

**Memorandum of Agreement**  
between the  
**Gulf Regional Planning Commission,**  
**Mississippi Transportation Commission,**  
and the  
**Coast Transit Authority**

**This Memorandum of Agreement is entered into by and between the Gulf Regional Planning Commission (GRPC), the Mississippi Transportation Commission (MTC), acting by and through the Executive Director of the Mississippi Department of Transportation (MDOT) and the Coast Transit Authority (CTA), effective as of the date of the last signature hereto affixed.**

**Part A. Purpose of Agreement**

The Gulf Regional Planning Commission, acting as the designated Metropolitan Planning Organization (MPO) for the Mississippi Gulf Coast metropolitan planning area (MPA), in cooperation with the Mississippi Department of Transportation (MDOT) and the Coast Transit Authority (CTA), shall undertake a continuing, cooperative, and comprehensive performance-based multimodal transportation planning and programming process for the MPA in accordance with state and regional goals for metropolitan planning, the provisions of 23 USC 134, 49 USC 5303, and 23 CFR 450, and in accordance with the provisions of this Agreement.

**Part B. Responsibilities of Parties**

1. The **MPO** shall be the lead agency in carrying out the regional transportation planning and programming process and shall be responsible for:
  - a. Convening a forum for cooperative transportation planning and decision-making that is informed through a public participation process that ensures reasonable opportunities for early and continuing involvement of individuals, affected public agencies, representatives of public transportation, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool and vanpool programs, shuttles, or telework programs), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of persons with disabilities, and other interested parties in the review and evaluation of all transportation plans and programs, to include special outreach efforts to those traditionally underserved by transportation systems.
  - b. Ensuring the voting membership of the MPO governing Policy Committee consists of:
    - i. Local elected officials;

- ii. Officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and
  - iii. Appropriate State officials.
- c. Assembling membership and conducting meetings of a Technical Committee comprised of representatives from local governments, state agencies, public transit agencies, and other relevant organizations to collaborate on the development of recommendations for the MPO Policy Board.
- d. Assembling and maintaining an adequate, competent staff with the knowledge and experience necessary to perform all appropriate MPO activities as required by law.
- e. Formulating, adopting and periodically reviewing, updating and amending the Long Range Transportation Plan (LRTP) for the MPA that shall conform to all applicable federal requirements.
- f. Formulating and approving a short-range Transportation Improvement Program (TIP) for the MPA that shall cover a period of not less than 4 years and must have 4 years of projects. The TIP will provide a notice to the public that the public participation process used for its development meets the public participation requirements for the program of projects.
- g. Formulating and approving the Unified Planning Work Program (UPWP), which shall identify all transportation-related planning activities to be funded with federal financial aids and technical assistance.
- h. Incorporating and utilizing a Congestion Management Process (CMP) in the preparation of transportation plans and programs to ensure adequate consideration of alternative strategies to roadway construction and widening.
- i. Working cooperatively with MDOT and CTA in the preparation of an annual listing of obligated transportation projects funded under 23 U.S.C. or 49 U.S.C. Chapter 53.
- j. Considering and implementing MDOT guidance on transportation plans and program, and the transportation planning process in general, to the fullest extent consistent with regional and local goals.
- k. Making data, assumptions, criteria, methodology, and analyses available to MDOT, public transit agencies, local governments, and other participants in a timely manner.
- l. Working with MDOT and CTA in the preparation of a financial plan for the LRTP and TIP, including the cooperative development of estimates of transportation system costs and funding revenues to support implementation of the plan and program.
- m. Developing and maintaining a regional travel demand modeling program in accordance with performance specifications developed by MDOT in cooperation with MPOs.

- n. Cooperatively establishing all federally required MPO performance targets, sharing performance data, preparing system performance reports in coordination with MDOT and CTA (based on Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) performance measure final rules publications), and in accordance with the performance-based planning Memorandum of Understandings (MOUs) currently in place and its successors.
  - o. Cooperating with MDOT in the development of the statewide LRTP pursuant to the provisions of 23 U.S.C. 135.
  - p. Providing MDOT with copies of all MPO transportation plans and programs and all resolutions concerning their adoption, endorsement, or amendment.
  - q. Providing MDOT with a periodic self-certification that the MPO's transportation planning process conforms to all applicable federal requirements pursuant to 23 CFR 450.
  - r. Complying with the American with Disabilities Act of 1990 plan certification procedures as required in 49 CFR 37. 139.
  - s. Complying with Title VI of the Civil Rights Act and maintaining a current Title VI Program as required by Federal Transit Administration's Title VI Circular 4702.1B.
  - t. Complying with DOT 5610.2(a) Environmental Justice; and Executive Order 12898 that implements Environmental Justice.
  - u. Complying with Executive Order 13166 and applicable guidance related to the responsibilities to Limited English Proficiency (LEP) Persons.
  - v. Ensuring that all meetings and records concerning the business of the MPO comply with its adopted Public Participation Plan (PPP) that meets the requirements prescribed in 23 CFR Part 450; T.C.A. Title 8, Chapter 44, Part 1.
  - w. Ensuring that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement or in the employment practices of the MPO on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Mississippi state constitutional, or statutory law. The MPO shall, upon request, produce proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
2. **MDOT** shall be responsible for the following transportation planning and programming activities:
- a. Actively participating in MPO planning and programming activities to represent the state's interests and ensure awareness and consideration of state transportation plans, programs, projects and policies in MPO decision-making.

- b. Cooperating in the development and maintenance of the LRTP and TIP as a participating jurisdiction, providing information requested by the MPO in a timely manner relative to state-funded or state-managed transportation projects and services to be deployed within the MPA in order to ensure consideration for inclusion in the LRTP and TIP. This includes information relative to the availability, or anticipated availability, of federal and state financial aids for metropolitan transportation improvements and services that fall under MPO or local programming jurisdiction.
- c. Developing the statewide LRTP and the Statewide Transportation Improvement Program (STIP) in cooperation with MPO, pursuant to the provisions of 23 U.S.C. 135.
- d. Incorporating the approved TIP without modification into the STIP, directly or by reference.
- e. Cooperating in the development and maintenance of the UPWP as a participating jurisdiction, providing information requested by the MPO in a timely manner related to state-funded or state-managed planning activities or technical assistance being deployed within the MPA for inclusion in the UPWP. This includes informing the MPO to the availability, or anticipated availability, of federal and state financial aid and technical assistance for metropolitan transportation planning activities; making all metropolitan planning funds authorized by 23 U.S.C. 104(f) and 49 U.S.C. 5305(d) available to the MPOs in accordance with a formula developed by MDOT, in consultation with the MPOs, and approved by USDOT.
- f. Working cooperatively with the MPO and CTA in the preparation of annual listing of obligated transportation projects funded under 23 U.S.C. or 49 U.S.C. Chapter 53 to include supplying information about federal obligations of grant funds administered through the Federal Highway Administration in a reasonable time following the end of the federal fiscal year.
- g. Working with the MPO and CTA in the preparation of a financial plan for the LRTP and TIP, consistent with 23 CFR 450.324(f), including the cooperative development of estimates of transportation system costs, inflation rates, and funding revenues to support implementation of the plan and program.
- i. Providing technical support and data and information collected or maintained by MDOT that is pertinent to the transportation planning work to be performed by the MPO under this Agreement.
- j. Provide technical assistance and guidance for the collection, processing, and forecasting of socio-economic data needed for the development of traffic forecasts, plans, programs, and planning proposals within the metropolitan area, including the collection, processing, and forecasting of vehicular travel volume data in cooperation with the MPO.
- k. Coordinating the development of recommendations to reconcile regional transportation plans and programs with statewide plans and programs as necessary to ensure connectivity within transportation systems.
- l. Upon request and as needed, presenting to the MPO Committees an update on statewide transportation initiatives and priorities that either affect regional transportation plans and programs or should be considered in their development.

- m. Cooperatively selecting and establishing performance targets, sharing performance data and analysis, supporting monitoring and reporting of system performance in coordination with the MPO and public transit agencies (based on FHWA and FTA performance measure final rules), and in accordance with the performance-based planning MOUs currently in place and its successors.
  - n. Coordinating the development of the schedule and procedures for submittal and interagency review (including but not limited to FHWA and FTA) and approval of the LRTP, TIP, and UPWP.
  - o. Ensure MPO compliance with federal or state statutes, policies, regulations and guidelines, which bear upon metropolitan transportation planning and programming activities and contractual arrangements.
  - p. Monitoring the MPO's transportation planning process, when such monitoring is required by federal law or regulation, to ensure compatibility with State and USDOT programs and objectives and compliance with applicable Federal requirements.
3. **CTA** shall be responsible for the following transportation planning and programming activities:
- a. Actively participating in MPO activities to represent public transit interests and ensure awareness and consideration of public transit plans, programs, projects, and policies in MPO decision-making.
  - b. Cooperating in the development and maintenance of the LRTP and TIP as a participating agency, providing information requested by the MPO in a timely manner relative to public transit projects and services to be deployed within the MPA in order to ensure consideration for inclusion in the LRTP and TIP. This includes information relative to the availability, or anticipated availability, of federal and local financial aids for public transit improvements and services within the MPA.
  - c. Cooperating in the development and maintenance of the UPWP as a participating agency, providing information requested by the MPO in a timely manner related to transit planning activities or technical assistance being deployed within the MPA for inclusion in the UPWP. This includes informing the MPO to the availability, or anticipated availability, of federal and state financial aid and technical assistance for public transit planning activities.
  - d. Working cooperatively with the MPO and MDOT in the preparation of an annual listing of obligated transportation projects funded under 23 U.S.C. or 49 U.S.C. Chapter 53 to include supplying information about federal obligations of grant funds administrated through the Federal Transit Administration in a reasonable time following the end of the federal fiscal year.
  - e. Cooperating with the MPO and MDOT in the development of the LRTP pursuant to the provisions of 23 U.S.C. 135.
  - f. Coordinating with MDOT and MPO on the conduct of short-range transit plans or operational analyses that affect or inform regional and statewide transportation plans and programs.

- g. Working with the MPO and MDOT in the preparation of a financial plan for the LRTP and TIP, particularly related to the cooperative development of estimates of transit system costs, inflation rates, and funding revenues to support implementation of the plan and program.
- h. Providing data and information collected or maintained related to public transit that is pertinent to the transportation planning work to be performed by the MPO under this Agreement.
- i. Cooperatively selecting and establishing performance targets, sharing performance data and analysis, supporting monitoring and reporting of system performance in coordination with MDOT and the MPO (based on FHWA and FTA performance measure final rules), and in accordance with the performance-based planning MOU currently in place and its successors.
- j. Preparing and submitting applications for federal public transportation capital assistance grants and state operating assistance grants and administering approved grants.
- k. Collecting data to meet the requirements of 49 U.S.C. 5335 regarding the National Transit Database.
- l. Upon request and as needed, presenting to the MPO Committees an update on local public transit initiatives and priorities that either affect regional transportation plans and programs or should be considered in their development.
- m. Preparing and updating paratransit service plans in conformance with the Americans with Disabilities Act of 1990.
- n. Complying with Title VI of the Civil Rights Act and maintain a current Title VI Program as required by FTA's Title VI Circular 4702.1B.

**Part C. Scope of Work**

1. The cooperative metropolitan transportation planning process shall be carried out in accordance with a UPWP approved by the MPO, MDOT and USDOT, in consultation with appropriate transportation providers, including budget and cost allocation. The UPWP will be reviewed and approved at least every two years. The original and all approved subsequent UPWPs during the terms of this agreement shall be made part of this agreement, which shall constitute the scope of work to be performed under this Agreement.
2. The UPWP shall set forth a description of the specific metropolitan transportation planning activities and products to be completed each fiscal year, the corresponding staffing and budgetary requirements, and the allocation of the total costs between the participating agencies.
3. The cooperative metropolitan transportation planning process to be conducted under this agreement and governed by the provisions of 23 CFR 450 shall encompass the MPA, as determined by agreement between the Governor of Mississippi and the MPO.

**Part D. Organization and Administration**

1. The MPO policy board shall appoint and maintain such advisory committees as deemed appropriate to effectively carry out the comprehensive transportation planning process under this Agreement. MDOT and CTA shall be represented on such advisory committees.
2. The MPO may enter into such institutional arrangements, service contracts or agency agreements as it deems necessary to carry out the scope of work under this Agreement with the understanding that the MPO shall remain accountable for completion of planning products in accordance with the UPWP.
3. When consultants are to be employed in accomplishing work under this Agreement, all parties providing funding or technical support for such work shall have the right to review and advise on basic study methods and procedures and to review.

**Part E. Work Products**

1. The MPO, MDOT and CTA shall give each other and applicable USDOT agencies reasonable opportunity to review and comment on their respective reports produced under this Agreement prior to publication of the final report.
2. All reports and documents published by all parties under this Agreement shall give credit to all other parties and to participating USDOT agencies and include appropriate disclaimer statements regarding representation of USDOT views or policies.
3. All parties and the USDOT shall each have the royalty-free nonexclusive and irrevocable right to reproduce, publish, distribute, or otherwise use all final products produced under this Agreement for government purposes.

**Part F. Effective Period**

1. This Agreement shall be reviewed as needed, such as when a new transportation funding bill is passed by the United States Congress, and/or when new federal regulations are published by FHWA/FTA, but shall remain in effect until any party notifies the others in writing that the Agreement is no longer suitable. If or when this occurs, the parties agree to meet as soon as practicable to discuss possible modifications to the Agreement.
2. This Agreement shall become effective upon the signatures of each party.

**Part G. Termination and Modification**

This agreement shall become effective on the date of the final signature and will remain in effect until such time as all signatories mutually agree to modify or terminate the agreement.

The signatories may modify this agreement at any time by a written amendment executed by all signatories and after mutual consultation and agreement. The modification of the agreement will not affect any cooperative activities initiated prior to such modification unless the signatories agree otherwise in writing.


Any signatory may terminate this agreement at any time by providing ninety (90) days' notice in writing to the other signatories. The termination of this agreement will not affect any cooperative activities initiated prior to such termination unless all signatories agree otherwise in writing.

Part H. Signatures


Gulf Regional Planning Commission (GRPC)

  
\_\_\_\_\_  
John Ledbetter, Chairman  
6/25/2020  
Date

Coast Transit Authority (CTA)

  
\_\_\_\_\_  
Lloyd Hebert, Chairman  
6/18/2020  
Date

Mississippi Transportation Commission by and through the  
Mississippi Department of Transportation (MDOT)

  
\_\_\_\_\_  
Melinda McGrath, P.E., Executive Director  
9/16/2020  
Date

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