a re-allocation from the City of Hattiesburg Lincoln Road project, which is a FY24 project, to the City of Hattiesburg Country Club Road project for FY21:

1. Hall Avenue-Western Overpass, new project
2. Bus Stop Improvements (BSI)-grouped sidewalk projects
3. 4<sup>th</sup> Street Phase II-allocation of unused federal earmark funds to new project.
4. Lincoln Road TIP Project #122 partial re-allocation to Country Club Road TIP Project #119.

A roll-call vote was made:

- Michael Hershman-aye
- Caroline Miles-aye
- Lamar Rutland-aye
- Amy Heath-aye
- Nick Connolly-aye
- Don Walker-aye
- Perry Brown-aye

The motion was unanimously approved.

**There came the matter of Item VII, Recommendation to approve the proposed amendment to the HPFL-MPO 2021-2022 UPWP for additional planning and support of public transportation (Hub City Transit).** A motion was made by Lamar Rutland and seconded by Nick Connolly to recommend the amendment of the 2021-2022 UPWP for additional planning and support of public transportation, which is Task #6, page 25. Discussion was held to clarify that the funds for the Transit Master Plan project need be increased, as was reflected in the proposed new UPWP page. However, those funds would be 100% from the CARES Act grant. The motion was unanimously approved.

**There came the matter of Item VIII, Recommendation on the proposed amendment to the HPFL-MPO Public Participation Plan (PPP).** A motion was made by Lamar Rutland and seconded by Caroline Miles to recommend the amendment to the Public Participation Plan that addresses the implementation of a new and safe electronic venue for public participation in HPFL-MPO public hearings that does not require physical attendance. This will address any future concerns or difficulties regarding the meeting location. The motion was unanimously approved.

**There came the matter of Item IX, Recommend to open the 2021-2024 TIP amendment application process.** A motion was made by Lamar Rutland and seconded by Caroline Miles to recommend that this

item be tabled until the next quarterly meeting. Discussion was held to clarify that no funds are available for re-allocation at this time and to allow for the completion of current projects. The motion was unanimously approved. Committee member Kelly Castleberry joined the meeting and participated in voting for items IX-XIV.

**There came the matter of Item X, Recommendation to adopt the new Safety Performance Targets, in cooperation with MDOT and the Hub City Transit Division of the City of Hattiesburg.** A motion was made by Michael Hershman and seconded by Amy Heath to recommend the adoption of the new Safety Performance Targets that are to be incorporated into future transportation plans, in accordance with the FTA regulations 49 CFR 673.15. Discussion was held to explain the methodology used to create the Safety Performance Targets from the 5-year safety incident data from HCT. The motion was unanimously approved.

**There came the matter of Item XI, Recommend the acknowledgement of the Hub City Transit Public Transportation Agency Safety Plan (HCT-PTASP).**

A motion was made by Lamar Rutland to recommend the acknowledgement of the HCT-PTASP. The motion was seconded by Michael Hershman. Discussion was held to clarify that the HCT-PTASP includes the new implementation of federal safety standards for all transit agencies, and a new work area of planning and federal reporting for the MPO. The motion was unanimously approved.

**There came the matter of Item XII, Public Comment Opportunity**

No public comments were made at this time.

**There came the matter of Item XIII, Other Business/Local Business**

Andrew Ellard, Executive Director of HPFL-MPO facilitated discussion regarding:

- A. Annual Listing of Federally Obligated Projects HPFL-MPO FY20  
*Discussion: Meetings will be scheduled with the LPAs to review FY21 projects for preparation to submit to the FHWA for funding obligation*
- B. Discussion: RFP-Transit Master Plan  
*Discussion: Transit is progressing with Bus Stop location improvements. Four locations have new bus shelters undergoing installation*
- C. Discussion: Project Updates-LPAs  
*Discussion: Shundreka Givan, along with Randy Jensen, from the FHWA will meet with the LPAs and MDOT representatives to review the individual LPA's FY21 projects status*

**There came the matter of Item XIV, Meeting Adjournment.** The next scheduled meeting is the Technical Committee meeting on April 14, 2021. There being no further business, a motion was made by Lamar Rutland to adjourn the meeting. The motion was seconded by Michael Hershman. The meeting was adjourned.

  
\_\_\_\_\_  
Andrew Ellard, Executive Director of HPFL-MPO

Date: 4-14-2021

Attest:

  
\_\_\_\_\_  
Armendia Esters, Recording Secretary

Date: 4-14-2021



**Electronic Votes of the  
Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization**

**TECHNICAL COMMITTEE  
December 21-28, 2020**

TO: HPFL-MPO Technical Committee Members

The attached Memorandum serves as a reminder that the HPFL-MPO Technical Committee completed an electronic vote for the:

**Recommendation to approve the final draft of the HPFL-MPO 2045 MTP (Long Range Transportation Plan)**

<https://www.ms transportation plan 2045.com/plan/hpfl/mobile/index.html>

**and to recommend the Acknowledgement of the 2045 MULTIPLAN (Statewide Long Range Transportation Plan)**

<https://www.ms transportation plan 2045.com/manage/wp-content/uploads/2020/11/DRAFT-REPORT MS MULTIPLAN2045-11-2-2020.pdf>

The Technical Committee Electronic Votes were received and the vote was to recommend the approval of the HPFL-MPO MTP 2045 and to recommend the acknowledgement of the MS MULTIPLAN 2045.

**Technical Committee Members Voting:**

Lamar Rutland, Director of Engineering  
Ginger Lowrey, Planning Division Manager  
John Weeks, P.E.  
Nick Connolly, P.E.  
Corey Proctor, Planning Director  
Don Walker, P.E.  
Michael Hershman, County Planner  
Sammy Holcomb, State Planning Manager  
Perry Brown, P.E.

City of Hattiesburg  
City of Hattiesburg  
City of Petal  
Forrest County  
Forrest County  
Lamar County  
Lamar County  
MDOT-Planning  
MDOT-Planning

Voting  
Voting  
Voting  
Voting  
Voting  
Voting  
Voting  
Voting  
Voting

**ALL VOTING MEMBERS VOTED "YES" TO BOTH ITEMS BY Monday, December 28, 2020.**

  
Andrew Ellard, Executive Director of HPFL-MPO

Date: 1/13/21

Attest:

  
Addie West, Recording Secretary

Date: 1/13/21



Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization  
Hattiesburg Train Depot Community Room \* 308 Newman Street \* Hattiesburg,  
Mississippi

TECHNICAL COMMITTEE MEETING  
January 13, 2021 - 10:00 a.m.

**AGENDA**

1. Call to Order/ Invocation Andrew Ellard
2. Introductions/Identification of the LPA's voting delegates
3. Approve Agenda of the January 13, 2021 Technical Committee Meeting  
Approve, Deny or Amend the HPFL-MPO Technical Committee Meeting  
Agenda of January 13, 2021
4. Approve Minutes of the October 14, 2020 Technical Committee Meeting  
Approve, Deny or Amend the HPFL-MPO Technical Committee Meeting  
Minutes of October 14, 2020.
5. Approve Minutes of the 12/28/2020 Technical Committee Electronic Vote  
Adopt, Deny or Amend the HPFL-MPO Technical Committee Minutes of  
the electronic vote for the recommendation to approve the 2045 MTP  
HPFL-MPO (Long Range Transportation Plan) and the recommendation to  
acknowledge the 2045 MULTIPLAN (Statewide Long Range  
Transportation Plan)  
  
<https://www.mstransportationplan2045.com/plan/hpfl/mobile/index.html>  
  
<https://www.mstransportationplan2045.com/plan/hpfl/mobile/index.html>
6. *Recommendation on the proposed amendments to the 2021-2024 TIP of the HPFL-MPO*  
Recommend to Adopt, Deny or Amend the proposed new projects and re-allocation of  
funds for projects in the 2021-2024 TIP. A Public Comment Period was held from  
December 24, 2020 until January 8, 2021 and advertising for the Public Comment period  
was published on December 24, 2020. The proposed TIP amendments are as follows:
  - A. Hall Ave. Western Overpass-new project  
Construction of an overpass and improvements to Hall Avenue. The project will also include  
the construction of a roundabout at the intersection of Hall Avenue and Bay Street.
  - B. Bus Stop Improvements (BSI) -grouped sidewalk projects  
Hub City Transit plans to create an ongoing sidewalk projects group to enhance pedestrian  
access and ADA accessibility across the service area. Improvements will include sidewalks,  
shelters and other bus stop amenities, pedestrian signals, and crosswalks to increase  
connectivity, accessibility, and safety along bus routes.

- C. 4<sup>th</sup> St. Phase III-allocation of unused federal earmark funds-new project  
Allocation of the unused funds of the completed 4<sup>th</sup> Street Phase III project to a new project which will include the construction of an 8' multiuse pathway along 4<sup>th</sup> Street from 38<sup>th</sup> Avenue to Thornhill Drive.
- D. Lincoln Road Project (TIP Project I.D. 122) partial re-allocation of funds to the Country Club Road Project (TIP Project I.D. 119)  
Partial re-allocation of funds from the Lincoln Road Project to the project at Country Club Road which includes the adaptation of the roadway to a typical urban roadway to increase traffic flow and pedestrian safety. Bicyclists will be accommodated with a shared-use pathway.

7. *Recommendation on the proposed amendment to the HPFL-MPO 2021-2022 UPWP*  
Recommend to Adopt, Deny, or Amend the proposed amendment to the 2021-2022 UPWP for additional planning and support of public transportation (Hub City Transit).
8. *Recommendation on the proposed amendment to the HPFL-MPO Public Participation Plan (PPP)*  
Recommend to Adopt, Deny or Amend the proposed amendment to the PPP that addresses the implementation of a new and safe electronic venue for public participation in HPFL-MPO public hearings that does not require physical attendance. This will address any future concerns or difficulties regarding the meeting location.
- The Public comment period was November 16, 2020 through December 30, 2020.
  - A Virtual Public Hearing was scheduled on December 1, 2020 at 5:00 p.m.
  - Publication Date of Notice: November 12, 2020
  - No public comments were received and no members of the public attended the hearing.
9. *Recommendation to open the 2021-2024 TIP amendment application process.*  
Recommend to Approve, Deny, or Amend the opening of the 2021-2024 TIP Amendment application. Proposed timeline for the process:
- February 3, 2021-announce opening of application round
  - March 5, 2021-application deadline
  - March 18, 2021-publication date of notice
  - April 9, 2021-15-day public comment period expires
  - April 14, 2021- Technical Committee Meeting
  - April 28, 2021- Policy Committee Meeting
10. *Recommendation on the new Safety Performance Targets, in cooperation with MDOT and the Hub City Transit Division of the City of Hattiesburg*  
Recommend to Adopt, Deny, or amend the Safety Performance Targets that are to be incorporated into future transportation plans, in accordance with the FTA regulations 49 CFR 673.15
11. *Recommendation to acknowledge the Hub City Transit Public Transportation Agency Safety Plan (HCT-PTASP)*  
The HCT-PTASP includes the new implementation of federal safety standards for all transit agencies.



12. **Public Comment Opportunity**  
Discussion: This time is allotted for public input or comment.
13. **Other Business/Local Business**
  - A. Annual Listing of Federally Obligated Projects HPFL-MPO FY20
  - B. Discussion: RFP-Transit Master Plan
  - C. Discussion: Project Updates-LPAs
14. **Meeting Adjourned**



## **Minutes of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization**

### **TECHNICAL COMMITTEE MEETING October 14, 2020**

The Technical Committee of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization met in session on **October 14, 2020** at 10:00 a.m. in the Community Room of the Hattiesburg Intermodal Facility in Hattiesburg, Mississippi.

#### **Technical Committee Members Present-In Person Attendance:**

Ginger M. Lowrey, Planning Division Manager	City of Hattiesburg	Voting
Lamar Rutland, P.E.	City of Hattiesburg	Voting

#### **Technical Committee Members Present- Virtual Attendance**

John Weeks, P.E.	City of Petal	Voting
Nick Connolly, P.E.	Forrest County	Voting
Corey Proctor, Planning Director	Forrest County	Voting
Don Walker, P.E.	Lamar County	Voting
Michael Hershman, County Planner	Lamar County	Voting
Shundreka Givan	FHWA	
Necole Baker	MDOT	
April Fairley	MDOT	
Perry Brown, P.E.	MDOT	Voting
Kelly Castleberry, P.E.	MDOT	Voting

#### **MPO/HCT Staff**

Andrew Ellard, Executive Director of HPFL-MPO	City of Hattiesburg
Armendia Esters, MPO Division Manager	City of Hattiesburg
Stephanie Hall Campos, Office Manager & Public Engagement Coordinator	City of Hattiesburg

#### **Visitors**

None



**Call to Order/Introductions:**

Hattiesburg-Petal-Forrest-Lamar MPO Technical Committee Meeting was called to order by Andrew Ellard, Executive Director of HPFL-MPO. Voting Delegates were identified.

**AGENDA SESSION:**

**There came the matter of Item III, Approval of the HPFL-MPO Technical Committee Meeting Agenda of October 14, 2020.** A motion was made by Lamar Rutland and seconded by Michael Hershman to accept the agenda. The motion was unanimously approved.

**There came the matter of Item IV, Review and Comment on the HPFL-MPO Technical meeting minutes for July 8, 2020.** A request was made by Ginger Lowrey to edit the format of the future meeting minutes to indicate whether members attended virtually or in-person. A motion was made by Lamar Rutland and seconded by Nick Connolly to approve the minutes and format edit. The motion was unanimously approved.

**There came the matter of Item V, Review and Comment on the HPFL-MPO Technical Electronic Voting minutes for August 12-14, 2020.** An electronic vote was held on the matter of a recommendation to approve the 2021-2022 UPWP and the 2021-2024 TIP of the HPFL-MPO. A motion was made by Lamar Rutland and seconded by Nick Connolly to approve the minutes. The motion was unanimously approved.

**There came the matter of Item VI, Recommend the approval of the 2020-2021 HPFL-MPO Technical & Policy Committee Calendar.** A motion was made by Lamar Rutland to recommend the approval of the 2020-2021 HPFL-MPO Technical & Policy Committee Calendar. The motion was seconded by Ginger Lowrey. The motion was unanimously approved.

**There came the matter of Item VII, Recommend the acknowledgement of the setting of a public comment period, the setting of one (1) Virtual Public Hearing and one (1) publication providing notification of the same of the proposed amendment to the Public Participation Plan (PPP) of the HPFL-MPO.**

**The proposed amendment to the PPP addresses the implementation of a new and safe electronic venue for public participation in HPFL-MPO public hearings that does not require physical attendance. This will address any future concerns or difficulties regarding the meeting location.**

A motion was made by Lamar Rutland and seconded by Nick Connolly to recommend acknowledgement of the public comment period, the Virtual Public Hearing, and the publication for notification of the proposed amendment to the PPP. The motion was unanimously approved.

**There came the matter of Item VIII, Recommend the acknowledgement of the setting of a public comment period, the setting of two (2) Virtual Public Hearings and two (2) publications providing notification of the same by the Mississippi Department of Transportation (MDOT) for the draft of the 2045 MULTIPLAN Statewide Long Range Transportation Plan and the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (HPFL-MPO) draft of the 2045 Metropolitan Transportation Plan.** A motion was made by Lamar Rutland and seconded by Nick Connolly to recommend acknowledgement of the public comment period, two Virtual Public Hearings, and two publications for notification of the 2045 MTP and 2045 MULTIPLAN drafts. The motion was unanimously approved.

**There came the matter of Item IX, Recommend the acknowledgement of the approved FY 2021-2024 Statewide Transportation Improvement Plan.** A motion was made by Lamar Rutland and seconded by Nick Connolly to recommend acknowledgement of the approved FY 2021-2024 Statewide Transportation Improvement Plan. The motion was unanimously approved.

**There came the matter of Item X, Recommend the acknowledgement of the completion of the Pavement Management Plan.** A motion was made by Ginger Lowrey and seconded by Lamar Rutland to recommend acknowledgement of the completion of the Pavement Management Plan. The motion was unanimously approved.

**There came the matter of Item XI, Recommend the approval of the UPWP 2021-2022 Modifications (Corrections/Updates): the UPWP 2021-2022 inclusion of the Cares Act Grant funds that were awarded for Task 6, updates to the Organizational Chart, and the corrections to the Figure 2-Task Schedule.**

Discussion was held. A motion was made by Lamar Rutland to recommend the approval of the UPWP 2021-2022 modifications. The motion was seconded by Ginger Lowrey. The motion was unanimously approved.

**There came the matter of Item XII, Recommend the approval of the proposed TIP 2021-2024 Modifications:**

Discussion was held regarding:

*Addition of Sidewalk construction projects into the TIP, with possible change to a group format*

- Bus and Bus Facilities, Sidewalk 1 – Status: Grant Awarded. Section 5339 FTA FFY 2020 Small Urbanized Area Formula Program Funds \$1,831,200.00
- Bus and Bus Facilities, Sidewalk 2 – Status: *Application Phase*. Section 5339 FTA FFY 2018, 2019, and 2020 Small Urbanized Area Formula Program Funds \$611,491.00

*Construction of Overpass/Improvements project-Hall Avenue*

- Overpass over the Norfolk Southern rail line to include landscaped median.
- In addition, construction of a roundabout at the intersection of Hall Avenue and Bay Street.

A motion was made by Lamar Rutland to recommend the approval of the 2021-2024 TIP modifications. The motion was seconded by Corey Proctor. The motion was unanimously approved.

**There came the matter of Item XIII, Public Comment Opportunity**

No public comment at this time.

**There came the matter of Item XIV, Other Business/Local Business**

Andrew Ellard, Executive Director of HPFL-MPO facilitated discussion regarding:

A. Discussion: RFP-Transit Master Plan

B. Discussion: Project Updates-LPAs

- City of Petal-John Weeks.
  1. The City is still moving forward with the Old Richton Road widening project. Submitted application for TA funds for the project.
- Forrest County-Nick Connolly.
  2. The County has completed the concrete/drainage portion of the construction project on J Ed Turner Road. The next phase will be to start building the plaza.
  3. The County's Country Club Road project plan/design is in progress.
  4. The County's Classic Drive project has been moved to 2022 and the County will be applying for additional funds.
- Lamar County-Michael Hershman
  5. The County is continuing the Old Highway 11 project, which is in the utilities relocation phase; ROW has been acquired and the final plan review is in progress.
  6. The County's Oak Grove Road/Weathersby Road Roundabout project is in the Environmental phase. Conceptual drawings have been reviewed by MDOT.
  7. The County's Oak Grove Road/Hegwood Road/Lincoln Road is in the design phase.
- City of Hattiesburg-Lamar Rutland
  8. The City is finishing the 38<sup>th</sup> Avenue construction project.

- C. MPO Policy Committee Chairmanship Rotation for FY21
  - Mayor Toby Barker, City of Hattiesburg, will be the new Chair.
  - Supervisor Warren Byrd, Lamar County, will be the new Vice-Chair.
- D. LRTP-Anticipated Special Called virtual meeting/electronic vote to recommend approval.  
The vote will take place in December 2020.
- E. Proxy Form updates will be sent to all of the LPA's to list FY21 voting members.

**There came the matter of Item XV, Meeting Adjournment.** Th next scheduled meeting is the Technical Committee meeting on January 13, 2021. There being no further business, a motion was made by Perry Brown to adjourn the meeting. The motion was seconded by Nick Connolly. The meeting was adjourned.

\_\_\_\_\_  
Andrew Ellard, Executive Director of HPFL-MPO

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Armendia Esters, Recording Secretary

Date: \_\_\_\_\_



**Electronic Votes of the  
Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization**

**TECHNICAL COMMITTEE  
December 21-28, 2020**

TO: HPFL-MPO Technical Committee Members

The attached Memorandum serves as a reminder that the HPFL-MPO Technical Committee completed an electronic vote for the:

**Recommendation to approve the final draft of the HPFL-MPO 2045 MTP (Long Range Transportation Plan)**

<https://www.mstransportationplan2045.com/plan/hpfl/mobile/index.html>

**and to recommend the Acknowledgement of the 2045 MULTIPLAN (Statewide Long Range Transportation Plan)**

[https://www.mstransportationplan2045.com/manage/wp-content/uploads/2020/11/DRAFT-REPORT\\_MS\\_MULTIPLAN2045-11-2-2020.pdf](https://www.mstransportationplan2045.com/manage/wp-content/uploads/2020/11/DRAFT-REPORT_MS_MULTIPLAN2045-11-2-2020.pdf)

The Technical Committee Electronic Votes were received and the vote was to recommend the approval of the HPFL-MPO MTP 2045 and to recommend the acknowledgement of the MS MULTIPLAN 2045.

**Technical Committee Members Voting:**

Lamar Rutland, Director of Engineering	City of Hattiesburg	Voting
Ginger Lowrey, Planning Division Manager	City of Hattiesburg	Voting
John Weeks, P.E.	City of Petal	Voting
Nick Connolly, P.E.	Forrest County	Voting
Corey Proctor, Planning Director	Forrest County	Voting
Don Walker, P.E.	Lamar County	Voting
Michael Hershman, County Planner	Lamar County	Voting
Sammy Holcomb, State Planning Manager	MDOT-Planning	Voting
Perry Brown, P.E.	MDOT-Planning	Voting

ALL VOTING MEMBERS VOTED "YES" TO BOTH ITEMS BY Monday, December 28, 2020.

\_\_\_\_\_  
Andrew Ellard, Executive Director of HPFL-MPO

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Addie West, Recording Secretary

Date: \_\_\_\_\_



ID		Total Project Cost	\$14,000,000
Project Name/Route	Hall Ave Western Overpass		
Termini	West Pine St. to Bay St.		
Funding Source:	FY2020 BUILD Grant		
Project Length	1 Mile		
Project Description	Construction of an overpass over the Norfolk Southern rail line and improvements to Hall Ave. to include landscaped median, sidewalk on one side of the roadway and multiuse pathway on the other. The project will also include the construction of a roundabout at the intersection of Hall Ave. and Bay St.		

Fiscal Year	Stage	Federal Share	Local Share			Total Funds
2021	Design	\$1,800,000	\$0			\$1,800,000
2022	Enviro /ROW	\$600,000	\$0			\$600,000
2022	Const	\$10,823,900	\$776,100			\$11,600,000
<b>Total</b>		\$13,223,900				<b>14,000,000</b>

### Action History/Comments

	Date:
	Date:





ID	Hub City Transit	Total Project Cost	\$4,280,365.00
Project Name/Route	Bus Stop Improvements (BSI)		
Termini	N/A		
Project Length	Continuous		
Project Description	Hub City Transit plans to enhance pedestrian access and ADA accessibility across the service area. Improvements will include sidewalks, shelters and other bus stop amenities, pedestrian signals, and crosswalks to increase connectivity, accessibility, and safety along bus routes. Such improvements may be funded with a combination of Section 5307, Section 5339, or other eligible funds.		

Fiscal Year	Fund Source	Federal Funds	State Funds	Local Funds	Total Funds
2021	5339/5307	\$2,442,691.00	\$0	\$937,674.00	\$3,380,365.00
2022	5339/5307	\$240,000.00	\$0	\$60,000.00	\$300,000.00
2023	5339/5307	\$240,000.00	\$0	\$60,000.00	\$300,000.00
2024	5339/5307	\$240,000.00	\$0	\$60,000.00	\$300,000.00
<b>TOTAL</b>		<b>\$3,162,691.00</b>	<b>\$0</b>	<b>\$1,117,674.00</b>	<b>\$4,280,365.00</b>

Bus Stop Improvements			
AGENCY	PROJECT NAME	Phase of Work	Federal Funds
Hattiesburg	Hub City Transit -001 BSI	E/D/ROW/CONS	\$1,831,200.00
Hattiesburg	Hub City Transit -002 BSI	E/D/ROW/CONS	\$611,491.00

Action History	
\$1,831,200.00 Grant Awarded (5339 Funds)	8/11/2020
Modification: TIP Page Change to Grouping BSI Projects	1/27/2020



ID		Total Project Cost	\$915,000
Project Name/Route	38 <sup>th</sup> Avenue Continuation Project		
Termini	38 <sup>th</sup> Avenue to Thornhill Drive		
Funding Source:	BUILD		
Project Length	0.3 Mi		
Project Description	Construction of an 8' multiuse pathway along 4 <sup>th</sup> St. from 38 <sup>th</sup> Ave. to Thornhill Dr.		

Fiscal Year	Stage	Federal Share	Local Share			Total Funds
2021	Design	0	\$50,000			\$50,000
2022	Enviro /ROW	0	\$15,000			\$15,000
2022	Const	\$680,000	\$170,000			\$850,000
<b>Total</b>		<b>\$680,000</b>	<b>235,000</b>			<b>\$915,000</b>

### Action History/Comments

Request for new 38<sup>th</sup> Avenue Continuation Project

Date: 11/30/2020







<b>Need ID</b>	<b>122</b>	<b>Total Project Cost:</b>	<b>\$4,983,715.00</b>
<b>Route</b>	Lincoln Road	<b>PD:</b>	NPN
<b>Termini</b>	Between Hwy 11 and 28 <sup>th</sup> Ave.		
<b>Improvement Type:</b>	Street Improvement – Widening	<b>Responsible Agency:</b>	City of Hattiesburg
<b>Project Length</b>	0.6 mile	<b>County:</b>	Forrest
<b>Project Description:</b>	This project will widen Lincoln Road to 4 lanes between U.S. Hwy 11 and 28 <sup>th</sup> Ave. to increase traffic capacity. Bicyclists will be accommodated with a shared use path and pedestrians will be accommodated with a separate path.		

Fiscal Year	Fund Source	Phase	Federal Funds	Local Funds	Total Funds
2021	Local	DESIGN/PE	\$0	\$0	\$0
2022	Local	ENV	\$0	\$0	\$0
2023	Local	ROW	\$0	\$0	\$0
2024	STBG/Local	CON	<b>\$2,988,085.00</b>	<b>\$1,995,630.00</b>	<b>\$4,983,715.00</b>

Action History	Amend/Adjust	Date	Remarks
Project to be activated in 2017	Adjust	6/15/16	Not activated. In process of getting money in.
Partial re-allocation of funds requested	Amend	12/17/20	Funds to be applied to Project No. 119

Project Map





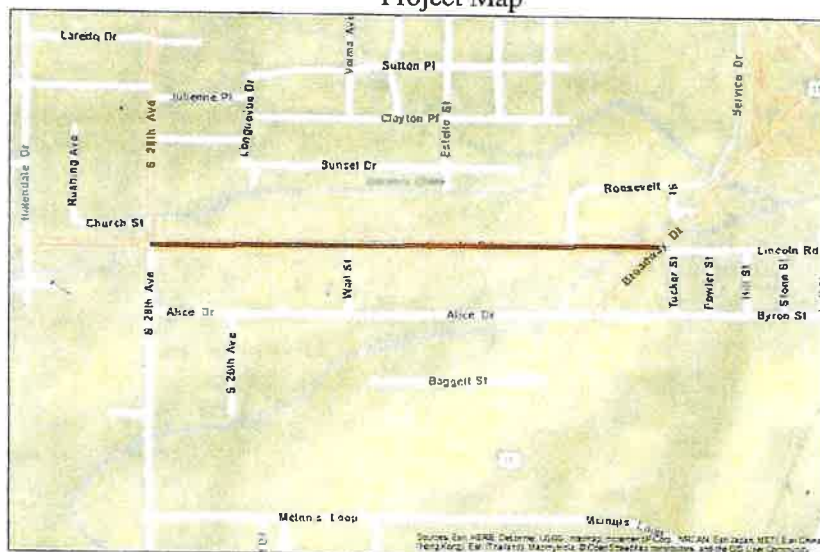


<b>Need ID</b>	<b>122</b>	<b>Total Project Cost:</b>	<b>\$4,983,715.00</b>
<b>Route</b>	Lincoln Road	<b>PD:</b>	NPN
<b>Termini</b>	Between Hwy 11 and 28 <sup>th</sup> Ave		
<b>Improvement Type:</b>	Street Improvement – Widening	<b>Responsible Agency:</b>	City of Hattiesburg
<b>Project Length</b>	0.6 mile	<b>County:</b>	Forrest
<b>Project Description:</b>	This project will widen Lincoln Road to 4 lanes between U.S. Hwy 11 and 28 <sup>th</sup> Ave to increase traffic capacity. Bicyclists will be accommodated with a shared use path and pedestrians will be accommodated with a separate path.		

Fiscal Year	Fund Source	Phase	Federal Funds	Local Funds	Total Funds
2021	Local	DESIGN/PE	\$0	\$0	\$0
2022	Local	ENV	\$0	\$0	\$0
2023	Local	ROW	\$0	\$0	\$0
2024	STBG/Local	CON	\$3,986,972	\$996,743	\$4,983,715.00

Action History	Amend/Adjust	Date	Remarks
Project to be activated in 2017	Adjust	6/15/16	Not activated. In process of getting money in.

Project Map



City of Hattiesburg, MS

Map provided by the GIS Division of the City of Hattiesburg, MS. This map is a general reference map and is not intended to be used for legal purposes. The map is not a warranty, representation, or guarantee of any kind. The map is provided for informational purposes only. The map is not a warranty, representation, or guarantee of any kind. The map is provided for informational purposes only.

0 0.05 0.1 0.2 Miles



<b>Need ID</b>	<b>119</b>	<b>Total Project Cost:</b>	<b>\$2,300,000.00</b>
<b>Route</b>	Country Club Road	<b>PD:</b>	NPN
<b>Termini</b>	Between Timothy Lane and Highway 49		
<b>Improvement Type:</b>	Reconstruction to urban typical	<b>Responsible Agency:</b>	City of Hattiesburg
<b>Project Length</b>	7 miles	<b>County:</b>	Forrest
<b>Project Description:</b>	This project will adapt the roadway to a typical urban roadway to increase traffic flow and pedestrian safety. Bicyclists will be accommodated with a shared use pathway.		

Fiscal Year	Fund Source	Phase	Federal Funds	Local Funds	Total Funds
2021	STBG/Local	CON	\$1,840,000.00	\$460,000.00	\$2,300,000.00
2022	Local	DESIGN/PE	\$0	\$0	\$0
2023	Local	ENV	\$0	\$0	\$0
2024			\$0	\$0	\$0
<b>Action History</b>					
	Amend/Adjust	Date	Remarks		
Project to be activated in 2017	Adjust	6/15/2016	Not activated. In process of getting money in.		
Project to be activated in 2021	Amend	12/17/2020	Funds to be added for the new cost estimates; activation of the project in 2021.		

Project Map



City of Hattiesburg, MS

This project is a part of the City of Hattiesburg's annual budget. The project is funded by the City of Hattiesburg and the State of Mississippi. The project is a part of the City of Hattiesburg's annual budget. The project is funded by the City of Hattiesburg and the State of Mississippi.

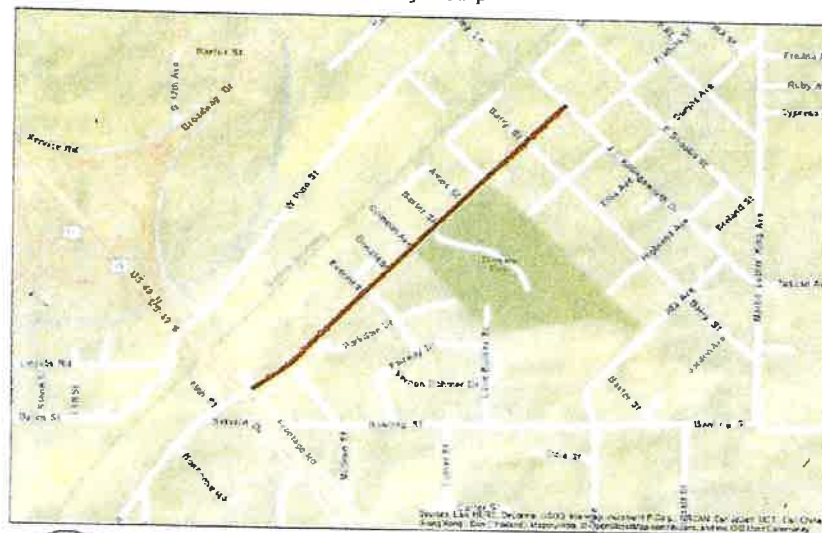
0 0.075 0.15 0.3 Miles



<b>Need ID</b>	<b>119</b>	<b>Total Project Cost:</b>	<b>\$1,052,500.00</b>
<b>Route</b>	Country Club Road	<b>PD:</b>	NPN
<b>Termini</b>	Between Timothy Lane and Highway 49		
<b>Improvement Type:</b>	Reconstruction to urban typical	<b>Responsible Agency:</b>	City of Hattiesburg
<b>Project Length</b>	7 miles	<b>County:</b>	Forrest
<b>Project Description:</b>	This project will adapt the roadway to a typical urban roadway to increase traffic flow and pedestrian safety. Bicyclists will be accommodated with a shared use pathway.		

Fiscal Year	Fund Source	Phase	Federal Funds	Local Funds	Total Funds
2021	STBG/Local	CON	\$842,000	\$210,500	\$1,052,500
2022	Local	DESIGN/PE	\$0	\$0	\$0
2023	Local	ENV	\$0	\$0	\$0
2024			\$0	\$0	\$0
<b>Action History</b>					
	Amend/Adjust	Date	Remarks		
Project to be activated in 2017	Adjust	6/15/16	Not activated. In process of getting money in.		

Project Map



City of Hattiesburg, MS

This is provided as a courtesy of the City of Hattiesburg. The map is not intended to be used for legal purposes. For more information, please contact the City of Hattiesburg, Mississippi.

0 0.075 0.15 0.3 Miles





Federal Highway Administration (FHWA)  
**HIGHWAY SECTION**

**HPFL MPO - LPA Sponsored Projects**

<b>Federal Funds</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
Carryover (Federal STBG) Available	\$8,009,000.00	\$992,227.00	\$507,513.00	\$1,747,799.00
Annual STBG Apportionment	\$1,240,286.00	\$1,240,286.00	\$1,240,286.00	\$1,240,286.00
Total STBG Available	\$9,249,286.00	\$2,232,513.00	\$1,747,799.00	\$2,988,085.00
Total STBG Expenditures	-\$8,257,059.00	-\$1,725,000.00	\$0.00	\$2,988,085.00

TA/TAP/Earmark Funds Available	\$568,807.00	\$0.00	\$0.00	\$0.00
TA/TAP/Earmark Expenditures	-\$568,807.00	\$0.00	\$0.00	\$0.00

<b>Local Funds</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
State/Local Expenditures	-\$2,064,264.75	-\$431,250.00	\$0.00	-\$1,994,743.00

<b>MDOT Sponsored Projects</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
Federal Funds Available	\$0.00	\$0.00	\$0.00	\$0.00
Federal Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
State/Local Funds	\$0.00	\$0.00	\$0.00	\$0.00



Federal Highway Administration (FHWA)

## HIGHWAY SECTION

### HPFL MPO - LPA Sponsored Projects

<b>Federal Funds</b>	<b>FY 2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Carryover (Federal STBG) Available	\$8,009,000	\$1,991,114	\$1,506,400	\$2,746,686
Annual STBG Apportionment	\$1,240,286	\$1,240,286	\$1,240,286	\$1,240,286
Total STBG Available	\$9,250,173	\$3,231,400	\$2,746,686	\$3,986,972
Total STBG/STBG Expenditures	\$7,259,059.00	\$1,725,000.00	\$0	\$3,986,972.00
TA/TAP/Earmark funds Available	\$568,807	\$0	\$0	\$0
TA/TAP/Earmark expenditures	\$568,807	\$0	\$0	\$0
<b>Local Funds</b>				
State/Local funds Expenditures	\$1,814,764.75	\$431,250.00	\$0	\$996,743.00

### MDOT Sponsored Projects

<b>Funding Sources</b>	<b>FY 2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Federal Funds Available	\$0	\$0	\$0	\$0
Federal Expenditures	\$0	\$0	\$0	\$0
State/Local Funds	\$0	\$0	\$0	\$0

PUBLIC NOTICE  
PUBLIC COMMENT PERIOD  
Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization  
FY 2021-2024 TRANSPORTATION IMPROVEMENT PLAN (TIP)

The Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (HPFL-MPO) will hold a 15-day public comment period beginning **Thursday, December 24, 2020** for the public to review and provide comments regarding the proposed amendments to the current FY 2021-2024 Transportation Improvement Plan (TIP). This process is being conducted in accordance with State and Federal guidelines and the HPFL-MPO Public Participation Plan procedures. The HPFL-MPO TIP for the Hattiesburg Urbanized Area is a part of the Statewide Transportation Improvement Program (STIP) document.

The proposed amendments include the following projects:

1. Hall Ave. Western Overpass-new project  
Construction of an overpass and improvements to Hall Avenue. The project will also include the construction of a roundabout at the intersection of Hall Avenue and Bay Street.
2. Bus Stop Improvements (BSI) -grouped sidewalk projects  
Hub City Transit plans to create an ongoing sidewalk projects group to enhance pedestrian access and ADA accessibility across the service area. Improvements will include sidewalks, shelters and other bus stop amenities, pedestrian signals, and crosswalks to increase connectivity, accessibility, and safety along bus routes.
3. 4<sup>th</sup> St. Phase III-allocation of unused funds-new project  
Allocation of the unused funds of the completed 4<sup>th</sup> Street Phase III project to a new project which will include the construction of an 8' multiuse pathway along 4<sup>th</sup> Street from 38<sup>th</sup> Avenue to Thornhill Drive.
4. Lincoln Road Project (TIP Project I.D. 122) partial re-allocation of funds to the Country Club Road Project (TIP Project I.D. 119)  
Partial re-allocation of funds from the Lincoln Road Project to the project at Country Club Road which includes the adaptation of the roadway to a typical urban roadway to increase traffic flow and pedestrian safety. Bicyclists will be accommodated with a shared-use pathway.

The proposed amendments will be available for review at [www.hattiesburgms.com/mpo](http://www.hattiesburgms.com/mpo). A hard copy of the documents can be requested by contacting the MPO office at 601.554.1008. The official review and comment period will be held from December 24, 2020 – January 8, 2021.

Written comments regarding the proposed FY 2021-2024 TIP amendments should be emailed to [mpo@hattiesburgms.com](mailto:mpo@hattiesburgms.com) or mailed to:

Armendia Esters, MPO Division Manager  
P.O. Box 1898  
Hattiesburg, MS 39403

Anyone who may require auxiliary aids or special accommodations to participate in this comment period should advise the HPFL-MPO by calling 601.554.1008 or emailing [aesters@hattiesburgms.com](mailto:aesters@hattiesburgms.com) for assistance.

PUBLISH Once (1) in the Legal Section of the Hattiesburg Post: December 24, 2020

#### EXPECTED PRODUCTS

- Financial Management Plan: Develop budget for operating expenses,
- Fiscal and managerial oversight of HCT Operating and Capital expenses
- Preparation of plans and studies needed to improve efficiency of HCT
- Transit System Performance Monitoring
- Service Expansion Planning
- Executing marketing activities: advertising, and public relations plan and strategy for communicating and promoting Hub City Transit.
- Passenger Waiting Facility Improvement Studies
- Identifying and prioritizing transportation projects for developing a multimodal transportation system.
- The assessment of recommendation for other types of services as warranted

#### PREVIOUS WORK

An application was submitted for the CARES Act grant (5307 funds) and was awarded for the Regional Transit Planning Study.

TASK 6.0 – PUBLIC TRANSPORTATION					
Task	PL	5305	MDOT Match	Local Match	Total
6	\$0*	\$25,000.00	\$6,250.00	\$0*	\$182,500.00

\*The financial source for this item will be provided by the CARES Act (5307 funds), and will not include PL funds or a local match.



# **Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization**

## **2021-2022 Unified Planning Work Program**

Prepared by HPFL-MPO Division Staff  
Department of Urban Development of  
The City of Hattiesburg  
In Cooperation with the  
City of Petal,  
Forrest County,  
Lamar County, and the  
Mississippi Department of Transportation



**ASSURANCE OF NON-DISCRIMINATION**

*The Hattiesburg-Petal-Forrest Lamar Metropolitan Planning Organization, a recipient of federal funds through the Federal Highway Administration and the Federal Transit Administration, does not discriminate in its program, activities, or employment policies and procedures against qualified individuals because of race, sex, religion, age, national origin, or handicap*

*Section 601 of the Title VI of the Civil Rights Act of 1964 states:*

*No person in the United States shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance*



## RESOLUTION

**WHEREAS**, the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization designated by the Governor of the State of Mississippi as the body responsible for urban transportation planning process of the Hattiesburg Urbanized Area; and

**WHEREAS**, the Fixing America's Surface Transportation (FAST) Act requires Metropolitan Planning Organization to carry the transportation planning process; and

**WHEREAS**, in an effort to implement the 3C transportation planning process the HPFL-MPO has prepared the Fiscal Year 2021-2022 Unified Planning Work Program (UPWP); and

**WHEREAS**, in order to support the elements of the 2021-2022 Unified Planning Work Program, the City of Hattiesburg Department of Federal and State Programs continues its role as the designated agency to work on behalf of the HPFL-MPO,

**NOW THEREFORE BE IT RESOLVED**, the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization hereby approves the 2021-2022 Unified Planning Work Program;

**BE IT FURTHER RESOLVED**, the HPFL-MPO Policy Committee hereby authorizes and directs its Executive Director to execute and administer the Unified Planning Work Program (UPWP) in cooperation with the assistance of the HPFL-MPO Technical Committee.

*This resolution having been considered and approved on August 14, 2020.*

  
\_\_\_\_\_  
HPFL-MPO Executive Director

  
\_\_\_\_\_  
HPFL-MPO Policy Committee Chairman

Date 8/17/2020



## Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

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## Introduction

### Introduction

Every metropolitan area with a Census designated urbanized area population of more than 50,000 persons must have a designated Metropolitan Planning Organization (MPO) to qualify for federal highway or federal transit assistance. In 1980, the Hattiesburg Urbanized Area population reached over 50,000, at which time the Metropolitan Planning Organization was designated by the Governor of Mississippi.

The United States Department of Transportation (USDOT) relies on the MPO to ensure that highway, bicycle, pedestrian, and transit projects using federal funds are products of a continuing, cooperative and comprehensive planning process. The federal and state governments provide funding support through the Mississippi Department of Transportation (MDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA). The planning efforts are performed and funded through the City of Hattiesburg's Department of Urban Development which serves as the designated administrator of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (HPFL-MPO).

### ***Purpose of the Unified Planning Work Program***

The Unified Planning Work Program (UPWP) is reviewed and approved by the Policy Committee of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (HPFL-MPO). Pursuant to current transportation legislation, the HPFL-MPO's 2021-2022 UPWP identifies all transportation and related planning activities that will be undertaken by the HPFL-MPO during the next two fiscal years from October 1, 2020 to September 30, 2022. The UPWP helps to assure that planning resources are allocated according to regional needs as identified by the City of Hattiesburg, the City of Petal, Forrest County, Lamar County, and the Mississippi Department of Transportation (MDOT).

### Legislative Guidance

The 2021-2022 UPWP was developed in accordance with regulations set forth in the Fixing America's Surface Transportation (FAST) Act, adopted December 4, 2015. The MPO is responsible, together with the State of Mississippi, for carrying out the provisions of FAST Act under Title 23, United States Code, Section 134 (The Urban Transportation Planning Process), and further regulated by Title 23 Code of Federal Regulations 420 and 450.

The Scope of the Metropolitan Planning Process must include the following transportation planning factors:

- Support the economic vitality of the United States, the States, metropolitan areas, and nonmetropolitan areas, 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 the accessibility and mobility of people and 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 throughout the State, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

The FAST Act expands the scope of consideration of the metropolitan planning process to include:

- Improving transportation system resiliency and reliability;
- Reducing (or mitigating) the stormwater impacts of surface transportation; and
- Enhancing travel and tourism. [23 U.S.C. 134(h)(1)(I) & (J)]

The tabled "Scope of the Metropolitan Planning Process" below shows how the Planning Tasks relate to each of the planning factors and FAST Act expansions listed above.

SCOPE OF THE METROPOLITAN PLANNING PROCESS							
TASKS	Program Administration	Data Collection, Maintenance & Analysis	Short-Range Planning	Long-Range Planning	Air Quality & Congestion Management Planning	Public Participation	Regional Public Transit Planning
Metropolitan Planning Factors							
Economic	✓	✓	✓	✓	✓		✓
Safety	✓	✓	✓	✓	✓	✓	✓
Security	✓	✓	✓	✓		✓	✓
Mobility Options	✓	✓	✓	✓	✓	✓	✓
Conserve Environment Energy	✓	✓	✓	✓	✓	✓	✓
Multi-Modal Integration	✓	✓	✓	✓	✓	✓	✓
Operations & Management	✓	✓	✓	✓	✓		✓
Preserve Existing System	✓	✓	✓	✓	✓		✓
FAST Act Expansion of Scope of Metropolitan Planning Process							
Resiliency & Reliability	✓	✓	✓	✓	✓		
Stormwater Impacts	✓	✓	✓	✓	✓		
Travel & Tourism	✓	✓	✓	✓	✓		

In compliance with the FAST Act the HPFL-MPO will identify, evaluate, and select performance measures to be utilized in the transportation planning process. National performance goals and measures identified by federal and state transportation agencies will be considered and utilized as required. Additional performance measures may be selected for use at the local level in determining the needs of the transportation system in an effort to improve the overall system performance within the HPFL-MPO planning area.

### **Public Involvement**

Public involvement is conducted in accordance with the adopted Public Participation Plan. Staff sends notification of all Technical Committee and Policy Committee meetings, Transportation Improvement Program (TIP), or Metropolitan Transportation Plan (MTP) meetings to a mailing (email) list comprised of citizens, businesses, federal, state, and local agencies related to or interested in transportation planning. Meeting notices are posted in the City of Hattiesburg and the City of Petal's City Halls, Forrest and Lamar County's Offices, posted on the HPFL-MPO website and advertised in the local newspaper.

### **Definition of Area**

The Metropolitan Planning Area (MPA) of the HPFL-MPO consist of the jurisdictional boundary of the City of Hattiesburg, the City of Petal, a portion of Forrest and Lamar counties as depicted in Figure 1.



## **Organization**

### **Organization**

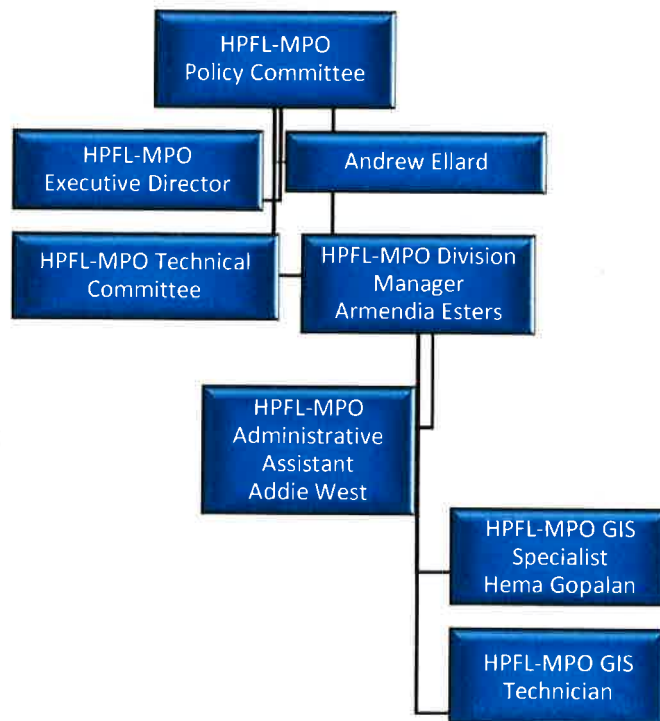
The HPFL-MPO Policy Committee is the governing and final decision-making body for the organization. It is comprised of the Mayors of the City of Hattiesburg and City of Petal, Presidents of the Forrest County and Lamar County Board of Supervisors or their designees, Executive Directors of the Mississippi Department of Transportation Federal Highway Administration and the Federal Transit Administration and the Executive Director of the MPO.

The HPFL-MPO Technical Committee (TC) is responsible for advising the Policy Committee on all urban transportation planning matters and to help guide the metropolitan transportation planning process. Additionally, this committee advises on issues of a technical nature and provides recommendations on HPFL-MPO policy issues. The TC is comprised of engineers, planners, technicians, city/county full-time staff and consultants, and staff of state and federal transportation agencies. A current list of Policy Committee and Technical Committee members is provided in Figure 2. Individuals are typically members by virtue of their role with an agency, organization or jurisdiction, which may change as entities experience staff turnover.

The MPO Staff and the Technical Committee assist MPO board with planning and recommendations. The HPFL-MPO currently operates with the following staff positions: Executive Director, MPO Division Manager, GIS Specialist, GIS Technician and MPO Office Assistant and interns as necessary.



Figure 1



As a small organization, the HPFL-MPO's effectiveness also depends on its ability to form collaborative partnerships with a variety of stakeholders, including community groups, health care professionals, school/college administrators, utility companies, the Chamber of Commerce, and economic development groups on programs, projects and initiatives.



## **Planning Issues & Emphasis**

### **Planning Issues & Emphasis**

Emphasis for the 2021 and 2022 fiscal years will include the following:

#### **2045 Metropolitan Transportation Plan (MTP)**

An important element of the current UPWP is maintenance of the 2040 MTP. This long-range plan focuses on developing a multimodal transportation system and serves as the guide to decision-making for the Policy Committee. Developing and implementing Performance-Based Planning, completion of data collection, data analysis, and system evaluation using the travel demand model, public outreach and technical writing will be done, for maintenance of the 2015-2040 MTP and in preparation for the update to the 20-2045 MTP.

#### **Transportation Improvement Program (TIP)**

The TIP is a four-year, fiscally constrained program that identifies which federally funded projects will be implemented. The TIP must be consistent with HPFL-MPO's adopted Metropolitan Transportation Plan (MTP). The 2021-2024 TIP will be developed, monitored and amended as necessary in compliance with federal regulations.

#### **Public Participation**

Improve public participation; utilize visualization tools to engage the public's interest; engage the traditionally underserved populations, using radio, interpreters or non-mainstream news sources; remain compliant with state and federal regulations for the Open Meetings Act, Americans with Disabilities Act (ADA), Title VI/Environmental Justice issues, Disadvantaged Business Enterprise (DBE Program) and Limited English Proficiency Plan (LEP).

#### **Transportation Model & GIS Development**

Work will include data collection, defining networks and zones, expanded GIS capabilities, and other activities needed to keep the transportation model updated for the MTP and other transportation analyses.

#### **Comprehensive Traffic Count and Studies Clearinghouse**

Traffic Count data collection and mapping database development, traffic study data collection and web based clearinghouse development and web maintenance.

#### **Safety**

The HPFL-MPO will make every effort to support member agencies as they integrate safety considerations in all planning levels. This planning will include all modes of transportation, thereby developing a safe network for all travelers.

#### **Security**

The HPFL-MPO will make every effort to support member agencies as they integrate security considerations in all planning levels. This planning will include all modes of transportation, thereby developing a secure network for all users.



**Community Mobility**

Continue work in expanding public transit and all alternative modes. Complete a route and transit master plan and implement accordingly. The goal is to create a seamless network that increases the connectivity and accessibility of local facilities making non-motorized modes more convenient and safer and improving the efficiency and cost effectiveness of public transit.

**Public Transportation**

Provide public transportation planning, data, and management support for public transit.



## Financial Summary

The estimated funding available to the HPFL-MPO for 2021 and 2022, respectively, totals **\$1,739,388.25** in federal, state, and local funds. The Federal and Local funding will be available over the two year period. Please be aware that funding estimates are based upon prior years' authorizations; approvals are made contingent upon legislation for continued funding.

The Unified Planning Work Program currently addressed planning funds administered by the U.S. Department of Transportation under three programs.

- Federal Highway Administration Planning Funds (PL-Funds)
- Federal Transit Administration Flex Funding Program (5305 Funds)
- PL carryover funds have been reduced by paid invoices and pending invoices

The Mississippi Department of Transportation provides a share of the non-federal matched for the Flex Fund programs. The City of Hattiesburg provides local monies and in-kind services for PL-funds and transit funds.

Table of Revenue

ITEM	PL funds	5305 Funds	MDOT Match	Local Match	Total
Carryover	\$589,942.00	\$210,519.00	\$52,630.00	\$147,485.00	\$1,000,576.00
FY 2021	\$234,040.00	\$58,559.00	\$14,640.00	\$58,510.00	\$365,749.00
FY 2022	\$238,721.00	\$59,730.00	\$14,932.00	\$59,680.25	\$373,063.25
<b>Total</b>	<b>\$1,062,703.00</b>	<b>\$328,808.00</b>	<b>\$82,202.00</b>	<b>\$265,675.25</b>	<b>\$1,739,388.25</b>

Task	PL	5305	MDOT Match	Local Match	Total
1	\$340,515.00	\$235,439.00	\$58,859.75	\$85,128.25	\$719,942.00
2	\$173,780.00	\$68,369.00	\$17,092.25	\$43,445.00	\$302,686.25
3	\$157,853.00	\$0.00	\$0.00	\$39,463.25	\$197,316.25
4	\$27,575.00	\$0.00	\$0.00	\$6,893.75	\$34,468.75
5	\$362,980.00	\$0.00	\$0.00	\$90,745.00	\$453,725.00
6	\$0*	\$25,000.00	\$6,250.00	\$0*	\$31,250.00
<b>Total</b>	<b>\$1,062,703.00</b>	<b>\$328,808.00</b>	<b>\$82,202.00</b>	<b>\$240,675.75</b>	<b>\$1,739,388.25</b>

\*The financial source for this item will be provided by the CARES Act, and will not include PL funds.

## FY 2021-2022 UNIFIED PLANNING WORK PROGRAM BUDGET

<b>Work Task</b>	<b>Program/System</b>	<b>PL-Funds</b>	<b>MDOT 5305 Flex Funds</b>	<b>MDOT Match</b>	<b>LOCAL / In-kind</b>
<b>Task 1.0</b>	<b>Administration/Management</b>	<b>\$340,515.00</b>	<b>\$235,439.00</b>	<b>\$58,859.75</b>	<b>\$85,128.25</b>
1.1	Program Administration	\$253,900	\$235,439	\$58,859.75	\$63,474.25
1.2	Committee Support	\$37,121	\$0	\$0	\$9,280
1.3	Staff Travel and Training	\$19,797	\$0	\$0	\$4,949
1.4	Interagency Coordination	\$12,374	\$0	\$0	\$3,094
1.5	Public Participation	\$17,323	\$0	\$0	\$4,331
<b>Task 2.0</b>	<b>Data Development</b>	<b>\$173,780.00</b>	<b>\$68,369.00</b>	<b>\$17,092.75</b>	<b>\$43,445.00</b>
2.1	Transportation Data Collection	\$101,780	\$43,369	\$10,842.25	\$25,445
2.2	Technical Assistance	\$52,000	\$25,000	\$6,250	\$13,000
2.3	Training	\$20,000	\$0	\$0	\$5,000
<b>Task 3.0</b>	<b>Planning</b>	<b>\$157,853.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$39,463.25</b>
3.1	Manage Program Documents	\$102,682	\$0	\$0	\$25,670.50
3.2	Coordination with Transit Service Providers	\$55,171	\$0	\$0	\$13,792.75
<b>Task 4.0</b>	<b>Metropolitan Transportation Plan</b>	<b>\$27,575.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,893.75</b>
4.1	Metropolitan Transportation Plan (MTP) Management and Planning	\$27,575	\$0	\$0	\$6,893.75
<b>Task 5.0</b>	<b>Special Studies</b>	<b>\$362,980.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,745</b>
5.1	Major Corridor Studies	\$71,490	\$0	\$0	\$17,872.50
5.2	Drainage Study relative to potential future project	\$171,490	\$0	\$0	\$42,873
5.3	Pavement Management Planning	\$120,000	\$0	\$0	\$30,000
<b>Task 6.0</b>	<b>Public Transportation</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$6,250</b>	<b>\$0</b>
6.1	Regional Transit Planning Study	\$0**	\$25,000	\$6,250	\$0**

*\*FHWA AND FTA Planning funds are consolidated under the Consolidated Planning Grant (CPG)*

*\*\*The financial source for this item will be provided by the CARES Act, and will not include PL funds.*



## *Unified Planning Work Program Tasks*



## **TASK 1.0 - ADMINISTRATION/MANAGEMENT**

Responsible Party and Contact Information:

Andrew Ellard  
Urban Development Department  
601-545-4690  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

### **OBJECTIVE**

The objective of Task 1.0 is to ensure that the metropolitan transportation planning process is a continuing, comprehensive and coordinated (3C), regional transportation planning program conducted in compliance with applicable federal, state, and local laws and regulations in order to address the transportation needs within the Metropolitan Planning Boundary and ensure that all modes of transportation are considered as viable elements in the overall planning process.

**POLICY PURPOSE:** The MPO will maintain offices and staff for the purpose of administration operations of the MPO. The MPO administrative staff will maintain fiscal accountability in accordance with federal regulations for grant administration, including the in-kind program; project managers will monitor staff and/or consultant performance on work assignments as required accomplishing UPWP tasks

### **EXPECTED PRODUCTS**

Expected products from this task include the implementation of the metropolitan transportation planning process through:

- Program Administration/Management;
- Committee Support;
- Travel and Training;
- Interagency Coordination; and
- Public Participation

### **SUBTASKS**

#### **1.1 Program Administration**

Administer the program by:

- Accomplishing planning objectives and ensuring compliance with applicable federal, state, and local laws and regulations
- Carrying out accounting and records management
- Providing office space for HPFL-MPO staff. Managing HPFL-MPO staff, including assignment of tasks, oversight of responsibilities, performance
- evaluations, and administration of employees' leave;
- Implementing, maintaining and updating policy documents including the HPFL-MPO Bylaws, the Public Participation Plan and the Limited English Proficiency Plan;
- Developing and managing contracts necessary for carrying out the program;
- Participation in the Association of Metropolitan Planning Organizations (AMPO), the Texas Metropolitan Planning Organization (TEMPO) and other organizations that enhance the planning process; and
- Monitor federal and state legislation related to or impacting transportation issues.

### **1.2 Committee Support**

Provide support to the Policy Committee (PC), Technical Committee (TC) and other designated subcommittees by:

- Preparing and distributing meeting schedules;
- Securing meeting locations and coordinating room arrangements;
- Advertising and posting meeting notices in accordance with the Public Participation Plan;
- Preparing and delivering committee packets and supporting information;
- Preparing resolutions supporting planning projects from member agencies; and
- Provide meeting minutes or notes, as appropriate, to committee members.

### **1.3 Staff Travel and Training**

Attend workshops, conferences, seminars, webinars and other events that support the work of the HPFL-MPO and further enhance staff knowledge, skills and abilities. Attendance at the following is anticipated, subject to prior approval from MDOT for all out-of-state travel:

- FHWA and MDOT Training Sessions
- MDOT Statewide MPO's Executive Committee, Subcommittee and Membership Meetings
- Association of MPO's (AMPO) Annual Conference
- ESRI National Conference
- Transportation Research Board (TRB) Innovations in Travel Modeling
- Mississippi Chapter of the American Planning Association (APA MS)
- American Planning Association (APA) National Conference
- TRB Small and Medium-Sized MPO Conference
- National Training Institute Training (NTI)
- Mississippi Automated Resource Information System (M.A.R.I.S.) Forums
- MDOT Statewide Transit Summit

### **1.4 Interagency Coordination**

Coordinate with agencies and community groups on transportation-related issues within the HPFL-MPO planning area.

These groups include, but are not limited to:

- |   |  |
|---|--|
| • MDOT State and District VI                | • Area Development Partnership                           |
| • City of Hattiesburg                       | • Southern Mississippi Planning and Development District |
| • City of Petal                             | • Hattiesburg Convention & Visitors Bureau               |
| • Forrest County                            | • Hattiesburg Downtown                                   |
| • Lamar County                              | • Medical Centers  |
| • University of Southern Mississippi        | • Social Service Agencies                                |
| • William Carey University                  | • Bicycling Advocacy Groups                              |
| • Hattiesburg Laurel Regional Airport       |  |
| • Railroad Agencies                         |  |
| • Forrest County Industrial Park Commission |  |
| • Bobby Chain Municipal Airport             |  |

### **1.5 Public Participation**

The HPFL-MPO will engage the public in accordance with the Public Participation Plan (3P) and will meet the requirements of U.S. Title I of the Civil Rights Act of 1964 by:

- Conducting appropriate public hearings, public meetings and community outreach activities;
- Maintaining a database of media contacts for dissemination of public participation materials and notices;
- Producing and distributing a quarterly newsletter;
- Extending HPFL-MPO's outreach using the HPFL-MPO website, surveys, electronic newsletters, visualization tools and appropriate innovative participation techniques;
- Complying with the FTA/MDOT directive to maintain a Limited English Proficiency Program (LEP), wherein information and documents will be made available to the public in other languages upon request, to facilitate participation in HPFL-MPO plans, programs and activities; and
- Attending and participating in local meetings addressing transportation issues or issues that impact transportation concerns.

### ***Previous Work***

- MPO Administration and Management
- Unified Planning Work Program (UPWP)
- Quarterly Transportation Policy Committee (TPC) and Technical Coordinating Committee (TCC) meetings
- MPO self-certification review
- Maintain interagency agreements
- MPO Planning and Technical Support
- Transportation Improvement Program (TIP)
- Professional Development for MPO Staff and MPO Members
- Functional Roadway Classifications
- Supervision of staff assigned to Transportation Planning and MPO tasks
- Participation and coordination of federal and state programs
- Memorandum of Understanding between HPFL-MPO and MDOT
- Invoice, Budget and Quarterly Reports
- Participate in federal and state meetings
- Annual Audit

TASK 1.0 - ADMINISTRATION/MANAGEMENT					
Task	PL	5305	MDOT Match	Local Match	Total
1	\$340,515.00	\$235,439.00	\$58,859.75	\$85,128.25	\$719,942.00



## **TASK 2.0 - DATA DEVELOPMENT & MAINTENANCE**

Responsible Party and Contact Information:

Andrew Ellard  
Urban Development Department  
601-545-4690  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

The objective of Task 2.0 is to collect, update, analyze, model and maintain the basic data, inventories and tools necessary for use in implementing the HPFL-MPO transportation plans, programs and projects. Private sector professional services may be utilized in order to supplement staff efforts under this task.

### **EXPECTED PRODUCTS**

Expected products from this task include:

- Collection, analysis, and maintenance of transportation data;
- Maintain and update databases and inventories of transportation data and facilities;
- Maintain and update the travel demand model;
- Maintain and update the Geographic Information System (GIS).

### **PREVIOUS WORK**

- Provision of land use, socioeconomic, population data to be used by communities in long range transportation planning
- Provision of maps, traffic counts, inventory data and other technical information
- Continuous monitoring and surveillance of growth patterns and other factors (such as subdivision development) for effect on transportation
- Coordination of transportation planning process
- Technical assistance, including maps traffic statistics and planning data

### **SUBTASKS**

#### **2.1 Transportation Data Collection and Analysis**

HPFL-MPO staff, in cooperation with member agencies, will develop, analyze, update and maintain data relative to the transportation system. Socioeconomic data, transportation data, information services, travel demand modeling and analytical support will be developed and utilized in carrying out the transportation planning process, to the extent that resources allow, by:

- Collecting and maintaining population, employment, land use, and socio-economic data;
- Developing and maintaining maps and inventories of transportation system components;



- Collecting, updating and maintaining Geographic Information System (GIS) data for use in data retrieval, analysis, projections, mapping and the presentation of transportation planning products and activities in support of public participation and environmental justice programs;
- Establish an annual program for collecting traffic volume and turning movement counts.

## **2.2 Technical Assistance, including Maps, Traffic Statistics and Planning Data**

To provide technical assistance to the MPO entities in transportation planning and coordination of MPO plans, activities and policies in order to promote overall cooperation, long/short term planning and capital.

- Train staff on the GIS/TMS system, Arc View and TRANSCAD software.
- Provision of current land use, population, socioeconomic data.
- General monitoring and surveillance to assure the metropolitan urbanized area is in compliance with current land use, planning and transportation plans.
- Maintain current and accessible inventory of land use, zoning changes, traffic counts and additional planning data for transportation planning purposes.
- Update zoning maps with changes.
- Obtain digital aerial photography in order to verify land use by consulting current aerial photography and conducting field checks.
- Provide other technical assistance as requested. This assistance will include many functions required for proper daily operations of the MPO. This will include items such as surveying, researching legal documents, traffic counting, TMS/GIS maintenance, software updating and personnel scheduling.
- Purchase of GIS equipment and software for upgrade and implementing Transportation Management System (TMS).
- Purchase of capital equipment for transit system, including bus tracking and computer equipment and onboard data gathering equipment.
- Technical assistance in implementing tracking program for transit system.

## **2.3 Training**

Develop a training program to continually monitor, evaluate and identify priority projects and funding sources for projects to improve all components of transportation including safety and mobility. Continue MPO agency staff professional growth through participation in training courses, seminars and workshops that promote the 3C planning process and overall administrative techniques for continuation of MPO activities.

- Continue staff training on the GIS/TMS system, Arc View and TRANSCAD software
- Provide training for MPO members
- Staff training for transportation initiatives. (FTA, MPO, Federal and State)

<b>TASK 2.0 – DATA DEVELOPMENT &amp; MAINTENANCE</b>					
<b>Task</b>	<b>PL</b>	<b>5305</b>	<b>MDOT Match</b>	<b>Local Match</b>	<b>Total</b>
<b>2</b>	\$173,780.00	\$68,369.00	\$17,092.25	\$43,445.00	\$302,686.25



## **TASK 3.0 - PLANNING**

### **Responsible Party and Contact Information:**

Andrew Ellard  
Urban Development Department  
601-545-4690  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

### **OBJECTIVE**

The objective of Task 3.0 is to implement and maintain short-term transportation planning activities associated with FY 2021-2022. To evaluate the existing transportation network and infrastructure in terms of operational efficiency and development of alternative strategies for reducing congestion, improving safety, and enhancing the mobility of people and goods. The HPFL-MPO does anticipate utilizing private sector professional services in this work task.

### **EXPECTED PRODUCTS**

Products expected from this task include:

- Management of the FY 2021-2024 Transportation Improvement Program (TIP);
- Implementation the 2021-2022 Unified Planning Work Program (UPWP);
- Development of the 2023-2026 TIP;
- Development of the 2023-2024 UPWP;
- Development and submittal to MDOT, FHWA, and FTA of the Self-Certification Statements and the Annual List of Projects (ALOP), as required;
- Coordination with transit service providers; and
- Monitoring the Regional Intelligent Transportation System (ITS) Architecture

### **PREVIOUS WORK**

- Develop and execute Unified Planning Work Program (UPWP)
- Develop and coordinate local Transportation Improvement Plan (TIP)
- Partnership and continued development of the Long Range Transportation Plan
- Conduct special studies (i.e. alternative truck route, corridor analysis, parking, access, etc.)
- Update of major thoroughfare plan
- Long-range planning, Short-range planning
- Develop and maintain project prioritization (construction) list

## SUBTASKS

### 3.1 Manage Program Documents

- The following programmatic documents will be managed:
- Unified Planning Work Program (UPWP) - the 2021-2022 UPWP will be monitored and amended as necessary and the 2023-2024 UPWP will be developed;
- Transportation Improvement Program (TIP) – the 2021-2024 TIP will be monitored and amended as necessary and the 2023-2026 TIP will be developed. Changes that impact projects or available funding will be submitted to the HPFL-MPO staff by member agencies;
- Annual Listing of Obligated Projects (ALOP) – the 2017 ALOP and the 2018 ALOP will be developed and made available to the public by posting on the HPFL-MPO website; and
- Self-Certification Statement – the Self-Certification Statement will be prepared and included in the UPWP and the TIP documents (see Appendix F).

### 3.2 Coordination with Transit Service Providers

The HPFL-MPO will coordinate with transit service providers, when requested and to the extent that HPFL-MPO resources allow, by:

- Providing assistance with planning projects for public transportation services in underserved areas within the HPFL-MPO planning area;
- Participating in efforts to maintain the Coordinated Regional Public Transportation Plan;
- Providing assistance for city level planning analyses in support of Environmental Justice/Title VI requirements to ensure compliance with FTA requirements;
- Participating in opportunities for transportation demand management;
- Participating in public education/awareness activities; and
- Supporting member agency applications for transit related grants and other funding sources.

TASK 3.0 – PLANNING					
Task	PL	5305	MDOT Match	Local Match	Total
3	\$157,853.00	\$0.00	\$0.00	\$39,463.25	\$197,316.25



## **TASK 4.0 - METROPOLITAN TRANSPORTATION PLAN**

Responsible Party and Contact Information:

Andrew Ellard  
Urban Development Department  
601-545-4690  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

### **OBJECTIVE**

The objective of Task 4.0 is to implement, monitor and amend as necessary, the 2045 Metropolitan Transportation Plan (MTP) which identifies transportation needs for the region between 2020 and 2045.

Section 134 (i)(2), U.S.C., as amended by MAP-21 and the FAST ACT, A transportation plan----shall contain, at a minimum, the following: C (2)(E) FINANCIAL PLAN: (i) A financial plan that (I) demonstrates how the adopted transportation plan can be implemented; (II) indicates resources from public and private sources that are reasonably expected to be made available to carry out the plan; and (III) recommends any additional financing strategies for needed projects and programs. (ii) The financial plan may include for illustrative purposes, additional projects that would be included in the adopted transportation plan if reasonable additional resources beyond those identified in the financial plan were available. (Note: These additional projects that may be included for illustrative purposes are usually referred to as vision projects.) Therefore, the purpose of this subtask is to produce a financial component for the MTP.

### **EXPECTED PRODUCTS**

- Management of the current MTP;
- Planning, development, and management of the 2045 Metropolitan Transportation Plan

### **PREVIOUS WORK**

- The 2040 MTP was adopted by the MPO in January 2016;
- The 2040 MTP included a Financial Plan that listed all proposed street and highway improvements for each stage of the plan; and
- The estimated cost was shown, and the funding source for each proposed improvement was identified.

## SUBTASKS

### 4.1 Metropolitan Transportation Plan (MTP) Management and Planning

The HPFL-MPO will implement the current MTP and continue to evaluate the impact of changes that occur in planning policy, project priority, available funding and federal legislation and amend the MTP as necessary.

TASK 4.0 – METROPOLITAN TRANSPORTATION PLAN					
Task	PL	5305	MDOT Match	Local Match	Total
4	\$27,575.00	\$0.00	\$0.00	\$6,893.75	\$34,468.75



## **TASK 5.0 - SPECIAL STUDIES**

Responsible Party and Contact Information:

Andrew Ellard  
Urban Development Department  
601-545-4690  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

### **OBJECTIVE**

The objective of Task 5.0 is to further the goals and objectives of the transportation planning process through special studies undertaken by MPO staff and consultants in support of existing or projected national, statewide, and/or regional transportation related issues and needs.

### **EXPECTED PRODUCTS**

- Serve as project manager for consultant-led activities
- Coordinate and facilitate meetings, provide oversight of the project managers
- Conduct special studies (i.e. alternative truck route, corridor analysis, parking, access, etc.)
- Long-range planning, Short-range planning
- Develop transit related programs
- Development of major corridor studies

### **PREVIOUS WORK**

- Planning and management of public transportation system
- Development of Transit Studies

### **SUBTASKS**

#### **5.1 Major Corridor Studies**

The HPFL-MPO will develop a regional concept for corridor analysis that would address economic development, emergency evacuations, land use and increasing congestion. Leaders, staff and transportation stakeholders at the cities of Hattiesburg and Petal; the HPFL-MPO; Forrest and Lamar County; the MDOT; and the University of Southern Mississippi will be solicited for input to develop priorities to improve corridor development. Studies may be general, encompassing corridors in general or may be specific to jurisdictions, areas, or particular corridors.

#### **5.2 Drainage Study Relative to Potential Future Project**

The HPFL-MPO supports a study of the drainage area in the vicinity of Gordon's Creek, particularly as it pertains to potential impacts that future expansions or other projects along Lincoln Road – a significant East-West corridor – may have on the area.

### **5.3 Pavement Management Planning**

The goal of the Pavement Management Plan is to provide each HPFL-MPO entity with an effective, data-driven approach toward active pavement maintenance. The intended outcome of this project is a planning document that complements the MPO's LongRange Transportation Plan (2015-2040) by way of specific attention to pavement maintenance, which local jurisdictions will find useful in planning and implementing future projects.

#### **Activities in support of the corridor studies include:**

- Contract management;
- Data Support for the Consultant;
- Webpage maintenance and Map production;
- Coordinating public participation activities related to the study;
- Meeting coordination and facilitation;
- Document review; and
- Invoice processing.

TASK 5.0 – SPECIAL STUDIES					
Task	PL	5305	MDOT Match	Local Match	Total
5	\$362,980.00	\$0.00	\$0.00	\$90,745.00	\$453,725.00





## **TASK 6.0 -- PUBLIC TRANSPORTATION**

### **Responsible Party and Contact Information:**

Andrew Ellard  
Urban Development Department  
601-545-4690  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

**OBJECTIVE:** To provide planning and grant management for Hub City Transit and to provide general operating assistance. The staff will work with Hub City Transit to support a coordinated transportation plan and engage them in the regional transportation planning process to include public involvement, Title VI compliance, and DBE Program implementation. The operation of an efficient transit system in the Hattiesburg Urbanized Area will include funding applications, finance management, marketing plans, planning for local and regional mobility infrastructure; activities identifying transportation projects and related improvements to reduce congestion, improve air quality and create economic and employment impacts.

### **EXPECTED PRODUCTS**

- Administrative Oversight of Transit Study to improve routes in the urbanized area.
- Transit System Performance Monitoring
- Service Expansion Planning
- Transit and Paratransit Planning Activities
- Administrative Oversight of Transit Study to improve routes in the urbanized area.
- Carry out public involvement activities related to transit and paratransit as needed.

### **SUBTASKS**

#### **6.1 Regional Transit Planning**

Facilitate regional transit planning among transit providers including local, state and regional providers. The MPO will monitor, as needed, data for Transit Quality Level of Service for transit services as the fixed-route system ITS components are brought fully on-line. Update the Hattiesburg Urbanized Area Regional Plan for urbanized area cities and Counties, manage the required minor update annually; and manage the required major update every five years, incorporating a 10-year planning horizon. Assist in implementation of the bus stop and shelter installation program to study best locations for future phases of shelter/bench installations while keeping in mind Title VI requirement.

**EXPECTED PRODUCTS**

- Financial Management Plan: Develop budget for operating expenses,
- Fiscal and managerial oversight of HCT Operating and Capital expenses
- Preparation of plans and studies needed to improve efficiency of HCT
- Transit System Performance Monitoring
- Service Expansion Planning
- Executing marketing activities: advertising, and public relations plan and strategy for communicating and promoting Hub City Transit.
- Passenger Waiting Facility Improvement Studies
- Identifying and prioritizing transportation projects for developing a multimodal transportation system.
- The assessment of recommendation for other types of services as warranted

**PREVIOUS WORK**

An application was submitted for the CARES Act grant (5307 funds) and was awarded for the Regional Transit Planning Study.

TASK 6.0 – PUBLIC TRANSPORTATION					
Task	PL	5305	MDOT Match	Local Match	Total
6	\$0*	\$25,000.00	\$6,250.00	\$0*	\$156,250.00

\*The financial source for this item will be provided by the CARES Act (5307 funds), and will not include PL funds or a local match.



### Fiscal Year 2021-2022 Tasks Schedule

<b>Month</b>						
<b>Tasks</b>	<b>1.0 Admin</b>	<b>2.0 Data</b>	<b>3.0 Planning</b>	<b>4.0 MTP</b>	<b>5.0 Special</b>	<b>6.0 Trans</b>
<b>FY 2021</b>						
<b>Sub Tasks</b>						
<b>Oct</b>	.1 .2 .3 .5	.1 .2	.1 .2	.1	.2 .3	
<b>Nov</b>	.1 .4	.1 .2	.1 .2	.1	.1 .2 .3	
<b>Dec</b>	.1 .4	.1 .2	.1 .2	.1	.1 .2 .3	.1
<b>Jan</b>	.1 .2 .3 .5	.1 .2 .3	.1 .2	.1	.1 .2 .3	.1
<b>Feb</b>	.1 .4	.1 .2	.1 .2	.1	.2 .3	.1
<b>Mar</b>	.1 .3 .4	.1 .2 .3	.1 .2		.2	.1
<b>Apr</b>	.1 .2 .3 .5	.1 .2	.1 .2		.2	.1
<b>May</b>	.1 .4	.1 .2	.1 .2		.2	.1
<b>Jun</b>	.1 .4 .3	.1 .2	.1 .2		.2	.1
<b>Jul</b>	.1 .2 .3 .5	.1 .2 .3	.1 .2		.2	.1
<b>Aug</b>	.1 .4	.1 .2	.1 .2	.1	.2	.1
<b>Sep</b>	.1 .4	.1 .2	.1 .2		.2	.1
<b>FY 2022</b>						
<b>Sub Tasks</b>						
<b>Oct</b>	.1 .2 .3 .5	.1 .2	.1 .2		.2	.1
<b>Nov</b>	.1 .4	.1 .2	.1 .2		.2	.1
<b>Dec</b>	.1 .4	.1 .2	.1 .2		.2	
<b>Jan</b>	.1 .2 .3 .5	.1 .2 .3	.1 .2		.2	
<b>Feb</b>	.1 .4	.1 .2	.1 .2	.1	.2	
<b>Mar</b>	.1 .3 .4	.1 .2 .3	.1 .2		.2	
<b>Apr</b>	.1 .2 .3 .5	.1 .2	.1 .2			
<b>May</b>	.1 .4	.1 .2	.1 .2			
<b>Jun</b>	.1 .4 .3	.1 .2	.1 .2			
<b>Jul</b>	.1 .2 .3 .5	.1 .2 .3	.1 .2			
<b>Aug</b>	.1 .4	.1 .2	.1 .2	.1		
<b>Sep</b>	.1 .4	.1 .2	.1 .2			

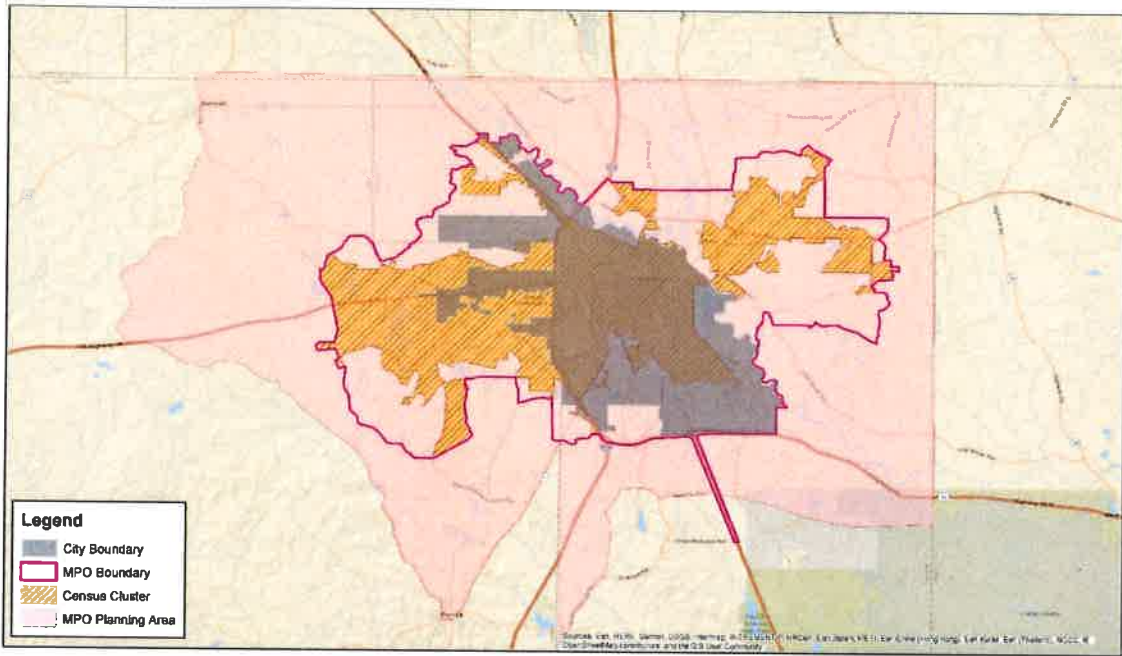


### **UPWP Amendment Process**

After the adoption of the FY 2021/2022 UPWP, any major change in the document must go through an amendment process. Changes in the UPWP, such as tasks priorities, inclusions or exclusion of projects or availability of additional funds, will require an amendment, to the adopted FY 2021-2022 UPWP.

An amendment to the UPWP must be considered by the MPO's Technical Committee and approved and adopted by the HPFL-MPO Policy Committee.

## MPO Boundary and Planning Area



**Figure 3**



## **Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization**

### ***Policy Committee Members***

*Toby Barker, Mayor*

*City of Hattiesburg, Mississippi*

*Hal Marx, Mayor*

*City of Petal, Mississippi*

*Warren Byrd, Board of Supervisors*

*Lamar County, Mississippi*

*Chris Bowen, Board of Supervisors*

*Forrest County, Mississippi*

*Melinda McGrath*

*Mississippi Department of Transportation  
Jackson, Mississippi*

*Don Davis  
(Non-Voting Member)*

*Federal Highway Administration  
Jackson, Mississippi*

*Yvette Taylor  
(Non-Voting Member)*

*Federal Transit Administration  
Atlanta, Georgia*



## Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

### *Technical Committee Members*

Andrew Ellard	HPFL-MPO Executive Director
Alan Howe	City of Hattiesburg
Ginger M. Lowrey	City of Hattiesburg
Charles Paige	City of Hattiesburg
Perry Thomas	City of Hattiesburg
Maurice Sutton	City of Hattiesburg
Lamar Rutland	City of Hattiesburg
Shundreka R. Givan	Federal Highway Administration
Billy Wilson	Federal Highway Administration
Lee Frederick	Mississippi Department of Transportation
Evan Wright	Mississippi Department of Transportation
Kelly Castleberry	Mississippi Department of Transportation
Perry Brown	Mississippi Department of Transportation
Necole Baker	Mississippi Department of Transportation
April Fairley	Mississippi Department of Transportation
Sammy Holcomb	Mississippi Department of Transportation
David Seyfarth	MDOT District 6 LPA Coordinator
Bob Taylor	Forrest County
Corey Proctor	Forrest County
Kyle Wallace	Forrest County
Nick Connolly, P.E.	Forrest County
Mike Slade	Forrest County
Burkett Ross	Forrest County
Amy Heath	City of Petal
John Weeks, P.E.	City of Petal
Don Walker, P.E.	Lamar County
Jason Lamb	Lamar County
Michael Hershman	Lamar County
Geoffrey Crosby, P.E.	Neel & Schaffer
Allison Hawkins	Southern Mississippi Planning and Development District
Callison Richardson	Area Development Partnership
Dr. Robert Blevins	William Carey College
Dr. Rodney Bennett	University of Southern Mississippi
Thomas Heanue	Hattiesburg-Laurel Regional Airport
	Hub City Transit

***Staff***

Armendia Esters  
Hema Gopalan

Addie West

MPO Division Manager  
GIS Division Manager  
GIS Technician  
MPO Administrative Assistant



# PUBLIC PARTICIPATION PLAN



07/25/2018

**Hattiesburg-Petal- Forrest-Lamar  
Metropolitan Planning Organization**

## *NOTATION OF FINANCIAL ASSISTANCE*

*THE PREPARATION OF THIS DOCUMENT HAS BEEN FINANCED IN PART THROUGH GRANTS FROM THE UNITED STATES  
DEPARTMENT OF TRANSPORTATION, FEDERAL HIGHWAY ADMINISTRATION, AND THE FEDERAL TRANSIT  
ADMINISTRATION AND THE MISSISSIPPI DEPARTMENT OF TRANSPORTATION*

# Public Participation Plan

HATTIESBURG-PETAL-FORREST-LAMAR MPO

## MISSION STATEMENT:

The HPFL- MPO's mission is to invite cooperating agencies, develop consensus among a wide range of stakeholders with diverse interests, resolve conflict, and ensure that quality transportation decisions are fully explained. These responsibilities will force the transportation projects that are implemented to balance transportation needs, costs, environmental resources, safety, and public input in order to arrive at objective and responsible transportation decisions.

## SECTION I

### A. Introduction and Purpose

The Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization's (HPFL-MPO) transportation planning decisions affect the lives of people living and traveling through the Hattiesburg Urbanized Area (HUZA). A Public Participation Process will provide an opportunity for people to directly engage in the transportation decision-making process and influence transportation choices in the region. This process will promote diverse input in the transportation planning process as well give the public a sense of ownership of developed transportation solutions.

The participation process must be a proactive process in which governing bodies strive to find innovative ways to identify and engage the affected public, provide a wide variety of opportunities for agencies to become involved, and create a meaningful process that is transparent and ensures effective communication about how public contribution influences transportation decisions. It is also important that a public participation process be continuously evaluated and improved to ensure that under-represented communities are given a voice.

The major component of this document is to provide the HPFL-MPO with information that includes:

- the identification of the locations of socio-economic groups, including low-income and minority populations as covered by the Executive Order on Environmental Justice and Title VI provisions
- the planning process with methods to secure full and fair participation of low-income and minority populations
- a continuing public education process which focuses on the 3-C transportation planning process of continuing, comprehensive, coordinated planning.

- useful demographic information, which will be used to examine the distribution of the benefits and burdens of the transportation investments across these groups included in the plan and TIP to address these needs.

This includes but is not limited to lower income households, minorities, persons with disabilities, representatives from community services organizations, tribal councils and other public agencies. This element also assists in identifying and addressing environmental justice and social equity issues.

## B. Background of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

Metropolitan Planning Organizations (MPOs) are regional transportation planning agencies, which provide a forum for cooperative decision-making concerning area-wide transportation issues. The MPO was created by Federal and State law to develop transportation plans and programs which encourage and promote the implementation of transportation systems that embrace the various modes of transportation in a manner that will maximize the mobility of people and goods. The Federal legislation focuses on planning for urban areas, rather than individual cities. Every urbanized area with a population of more than 50,000 persons must have a designated Metropolitan Planning Organization for transportation to qualify for federal highway or transit assistance. All transportation projects should be supported and coordinated with the MPO's long range plans to be eligible for Federal funds.

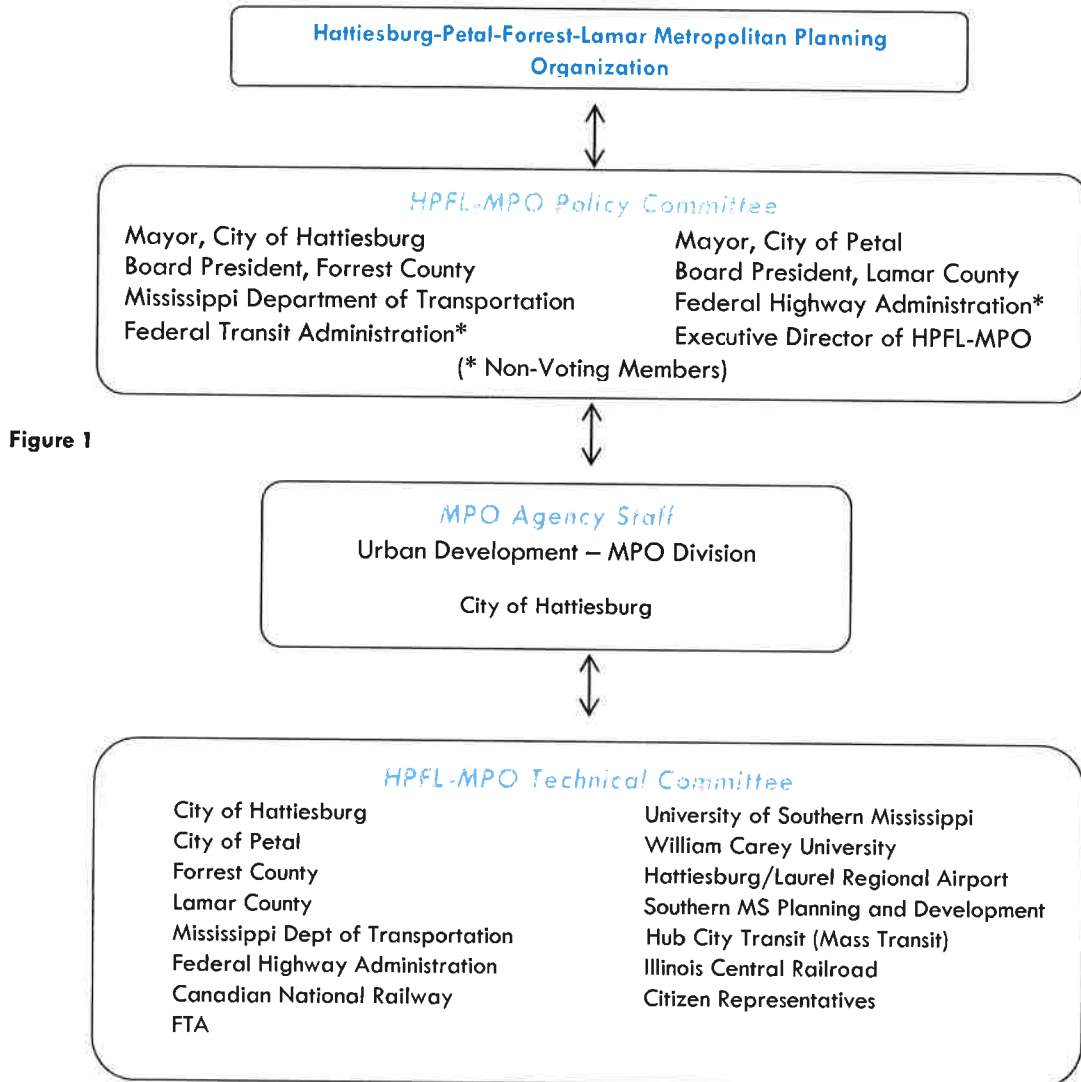
Mississippi Governor William Winter established the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization in August 1982. The HPFL-MPO was established when the Hattiesburg central area reached a population status of 50,000 plus. The HPFL-MPO area consists of the City of Hattiesburg, the City of Petal, a portion of Forrest County and a portion of Lamar County. **(Appendix A - Urbanized Area Map)**

The smallest of MPO's in the State of Mississippi, representatives from the City of Hattiesburg, City of Petal, Forrest County and Lamar County, the Mississippi Department of Transportation and the Federal Highway Administration, Federal Transit Administration are involved in the transportation planning process for the MPO. Their purpose is to provide effective leadership in the development of transportation plans and programs.

The HPFL-MPO functions include, but are not limited to, the preparation of the Unified Planning Work Program (UPWP), the Transportation Improvement Plan (TIP), Public Participation Plan, Long Range Transportation Plan (LRTP) and special studies. The MPO is responsible for ensuring all modes of transportation and transportation related projects are included in the planning process.

The Hattiesburg-Petal-Forrest-Lamar MPO Policy Committee serves as the official governing authority for the MPO and is responsible for making policy decisions regarding the transportation planning process. The HPFL-MPO Policy Committee is comprised of local elected and appointed officials representing the counties and municipalities located in the Hattiesburg MPO urbanized area, as well as leadership from the Mississippi Department of Transportation (MDOT), the Executive Director of the MPO, the Division Administrator for the Federal Highway

Administration (FHWA) and Regional Administrator Federal Transit Administration. The MPO Staff and the Technical Committee assist HPFL-MPO Policy Committee with planning and recommendations.



The Mississippi Department of Transportation (MDOT) supports the planning efforts of the HPFL-MPO, which is vital because of the diverse array of projects that can be funded in the HUZA.

The official purpose of the MPO is to develop and coordinate the transportation planning process in the urbanized area. Citizen participation objects include involvement of interested citizens, stakeholders and representatives of community organizations in agency work through timely workshops on transportation issues, fully noticed public hearings and ongoing citizen involvement in the planning and decision-making processes.

Citizen and community participation is crucial to the success of program plans and projects of the HPFL-MPO. Ideas for public participation include:

- Early and continued opportunities for public involvement.
- Timely dissemination of information about transportation plans and programs.
- Reasonable public access to technical and policy information.
- Adequate notice to the public regarding public involvement opportunities and activities early in the planning process.
- Documentation of public comments in MPO plans and programs and provision of reports that are clear, timely and broadly distributed.
- Periodic review and revision of the public participation process.
- Promotion of dialogue and partnership among the community, the business community, organizations, other interested citizens and public officials.

## SECTION II      FEDERAL REQUIREMENTS

### C.    Guiding Regulations

Public outreach in Long Range transportation plan has long been a federal requirement. Federal law includes a number of specific requirements and performance standards and expectations for state departments of transportation and MPOs to follow during the transportation planning process. These requirements have been amended and reinforced through various transportation and environmental legislation, and related regulations and orders addressing environmental justice and persons with disabilities. Guiding regulations for the transportation process include, but may not necessarily be limited to the following:

- Title 23 United States Code (USC) Sections 134 and 135
- Federal regulation Title 23 Code of Federal Regulations (C.F.R.) Section 450
- Federal regulation Title 49 Code of Federal Regulations (C.F.R.) Section 613
- The American with Disabilities Act of 1990, which was updated in 2010, requires coordinating with disabled communities and providing access to sites where public involvement activities occur as well as the information presented.
- Executive Order #12898 of February 11, 1994, reinforces the requirements of Title VI of the Civil Rights Act of 1964 and focuses attention to address Environmental Justice in Minority Populations and Low-Income Populations.
- Executive Order # 13166 of August 11, 2000, requires federal agencies and other entities that receive federal funds via grants, contracts, or subcontracts to make their activities accessible to persons with Limited English Proficiency.
- Fixing America's Surface Transportation (FAST) Act, Public Law, 114-94, December



2015

- Moving Ahead for Progress in the 21st Century (MAP-21), Public Law 112-141, July 2012
- Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU), Public Law 109-59, August 2005
- Transportation Equity Act for the 21st Century (TEA-21), Public Law 105-178; June 1998
- Intermodal Surface Transportation Efficiency Act (ISTEA), Public Law 102-240; December 1991

The Public Participation Plan is a living document and will be periodically reviewed for possible revisions.

The HPFL-MPO will continually strive to consult with agencies that are involved in the transportation planning process in the MPO area. With the unique situation of the HPFL-MPO being the smallest MPO in the state, housed in the Hattiesburg Intermodal Facility of the City of Hattiesburg, the HPFL-MPO functions within the Department of Urban Development. Consultation between local planning agencies, engineering consultants and other departments of city, county and regional government (i.e. Emergency Management) is continual.

The HPFL-MPO shall appropriately involve the American Indian Tribes in the development of the Long Range Transportation Plan and the TIP. When the HUZA includes Federal public lands, the HPFL-MPO shall appropriately involve the Federal land management agencies in the development of the Long Range Transportation Plan and the Transportation Improvement Plan.

### SECTION III PUBLIC PARTICIPATION PLAN

The HPFL- MPO recognizes that an effective participation process is a vital element in the development and implementation of transportation plans and programs. The process includes the entire community in developing feasible alternatives and encourages community leaders to support the transportation system. The process also increases public awareness of transportation services and programs.

#### D. MPO Objectives and General Guidelines

This Public Participation Plan (PPP) is intended to provide direction for public involvement activities to be conducted by the MPO for public involvement. In its public participation process, the HPFL-MPO will:

1. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other

interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to local jurisdiction concerns).

2. Provide reasonable public access to technical and policy information used in the development of the Long Range Transportation Plan, the Transportation Improvement Plan (TIP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
3. Give adequate public notice of public participation activities and allow time for public review and comment at key decision points, including, but not limited to, approval of the Long Range Transportation Plan, the state, local, transit TIP and other appropriate transportation plans and projects. If the final draft of any transportation plan differs significantly from the one available for public comment by the MPO and raises new material issues, which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan shall be made available.
4. Respond in writing, when applicable, to public input. When significant written and oral comments are received on the draft Long Range Transportation Plan and TIP (including the financial plans for the TIP and Long Range Transportation Plan developed in cooperation with the Mississippi Department of Transportation as a result of the public participation process, a summary, analysis, and report on the disposition of comments shall be made part of the final LRTP and TIP.
5. Seek out and consider the needs of those traditionally under-served by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households who may face challenges accessing employment and other services. Fast Act requires that the MPO shall provide reasonable opportunities for affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation planning process via Section 1201(i)(6)(A).
6. Provide a minimum public comment period of 45 calendar days prior to the adoption of the PPP and/or any amendments. Notice of the comment period will be advertised in a newspaper of general circulation and various other publications prior to the commencement of the 45-day comment period. Notice will also be mailed to the entire HPFL-MPO mailing list prior to the start of the 45-day comment period.
7. Provide a public comment period of not less than 45 calendar days prior to adoption of the Long Range Transportation Plan, the TIP, any formal amendments or updates, and other appropriate transportation plans and projects.



8. Coordinate the PPP with the statewide transportation planning public involvement and consultation processes wherever possible to enhance public consideration of the issues, plans and programs, and reduces redundancies and costs.
9. To ensure the MPO provides coordination for the City of Hattiesburg Hub City Transit (HCT) and recipients of assistance under title 49 U.S.C. Chapter 53 (FTA funds), the City's system, Hub City Transit, (HCT) relies on the MPO Public Participation Plan, Long Range Transportation Plan, and the Transportation Improvement Plan processes to ensure public awareness and involvement for the HCT Program of Projects (POP). The Program of Projects listing shall be included within the MPO Transportation Improvement Program (TIP).

#### E. Public Participation Goals and Objectives

The HPFL-MPO shall actively engage the public in the transportation planning process and employ visualization techniques to depict transportation plans. Examples of visualization techniques include: charts, graphs, photo interpretation, maps, use of GIS systems and/or computer simulation.

When feasible, the HPFL-MPO shall electronically mail meeting announcements to the MPO contact list or to targeted groups for upcoming activities. The HPFL-MPO shall maintain an up-to-date database of contacts to assure that all interested parties have reasonable opportunities to comment on the transportation planning process and products. **(See Appendix B)**

The HPFL-MPO shall keep the public informed of on-going transportation related activities on a continued basis by making all publications and work products available electronically to the public via the MPO's web page (via internet) and at the MPO office by furnishing printed or digital media and displaying maps, as a visualization technique, to describe transportation actions as part of the Long Range Transportation Plan.

The HPFL-MPO staff shall be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of community interest groups with reasonable notice.

The HPFL-MPO shall produce a quarterly newsletter for distribution by mail and via email to the HPFL-MPO contact list, available at public libraries and city halls, and available at the HPFL-MPO website [hattiesburgms.com/MPO](http://hattiesburgms.com/MPO). The newsletter includes, at a minimum, updates on current or recently completed projects, announcements of upcoming meetings, and contact information. The HPFL-MPO shall maintain a website that will be compliant with Section 508 of the Americans with Disabilities Act for disabled users. The website shall be updated and maintained to provide the most current and accurate transportation planning information available. The website shall, at a minimum, contain the following information:

- A. *Contact Information*
- B. *Current HPFL-MPO Committee Membership*
- C. *Meeting Calendars and Agendas*
- D. *Work Products and Publications (Transportation Improvement Plan, Long Range Transportation Plan, Unified Planning Work Program, etc.)*
- E. *Comment/Question Form*
- F. *Links to Related Agencies*
- G. *Current By-Laws and Operating Procedures (including the Public Participation Plan and Updates)*

The HPFL-MPO shall encourage the involvement of all area citizens in the transportation planning process. The target audiences shall be identified for each planning study conducted by the MPO, including residents, business and property owners and those traditionally underserved and underrepresented populations, including but not limited to, low income and minority households, within the study area. The Limited English Proficiency (LEP) Plan identifies populations within the study area with limited proficiency in reading, speaking, or writing in English (**See Appendix C**). The HPFL-MPO shall, when feasible, hold public meetings at a site convenient to potentially affected citizens.

The HPFL-MPO shall participate in public participation activities for individual transportation improvement projects from the planning phase through construction. The MPO shall actively assist the Mississippi Department of Transportation, local governments and transportation agencies in the development and implementation of public involvement techniques for planning and other studies, including Major Corridor/Feasibility Studies, and Project Development and Environmental Studies or other documents to support planning.

In accordance with Federal regulations, the Public Participation Plan (PPP) shall be assessed periodically based on changes in local, state, or federal legislation, and in response to periodic evaluations of the effectiveness of public participation techniques outlined in the PPP. The PPP is a living document that shall be updated as needed. However, at the minimum, the PPP shall be formally reviewed every five-years and modified as needed to expand its usefulness as a tool to encourage public input into the transportation planning process.

## F. Public Participation Techniques

Public participation is an ongoing activity of the MPO. Public participation is also an integral part of one-time activities such as corridor studies and regularly repeated activities such

as the annual Transportation Improvement Program process and Long Range Transportation Plan updates.

This section contains descriptions of public participation tools currently being used by the MPO:

### **MPO WEBSITE**

**Description:** The site was established to provide basic information about the MPO process, members, meeting's times and contact information. Work products, such as the Draft, and Adopted, Public Participation Plan, Unified Planning Work Program, Transportation Improvement Program, Long Range Transportation Plan, Pathways Master Plan, and other studies are available from the site. The website address is [hattiesburgms.com/MPO](http://hattiesburgms.com/MPO). HPFL-MPO staff, in conjunction with City of Hattiesburg staff, maintain, update and regularly review the website. Basic statistics are tracked through the website on a monthly basis. Data gathered and logged include the number of visits and the sources of visits to the website.

**Activities:** The website is used to list current and topical information on regular and special meetings, planning studies, publications, related public events and work products.

### **MPO MASTER DATABASE**

**Description:** HPFL-MPO staff maintains a master database of business, federal, state and local agencies and interested public. The database includes committee membership, mailing information, phone numbers, fax numbers, e-mail addresses and web sites. The database is used for maintaining up-to-date committee membership lists, special interest groups and neighborhood/homeowners association contacts. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.

**Activities:** The database is used to enhance public involvement activities.

### **SOCIAL MEDIA**

**Description:** HPFL-MPO staff may utilize social media to further encourage the interaction between the MPO and the public. Facebook may be used to present the public with information concerning the MPO and other programs, projects, activities, events, etc. YouTube, a video-sharing website may be used as an education tool for the public about the MPO and the transportation process. YouTube also presents opportunities for disseminating information to public with low literacy. (See **Social Media Policy, Appendix F**) Designated HPFL-MPO staff maintains and regularly reviews all social media sites. Basic statistics are tracked by social media sites and are reviewed on a monthly basis by staff. Data gathered and logged include the total number of comments, likes and shares, traffic sources, some demographics, etc.

**Activities:** Public awareness of projects, meetings, workshops, etc. Provides opportunities for public comment and discussion on various MPO and transportation-related topics.

## LEGAL ADVERTISEMENTS

**Description:** The **Mississippi Open Meetings Act** legislates the methods by which public meetings are conducted. Title 25, Chapter 41, Sections 1-17 of the Mississippi Code define the law. The law requires posting a written notice of any public meeting where a decision could be made or that may be attended by more than one elected official. The MPO regularly posts notices of the HPFL-MPO Transportation Policy Committee and HPFL-MPO Technical Committee meetings.

**Activities:** Regular and other meetings seeking public input are posted.

## DISPLAY ADS

**Description:** Publication of ads are used to promote meetings that are not regularly scheduled, such as corridor study workshops. They are published in selected newspapers, both English and Spanish, in order to reach a larger audience than those that typically read legal notices.

**Activities:** Public awareness of project specific meetings, workshops, or open houses.

## OTHER MEDIA

**Description:** Opportunities are sought for articles in other newsletters produced by municipalities, neighborhood/homeowners' associations, church groups, civic groups, or others that may have an interest in the MPO. Opportunities are also sought to present to civic and social agencies, participate on radio talk shows, and provide television news highlights. The MPO further spreads community awareness of planning activities by disseminating public service announcements (PSA) to local news channels, city cable networks and websites, local movie theaters, and local independent school districts and universities.

**Activities:** Increased opportunities to make public aware of corridor studies, small-area studies, other planning studies or major activities.

## DIRECT MAILINGS

**Description:** Used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually post cards, but can be letters or flyers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue, for example avid cyclists and pedestrians may be targeted for pathways and trail projects.

**Activities:** Project-specific meetings, workshops, open houses, corridor studies, small-area studies, other planning studies or major activities.

## **PRESS RELEASES**

**Description:** Formal press releases are sent to local media (newspaper, TV, and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.

**Activities:** Corridor or other planning studies, workshops, open houses, public hearings, and other MPO activities.

## **PROJECT WORKSHOPS/OPEN-HOUSES**

**Description:** These are targeted public meetings that are generally open, informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment and a sense of public priorities.

**Activities:** Metropolitan planning studies, prioritization of projects, public input prior to drafting major multimodal plans such as the Pedestrian Plan and other major MPO activities.

## **E-MAIL ANNOUNCEMENTS/INTERNET MESSAGE BOARDS/ CALENDARS**

**Description:** Meeting announcements and MPO information are e-mailed to interested persons that have submitted their e-mail addresses to MPO staff. Interactive message boards are used to facilitate discussion and solicit public comment regarding specific MPO projects or issues. The dates of Technical Committee, Policy Committee, and all public meetings are posted to the HPFL-MPO website and other local community calendars and city hall and county calendars.

**Activities:** Corridor studies, small-area studies, other planning studies, regular meetings, public hearings, amendments/updates, workshops, open houses, and other major MPO activities.

## **MPO LOGO**

**Description:** A logo representing the MPO is used to identify products and publications of the MPO. A logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products.

**Activities:** A logo is used on all MPO publications; including those developed by consultants working on MPO sponsored projects to create a community awareness of the MPO deliverables.

## **PUBLIC HEARINGS**

**Description:** These are public meetings used to solicit public comment on a project or issue being considered for adoption by the MPO. Hearings provide a formal setting for citizens to provide comments to the MPO or another decision-making body.

**Activities:** Long Range Transportation Plan, Transportation Improvement Program, corridor studies, Project Development & Environmental studies, and other planning studies as needed for other MPO activities.

## COMMENT FORMS

**Description:** Comment forms are often used to solicit public comment on specific issues being presented at a workshop or other public meeting. Comment forms can be very general in nature, or can ask for very specific feedback. For example, a comment form may ask for comments on specific alignment alternatives being considered during a corridor study, or may ask for a person's general feelings about any aspect of transportation. Comment forms can also be included in publications and on web sites to solicit input regarding the subject of the publication and/or the format of the publication or website. (See Appendix F)

**Activities:** Public workshops, open houses, hearings and other meetings, general MPO activities.

## SURVEYS

**Description:** Surveys are used when very specific input from the public is desired. A survey can be used in place of comment forms to ask very specific questions such as whether a person supports a specific alignment in a corridor study. Surveys are also used to gather technical data during corridor and planning studies such as the Bicycle and Pedestrian Plans. For example, participants may be asked about their daily travel patterns or areas of improvement within the multimodal system. The MPO also uses brief one-question surveys through the MPO Website, Facebook page, or other survey applications to gather public input on general transportation planning issues.

**Activities:** Conduct on-line surveys on issues and needs to provide input into the plans, conduct surveys at the transit terminal station or public meetings, and attach surveys or survey links to flyers and ads.

## POSTERS AND FLYERS

**Description:** Posters and flyers are used to announce meetings and events and are distributed to public places such as City Halls, libraries and community centers for display. The announcement may contain a brief description of the purpose of a meeting, the time (s) and location (s), and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailing and/or newsletters.

**Activities:** Corridor studies, small-area studies, other planning studies, regular and special MPO activities.

## GROUPING OF PROJECTS

**Description:** MPOs make use of statewide project groupings in their Transportation Improvement Plans (TIP). MDOT in cooperation with the Federal Highway Administration developed statewide programs that are identified by a statewide project number. This number provides a more efficient method of project identification, programming and contracting which minimizes the necessity for TIP revisions.

**Activities:** The MPO recognizes the use of these grouping categories and will use them as appropriate. Individual projects eligible for statewide project groupings may be included in the MPO/TIP for informational purposes only. The information only project lists will be clearly annotated as such and may be included as an appendix.



## ANNUAL PROJECT LISTINGS

**Description:** MPOs publish an annual listing of projects, which include investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds were obligated the preceding year. This listing shall be published or otherwise made available by the cooperative effort of the State, transit operator, and metropolitan planning organization for public update. The listing shall be consistent with the funding categories identified in each TIP.

**Activities:** The HPFL-MPO posts the projects on the website for public review as the projects are let. These posts also include the status of the project throughout the duration of the project.

## SECTION IV SUMMARY PUBLIC PARTICIPATION POLICY TABLE

Program Adoption	Public Meetings	Comment Period (minimum)	Purpose/Remarks
Long Range Transportation Plan (LRTP)	Two meetings prior to Technical Policy Committee approval Updated Every 5 years	45 Days	A summary of all oral and written comments will be provided to the Technical Policy Committee and available for public review and placed in MPO minutes.
Transportation Improvement Plan (TIP) (Short Range Plan)	Two meetings prior to TPC approval Updated Every 2 years	45 Days	A summary of all oral and written comments will be provided to the TPC and available for public review and placed in MPO minutes.
Unified Planning Work Plan (UPWP)	Presented at MPO Policy and Technical Committee Meeting for public comment.	N/A	Updated every 2 years. Comments received are recorded and placed in MPO minutes for public review.
Public Participation Plan	Public Meeting on Draft and MPO Technical and Policy Committee Public Hearing/Meeting	45 days	Updated every 5 years. Comments received are recorded, distributed and placed in MPO minutes for public review.
Annual Project Listing	Not Applicable	N/A	An Update is provided by the MPO on an annual basis and made available for viewing at the MPO website.
Program Amendments			
Long Range Transportation Plan	MPO Policy and Technical Committee Public Hearing/Meeting	10 days	Amendments are applied as needed.
Transportation Improvement Plan	MPO Policy and Technical Committee Public	10 days	Amendments are applied as needed.



	Hearing/Meeting		
Unified Planning Work Program	MPO Policy and Technical Committee Public Hearing/Meeting	N/A	Amendments are applied as needed.
<b><i>Open Meetings</i></b>			
Transportation Policy Committee (TPC)	Regular Meetings are held on a quarterly basis.	N/A	Website is updated with meeting dates.
Transportation Technical Committee (TTC)	Regular Meetings are held on a quarterly basis.	N/A	Website is updated with meeting dates.

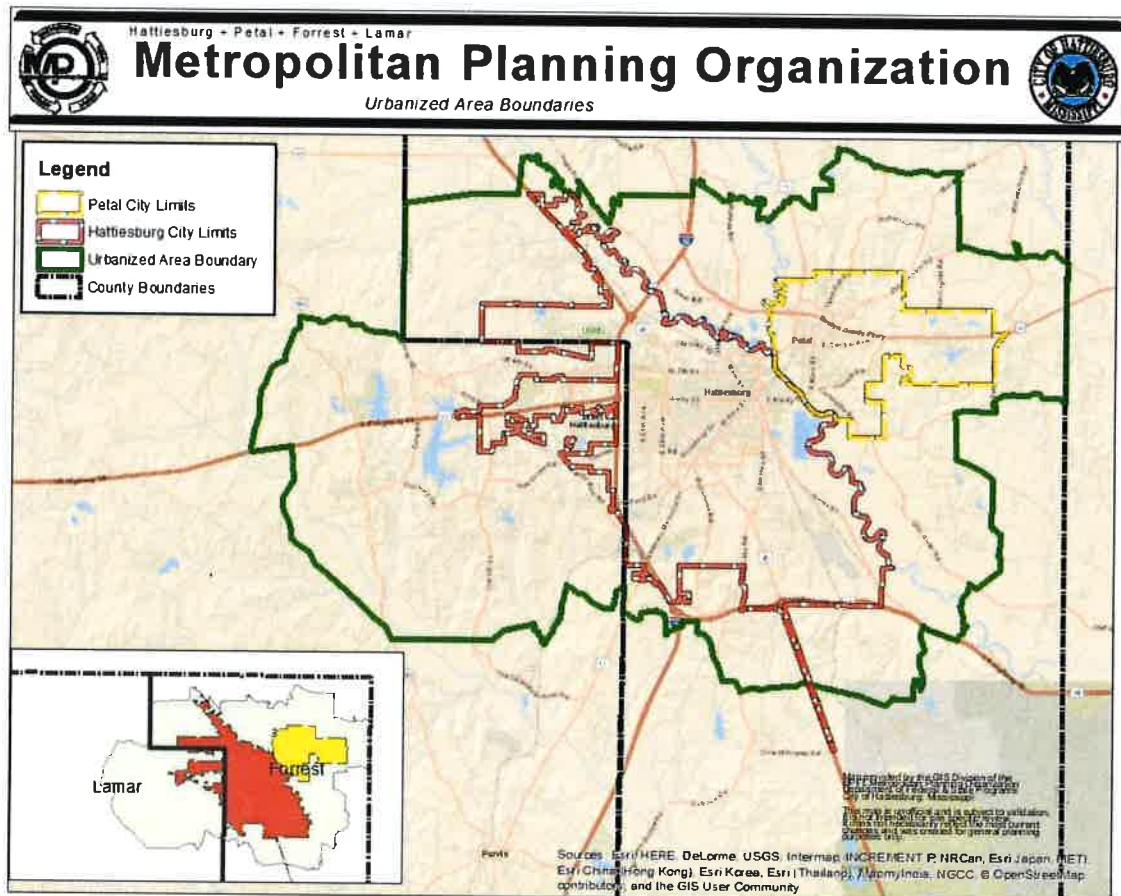


# APPENDICES

APPENDIX A:	HATTIESBURG URBANIZED AREA MAP
APPENDIX B:	LIST OF AGENCIES FOR CONSULTATION
APPENDIX C:	LEP PLAN POLICY
APPENDIX D:	SOCIAL MEDIA POLICY
APPENDIX E:	PPP EVALUATION GUIDE
APPENDIX F:	COMMENT FORM

# Appendix A

## HATTIESBURG URBANIZED AREA MAP



# Appendix B

## LIST OF AGENCIES FOR CONSULTATION

Various provisions of the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) require expanded consultation and cooperation with Federal, State, Local and Tribal agencies responsible for land use, natural resources and other environmental issues. The following is a list of Federal, State, Local and Tribal agencies with which the State DOT or MPO may choose to consult:

- A. Elected Officials
- B. Local Government Staff
- C. Transportation Agencies (Airports, Transit, Freight Services, etc.)
- D. Local Media (TV, Radio, Print, etc.)
- E. Homeowners Associations/Neighborhood Associations
- F. Civic Groups
- G. Special Interested Groups
- H. Libraries (For Public Display)
- I. Consultation with Federal, State and local agencies responsible for land use management, natural resources, environmental protection, Conservation and historic preservation, and other environmental issues.
- J. Consultation with parties that would have an interest in the planning and development of the transportation network including affected public agencies in the metropolitan planning area.
- K. Private Freight Shippers
- L. Representatives of Public Transportation Employees
- M. Providers of Freight Transportation Services
- N. Private Providers of Transportation
- O. Representatives of Users of Public Transportation
- P. Representatives of Users of Pedestrian Walkways
- Q. Representatives of Users of Bicycle Transportation Facilities
- R. Representatives of the Disabled
- S. American Indian Tribes

## PUBLIC DISTRIBUTION LOCATIONS

Hattiesburg Train Depot (MPO Offices)	308 Newman Street, Hattiesburg, MS 39401
City of Hattiesburg, City Hall	200 Forrest Street, Hattiesburg, MS 39401
City of Petal, City Hall	102 West 8 <sup>th</sup> Avenue, Petal, MS 39465
Forrest County Administrative Office	641 North Main Street, Hattiesburg, MS 39401
Lamar County Administrative Office	203 North Main Street, Purvis, MS 39475
Hattiesburg Public Library	329 Hardy Street, Hattiesburg, MS 39401
Purvis Public Library	122 Shelby Speights Dr., Purvis, MS
Petal Public Library	714 South Main, Petal, MS
Oak Grove Public Library	4958 Old Hwy 11, Hattiesburg, MS 39401

## MEDIA CONTACTS

### **PRINT MEDIA**

*Impact of Hattiesburg*  
*The Hattiesburg American*  
*Hattiesburg Post*  
*The Lamar Times*  
*The Advertiser News*  
*The Petal Advocate*  
*The Independent*  
*The Student Printz* (University of Southern Mississippi)

### **TELEVISION MEDIA**

WHLT (CBS)  
 WDAM (NBC)  
 WLOX (ABC)  
 WFOX (FOX)

### **RADIO MEDIA**

B-95 Radio – WBBN  
 Clear Channel Radio  
 The HOT FM's Radio  
 Kicker 108 –WZKX  
 Rock 104 -- WXRR  
 American Family Radio – WAll 89.3  
 Supertalk MS – WFMM  
 WHSY 950  
 Zoo 107 – WKNZ  
 SL 100 – WNSL  
 WORV 1580 AM  
 WJMG 92.1

# Appendix C

## LIMITED ENGLISH PLAN (LEP)

This LEP Plan exists as a component of the City of Hattiesburg's Title VI Plan as it existed as of July 25, 2018.



## LEP Plan

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*City of Hattiesburg, Limited English Proficiency Plan*

*Title VI of the Civil Rights Act of 1964*

Department of Federal and State Programs  
In partnership with the  
Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization  
Mississippi Department of Transportation

*July 2017*



## INTRODUCTION

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, "LEP," or Limited English Proficient. The Executive Order states that:

"Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient's entire program or activity. This means all parts of a recipient's operations are covered, even if only one part of a recipient's organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The City of Hattiesburg receives funds from the US Department of Transportation via the Federal Highway Administration and Federal Transit Administration.

The U.S. Department of Transportation published Policy Guidance Concerning Recipients responsibilities to Limited English Proficient Person in the December 14th, 2005 Federal Register.

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations.

This is true even if only one part of the recipient receives the Federal assistance.

## **Elements of an Effective LEP Policy**

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing and LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the US DOT.

These recommended plan elements have been incorporated into this plan.

## **Methodology for Assessing Needs for an Effective LEP Policy**

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the City of Hattiesburg.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

The DOT guidance is modeled after the Department of Justice's guidance and requires recipients and sub recipients to take steps to ensure meaningful access their programs and activities to LEP persons. More information for recipients and sub recipients can be found at <http://www.lep.gov>.

## The Four-Factor Analysis

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to City of Hattiesburg's services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

### **Factor 1:**

#### The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range of four classifications of how well people speak English. The classifications are 'very well', 'not well', 'well', and 'not at all'. For our planning purposes, we are considering people that speak English less than 'very well' as Limited English Proficient persons. As seen in Table #1 (below), the U.S. Census American Community Survey Selected Population Tables (2015 American Fact Finder 2). Data for City of Hattiesburg shows that 2,417 (5.6%) individuals speak a language other than English; of those individuals, 1,255 (2.9%) individuals have identified themselves as speaking English less than 'very well.' Data for West Hattiesburg shows that 188 (3.1%) individuals speak a language other than English; of those individuals, 74 (1.2%) have identified themselves as speaking English less than 'very well'.

Table 1  
City of Hattiesburg

LANGUAGE SPOKEN AT HOME	# Individuals	Percent
Population 5 years and over	43,451	100%
English only	41,034	94.4%
Language other than English	2,417	5.6%
Speak English less than "very well"	1,255	2.9%
Spanish	1,305	3.0%
Speak English less than "very well"	791	1.8%
Other Indo-European languages	509	1.2%
Speak English less than "very well"	139	0.3%
Asian and Pacific Islander languages	505	1.2%
Speak English less than "very well"	278	0.6%
Other languages	98	0.2%
Speak English less than "very well"	47	0.1%

**West Hattiesburg**

LANGUAGE SPOKEN AT HOME	# Individuals	Percent
Population 5 years and over	6,037	100%
Language other than English	188	3.10%
Speak English less than "very well"	123	2.00%
Spanish	79	1.30%
Speak English less than "very well"	74	1.20%
Other Indo-European languages	43	0.70%
Speak English less than "very well"	0	0.00%
Asian and Pacific Islander languages	66	1.10%
Speak English less than "very well"	49	0.80%
Other languages	0	0.00%
Speak English less than "very well"	0	0.00%

**Factor 2:**

## Frequency of Contact with LEP Individuals

With the City of Hattiesburg's LEP population less than 5% and 1,000 individuals the frequency of contact is definitely at a minimum. Because the City of Hattiesburg does not have large population LEP services are provided on minimal level and as needed basis due to the unpredictable and infrequent request for services. The City reaches out to the LEP population by providing information in English and Spanish in public areas, such as transit and public facilities, including but not limited to vehicles, train depot, ticket kiosks, and city offices.

The City of Hattiesburg identifies safety as its most critical service to provide the LEP population. With limited resources available and a population base of less than 1% for those who speak English less than "very well", the city utilizes resources in the community such as the two major universities, to provide translation services.

The city has partnered with additional agencies such as the Mississippi Department of Transportation, to assist with providing materials and information to disseminate during major incidents or activities.

**Factor 3:**

## The Nature and Importance of the Program, Activity, or Service to LEP

The City of Hattiesburg being a small urban area in the area of finances, the city utilizes outside resources and organizations to assist in providing information for the LEP population. The LEP community is involved in city functions such as church, school, transit, shopping and other activities, and the COH is focused on helping the LEP population with daily functions. The City plans utilization of additional resources such the internet, television, radio and Spanish speaking church congregations to disseminate pertinent information. In addition, the city's Department of Human Resources and Hattiesburg Police Department and Department of Federal and State Programs have listing of employees who are able to assist with translation and interpretation services.

**Factor 4:**

**The Resources Available to the City of Hattiesburg and Overall Cost**

U.S. Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

"A recipient's level of resources and the costs imposed may have an impact on the nature of the steps it should take in providing meaningful access for LEP persons. Smaller recipients with more limited budgets are not expected to provide the same level of language services as larger recipients with larger budgets. In addition, "reasonable steps" may cease to be reasonable where the costs imposed substantially exceed the benefits. Recipients should carefully explore the most cost-effective means of delivering competent and accurate language services before limiting services due to resource concerns. "

Based on this guidance, we have reviewed our resources and deemed that given the low concentration of LEP individuals in our city, upon request we will translate our vital documents into the language requested to ensure accessibility.

Although there will not be a fixed amount allocated from our yearly budget for the translation of documents, the cost associated with the necessary translation of document in order to comply with LEP requirements will be allocated on an as-needed basis.

The City of Hattiesburg will, on a continuing basis, identify documents that are routinely provided to the citizens of Hattiesburg that will be translated into languages other than English as well as ensure meaningful access to all programs, activities and/or benefits for LEP persons.

**Safe Harbor Stipulation**

Federal law provides a "Safe Harbor" situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A "safe harbor" means that if a recipient provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary.

Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances. Strong evidence of compliance with the recipient's written translation obligations under "safe harbor" includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

B V B This "Safe Harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. Given the low concentration of LEP individuals (as seen in Table #1) we have deemed that the City of Hattiesburg will provide written translations of all vital documents upon request. Vital documents will include, but not be limited to: the complaint form, complaint procedures, and all public meeting notices.

### **Providing Notice to LEP Persons**

U.S. DOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand. The guidance provides several examples of notification including:

1. Signage in languages that an LEP would understand when free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.
3. Working with community-based organization and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services. Statements in languages that an LEP individual would understand will be placed in public information and public notices that persons requiring language assistance or special accommodations will be provided the requested assistance at no cost, with reasonable advance notice to the City of Hattiesburg.

### **LANGUAGE ASSISTANCE PLAN**

Considering the relatively small scale of the City of Hattiesburg, the small concentration of LEP individuals in the service area, and the City's financial resources; it necessary to limit language aid to the most basic and cost-effective services. Other than the previously mentioned vital documents, if there is additional language assistance measures required for LEP individuals, the City shall proceed with oral interpretation options to meet all requests for those language groups to ensure equal access while also complying with LEP regulations.

- With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The City will utilize the Translators Resource List as provided by the LEP Liaison of the City of Hattiesburg for translation services and verbal interpretation.
- Ensure placement of statements in notices and publications in languages other than English that interpreter services are available for public meetings.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Once the LEP individual's language has been identified, an agency from the Translator's Resource List will be contacted to provide interpretation services.
- Publications of the city's complaint form available at public meetings.



### **LEP Services**

The LEP Liaison will identify and maintain an inventory of Language Assistance Services (LAS) providers available to all City personnel.

- Contract language service providers (LSP). All LAS will be made available to LEP persons at the expense of the City, where the circumstances indicate the provision of LEP services is appropriate and required.

### **Training**

The City of Hattiesburg, Hub City Transit and sub-recipients should know their obligations to provide meaningful access to information and services for LEP persons, and all persons in public contact positions should be properly trained. An effective training objective would likely include training to ensure Hub City Transit operations and their sub recipients:

- Hub City Transit and sub-recipients know about LEP policies and procedures.
- Hub City Transit and sub-recipients who have contact with the public (or those in a recipient's custody) are trained to utilize interpreter services effectively.
- Hub City Transit and sub-recipients shall include this training as part of the orientation provided for new employees.

Management staff, even if they do not interact regularly with LEP persons, should be fully aware of and understand the plan so they can reinforce its importance and ensure its implementation by staff. Training will be arranged by the Department of Federal and State Programs

### **LEP Accommodations**

The LEP Liaison and management will, on a continuing basis, identify vital documents that are routinely provided to stakeholders that will be translated into languages other than English. The translation of vital documents into languages other than English is particularly important where a significant number or percentage of the customers served and/or eligible to be served have limited English proficiency. Whether or not a document is vital depends on how significant the impact on the health, safety, legal rights, or livelihood of an LEP person may be. Written documents include electronic documents and web-sites. Vital documents may include materials such as:

- Emergency transportation information;
- Notices of public hearings and proposed transportation plans;
- Community education materials;
- Notices notifying LEP persons of language assistance at no cost to the LEP person;
- Markings, signs and packaging for hazardous materials and substances;
- Signs in waiting rooms, reception areas, and other initial points of entry;
- Instructions on how to participate in a recipient's program.

The LEP Liaison will coordinate with the LSP to have identified documents translated accordingly. Translated documents will be made available as requested.



## **COMPLAINT PROCEDURE**

- a. Any LEP individual has a Right to File a Complaint against the city where he or she believes that the city did not provide necessary LEP services as appropriate. These complaints include those available under Title VI of the Civil rights Act of 1964.
- b. All complaints, alleging a violation under Title VI will be referred to the Title VI Coordinator or the City Attorney.
- c. The Title VI Coordinator and the City Attorney will take appropriate steps to resolve all complaints in accordance with the agency's discrimination complaint procedures.
- d. The Title VI Liaison will maintain a database tracking requests for all complaints and their resolution. The Complaint Resolution Form will be completed and served to the aggrieved resident. A database will include the following items:
  1. Source of complaint
  2. LEP request including relevant contact information
  3. Nature of complaint request
  4. Date complaint/request received
  5. Date complaint/request resolved
  6. Manner of resolution
  7. Comments
- e. Fact-finding procedures by Title VI Liaison and City Attorney will follow the investigation protocol in the Title VI Plan.
- f. Mediation and Hearings
- g. Interpreters will be made available to hearing participants upon request or where CRD staff identifies a need for an interpreter.

## **OFFICE**

1. Provide an I-speak language identification card to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from the Translators Resource List.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

## **ROAD**

1. Road crew employee will immediately contact the Title VI Coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken of the individual.
2. Once the foreign language is determined, provide information to Title VI Coordinator who will contact an interpreter from the Translators Resource List to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

IN WRITING

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator from the Translators Resource List to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

OVER THE PHONE

1. If someone calls into our office speaking another language every attempt will be made to keep that individual on the line until an interpreter can be conference into the line and if possible determine the language spoken of the caller.
2. Once the language spoken by the caller has been identified we will proceed with providing the requested assistance to the LEP individual.

***LEP Plan Access***

A copy of the LEP plan document can be requested at the City of Hattiesburg Department of Federal and State Programs, HPFL-MPO Division. The City of Hattiesburg will also post the LEP Plan on a bulletin board at the Hattiesburg's City Hall and make the plan available on the City of Hattiesburg website [www.hattiesburgms.com](http://www.hattiesburgms.com).

Any person or agency may also request a copy by contacting:

**HPFL-MPO Division Manager City of Hattiesburg  
Federal and State Programs  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
601-545-6259  
601-545-6327 fax**

# Appendix D

## SOCIAL MEDIA POLICY



## SOCIAL MEDIA POLICY

### 1. Vision & Purpose for Using Social Media

In support of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization's Public Participation Plan's guidelines and goals, the HPFL-MPO is seeking to further engage the public in the transportation planning process by developing outreach strategies through the use of various social media tools.

The HPFL-MPOs social media outlets serve as discussion and information sharing opportunities between the HPFL-MPO and the public about the HPFL-MPO, and/or other transportation-related programs, projects, activities, and events. The comments and opinions of others on official HPFL-MPO social media sites do not represent the opinions or views of the HPFL-MPO or its staff. The HPFL-MPO encourages the public to submit any comments, questions, or concerns as related to the discussion topics presented on any social media sites, however the HPFL-MPO will moderate all comments and reserves the right to remove comments which violate the social media policy guidelines provided below.

Social Media should be used as a means of additional public notification and to seek public input, but neither staff nor the public should expect the use of social media by MPO staff to replace more traditional methods of conducting business.

### 2. Definition of Social Media

As defined by the Federal Highways Association (FHWA), "Social Media and Web 2.0 are umbrella terms used to define the various activities integrating Web technology, social interaction, and user generated content. Examples of Social Media/Web 2.0 technologies include, but are not limited to, blogs, wikis, podcasts, social network sites, and internet-based services that emphasize collaboration and sharing (such as Facebook, Twitter, Flickr, and YouTube).

### 3. Employee Access

Access to social media sites will be reserved to HPFL-MPO Staff authorized by the HPFL-MPO Executive Director based on their role within the agency. Authorized staff will be restricted to professional use of the HPFL-MPO's official social media sites. While approved staff is expected to check on social media daily (see *Account Management*), staff time must be properly allocated to higher priority tasks, unless otherwise directed by a supervisor or Executive Director.

Personal use of social media is limited to access through personal devices. (Employees may consult the City of Hattiesburg Employee Handbook on "breaks".) Employees shall be advised to maintain proper privacy settings on personal accounts to prevent misrepresentation of the HPFL-MPO as an organization. While personal accounts are not linked to official HPFL-MPO social media sites, it is recommended for staff to refrain from publicly posting information that would reflect negatively on staff and the organization.

### 4. Account Management

Technology is ever-changing, as are the social media outlets used by the public to communication and gather new information. The HPFL-MPO currently utilizes Facebook and YouTube as a means of communicating with the public and sharing information about local transportation issues, however the need may arise in the future for the creation of other social media tools. The following are guidelines for managing social media accounts:

1. The creation and closing of social media accounts must have final approval from the Executive Director of the HPFL-MPO.
2. The Executive Director and assigned staff will retain a record of all passwords and login information for all HPFL-MPO social media accounts. If for any reason the assigned staff members are removed from social media tasks or are no longer employed by the HPFL-MPO, all passwords will be reset and stored.
3. A log of social media statistics shall be kept by assigned staff members and shall be updated periodically as deemed reasonable..
4. Social media sites should be checked on a periodic basis in order to respond to public comments. Efforts will be made to respond in a timely fashion. Sites may be checked more or less frequently as deemed reasonable given recent relevant posts or topics.
5. Staff will be responsible for moderating social media sites on a periodic basis as may be reasonable given relevant posts or recent topics that may have been presented.
6. The MPO makes no claims as to whether or not communication existing on social media may constitute a public record. The MPO cannot control edit or deletions of content by persons or entities other than MPO staff.

#### 5. Employee Conduct

All staff approved to use or maintain social media shall abide by the following guidelines:

1. Staff shall not post personal opinions on any official HPFL-MPO social media sites.
2. All information must be presented in a politically neutral, informative, and respectful manner. No vulgar language will be tolerated.
3. Staff shall respond to comments relevant to the discussion topics. Responses should be positive, polite, and neutral.
4. Staff shall present accurate information. Information that is later found to be incorrect shall be publicly corrected.
5. Staff shall respect the privacy of the public interacting on social media sites.
6. Employees should refrain from posting information that would bring embarrassment to themselves or the HPFL-MPO or the member entities.
7. Staff shall abide by all federal regulations, including Title VI/LEP policies.

#### 6. Content

Information placed on all official HPFL-MPO social media sites shall relate to the HPFL-MPO transportation planning process, MPO-related projects, events, activities, and/or news, research, discussion topics related to transportation planning. The HPFL-MPO staff will not promote information not related to topics previously discussed, unless otherwise approved by the Executive Director. All content shall remain politically neutral and shall not endorse or promote specific political parties or organizations. All content is the sole responsibility of the HPFL-MPO unless cited as otherwise.

Information presented on HPFL-MPO social media will be used for discussion and does not represent the views or opinions of the HPFL-MPO.

#### 7. Security

As a security measure, the use of instant messaging (IM) through approved social media sites will not be allowed, unless deemed appropriate by the Executive Director. Additionally, the exchanging of files will be limited and will only be allowed through trusted sites. While most information is considered public record, staff is advised to never send confidential information via social media. When in doubt as to whether to send certain information via social media, staff shall consult with the Executive Director.

#### 8. Legal Issues

The use of social media by HPFL-MPO staff is limited as a business communication tool for reaching the public about MPO and other transportation-related topics. Although informal, staff is required to adhere to all federal, state and local regulations. Additionally, all information posted to social media sites is considered public record. Any violations by staff will be handled on a case by case basis at the discretion of an immediate supervisor and the Executive Director.

**9. External User Guidelines (Citizen Conduct)**

The HPFL-MPO encourages the public to submit any comments, questions, or concerns on any of our official social media sites, however please note that all sites will be moderated and the following guidelines will apply:

1. We review all comments and reserve the right to delete any comments containing inappropriate and/or offensive content.
2. We do not allow obscene, graphic or discriminatory content that may infringe upon a person's Title VI rights under the Civil Rights Act of 1964 that prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
3. We do not allow comments that suggest or encourage illegal activity.
4. All comments shall remain constructive and relevant to the posted discussion topics.

**10. Public Records Comment**

The HPFL-MPO accepts input and comments from the public through a variety of means. Members of the public may make comments by calling the HPFL-MPO at (601) 545-6259.

Written comments may be:

1. Faxed to the HPFL-MPO staff at (601) 545-6327;
2. E-mailed to [mpo@hattiesburgms.com](mailto:mpo@hattiesburgms.com); or
3. Mailed to the HPFL-MPO, P.O. Box 1898, Hattiesburg, MS 39403-1898.

The public may also submit comments to their respective HPFL-MPO representatives for transmittal to the respective full committees. Comments on HPFL-MPO plans, reports, and programs may be made at public input meetings. Time scheduled on a HPFL-MPO Policy and/or Technical Committee meeting agenda also may be requested by members of the public or a representative of a group, to offer input to the full committees. All questions or concerns regarding the HPFL-MPO social media sites can be forwarded through the following outlets:

Mail To:

HPFL-MPO, P.O. Box 1898, Hattiesburg, MS 39403-1898.

Phone: 601-545-6259

Fax: 601-545-6327

Website: [www.cityofhattiesburgms.com](http://www.cityofhattiesburgms.com)

<sup>2</sup> Please see our Title VI Nondiscrimination Statement

# Appendix E

## PPP EVALUATION GUIDE



## PPP EVALUATION GUIDE

Technical to Inform	Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Method to Meet Goal(s)
Interactive Strategies	MPO Website	# of hits	Measure # of hits per quarter looking for 5% annual increases	Placement of website url on all published media and through use of other PPP tools
	Social Media			
	<ul style="list-style-type: none"> <li>Facebook</li> </ul>	# of likes, comments, shares, fans, etc.	Measure # of fans/reach annually looking for 2% annual increases.	Provide valuable information, activities, workshops, meetings, surveys, etc. on a regular basis.
	<ul style="list-style-type: none"> <li>Comment Forms</li> </ul>	#of responses by phone calls, letters, emails, etc.	Measure meeting attendees who fill out comment forms: and/or # of website visitors submitted forms.	Identify methods for submitting public comment on all notices and through other PPP tools.
	Surveys	# of responses	# of email/mail recipients respond to survey and/or reach a goal over 150 respondents.	Make surveys available on all other PPP tools, including social media and website.
Media Outreach	Legal Advertisements	n/a required	n/a	Advertise all public engagements opportunities on newspapers with large reach
	Press Releases	# of printed or broadcasted press releases per year.	Measure # of press releases sent to media that are published.	Update contacts periodically  Provide information in a "ready to print" or broadcast format.
	Other Media	N/A	N/A	Provide basic information in "print ready" format.

Technical to Inform	Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Method to Meet Goal(s)
Data Distribution	MPO Master Database	# of returned items	Maximum of 10% return per mailing	Make immediate corrections when items are returned
	Display Ads	# of meetings attendees who were notified via mentioned PPP tool.		Designed eye catching ads with basic information on each flyer; ads should have contact information and link to website.
	Direct Mailings	# of meeting attendees who were notified via mentioned PPP tool	# of meeting attendees/survey respondents were reached via mentioned PPP tool	Update mailing list regularly distribute to areas affected
	Email Announcements/ Internet message/Boards/ Calendars	# of meeting attendees who were notified via mentioned PPP tool		Update regularly; increased distribution to online websites with high traffic
	MPO Logo	None	Recognition of logo	Placement of logo on all published media, including materials for MPO sponsored activities
	Poster/Flyers	# of meetings attendees who were notified via mentioned PPP tool.	# of meeting attendees/survey respondents were reached via mentioned PPP tool	Design eye-catching ads with basic information on each flyer; ads should have contact information and link to website.
Technical to Inform	Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Method to Meet Goal(s)
Data Distribution	Grouping of Projects	N/A	N/A	N/A
	Annual Project Listings	N/A	N/A	Promote individually on website annually

<b>Public Speaking</b>	Project Workshops/Open Houses	# of meeting attendees		<ul style="list-style-type: none"> <li>Promote public meetings via all other PPP tools</li> <li>Schedule meetings at convenient locations and times</li> </ul>
	Public Meetings/Hearings	# of meeting attendees		<ul style="list-style-type: none"> <li>Promote public meetings via all other PPP tools</li> <li>Schedule meetings at convenient locations and times.</li> </ul>

The HPFL-MPO accepts input and comments from the public through a variety of means. Members of the public may make comments by calling the HPFL-MPO at (601) 545-6259.

Written comments may be:

1. Faxed to the HPFL-MPO staff at (601) 545-6327;
2. E-mailed to mpo@hattiesburgms.com; or
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The public may also submit comments to their respective HPFL-MPO representatives for transmittal to the respective full committees. Comments on HPFL-MPO plans, reports, and programs may be made at public input meetings. Time scheduled on a HPFL-MPO Policy and/or Technical Committee meeting agenda also may be requested by members of the public or a representative of a group, to offer input to the full committees.

# Appendix F

HPFL PUBLIC COMMENT FORM

## Date:

Name: (optional)

Phone #

Comments:

## **PRESS RELEASES**

**Description:** Formal press releases are sent to local media (newspaper, TV, and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.

**Activities:** Corridor or other planning studies, workshops, open houses, public hearings, and other MPO activities.

## **PROJECT WORKSHOPS/OPEN-HOUSES**

**Description:** These are targeted public meetings that are generally open, informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment and a sense of public priorities.

**Activities:** Metropolitan planning studies, prioritization of projects, public input prior to drafting major multimodal plans such as the Pedestrian Plan and other major MPO activities.

## **E-MAIL ANNOUNCEMENTS/INTERNET MESSAGE BOARDS/ CALENDARS**

**Description:** Meeting announcements and MPO information are e-mailed to interested persons that have submitted their e-mail addresses to MPO staff. Interactive message boards are used to facilitate discussion and solicit public comment regarding specific MPO projects or issues. The dates of Technical Committee, Policy Committee, and all public meetings are posted to the HPFL-MPO website and other local community calendars and city hall and county calendars.

**Activities:** Corridor studies, small-area studies, other planning studies, regular meetings, public hearings, amendments/updates, workshops, open houses, and other major MPO activities.

## **MPO LOGO**

**Description:** A logo representing the MPO is used to identify products and publications of the MPO. A logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products.

**Activities:** A logo is used on all MPO publications; including those developed by consultants working on MPO sponsored projects to create a community awareness of the MPO deliverables.

## **PUBLIC HEARINGS**

**Description:** These are public meetings used to solicit public comment on a project or issue being considered for adoption by the MPO. Hearings provide a formal setting for citizens to provide comments to the MPO or another decision-making body.

**Emergency Accommodations:** In order to provide a venue for a public hearing that does not include social contact and provides flexibility regarding any safety concerns about the meeting facility or general meeting location, the MPO staff will create a virtual meeting option for all of the HPFL-MPO public hearings.

## **HUB CITY TRANSIT AND HPFL-MPO**

### **SAFETY PERFORMANCE TARGETS**

<b>FIXED-ROUTE MODE</b>	<b>SAFETY PERFORMANCE TARGETS</b>	<b>NON-FIXED ROUTE MODE</b>
1	TOTAL NUMBER OF FATALITIES	0
.05	FATALITY RATE PER 50,000 VEHICLE REVENUE MILES (VRM)	0
1	TOTAL NUMBER OF INJURIES	0
.05	INJURY RATE PER 50,000 VRM	0
0	TOTAL NUMBER OF SAFETY EVENTS	0
0	SAFETY EVENT RATE PER 50,000 VRM	0
10,000 VRM	SYSTEM RELIABILITY: (The mean distance between mechanical failures)	25,000 VRM



The Data for HCT's Safety Performance baseline

FIXED ROUTE MODE

YEAR	Fatalities	Injuries	Safety Occurrences	Mechanical Failures NO DATA	Total VRMs
2015	1	1	0	-	177,930
2016	0	0	0	-	179,560
2017	0	0	0	-	171,061
2018	0	0	0	-	260,085
2019	0	0	0	-	309,088
					1,097,724

The Data for HCT's Safety Performance baseline

NON-FIXED ROUTE MODE

YEAR	Fatalities	Injuries	Safety Occurrences	Mechanical Failures NO DATA	Total VRMs
2015	0	0	0	-	58,290
2016	0	0	0	-	54,576
2017	0	0	0	-	35,977
2018	0	0	0	-	47,860
2019	0	0	0	-	37,403
					234,106



## Public Transportation Agency Safety Plan

## The New Framework for Public Safety

The Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act grants the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive regulatory framework to oversee the safety of public transportation throughout the United States. As a component of this safety oversight framework, MAP-21 requires certain recipients of FTA Chapter 53 funding to develop and implement a Public Transportation Agency Safety Plan (PTASP).

In addition to greater safety oversight responsibilities, MAP-21's grant of expanded regulatory authority puts FTA in a position to provide guidance to transit agencies that strengthens the use of safety data to support management decisions, improves the commitment of transit leadership to safety, and fosters a culture of safety that promotes awareness and responsiveness to safety risks. The framework to this approach is called a safety management system (SMS), which moves the transit industry towards a more holistic, performance-based approach to safety. The SMS framework has been adopted by FTA in its National Public Transportation Safety Plan ("national safety plan").

The Public Transportation Agency Safety Plan for Hub City Transit (HCT-PTASP) supports and is consistent with an SMS approach to safety risk management. SMS is an integrated collection of policies, processes, and behaviors meant to ensure a formalized, proactive, and data-driven approach to safety risk management. The aim of an SMS is to increase the safety performance of transit systems by proactively identifying, assessing, and controlling safety risks. The approach is meant to be flexible and scalable, so that transit agencies of all types and sizes can efficiently meet the basic requirements of MAP-21.

## Statewide Agency Safety Plans: The "Opt-Out" choice for local Transit Agencies

### **49 CFR B 673.11(d)**

A State must draft and certify a Public Transportation Agency Safety Plan on behalf of any small public transportation provider that is located in that State. A State is not required to draft a Public Transportation Agency Safety Plan for a small public transportation provider if that agency notifies the State that it will draft its own plan. In each instance, the transit agency must carry out the plan. If a State drafts and certifies a Public Transportation Agency Safety Plan on behalf of a transit agency, and the transit agency later opts to draft and certify its own Public Transportation Agency Safety Plan, then the transit agency must notify the State.

The transit agency has one year from the date of the notification to draft and certify a Public Transportation Agency Safety Plan that is compliant with this part. The Public Transportation Agency Safety Plan drafted by the State will remain in effect until the transit agency drafts its own Public Transportation Agency Safety Plan.

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**TRANSIT AGENCY INFORMATION**

<b>Transit Agency</b>	<b>NAME</b>	<b>ADDRESS</b>
	Hub City Transit	1001 South Tipton Street Hattiesburg, MS 39401
<b>Accountable Executive</b>	<b>NAME</b>	<b>TITLE</b>
	Andrew Ellard	Director of the Department of Urban Development
<b>Chief Safety Officer</b>	<b>NAME</b>	<b>TITLE</b>
	Calvin Russell	Hub City Transit Division Manager
<b>Modes of Service Covered by this Plan</b>	Fixed and Non-Fixed Route	
<b>FTA funding types</b>	5307, 5339	
<b>Does the Agency provide transit services on behalf of another agency?</b>	NO	
<b>Transit Agency or Entity for which service is provided</b>	City of Hattiesburg	

## Plan Development, Approval, and Updates

### 1. Annual Review of the Safety Plan

The HCT Safety Division Safety Plan Administrator (SPA) will review the PTASP annually, update the document as necessary, and implement the changes within a timeframe that will allow the agency to timely submit to any annual or other periodic reviews, including its annual self-certification of compliance. At minimum, annual self-certification will consist of both the Accountable Executive and the Mayor/City Council signing and dating an acknowledgment of receipt of this updated document in the City Council meeting minutes.


Annual review of the PTASP will be conducted by the SPA by **July 1** of each calendar year. Necessary updates outside the annual update window may be handled as PTASP addenda.

March 1	April 1	May 1	June 1	July 1
SPA notifies the HCT Safety Division Team that they must review the PTASP sections applicable to their function	HCT Safety Division Work Session on PTASP and Safety Objectives change recommendations	Draft of the PTASP with changes is submitted by the SPA to the CSO for review and update	SPA completes the final edits to the PTASP and submits to the Director of Urban Development for approval	Upon approval by the Director of Urban Development, the updated PTASP is submitted to the City Council Agenda

### 2. Activity Log

Reviews of the PTASP and any subsequent updates, addenda, adoption, and distribution activities will be documented in the Activity Log.

A physical and an electronic archive of the PTASP will be maintained and provided for examination by the SPA in the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization office.

<b>Name of Person who drafted this Plan</b>	Armendia Esters Safety Plan Administrator/MPO Division Manager	
<b>Signature by the Accountable Executive</b>	Andrew Ellard Director Department of Urban Development	 DATE: <u>12/22/2020</u>
<b>Adoption by the City of Hattiesburg</b>	December 22, 2020	Minute Book # _____

### HCT-PTASP Activity Log

Version Number and Updates			
<i>Complete history of successive versions of this plan</i>			
Version No.	Section/Pages Affected	Reason for Change	Date Issued
1		New Document	12/22/2020



### Safety Performance Targets

The Hub City Transit (HCT) established safety performance targets for 2021 based upon the review of the last five (5) years of HCT's safety performance data and vehicle revenue miles (VRM) which were reported to the National Transit Database (NTD), and also data from the internal safety occurrence reports.

<b>Mode of Transit Service</b>	<b>Fatalities (Total)</b>	<b>Fatalities (per 50,000 VRM)</b>	<b>Injuries (total)</b>	<b>Injuries (per 50,000 VRM)</b>	<b>Safety Events (total)</b>	<b>Safety Events (per 50,000 VRM)</b>	<b>System Reliability (VRM/failures)</b>
<b>Fixed Route Bus</b>	1	.05	1	.05	0	0	10,000
<b>Paratransit</b>	0	0	0	0	0	0	25,000

HCT's Accountable Executive shares the PTASP, including safety performance targets, with the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (HPFL-MPO) each year for re-adoption after the City's Adoption of the HCT-PTASP and also provides a copy of the HCT-PTASP to the Mississippi Department of Transportation (MDOT). In addition, HCT coordinates with both of these entities in the selection of the safety performance targets.

<b>Targets Transmitted to the State</b>	Mississippi Department of Transportation	Date Targets Transmitted 12/22/2020
<b>Targets Transmitted to the MPO</b>	Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization	Date Targets Transmitted 1/27/2021

### HCT SMS Policy Statement

HCT commits to the establishment and continuous improvement of a comprehensive and preemptive system of Safety Management which will encompass the Safety Management System (SMS) components of a cohesive Safety Policy, a standardized method of Safety Risk Management, a robust set of procedures of Safety Assurance, and an effective program of Safety Promotion. This Safety Management System will be appropriately scaled to the size, scope, and complexity of the agency and will begin with the completion of the Public Transportation Agency Safety Plan (PTASP) and the formation of the Hub City Transit Safety Division (HCT Safety Division).

Moreover, HCT commits to promoting an organizational culture that encourages and supports safe practices and empowers both employees and contractors to fully participate in the Hub City Transit employee safety reporting program.

The HCT Safety Division leadership team, as directed by the Urban Development Department Director of the City of Hattiesburg, will be accountable for developing, implementing, maintaining, and improving processes to ensure the safety of the HCT employees and customers, in addition to the general public, and will provide all appropriate resources to fulfill this commitment.

The HCT Safety Division leadership team, as directed by the Urban Development Department Director of the City of Hattiesburg, will hold the executives, managers, supervisors, employees, and contractors accountable for safety performance.

The HCT Safety Division leadership team, as directed by the Urban Development Department Director of the City of Hattiesburg, will be accountable for the agency's compliance to Federal Transit Administration (FTA) requirements, and has developed this Public Transportation Agency Safety Plan (PTASP) to comply with 49 CFR Part 673, the FTA regulation established by Section 5329(d) of the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act.

The City of Hattiesburg has adopted the HCT's PTASP and acknowledges that its content meets the requirements of Part 673 and Section 5329(d) of MAP-21 through the establishment of a comprehensive SMS framework.

### The HCT Vision

HCT is committed to Vision Zero (Zero Accidents and Zero Incident). HCT is will approach safety management as a systematic and comprehensive approach to identifying safety hazards and risks associated with transit system operations and related maintenance activities.

HCT has adopted a safety program framework as a component of the agency's responsibility to: establish a new safety policy; create a system of identifying hazards and controlling risks; and engage in goal-setting, planning, and measuring performance. Furthermore, HCT has adopted a safety program framework as means by which to foster agency-wide support for transit safety by establishing a culture where everyone is held accountable for safety in the organization and takes an active role in securing transit safety.

### The HCT Safety Objectives

1. HCT's safety objectives are as follows:

- Zero Fatalities
- Reduce the number of serious injuries
- Reduce the number of safety events
- Increase system reliability score

2. Quarterly Progress Report

Each quarter, the HCT Safety Division will report to the entire agency and to the Accountable Executive regarding how well the agency is meeting the Safety Objectives. In addition to reviewing the PTASP annually, the HCT Safety Division will also review and update these objectives, as needed, each year.

3. Signatures

As required by 49 CFR Part 673, the HCT-PTASP, which describes the agency's commitment to continuously monitoring, measuring, and improving safety performance, has been adopted by the City of Hattiesburg and endorsed by the Director of Urban Development (Accountable Executive).



Accountable Executive Signature

Date 12-22-2020

### The HCT Safety Division: Authorities, Accountabilities, and Responsibilities

The HCT Safety Division is a permanent addition to the Hub City Transit agency that is committed to ensuring the safe operations of the agency and to forming an organizational culture that values a proactive management of safety risks. The HCT Safety Division's Executive Management and Leadership team includes the following positions:

1. The accountable executive of the HCT Safety Division is the Director of the Urban Development Department, who is ultimately responsible for carrying out the HCT Public Transportation Agency Safety Plan (HCT-PTASP). The specific responsibilities of the Director are described in the HCT Safety Division Position Description Supplement.
2. The Director designates the HCT Safety Division's Chief Safety Officer (CSO). The Chief Safety Officer is the Division Manager of HCT. The CSO reports directly to the Director of the Urban Development Department and is responsible for ensuring and overseeing the day-to-day implementation and operation of HCT's Safety Management System. The specific responsibilities of the CSO are described in the HCT Safety Division Position Description Supplement.
3. The Director designates the HCT Safety Division's Safety Plan Administrator (SPA). The Safety Plan Administrator is the Division Manager of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (HPFL-MPO). The SPA reports directly to the Director of the Urban Development Department and is responsible for ensuring the development and delivery of the HCT Public Transportation Safety Plan (HCT-PTASP) for adoption by the City of Hattiesburg. The SPA is also responsible for all HCT-PTASP implementation planning tasks and HCT-PTASP document control. The specific responsibilities of the SPA are described in the HCT Safety Division Position Description Supplement. (see Appendix A)

In addition to the HCT Safety Division Executive Management and Leadership team, the HCT Safety Division is comprised of the following positions:

1. The Safety Division Inspector is designated by the CSO and is responsible for assisting the CSO with the implementation of the HCT-PTASP. The specific responsibilities of the Safety Inspector are described in the HCT Safety Division Position Description Supplement.
2. The Safety Division Coordinator is designated by the SPA and is responsible for creating and delivering reports and documents from the Safety Program to the SPA. The specific responsibilities of the Safety Coordinator are described in the HCT Safety Division Position Description Supplement.

### Safety Management Policy Communication and The HCT Safety Handbook

HCT has established organizational accountabilities and responsibilities for its SMS, and the Accountable Executive has issued a written Safety Management Policy (SMP) statement that includes HCT's safety objectives.

The Chief Safety Officer, who leads HCT's SMS activities, ensures the SMP statement is distributed via electronic and hard copy to all employees and contractors. HCT conducts an annual safety meeting to discuss safety issues and considerations. HCT will begin this annual activity by reviewing the SMP statement and management's commitment to the safety of our system.

The Chief Safety Officer also ensures the SMP statement is readily available to all executives, managers, supervisors, administrative and frontline employees, and transit service contractors for additional posting and mail outs. The Chief Safety Officer prepares and disseminates quarterly reports documenting how HCT is meeting the safety objectives set forth in the SMP statement. The results of these reports are documented in the quarterly Safety Meeting minutes.

HCT posts copies of the SMP statement and the quarterly Safety Meeting minutes on the communication board at the HCT operations facility. The SMP statement is distributed during the new hire training and orientation, and policy points are reviewed at least quarterly at Safety Meetings.

In the event that changes occur to the SMP statement during the year, the Chief Safety Officer will redistribute it throughout the agency following the same protocols to ensure it is provided to all employees and contractors.

HCT also communicates organizational accountabilities and responsibilities, described in the HCT-PTSA, in the HCT Position Description Supplement that contains detailed job descriptions of the HCT Safety Division.

In addition, the HCT Safety Handbook is a comprehensive Safety policies and procedures information source that will be created for dissemination to all HCT employees and contractors. The HCT Safety Handbook will include the SMS Statement.

## The HCT Employee Safety Reporting Program (ESRP)

HCT employees who work on the frontline are a critical source of safety information. In order to encourage the sharing of safety concerns, HCT will establish an Employee Safety Reporting Program (ESRP).

### 1. **Voluntary Program**

HCT encourages employees to report any safety concern in good faith to their supervisor or to senior management without fear of discipline, reprisal, or penalty. HCT offers employees several methods for reporting and reporting can be made anonymously.

### 2. **Protection for Employees and Contractors that report a safety concern**

The person who reports a safety concern will remain confidential and there will be no punitive action taken by HCT for the report. EXCEPTION: the protection will not apply to anyone that engages in NON-protected behaviors. NON-protected behaviors may result in discipline up to and possibly including termination.

3. **NON-Protection:** applies to any HCT employee or any Transportation Service Contractor employee that reports their own behavior which has violated the law, endangered themselves or others, or has been an infraction of the policies of the City of Hattiesburg or the HCT Safety Management Policy. Non-Protection also applies to any HCT employee or any Transportation Service Contractor employee that has been the subject of a safety concern report of their behavior that has violated the law, endangered themselves or others, or has been an infraction of the policies of the City of Hattiesburg or the HCT Safety Management Policy.

### 4. **Methods of Reporting**

- Via comment placed in the Physical Drop Box in the HCT operations facility
- Direct telephone call to the CSO
- Direct email to the CSO
- Report to HCT Dispatch

5. **Receipt of Report-**The CSO receives the report and an ESRP case is created in a confidential log. If requested, a response will be sent to the reporter that an ESRP case has been created. All communication with the reporter will be documented in the ESRP confidential case log.

6. **Follow up-**A follow-up review of the case is conducted to determine if the situation requires immediate action or further investigation.

- 7. If hazards are identified in the case, then the hazard will be assessed and recorded on the HCT's Hazard Identification and Risk Assessment Registry. The case will proceed to the Risk Assessment process.**
- 8. If employee non-compliance with rules or deficient operation is identified in the case, then the matter will be addressed by management for resolution through the Safety Assurance process.**
- 9. The number of ESRP cases will be reported on the quarterly Safety Meeting agenda**
- 10. The response to reported safety concerns will be communicated in the quarterly Safety Meeting and through training meetings when doing so does not violate confidentiality.**
- 11. Upon adoption of the HCT-PTASP, all future contracts for transit services will be subject to HCT safety standards and ESRP participation.**



## Safety Risk Management (SRM)

HCT's Safety Risk Management (SRM) process includes the activities and tools needed to identify and analyze hazards and assess safety risk. HCT uses its SRM process to proactively manage safety hazards and their associated safety risk, with the intent to significantly mitigate the safety risk in the transit system.

Previous systems of safety included an approach of Hazard Management. This approach was focused on preventing system failures and the mishaps associated with the failures. The unforeseen hazards were addressed, however, the new Safety Risk Management (SRM) approach focuses on the routine, ongoing capture and analysis of safety information to address both unforeseen and foreseen hazards by assessing the risk of potential consequences of hazards.

Transit agencies must develop and implement a Safety Risk Management process for all elements of their transit system. (49 CFR B 673.25) HCT's safety risk process has five (5) steps.

1. **Collecting Information**
2. **Assessing Severity**
3. **Assessing Likelihood**
4. **Determining the Safety Risk Index**
5. **Documenting Results**

The results of HCT's SRM process are documented in the Hazard Identification and Risk Assessment Register module of HCT's safety information system and are maintained for a minimum of three (3) years.

### **1. Key Terms**

- **Hazard**-A hazard is defined as a real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. This condition may lead to consequences (occurrence or safety event).
- **Event**-Any accident, incident, or occurrence.
- **Risk**-The combination of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation**-Method (s) to eliminate or reduce the effects of hazards.
- **Consequence**-An effect of a hazard involving injury, illness, death or damage to HCT's property of the environment.

## 2. Hazard Identification (Collecting Information)

The HCT agency has developed a hazard identification program as an integral part of the SMS.

The hazard identification program includes reactive methods of identification, such as the safety event reporting and incident investigation. However, the program also includes proactive methods of hazard identification through data collection and day-to-day operations analysis. Common sources of hazard identification include:

- Safety Inspections
- Training and evaluation records
- Voluntary ESRP reporting
- Hazard and safety event reporting (with causal factor analysis)
- Operation compliance audits
- Evaluating customer suggestions and complaints
- Action Review after an emergency event
- Fleet Maintenance meetings
- Information from the Transit Asset Management (TAM) assessments
- Information from the National Transportation Safety Board
- Information from the FTA, including safety directives, bulletins, alerts, and technical assistance, as well as regulations and recommended practices
- Reports from HCT's Safety Assurance activities such as
  - 1) Ride checks
  - 2) Workplace observations by management personnel

Common hazards include the categories of functional hazards, electrical hazards, fueling hazards, mechanical hazards, height and fall hazards, roadway and other operating environment hazards, etc.

## 3. Safety Risk Assessment Part 1 (Assessing Severity)

The CSO, working with the Safety Inspector, will assess the *severity of impact* of the worst possible consequence(s) of the hazard (if one were to occur) while considering existing mitigations for the hazard in question. The CSO will include possible impact to people, systems, equipment, and the environment. The assessment must be credible and follow the criteria in the Safety Risk Severity Table based on MIL-STD 882E (see Appendix B, Table I). This table uses four severity levels:

- Catastrophic
- Critical
- Marginal
- Negligible

#### 4. Safety Risk Assessment Part 2 (Assessing Likelihood)

The CSO, working with the Safety Inspector, will assess the *likelihood* of the worst credible potential consequence (s) of the hazard considering existing mitigations. HCT follows the criteria in the Safety Risk Likelihood table adapted from MIL-STD 882E (see Appendix B, Table II). This table includes six likelihood levels:

- Frequent
- Probable
- Occasional
- Remote
- Improbable
- Eliminated

#### 5. Safety Risk Matrix Tool (Determining the Safety Risk Index)

The CSO, working with the Safety Inspector, will combine the assessed severity and likelihood into a *safety risk index*. HCT uses a Safety Risk Assessment Matrix adapted from MIL-STD 882E that assigns an alphanumeric rating for each potential consequence to prioritize safety risk (see Appendix B, Table III). This step assists HCT's SRM assessor in rating the tolerability of the safety risk as:

- Low-Acceptable without Review
- Medium-Acceptable with Existing Mitigations
- Serious-Acceptable with Monitoring and Management Review (Management Review Required)
- High-Unacceptable; Management Approval Required (Action Required-suspension of services or activities until risk is mitigated)

#### 6. HCT Hazard Identification and Assessment Registry (Documenting Results)

The CSO will enter the identified condition into the Hazard Identification and Risk Assessment Register. The Register will include:

- Hazard
- Hazard type
- Identification source and date
- Hazard's consequences
- Existing mitigations that address the worst credible potential consequence (s)
- Assessments regarding severity and likelihood of the worst credible potential consequence
- Any related or supporting documentation
- Required management reviews and documented

The Safety Division maintains the policies, procedures, checklists, and forms that support safety risk assessment activities. The CSO records the results of the safety risk assessment process in the Hazard Identification and Risk Assessment Register. Completed safety risk assessments and supporting attachments will be periodically reviewed by the Director of the Urban Development Department.

## 7. Safety Mitigation

Some of the risks posed by HCT's identified hazards may require mitigation. Mitigation is the method (s) to eliminate or reduce the effects of hazards. HCT's safety risk intervention process is to eliminate the hazard if possible. However, mitigation actions may require a more appropriate response. The method of mitigation that is chosen may:

- Reduce the likelihood of the potential consequences of a hazard; and/or
- Reduce the severity of the potential consequences of a hazard.
- Eliminate the potential consequences of a hazard.
- Examples of mitigating actions may include:
  - 1) **Physical Defenses:**  
These include objects and technologies that are engineered to discourage, or warn against, or prevent inappropriate action or mitigate the consequences of events (e.g. traffic control devices, fences, safety restraining systems, transit controls/signals, transit monitoring systems, etc.)
  - 2) **Administrative Defenses:**  
These include procedures and practices that mitigate the likelihood of accident/incident (e.g. safety regulations, standard operating procedures, personnel proficiency, supervision inspection, training, etc.)
  - 3) **Behavioral Defenses:**  
These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior of motorists, passengers and pedestrians; factors outside the control of the agency

HCT will reduce the associated risk to the lowest acceptable level within the constraints of cost, schedule, and performance by applying the design order of precedence specified in MIL-STD 882E:

- Eliminate hazards through design selection;
- Reduce risk through design alteration;
- Incorporate engineered features or devices;
- Provide warning devices; and
- Incorporate signage, procedures, training, and personal protective equipment.

The CSO will develop mitigations, supported by any consultation with subject matter experts. The CSO will approve the safety risk mitigation and prioritize the action based upon the Safety Risk Index rating, and the constraints of cost, schedule, and other factors that impact the overall agency investment to implement the mitigation. Depending on the

nature of the safety risk or mitigation, additional approvals may be required from the Director of the Urban Development Department.

Safety mitigation actions must be entered into the Prioritized Mitigation Log. This log includes a schedule, budget, and the name of the party responsible for implementation. HCT will monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not properly implemented as intended. This activity may include the use of mitigation monitoring plans.

The person that developed the mitigation will be responsible for inputting the mitigation information into the Prioritized Mitigation Log. The CSO will review the status of the mitigations and report any concerns to the Director of the Urban Development Department, including a re-assignment request of an ineffective mitigation method that may require expertise that must be acquired through external consultation services.

The Safety Division will include the information on the development and implementation of safety risk mitigations in the quarterly Safety Meeting agenda.

## Safety Assurance

HCT's forward-focused actions for managing safety risk are verified by the ongoing monitoring of the operation system. This continuous evaluation is part of the Safety Assurance module of the SMS.

Safety Assurance is the set of processes within the transit agency's SMS that function to ensure the implementation and effectiveness of safety risk mitigation and that the transit agency meets or exceeds its safety objectives through collection, analysis, and assessment of information.

The execution of the Safety Assurance processes requires a clear understanding of how safety performance will be evaluated and must provide a consistent set of techniques to:

1. **Monitor the HCT system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance;**
2. **Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended;**
3. **Conduct investigations of safety events to identify causal factors; and**
4. **Monitor information reported through any internal safety reporting programs.**

- **Monitoring HCT operations and maintenance procedure**

The CSO and the Safety Inspector of HCT will complete quarterly operations and maintenance review on the results/outcomes of policies and procedures that include:

- - 1) Rules compliance activities including training, coaching, or discipline for unsafe acts;
  - 2) Inspections of the department's equipment and infrastructure elements;
  - 3) Transit Asset Management activities review
  - 4) Quality control and quality assurance assessments and reviews in the department, and
  - 5) Supervisor observations of activities performed in the department.

A complete itemization of the areas that are to be monitored is documented in the *HCT Operations and Maintenance Monitoring Plan*. The monthly monitoring activities procedures and report forms are also included in the plan.

Compliance monitoring helps agencies determine if employees are carrying out their work as intended and demonstrates whether the procedures have resulted in the intended outcomes.

Monitoring the level of compliance to operation procedures can lead to discovering discrepancies and changes that may reveal underlying weaknesses in procedure, poor training, or other vulnerabilities that may be difficult to identify by other methods. Some examples of the monitoring activities include:

- 1) Safety Audits
- 2) Informal inspections
- 3) Regular review of onboard camera footage to assess drivers and specific incidents
- 4) Safety Surveys
- 5) ESPR case processing
- 6) Review of investigation reports
- 7) Safety review prior to the launch or modification of any facet of service
- 8) Daily data gathering and monitoring of data related to the delivery of service, and
- 9) Regular vehicle inspections and preventative maintenance.

Results of the above processes are compared against recent performance trends quarterly and annually by the CSO to determine where action needs to be taken. The CSO enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation.

- **Monitoring mitigation activities**

HCT monitors safety risk mitigations each quarter to determine if they may be ineffective, inappropriate, or not implemented as intended. The HCT Safety Division CSO, Safety Inspector, and the Director of the Urban Development Department, along with assigned subject matter experts working with the Safety Division, develop mitigation monitoring plans and track the cases through the Prioritized Mitigation Log. The monitoring mechanisms for evaluating the mitigation cases are established by the CSO and assigned by the CSO for completion. Examples of these monitoring mechanisms are tracking a specific metric on a daily, weekly, or monthly basis; conducting job performance observations; or other activities. The CSO will endeavor to make use of existing HCT processes and activities before assigning new information collection activities.

- 1) The *HCT Mitigation Monitoring Plan* is the standard operating procedure for monitoring mitigations.
- 2) The Director of the Urban Development Department must approve all mitigations deemed no longer necessary or ineffective.
- 3) All mitigations deemed as ineffective must be added as a new Safety Risk assessment item.



- **Safety Event Investigations**

HCT will maintain documented standard operating procedures for conducting investigations of safety events to find causal and contributing factors and review the existing mitigations in place at the time of the event. HCT's *Safety Event Investigation Procedures Manual* contains specific procedures for this activity. Each quarter, Safety Event Investigation Reports are reviewed by the Director of the Urban Development Department.

- 1) Operations and maintenance management are responsible for immediately notifying the Safety Division of any safety event that meets HCT's safety thresholds. The Safety Division notifies the Director of the Urban Development Department of any events that result in fatality, serious injury, or property damage to HCT vehicles or private vehicles that may exceed \$5,000.
- 2) The Safety Division ensures that all safety events are recorded and tracked in an electronic Safety Event Log.
- 3) The Safety Division ensures compliance with reporting thresholds, requirements, and processes defined in the FTA's Safety and Security Policy Manual and with notification thresholds established by the National Transportation Safety Board and the Mississippi Department of Transportation.
- 4) The *Primary Investigation Activities Table* (see Appendix C) describes the fundamental phases of the safety event investigation procedures.

- **Monitoring reports regarding safety concerns**

The CSO and the Director of the Urban Development Department will review the following safety data sources every quarter:

- 1) ESRP cases
- 2) Safety Meeting minutes
- 3) Quality control/Quality assurance assessments
- 4) Inspection Reports/Summaries
- 5) Customer Complaints
- 6) Safety Audit Reports
- 7) Safety Risk Mitigation case information
- 8) External and internal reviews

## Safety Performance Measurements

Setting Safety goals and objectives is part of HCT's strategic planning and safety policy creation. Clearly defining safety goals is the first part in creating a safety performance measurement system.

1. Safety goals are general descriptions of desirable long-term impacts. HCT's Safety Goals are:
  - **Vision Zero-prevent fatalities and serious injury to the public and HCT employees and contractors**
  - **Safe Journeys-increase the safety and security of the passengers and the operators of HCT**
  - **Dependable Service-Increase system reliability**
2. Safety objectives or outcomes are more specific statements that define measurable results. HCT's Safety Objectives are:
  - **Zero Fatalities**
  - **Reduce the number of serious injuries**
  - **Reduce the number of safety events**
  - **Increase the system reliability score**
3. Each quarter, HCT's Safety Division will evaluate the progress of the stated Safety Objectives, however, in order to ensure an accurate evaluations HCT must develop ways of ascertaining gains in levels of achievement. In other words, HCT must develop a system of performance measurement.
4. Performance measurement is the regular systematic collection, analysis, and reporting of data that track resources used, work produced, and whether specific outcomes were achieved; it is a tool to quantify and improve performance, and engage and communicate with HCT staff and external stakeholders.
5. The two core functions of performance measurement include monitoring and evaluating progress. Performance can be measured in terms of inputs, outputs, outcomes, and efficiency, among many other criteria.
6. HCT will utilize basic principles of performance measurement:
  - Focus on agency goals
  - Aim for clarity and precision
  - Use a variety of measures

- Use numerical measures
  - Present a hierarchy of measures
  - Use forward-looking measures
  - Integrate information into agency decision-making
  - Practice timely reporting
  - Demonstrate realism of goals and targets
7. System safety data can be collected from a variety of sources:
- Near miss information
  - Accident investigation reports (with causal factor analysis)
  - Internal safety audits
  - Safety Division meeting minutes
  - Injury reports (including occupational injury)
  - Safety event reports
  - System monitoring
  - SRM program information
8. When the data is collected, the CSO will analyze and use this data to develop key safety performance indicators and targets.
9. HCT Safety Performance Targets are based on data delivered to the National Transit Database (NTD), and are as follows:
- **Fatalities**
    - 1) Total number of reportable fatalities
    - 2) Rate of reportable fatalities per total vehicle revenue miles
  - **Injuries**
    - 1) Total number of reportable injuries
    - 2) Rate of reportable injuries per total vehicle revenue miles
  - **Safety Events**
    - 1) Total number of reportable safety events
    - 2) Rate of reportable safety events per total vehicle revenue miles
  - **System Reliability**-Mean distance between major mechanical failures
10. These safety performance metrics are used to create improvement targets for these four measures and for each mode of transit, in order to encourage improvements and monitor the safety performance of delivering transit services.
11. HCT will make its safety performance improvement targets available to applicable state agencies and metropolitan planning organizations (MPOs), and, to the maximum extent practicable, will coordinate with both in the selection of safety performance targets.

Targets will be adopted into local Transportation Improvement Plans (TIP) or TIP amendment.

12. The safety data that is collected from the above sources will be analyzed for potential safety impacts. Identified areas of concern are reported to appropriate personnel in the form of specific project reports, memos, and recommendations from the CSO.
13. Records of the safety system data are maintained for a minimum of three years. Certain information, such as safety certification backup documentation is maintained by HCT. In addition to safety data, HCT's Safety Division Safety Plan Administrator (SPA) maintains data and documentation of activities required by the PTASP.
14. Once the Safety Objectives and metrics have been defined, they can be organized into a *Safety Performance Matrix*. This tool will allow HCT to continuously monitor safety performance and to evaluate the results. HCT will evaluate safety performance and update documentation each quarter.
15. **Safety Performance Indicators (SPI)**-HCT's chosen Safety Targets will be divided into items to track regularly to ascertain the level of success experienced in achieving the Safety Target. These items are the Safety Performance Indicators. For example, the Safety Target of reducing serious injury will receive a Safety Performance Indicator of "reducing serious injuries on vehicles per revenue mile by .02 over the next 12 months".
16. HCT will subsequently use the information from this performance evaluation to:
  - Focus attention on performance gaps and trigger in-depth investigations of what performance problems exist
  - Help make informed resource allocation decisions
  - Identify needs for staff training or technical assistance
  - Help motivate employees to continue making program improvements
  - Support strategic planning efforts by providing baseline information for tracking progress
  - Identify best practices through benchmarking
  - Respond to elected officials and the public's demand for accountability

## Safety Promotion

HCT values safety promotion as a critical component of the success of the SMS. The HCT Safety Division works to ensure that the entire organization fully understands its safety policies, procedures, and structure. Moreover, safety promotion involves establishing an organizational and workplace culture that recognizes safety as a core value, that successfully trains employees in safety principles, and that allows opportunities for the open communications of safety issues.

HCT holds all HCT employees and future contractors directly responsible for safety including:

1. Bus vehicle operators
2. Dispatchers
3. Maintenance Technicians
4. Administrative Support Team Members
5. The HCT Safety Division
6. The Chief Safety Officer, and the
7. Director of the Urban Development Department

HCT assigns resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS.

Basic training requirements, including annual refresher training, are documented in the *HCT Safety Training Registry*.

Operations safety-related skill training includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work)
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for operations supervisors,
- Accident investigation training for operations supervisors.

Vehicle maintenance safety-related skill training includes the following:

- Ongoing vehicle maintenance technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,

- Accident investigation training for vehicle maintenance supervisors, including the *Transportation Safety Institute (TSI) Fundamentals of Bus Collision Investigation* and on-the-job training,
- Ongoing fire prevention training for vehicle maintenance technicians and supervisors
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors,
- Training provided by vendors

HCT Safety Division staff members participate in the Voluntary Bus Safety Training Program that is outlined in the FTA's Public Transportation Safety Certification Program regulation, 49 CFR Part 672. HCT's designated Safety Division personnel will complete the following curricula, in accordance with the Program's specifications:

- SMS awareness (e-learning)
- Safety Assurance (virtual instructor-led)
- SMS Principles of Transit (classroom)
- Transit Safety and Security program managed by TSI:
  - 1) Effectively Managing Transit Emergencies,
  - 2) Transit Bus System Safety, and
  - 3) Fundamentals of Bus Collision Investigation
- Following the conclusion of this training, designated personnel will complete refresher training that includes, at a minimum, one hour of safety oversight training.

HCT also conducts SMS initial and refresher training on basic SMS principles and the mandatory and voluntary ESRP for frontline and supervisory operations and maintenance employees.

HCT will monitor future transit service provider contractors' safety skill training and SMS training, including refresher training, to ensure the contractor is supporting HCT's safety standards and safety management.

### Safety Communication

In accordance with HCT's SMP statement, HCT actively encourages the open sharing of information regarding all safety issues throughout the organization. The communication information follows a top-down, agency-wide model of the agency's SMS. The Chief Safety Officer is responsible for reporting on the agency's safety performance to the Director of the Urban Development Department. These reports may include performance relative to the agency's safety performance targets, updates related to mitigation monitoring plans, and unusual events, etc.

The HCT quarterly Safety Meeting for all HCT staff will have a permanent agenda item dedicated to ESRP information, safety performance target progress reports, and SMS policy items training. Minutes from the quarterly meetings will be retained for records.

HCT will also hold monthly bus vehicle operators' monthly meetings. Typically, the information conveyed at these meetings will include Safety performance statistics, lessons learned from recent occurrences, and upcoming events that may impact HCT's service or safety performance. HCT also may request information at these meetings, or conduct surveys, which are recorded in the meeting minutes.

The HCT Safety Coordinator will post safety information, quarterly and monthly minutes, bulletins, and the SMS Policy Statement each month on the HCT operations facility communication board.

As a part of new-hire training, HCT distributes the *HCT Safety Handbook*, which includes the SMS policies, ESRP information and other safety information.

HCT will continue to provide training on these policies and procedures and may schedule group talks on pertinent/urgent safety topics.

HCT employees will be informed about the number of ESRP cases that have been received and new actions or procedures that have been implemented as the result of ESRP reporting. This information will be given at every quarterly Safety Meeting.

### Supporting Documentation

HCT and its future contractors will maintain documentation related to its SMS, and the programs, policies, and procedures used to carry out this PTASP, in addition to the results from its SMS processes and activities for three (3) years after creation. This documentation will be available to the Federal Transit Administration or other oversight entities upon request.



## Acronyms and Definitions

CFR	-	Code of Federal Regulations
CSO	-	Chief Safety Officer
FTA	-	Federal Transit Administration
MAP-21	-	Moving Ahead for Progress in the 21st Century
NTD	-	National Transit Database
PTASP	-	Public Transportation Agency Safety Plan
SA	-	Safety Assurance
SPA	-	Safety Plan Administrator
SMS	-	Safety Management System
SOP	-	Standard Operating Procedure
SRM	-	Safety Risk Management
TAM	-	Transit Asset Management
U.S.C.	-	United States Code

The following definitions may be used throughout this document, and correspond to the definitions provided in 49 CFR 673.5.

**Accident** means an “event”, as defined below, that involves any of the following:

1. A loss of life,
2. A report of a serious injury to a person,
3. A collision of public transportation vehicles,
4. A runaway train,
5. An evacuation for life safety reasons, or
6. Any derailment of a rail transit vehicle (any location, any time, any cause).

**Accountable Executive** means a single, identifiable individual who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan (as defined below) of a public transportation agency; responsibility for carrying out the agency’s Transit Asset Management Plan (as defined below), and control or direction over the human and capital resources needed to develop and maintain both the agency’s Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency’s Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

**Chief Safety Officer** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

**Equivalent Authority** means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

**Event** means an “accident”, as defined above, or “incident” or “occurrence” (each as defined below).

**FTA** means the Federal Transit Administration, an agency within the United States Department of Transportation.

**Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment (as defined below).

**Incident** means an “event” (as defined above), that involves any of the following:

1. A personal injury that is not a serious injury,
2. One or more injuries requiring medical transport, or
3. Damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

**Investigation** means the process of determining the causal and contributing factors of an “accident”, “incident”, or “hazard” (each as defined here), for the purpose of preventing recurrence and mitigating risk.

**National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.

**Occurrence** means an “event” (as defined above), without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

**Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302(14).

**Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

**Public Transportation Agency Safety Plan** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

**Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.

**Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.

**Safety Assurance** means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

**Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

**Safety Management System (SMS)** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

**Safety performance target** means a Performance Target related to safety management activities.

**Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

**Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

**Safety Risk Management** means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

**Small public transportation provider** means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

**Transit agency** means an operator of a public transportation system.

**Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

## Appendices

### **Appendix A – HCT Safety Division Position Description Supplement**

### **Appendix B – Safety Risk Assessment Tools**

Table I -Severity Table

Table II -Likelihood Table

Table III -Risk Assessment Matrix

### **Appendix C –Primary Investigation Activities Table**

### HCT Safety Division Position Description Supplement

This document is a supplement to the Hub City Transit Public Transportation Agency Safety Plan (HCT-PTASP) and contains the position descriptions of the Hub City Transit Safety Division staff, which is comprised of existing positions within the Department of Urban Development human resources structure.

The Hub City Transit Safety Division is a permanent addition to the Hub City Transit Agency and is accountable for developing, implementing, maintaining, and improving processes to ensure the safety of the HCT employees and customers, in addition to the general public, and will provide all appropriate resources to fulfill this commitment. The position descriptions contained within these documents have been authorized and added to the City of Hattiesburg job descriptions, and will be included in any future job postings by the Human Resources Division.

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## **Director of Urban Development Department**

This is professional and administrative work directing all aspects of the Urban Development Department. With total control over all activities, this person will manage, direct, supervise, and coordinate the overall operation of the Urban Development Department. Responsible for providing effective professional leadership for city planning, building permits, code enforcement, zoning, community development, municipal transit, MPO, grant development, and land usage. Responsible for planning and implementing departmental budget and recommending capital improvements.

This position is accountable for all monetary, fiscal, budgetary, safety, and legal issues related to the Urban Development Department. This position serves as Executive Director of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (MPO), chairing the Technical Committee

### **Major Responsibilities and Duties**

- Knowledge of complex principles, practices, and methods related to effective planning and development
- Knowledge of municipal, state, and federal laws and ordinances/codes applicable to department operations
- Ability to effectively plan and administer various federal grants and programs
- Develops programs for overall planning operations including updates of land use, zoning, subdivision, transportation and housing studies, special needs populations, and enforcement codes
- Ability to communicate effectively, either orally or in writing, to make major decisions and presentations to other groups or assemblies.
- Knowledge of general function of municipal government and accounting
- Ability to instruct subordinates in the proper office and field work methods and to review their work.
- Possesses education and experience related to the areas of Urban Development
- Performs other related duties as they may arise in the scope of the Urban Development Department area.
- The Director of Urban Development, in the additional capacity of the HCT Safety Division Accountable Executive, is ultimately responsible for carrying out the Hub City Transit Public Transportation Agency Safety Plan (HCT-PTASP). The Accountable Executive shall:
  1. Control and direct human and capital resources needed to develop and maintain both the HCT-PTASP and the Safety Management System (SMS).
  2. Ensure that action is taken to address substandard performance in the SMS.
  3. Maintain responsibility for carrying out the agency's Transit Asset Management Plan, if said plan is created for the Hub City Transit agency.
  4. Review and respond to reports submitted quarterly and annually by the Chief Safety Officer (CSO) and the Safety Plan Administrator (SPA).
  5. Recommend and Authorize Safety Plans of Action and Hazard Mitigation Plans to the CSO.



Position: Division Manager  
Department: Urban Development  
Division: Hub City Transit

#### Job Summary:

The Division Manager directs and supervises all employees and operations of Hub City Transit, the primary public transportation provider for the Hattiesburg Area. The position is accountable for bus routes and scheduling, maintenance, monetary, fiscal, budgetary, safety, and legal issues related to the work for which this position is responsible. Duties are largely accomplished during typical business hours, but also requires great flexibility in meeting/communicating with staff and addressing operations at various hours. Incumbent is not on shift work, but is always on call. Fifty percent of the work in this position is indoors while the remaining 50% is outdoors.

The Hub City Transit Division Manager is the designated Chief Safety Officer of the HCT Safety Division and is responsible for ensuring and overseeing the day-to-day implementation and operation of HCT's Safety Management System.

#### Examples of Work:

- Lead all division personnel, including office staff, drivers, and mechanics. Includes hiring, onboarding, training, coaching, and disciplinary action.
- Ensure that excellent customer service is provided for passengers of the system; receive and address escalated concerns as needed.
- Analyze reports and evaluate routes and schedules to ensure effective performance.
- Develop appropriate route and schedule adjustments and propose route updates.
- Oversee operation of Paratransit service, JARC service, and other such services.
- Coordinate with the Director and the MPO Division in the creation and reporting of data for federal reporting and in preparation of audits.
- Account for all revenues received from fare collections.
- Prepare annual budget and closely monitor against operations throughout the year.
- Ensure the completion and keeping of maintenance records on all assets.
- Plan for and prioritize equipment and system updates as well as operations and facility needs.
- Coordinate with the Director and the Safety Plan Administrator to create and implement the Public Transportation Agency Safety Plan (HCT-PTASP).
- Manage the Employee Safety Reporting Program (ESRP).
- Oversee the processes of the Safety Management System, including Hazard Identification, Risk Management, Safety Assurance, and Safety Promotion.
- Preside over the Quarterly Safety meetings.
- Conduct monthly safety training meetings
- Investigate and submit reports and corrective action plans for safety occurrences.
- Submit quarterly and annual SMS reports to the Director.
- Obtain and maintain the appropriate CSO Certification, as prescribed by the FTA.

#### Qualifications

Requires High School Diploma or GED, plus eight years of experience in transportation or a related field; or some college in business management, transportation planning or a related field or a combination of education and experience sufficient to perform the duties and responsibilities. Must have Commercial Class B Drivers License with endorsement "P" or must attain within six (6) months of hire. Must be able to perform physical work. Familiarity with OSHA standards and regulations, FTA regulations, and ADA regulations are preferred.

Position: MPO Division Manager  
Department: Department of Urban Development  
Division: Metropolitan Planning Organization

#### Job Summary:

The MPO Division Manager is responsible for the management, coordination, and administration of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (MPO) program. Works under the general guidance of the Director of Urban Development in his/her capacity as MPO Executive Director. Includes long-range comprehensive/transportation plans; sub-area studies; short-range transportation improvement programs; urban and regional transit planning; annual work programs; and other pertinent MPO documents, policies, and programs. Conducts research and analysis of information and adherence to current federal legislation, MDOT, FHWA and FTA requirements. Ensure compliance with Federal and State laws and conformance to acceptable professional standards.

The MPO Division Manager is the designated Hub City Transit (HCT) Safety Division's Safety Plan Administrator. The Safety Plan Administrator (SPA) is responsible for ensuring the development and delivery of the Hub City Transit Public Transportation Safety Plan (HCT-PTASP) for adoption by the City of Hattiesburg. The SPA is also responsible for all HCT-PTASP implementation planning tasks, the HCT-PTASP annual review, and HCT-PTASP document control.

#### ESSENTIAL JOB FUNCTIONS:

- Building and maintaining relationships with the Transportation Policy Committee, The Transportation Technical Committee, the Mississippi Department of Transportation, the Federal Highway Administration, the Federal Transit Administration and all member jurisdictions.
- Broadening outreach efforts to other potential planning partners throughout the region.
- Directly supervising the work activities of a small, dedicated team.
- Strengthening the overall quality of MPO's work product utilizing current best practices in conformity with federal, state, and local regulations and practices.
- Performs a variety of routine and complex administrative, technical and professional work.
- Provides technical and professional advice; prepares written reports and makes presentations to MPO Technical and Policy Committees, supervisors, city councils other boards, commissions, civic groups and the general public.
- Provides information on the transportation planning process and projects.
- Performs technical and professional work on MPO plans, programs, and studies, including the Metropolitan Transportation Plan, the Transportation Improvement Program, Unified Planning Work Program, bicycle and pedestrian plans, transit plans, and a regional ITS architecture.
- Supports state and local project development and work on feasibility studies, environmental documents, and the design process.
- Supports other initiatives including bicycle and pedestrian planning and project development, comprehensive planning, corridor planning, and public involvement and outreach activities.
- Coordinate efforts in the administering of the HPFL-MPO and FTA programs by managing existing grants by: tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations.
- Monitor and manage grants.
- Ensure development and delivery of the HCT-PTASP for adoption by the City of Hattiesburg
- Lead the planning phases of the HCT-PTASP new safety program implementation
- Analyze, update, and report on the HCT-PTASP once a year and submit the report to the City of Hattiesburg
- Establish and maintain a secure system of records for HCT-PTASP documents

### **SKILLS AND ABILITIES:**

- A self-motivating individual that demonstrates strong leadership qualities and organizational skills willing to manage and assign duties in a team environment and also to succeed independently
- Leader, trainer, and team builder with operational and administration experience, as well as, outstanding management, analytical and technical acumen
- Excellent interpersonal relations/oral and written communication skills
- Ability to perform work related to developing and maintaining relationships with stakeholders in various levels of government, private industry, and federal, state, and local agencies/organizations
- Ability to prioritize workloads and meet goals and deadlines
- Ability to work effectively with and developing others
- Ability to submit all required reports in a timely manner in an environment of frequent change and unexpected events
- Ability to provide technical direction and guidance to assigned team members
- Inspire and foster team commitment, spirit, pride, and trust.

### **DESIRABLE QUALIFICATIONS:**

- A Bachelor's Degree in Planning, Engineering, Architecture, Public Administration, Business Administration, or closely related field and five years of experience in urban and regional planning, and substantial experience working with a Metropolitan Planning Organization (MPO) is preferred, but sufficient combinations of educations and/or Public Administration experience will be given consideration.
- Preferred background includes experience and understanding of planning of multi-modal transportation initiatives, including highways, public transit, rail, walking and biking, along with knowledge and experience in air quality issues related to transportation.
- This position requires superior management skills in the following areas: local government administration, planning, public financing, grant processes, legislative processes, public relations, and communications. Experience in working with elected officials and state and federal agencies is highly desirable.
- The candidate should possess superior organization, communication and leadership skills.
- Competence in the use of Microsoft Office products is desirable.
- Position requires a valid Mississippi Driver's License.

Position: Crew Supervisor  
Department: Urban Development  
Division: Hub City Transit

#### Job Summary:

This position includes directing, administering, inspecting, and evaluating the day-to-day operations of Hub City Transit (HCT) and includes the role of HCT Safety Division Inspector.

The Crew Supervisor/Safety Division Inspector oversees all Fixed-Route and Para-Transit bus service throughout the City of Hattiesburg and assists the Chief Safety Officer with safety inspections, safety risk mitigation evaluations, and reports. The position also includes supervising bus drivers, maintenance crew and dispatchers.

#### Working Conditions

Indoor/Outdoor work environments: high noise may be experienced while performing certain tasks. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.

#### Examples of Work

- Reports to the HCT Division Manager, as directed, in day-to-day operations
- Assists the HCT Division Manager/Chief Safety Officer with the implementation of the Public Transportation Agency Safety Plan (HCT-PTASP)
- Perform Safety Inspections as directed by the Chief Safety Officer
- Implement, evaluate, and report on the efficacy of safety risk mitigations.
- Conduct monthly safety training meetings as directed by the Chief Safety Officer
- Obtain and maintain the appropriate Safety Inspector training, as prescribed by the FTA.
- Applies knowledge of applicable traffic laws and regulations; applies knowledge, or quickly learns and applies knowledge of the geography of the City and applicable bus routes; applies knowledge of security and safety requirements associated with transit operations
- Meets with HCT Division Manager to resolve problems, issue special instructions, and/or schedule changes; reviews scheduling, passenger load patterns and driver workloads; makes recommendations for upgrading service to meet public needs, maintains operator records.
- Establishes operating procedures and guidelines for transit and maintenance operations; ensures conformance with the City of Hattiesburg personnel policy, the HCT Safety Handbook, departmental procedures and Federal, State, and local laws, rules and regulations.
- Reviews, investigates, and appropriately handles vehicular and personnel-related accidents and/or incidents.
- Participates in development and administration of the HCT Division's training program.
- Performs clerical and fiscal duties as necessary; may perform in other positions in the absence of staff or on an as-needed basis.
- Ensures the division runs smoothly and meets established goals and standards; reviews citizen complaints and address each case in a timely and appropriate manner.
- Plans assignments and direct work of staff; performs other personnel-related duties, i.e., recommending hiring, terminations, and disciplinary actions to the HCT Division Manager.
- Checks routes for passenger safety, road conditions, and drives support vehicles when required.
- Communicates clearly, effectively, and tactfully both verbally and in writing.
- Establishes and maintains an effective work relationship with coworkers, supervisors, and citizens.
- Represents the HCT Division and the City at public meetings in a professional and positive manner
- Performs other related work (including weather-related or other emergency duties) as required.

### Qualifications

Requires High School Diploma or GED, plus a minimum of four (4) years of experience in mass transit; Passenger Endorsement must be obtained within thirty (30) days of hire.

Minimum of two years supervisory experience.

Complete field of vision is required with near, far, and peripheral depth perception.

Ability to perform physical tasks involving climbing, pushing, pulling, walking, standing, bending, balancing, kneeling, and stooping is required.

Skill in safely operating a city bus or transit vehicle with constant exposure to variable and adverse weather and traffic conditions, noise, fumes/gases, radiant energy, uneven surfaces and moving objects is required.

Valid Mississippi Class "B" Commercial Driver's License (CDL), with passenger Endorsement or must obtain within thirty (30) days of hire.

Equivalent combinations of education and experience may be considered.

Position: Office Manager  
Department: Urban Development  
Division: Metropolitan Planning Organization (MPO)

#### Job Summary:

The MPO Office Manager position covers multiple roles within the MPO Division and reports directly to the MPO Division Manager. The emphasis of this position is to assist the MPO Division Manager with work associated with the management of grant activities. The MPO Office Manager will ensure the accurate delivery of data and documents from the Hub City Transit (HCT) programs, which are partially funded through grants from the Federal Transit Administration, to which the MPO Division submits reports.

The MPO Office Manager position includes the role of the HCT Safety Division Coordinator. The Safety Division Coordinator is responsible for ensuring the timely delivery of the HCT Safety Division reports, minutes, and documents to the MPO Division Manager, who is also the HCT Safety Plan Administrator.

In addition, the MPO Office Manager is responsible for all administrative support activities for the Job Access and Reverse Commute (JARC) Grant program. This role requires detailed and skilled clerical work in creating, preparing and maintaining all reports and files pertaining to the JARC program, including detailed database entry, certifying and obtaining grant applicants information, issuance of ID cards and other tasks. Work is under general supervision, however, the MPO Office Manager is required to work independently on daily duties with initiative, independent judgment and discretion in all duties. Involves considerable contact with the public. The Office Manager is responsible for delivering all data and reports to the MPO Division Manager for compliance with the Federal Transit Administration regulations and grant management activities.

#### Examples of Work:

- Assist in the development, implementation, and maintenance of the Safety Management program.
- Maintain confidential records for the HCT Safety Program.
- Maintain various spreadsheets as required for monitoring and reporting to the FTA
- Create and distribute Safety Policy information.
- Maintain training records for HCT employees
- Provide all administrative support for monthly and quarterly Safety Meetings.
- Maintain Preventative Maintenance Records.
- Assist with the creation of various reports for the Safety Program.
- Update and maintain JARC participant records.
- Work closely with JARC service providers and assist with processing JARC contractor invoices.
- Use various computer software programs with proficiency, including scheduling programs.
- Provide customer service via telephone.
- Responsible for the JARC eligibility/certification process.
- Any other duties as designated by the MPO Division Manager, or Director of Urban Development.

#### Desirable Qualifications and Experience

Associate Degree in Office Management (preferred) or High School Graduate with thorough experience in responsible secretarial work and office management or equivalent combination of educations and experience; good communication skills for extensive contact with the public; positive and professional attitude; ability to accept directions from mid-management; must be computer literate (MS Word, WordPerfect, Excel, PowerPoint and other specialized programs). Must have the ability to read and utilize maps. Be able to make independent decisions in accordance with established policies, federal and state regulations/laws.

**TABLE I-RISK ASSESSMENT: SEVERITY**

Regulations from the Federal Transit Administration for transit agencies' Public Transportation Agency Safety Plans (PTASPs) states that safety risk assessment procedures must include the prioritization of the hazards based on the safety risk. (49 CFR Part 673.25 (c)(2))

An effective tool to use to prioritize hazards is the Safety Risk Matrix. Hub City transit will use the methods established by the military from MIL-STD-882E to design the Safety Risk Matrix.

The first step to designing this tool is to create the Risk Assessment Severity Table. This table will categorize the severity of a possible consequence from a hazard.

SEVERITY	<b><u>Catastrophic</u></b>	<b><u>Critical</u></b>	<b><u>Marginal</u></b>	<b><u>Negligible</u></b>
	<b>Immediate Action Required</b>	<b>Immediate Action Required</b>	<b>Management Decision</b>	<b>Management Review</b>
	Multiple Fatalities	Hospitalizations		
	1 Fatality	Illness/Injury		
	1 or More Disabled	Lost Work Days		
	1 or more Partially Disabled	Destruction of Vehicle		
	Criminal Negligence/Legal Exposure	Damage to Vehicle		
	Destruction of HCT Facility	Structural Damage to HCT Facility or the Transit Infrastructure	<b>Damage of HCT Property</b>	<b>Loss of HCT property</b>
	System-Wide Shutdowns	Partial Shutdowns	<b>Significant limitations on service</b>	<b>Delay of service</b>
	EPA Violation and/or Irreversible damage to the Environment	EPA Violation and/or reversible damage to the Environment	<b>Measurable damage to the environment</b>	<b>Possible damage or spill that could affect the environment</b>

**TABLE II-RISK ASSESSMENT: LIKELIHOOD**

Regulations from the Federal Transit Administration for transit agencies' Public Transportation Agency Safety Plans (PTASPs) states that safety risk assessment procedures must include the prioritization of the hazards based on the safety risk. (49 CFR Part 673.25 (c)(2))

An effective tool to use to prioritize hazards is the Safety Risk Matrix. Hub City transit will use the methods established by the military from MIL-STD-882E to design the Safety Risk Matrix.

The second step to designing this tool is to create the Risk Assessment Likelihood Table. This table will categorize the possible frequency that a consequence from a hazard will happen.

<b>Likelihood (probability of the frequency of the consequence)</b>					
<b><u>FREQUENT</u></b>	EVERY DAY	EVERY WEEK	EVERY MONTH	ONCE OR MORE A MONTH	MORE THAN 5 TIMES IN A BUS OPERATOR'S CAREER
<b><u>PROBABLE</u></b>	ONCE OR MORE IN A QUARTER	ONCE OR MORE A YEAR	LESS THAN ONCE A MONTH BUT MORE THAN ONCE A YEAR	MORE THAN ONCE IN A VEHICLE LIFE CYCLE	
<b><u>OCCASIONAL</u></b>	MORE THAN A YEAR BUT LESS THAN 5 YEARS	LESS THAN 5 TIMES BUT MORE THAN 1 TIME IN A BUS OPERATOR'S CAREER	ONCE IN A VEHICLE LIFE CYCLE		
<b><u>REMOTE</u></b>	MORE THAN A YEAR BUT LESS THAN 10 YEARS	1 TIME IN A BUS OPERATOR'S CAREER	UNLIKELY TO OCCUR IN THE A VEHICLE LIFE CYCLE		
<b><u>IMPROBABLE</u></b>					



**TABLE III-RISK ASSESSMENT MATRIX (with Example)**

Regulations from the Federal Transit Administration for transit agencies' Public Transportation Agency Safety Plans (PTASPs) states that safety risk assessment procedures must include the prioritization of the hazards based on the safety risk. (49 CFR Part 673.25 (c)(2))

Hub City transit will use the methods established by the military from MIL-STD-882E to design the Safety Risk Matrix tool by combining the aspects of a possible consequence that a hazard could cause.

In the example below, a tornado is the hazard, this hazard has two possible very serious consequences that it could cause at some point in the future. Research reveals that 1 possible result (EPA Violation and Irreversible damage to the Environment) has only a remote possibility of happening, and the second consequence (Destruction of Vehicle) has not happened in twenty years of record-keeping.

A combination of the severity and likelihood of risk reveals that the risk level for this hazard is medium, not high. This item would not be prioritized for mitigation procedures above a high-risk item.

SEVERITY Likelihood	<u>Catastrophic</u>	<u>Critical</u>	<u>Marginal</u>	<u>Negligible</u>
<u>FREQUENT</u>				
<u>PROBABLE</u>				
<u>OCCASIONAL</u>				
<u>REMOTE</u>	EPA Violation and/or Irreversible damage to the Environment			
<u>IMPROBABLE</u>		Destruction of Vehicle		

Based on engagement with the Director of the Urban Development Department, the CSO, and Subject Matter Experts, if included in the review process, this matrix may be revised to reflect their guidance and preferences.

## PRIMARY INVESTIGATION ACTIVITIES

Hub City Transit's Chief Safety Officer and Safety Inspector are responsible for conducting investigations of safety events (accidents, incidents, and occurrences, as defined in 49 CFR Part 673). The purpose of the investigation is to find both causal and contributing factors and review the existing mitigations in place at the time of the event. This document is the introduction to a process that is fully described in *HCT's Safety Event Investigation Procedures Manual*, a book that contains specific procedures for conducting safety investigations.

Local law enforcement also may respond to any HCT safety event. As noted in the Investigation Manual, HCT will coordinate its investigation process with local law enforcement.

Operations and maintenance management are responsible for immediately notifying the Safety Division of any safety event that meets HCT's thresholds. The Safety Division notifies the Director of the Urban Development Department (or designated personnel) of any events that resulted in a fatality, serious injury, or property damage to HCT's vehicles or private vehicles that may exceed \$5,000. The Safety Division ensures that all safety events are recorded and tracked in an electronic *Safety Event Log* in the safety information system.

The Safety Division also ensures compliance with reporting thresholds, requirements, and processes defined in FTA's **NTD Safety and Security Policy Manual** and with notification thresholds established by the National Transportation Safety Board and the Mississippi Department of Transportation.

The Safety Division maintains all documentation of HCT's investigation policies, processes, forms, checklists, activities, and results.

HCT's general safety investigation process consists of five basic phases:

1. **Set up:** Assemble an investigation team with the required skills and expertise.
2. **Fact gathering:** Record facts pertinent to understanding the circumstances leading to the safety event.
3. **Event reconstruction:** Reconstruct the sequence of events.
4. **Data analysis:** Analyze the information obtained through fact gathering and event reconstruction to assess the safety risk and provide explanations of the technical and operational factors and any underlying organizational factors and issues.
5. **Establish conclusions:** Draw conclusions from the collected and analyzed information based on:
  - Main and direct causes and contributing factors leading to the event.
  - Findings that point out additional hazards that have the potential to introduce safety risk but did not play a direct role in the event.
  - Other findings that have potential to improve the safety of the transit system.

General Investigation Process

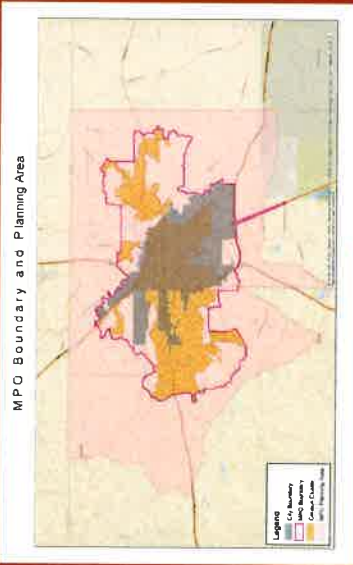
<b>Safety Event Investigation Procedures</b>	
Bus Operators or Operations Supervisors notify Control Center/Dispatch of the safety event. The Operator of the affected vehicle follows seven basic emergency steps:	
	Stay calm.
	Assess the situation.
	Obtain help.
	Protect people, then property.
	Reassure and assist the passengers.
	Secure the scene.
	Gather information.
Control Center/Dispatch immediately notifies Operations Management and the designated Safety Division representative.	
The investigation team is activated. This team normally consists of a trained Safety Division staff person and a trained Operations Supervisor or Training Instructor. The number and management level of the investigation team is based on the size and scale of the safety event.	
The investigation team arrives at the scene as soon as possible with tools to conduct the investigation. (The <i>HCT'S Safety Event Investigation Procedures Manual</i> provides a list of these tools.)	
The investigation team secures the scene and collects facts about what occurred, including interviewing the operator involved, if possible.	

The investigation team begins the technical investigative process, which includes but is not limited to the following:	
	Noting the environmental factors surrounding the safety event, such as lighting and visibility, road surface conditions, climate, and weather conditions.
	Collecting vehicle and roadway evidence, including vehicle condition and position for all vehicles involved in the incident.
	Recording tire marks, skid marks, tire tread prints, and yaw marks.
	Observing braking-related factors.
	Observing debris and vehicle fluids.
	Observing contact and induced damage.
	Making exterior damage assessments.
	Photographing the scene.
	Sketching the field.
	Interviewing other drivers; witnesses; passengers; fire, emergency medical services, and police personnel at the scene. If necessary, interview at a later date.
	Management makes decision regarding drug-and-alcohol testing, according to the HCT drug-and-alcohol testing policy
	Finalizing the vehicle event and incident report form.
<b>Identifying Causal and Contributing Factors</b> HCT is committed to examining all safety events to determine causal and latent organizational factors that may have contributed to the safety event. This includes examining:	
	Process;
	People/human factors;
	Management decision-making and resource support;
	Equipment, tools, and materials;
	Operating environment;
	Environmental issues;
	Existing relevant mitigations; and
	Other causes and contributing factors, as appropriate.

<b>Accident and Incident Review</b> The CSO and the Director of the Urban Development Department review information on all accidents and incidents to occur on HCT property or involving HCT vehicles, equipment, or employees. A determination will be made on whether:	
	The accident or incident was preventable or non-preventable.
	Personnel require discipline or retraining
	The causal factor (s) indicate an unexpected or previously unconsidered operating condition or situation or an existing mitigation that may be ineffective, inappropriate, or not implemented as intended; or
	The accident or incident appears to involve underlying organizational causal factors beyond individual employee behavior.
<b>Transit Service Contractors</b> Future agreements with transit service providers will specify:	
	The contractor must immediately notify HCT's management contact person of any safety event that meets defined minimum thresholds.
	The contractor will be required to submit documentation on safety investigation activities to HCT.
	HCT will monitor the contractor's safety investigation processes by reviewing investigation reports, causal analysis activities, and the contractor's response to investigation reports and causal analysis findings.
<b>Internal Safety Reporting Programs</b> The Chief Safety Officer and the Director of the Urban Development Department will routinely review safety data and information captured in employee safety reports, safety meeting minutes, customer	

complaints, and other safety communication channels. When necessary, the Director ensures that the issue and concerns are investigated or analyzed through HCT's SRM process.

Notices about HPFL MPO



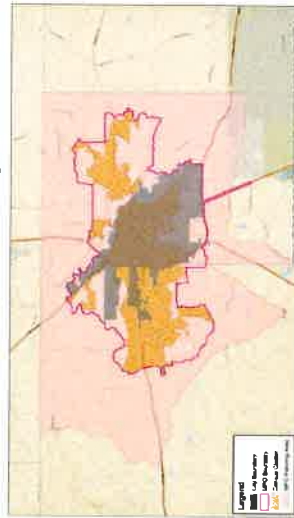
## FY 2020 Annual Listing of Federally Obligated Projects

## THE HPFL-MPO

Mississippi Governor William Winter established the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization in August 1982. The HPFL-MPO was established when the Hattiesburg central area reached a population status of 50,000 plus. The HPFL-MPO area consists of the City of Hattiesburg, the City of Petal, a portion of Forrest County and a portion of Lamar County.

The smallest of MPO's in the State of Mississippi, representatives from the City of Hattiesburg, the City of Petal, Forrest County, and Lamar County, the Mississippi Department of Transportation and the Federal Highway Administration are involved in the transportation planning process for the MPO. Their purpose is to provide effective leadership in the development of transportation plans and programs.

MPO Boundary and Planning Area



Hattiesburg, Petal  
Forrest, Lamar  
Planning Area



## ANNUAL REPORT INFORMATION

- The annual listing of obligated projects is a record for tracking the progress of federally funded transportation projects included in the MPO's Transportation Improvement Plan (TIP) and the Mississippi Department of Transportation's (MDOT) Statewide Transportation Improvement Program (STIP). This listing is updated annually and is intended to increase public awareness of federal spending on transportation projects. Each project included in this report has received federal authorization for funds committed to the project to be obligated.
- The Fixing America's Surface Transportation Act (FAST Act), signed into law on December 4, 2015, requires that:  
\*An annual listing of projects, including investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds have been obligated in the preceding year shall be published or otherwise made available by the cooperative effort of the State, transit operator, and metropolitan planning organization for public review." 23 CFR 134 (j) (7) (B)

## PROJECTS LISTING

FMS Number	External Number	Letters in Ext #	Description	Date signed by FHWA	Federal funds Change	Fund Type	Action	For Whom	County
108004ER	0081(147)	ER	US 49 NB Inside Shoulder and Travel Lane North of Arena Dr.	10/23/2019	(12,179.00)	ER	Modified based on contract prices	MDOT	Forrest
105944LPA	8776(004)	STPD	City of Hattiesburg - Western Beltway Transportation Infrastructure Plan	10/29/2019	(19,786.00)	Earmark	Modified to reduce funds to prepare to close	Hattiesburg	Forrest
107710LPA	8760(004)	STP	Forrest County BOS - Construction of Pedestrian Overpass over US 49 on Country Club Road	10/29/2019	(246,400.00)	STBG	Modified to withdraw project.	Forrest Co. BOS	Forrest
107685	1164(016)	STP	SR 589 from 1.6 miles north of old 11 to US 98	12/3/2019	(118,067.00)	STBG	Modified based on contract prices	MDOT	Lamar
107326	0001(101)	PL	FY 17-18 Hattiesburg MPO Urbanized Area Metro Planning	12/6/2019	0.00	PL	Final voucher	MDOT	Forrest
107326	0001(101)	PL	FY 17-18 Hattiesburg MPO Urbanized Area Metro Planning	12/6/2019	(191,176.00)	PL	Final voucher	MDOT	Forrest
107464	0008(005)	HSIP	US 49 from the Stone CL to South Gate Road	12/27/2019	0.00	HSIP	Modified based on contract prices	MDOT	Lamar

FMS Number	External Number	Letters in Ext #	Description	Date signed by FHWA	Federal funds Change	Fund Type	Action	For Whom	County
106877LPA	7207(004)	SRSP	City of Hattiesburg - Hawkins Elementary Sidewalk Project	1/7/2020	12,809.00	SRSP	Modified to reduce funds to prepare to close	Hattiesburg	Forrest
106894	0081(133)	HSIP	US 49 from Peps Point Rd to US 98	1/13/2020	1,223,011.00	HSIP	Modified based on revised government estimate due to quantity adjustments.	MDOT SA	Forrest
106581	0200(160)	STP/BR	Purvis-Columbia Rad over Gully Creek	1/14/2020	(184,016.00)	STBG	Final voucher		Lamar
106777	0081(131)	HSIP	US 49 at MS 42 west	2/6/2020	(23,817.00)	HSIP	Modified to reduce funds to prepare to close	MDOT	Forrest
106777	0081(131)	HSIP	US 49 at MS 42 west	2/6/2020	(292,500.00)	HSIP	Modified to reduce funds to prepare to close	MDOT	Forrest
106777	0081(131)	HSIP	US 49 at MS 42 west	2/6/2020	(867,911.00)	HSIP	Modified to reduce funds to prepare to close	MDOT	Forrest
108024LPA	0210(035)	STP	University of Southern Mississippi - Montague Blvd from 38th Ave to Ross Blvd	2/19/2020	694,304.00	TA	New project	USM	Forrest
107039LPA	8776(005)	STP	Forrest County BOS - J. Ed. Turner Rd	2/26/2020	87,104.00	STP	Modified based on contract prices	Forrest Co BOS	Forrest
107039LPA	8776(005)	STP	Forrest County BOS - J. Ed. Turner Rd	2/26/2020	200,000.00	TAP	Modified based on contract prices	Forrest Co BOS	Lamar
108426	0231(088)	HSIP	MS 13 from the Marion CL to Lumberton	3/4/2020	22,500.00	HSIP	New project		Lamar
107845	0001(110)	PL IM	FY19-20 Hattiesburg MPO Urbanized Area Metro Planning	3/9/2020	229,451.00	PL	Modified to convert some AC funds	MDOT	Forrest
			I-59 from the Pearl River CL to Black Creek	3/17/2020	0.00	STBG	Modified based on contract prices	MDOT	Lamar
			Improvements to RR crossings in Hattiesburg	3/30/2020	(164,233.00)	Rails	Modified to reduce funds to prepare to close	MDOT	Lamar
105940RR	0210(023)	STP	Improvements to RR crossings in Hattiesburg	3/30/2020	(296,725.95)	Rails	Modified to reduce funds to prepare to close	MDOT	Forrest
105940RR	0210(023)	STP	City of Hattiesburg - 38th Ave from Hardy St to West 4th St	3/30/2020	(212,072.00)	STBG	Modified based on contract prices	Hattiesburg	Forrest
108080LPA	0210(036)	STP	Camp Shelby Joint Forces Training Center - MS Central Pathway	3/30/2020	(27,808.00)	TA	Modified to reduce funds to prepare for close	Camp Shelby JFTC	Forrest
107117LPA	0018(032)	STP							

FMS Number	External Number	Letters in Ext #	Description	Date signed by FHWA	Federal funds Change	Fund Type	Action	For Whom	County
107746	0081(139)	STP	US 49 from Convention Center Drive to 900' north of Rawls	4/28/2020	(56,271.00)	NHPP	Modified to reduce funds to prepare to close	MDOT	Forrest
108025LPA	6098(009)	STP	University of Southern Mississippi - Hardy St from 38th Ave to 27th Ave	5/18/2020	600,696.00	TA	New project	LPA	Forrest
105940RR	0210(023)	STP	Improvements to numerous RR crossings in Hattiesburg	6/11/2020	483.00	Rails	Modified to add funds to prepare for close based on final audit report.	MDOT	Forrest
105940RR	0210(023)	STP	Improvements to numerous RR crossings in Hattiesburg	6/11/2020	22,357.00	Rails	Modified to add funds to prepare for close based on final audit report.	MDOT	Forrest
105940RR	0210(023)	STP	Improvements to numerous RR crossings in Hattiesburg	6/11/2020	4,872.00	Rails	Modified to add funds to prepare for close based on final audit report.	MDOT	Forrest
105940RR	0210(023)	STP	Improvements to numerous RR crossings in Hattiesburg	6/11/2020	5,596.00	Rails	Modified to add funds to prepare for close based on final audit report.	MDOT	Forrest
105940RR	0210(023)	STP	Improvements to numerous RR crossings in Hattiesburg	6/11/2020	767.00	Rails	Modified to add funds to prepare for close based on final audit report.	MDOT	Forrest
107825	0591(125)	IM	I-59 from US 98 E Bypass to the Forrest/Lamar CL	6/11/2020	0.00	STBG	New project	MDOT	Forrest
105940RR	0210(023)	STP	Improvements to numerous RR crossings in Hattiesburg	6/11/2020	544.00	Rails	Modified to add funds to prepare for close based on final audit report.	MDOT	Forrest
107825	0591(126)	IM	I-59 from the Forrest CL to the Lamar/Forrest CL	6/11/2020	0.00	STBG	New project	MDOT	Lamar
106346LPA	0018(029)	STP	City of Hattiesburg - Landscaping & Pedestrian Improvements	6/16/2020	(9.00)	STP te	Final voucher	LPA	Forrest
107059SA	8739(001)	BR	Broad St over Gordon's Creek	6/16/2020	(49,573.00)	STBG	Final voucher	SA	Forrest

FMS Number	External Number	Letters in Ext #	Description	Date signed by FHWA	Federal funds Change	Fund Type	Action	For Whom	County
107778	0081(140)	STP	US 49 from the Stone CL to Brooklyn I-59 from US 98 E Bypass to the Forrest/Lamar CL	8/11/2020	(227,341.00)	NHPP	Modified to reduce funds to prepare to close	MDOT	Forrest
107825	0591(125)	IM	I-59 from the Forrest CL to the Lamar/Forrest CL	8/13/2020	3,437,348.00	STBG	Modified based on contract prices	MDOT	Forrest
107825	0591(126)	IM	City of Hattiesburg - Hardy St at the intersection of Green St	8/13/2020	8,142,170.00	STBG	Modified based on contract prices	MDOT	Lamar
108081LPA	0210(037)	STP	City of Hattiesburg - Construction Improvement from Train Depot to Chain Park	8/24/2020	840,505.00	TA	New project	Hattiesburg	Forrest
106943LPA	8771(002)	STP	US 49 from the Stone CL to South Gate Road	8/24/2020	(65,997.00)	STBG	Modified to reduce funds to prepare for close	LPA	Forrest
107464	0008(005)	HSIP	US 49 from the Stone CL to South Gate Road	9/10/2020	6,000,000.00	HSIP	Modified to convert some AC funds	MDOT	Forrest
107464	0008(005)	HSIP	I-59 from the Pearl River CL to Black Creek	9/10/2020	6,000,000.00	HSIP	Modified to convert some AC funds	MDOT	Forrest
107823	0591(124)	IM	I-59 from the Pearl River CL to Black Creek	9/10/2020	0.00	STBG	Modified to convert the AC funds	MDOT	Lamar
107823	0591(124)	IM	US 49 from the Stone CL to South Gate Road	9/10/2020	6,169,468.00	NHFP	Modified to convert the AC funds	MDOT	Lamar
107464	0008(005)	HSIP	US 49 from the Stone CL to South Gate Road	9/21/2020	1,072,244.00	HSIP	Modified to convert some AC funds	MDOT	Forrest
107464	0008(005)	HSIP	US 49 from the Stone CL to South Gate Road	9/21/2020	73,765.00	HSIP	Modified to convert some AC funds	MDOT	Forrest
107464	0008(005)	HSIP	US 49 from the Stone CL to South Gate Road	9/21/2020	27,015.00	HSIP	Modified to convert some AC funds	MDOT	Forrest
107464	0008(005)	HSIP	US 49 from the Stone CL to South Gate Road	9/21/2020	399,851.00	HSIP	Modified to convert some AC funds	MDOT	Forrest
107464	0008(005)	HSIP	US 49 from the Stone CL to South Gate Road	9/21/2020	2,180,283.00	HSIP	Modified to convert some AC funds	MDOT	Forrest
107464	0008(005)	HSIP	US 49 from the Stone CL to South Gate Road	9/21/2020	480,428.00	HSIP	Modified to convert some AC funds	MDOT	Forrest
107140LPA	0202(037)	STP	Pearl River CC - Pedestrian Commons at Hattiesburg Campus	9/22/2020	304,200.00	TA	New project	Pearl River CC	Forrest
107285SA-ER	1155(004)	ER	Churchwell Rd over Black Creek at West Bridge End	9/23/2020	1,630.00	ER	Modified to update project share for ER repair and extend project end date	State Aid	Forrest
107274ER	1164(014)	ER	SR 589 at Black Creek	9/23/2020	325,302.00	ER	Modified based on final cost data in preparation for final voucher	MDOT	Lamar
107274ER	1164(014)	ER	SR 589 at Black Creek	9/23/2020	139,184.00	STP	Modified based on final cost data in preparation for final voucher	MDOT	Lamar
107140LPA	0202(036)	STP	Pearl River CC - Pedestrian Commons at Hattiesburg Campus	9/24/2020	(145.00)	TAP	Modified to withdraw project	Pearl River CC	Forrest

## FTA OBLIGATED PROJECTS-HATTIESBURG AREA FFY 2020

MDOT FTA Projects in MPO Areas FFY 2020

FTA Grant Number	Description	Date signed by FTA	Federal Funds	Fund Type	County
MS-37-X008*	Pine Belt Mental Healthcare Resources - to support capital assistance for transit services in Hattiesburg, MS.	07/28/2014*	\$ 174,222.00	5316 Job Access Reverse Commute	Forrest
MS-2019-005-00	Pine Belt Mental Healthcare Resources - to support vehicle assistance for transit services in Hattiesburg, MS.	08/12/2019	\$ 186,910.00	5339 Bus and Bus Facilities	Forrest
MS-2019-011-00	Pine Belt Mental Healthcare Resources - to support capital assistance for transit services in Hattiesburg, MS.	08/30/2019	\$ 271,200.00	5310 Enhanced Mobility of Seniors and Individuals with Disabilities	Forrest

\*Funds from older grant was used to fund this project.

HPFL-MPO FY 2021-2024 TIP Projects

Agency	Project Name	TIP #	Funding Type	Phase	Federal Funds 2021	Federal Funds 2022	Federal Funds 2023	Federal Funds 2024
Hattiesburg	Martin Luther King Extension	115	STBG	Design/PE	\$ 2,046,000.00	\$ -	\$ -	\$ -
Hattiesburg	Country Club Road-proposed amendment	119	STBG	Design/PE	\$ 1,840,000.00	\$ -	\$ -	\$ -
Hattiesburg	Lincoln Road-proposed amendment	122	STBG	ENV/PE	\$ -	\$ -	\$ -	\$ 2,988,972.00
Hattiesburg	Hall Avenue Western Overpass-proposed new project	New	BUILD	Design/PE	\$ 1,800,000.00	\$ 11,423,900.00	\$ -	\$ -
Hattiesburg	38th Avenue Continuation-proposed new project	New	STBG	ENV/PE	\$ -	\$ 680,000.00	\$ -	\$ -
Hattiesburg	Bus Stop Improvements-BSI-proposed new project group	New	5339/5307	ENV/PE	\$ 2,442,691.00	\$ 240,000.00	\$ 240,000.00	\$ 240,000.00
Petal	Old Richton Road	203	STBG	Design/PE	\$ -	\$ 448,000.00	\$ -	\$ -
Forrest	Classic Drive	502	STBG	ROW	\$ -	\$ 237,000.00	\$ -	\$ -
Forrest	Country Club Rd	505	STBG	Design/PE	\$ -	\$ 1,040,000.00	\$ -	\$ -
Lamar	Old Hwy 11 (FR#s 8775, 8752, 8753)	415	STBG	Design/ENG	\$ 3,451,928.00	\$ -	\$ -	\$ -
Lamar	Oak Grove Rd/Weathersby Rd Intersection	419	STBG	ENV	\$ 750,000.00	\$ -	\$ -	\$ -
Lamar	Oak Grove Rd/Hegwood Rd/Lincoln Rd	421	STBG	Design/ENG	\$ 737,938.00	\$ -	\$ -	\$ -

FY 2021 Obligations		Project Status: January 2021	
External #	FMS #	Project Name	
8761 (002)	106505LPA	Martin Luther King Extension	Consultant: Shows, Dearman, & Waits-Re-design 90% completed, Environmental is completed, next step is land acquisition.
8760 (005)	108134LPA	Country Club Road-proposed amendment	Consultant: Shows, Dearman, & Waits-First Plan Review completed, next step is PS&E Assembly and Advetise the project in January.
		Lincoln Road-proposed amendment	Partial funds allocated to another project in 2021
		Hall Avenue Western Overpass-proposed new project	Proposed New Project
		38th Avenue Continuation-proposed new project	Proposed New Project
		Bus Stop Improvements-BSI-proposed new project group	Proposed New Project
7205 (002)	107690LPA	Old Richton Road	Consultant: Shows, Dearman, & Waits-Plans are approximately 90% complete, next step is Plan Review and ROW stage. including survey of required ROW.
		Classic Drive	Consultant: Shows, Dearman, & Waits-Classic Drive is in the process of right of way acquisition.
		Country Club Rd	Consultant: Shows, Dearman, & Waits-Country Club Rd overpass over Highway 49 is currently in the design stage, currently redesigning the traffic control in an attempt to reduce costs.
8760(004)	107710LPA	Old Hwy 11 (FR#s 8775, 8752, 8753)	Consultant:The Walker Associates- Currently in Utility relocation phase. R/W has been obtained and Office Review Plans are being finalized
		Oak Grove Rd/Weathersby Rd Intersection	Consultant:The Walker Associates-Currently in Environmental Phase with reports completed and ENV form being prepared to be sent to MDT
		Oak Grove Rd/Hegwood Rd/Lincoln Rd	Consultant:The Walker Associates-Currently in preliminary engineering phase to layout intersection improvements