

## Program Instructions

- For “Single Site” projects, only complete Page 1 of 3, Page 2 of 3, and Page 3 of 3.
- Select the specification year used
- The following new fields have been added:
  - Location
    - Mississippi House Legislative District
    - Mississippi Senate Legislative District
- Shoulder Width
  - Accumulative feet from both sides
- Should type
  - Circle “Paved” or “Unpaved”
  
- For “Mutli-Site Projects”, an additional sheet shall be completed for each site.
  - The design criteria and project scope can be added on the additional blank sheets provided.
  - An additional sheet with blank fields for the page number is provided. See the bottom of the sheet.

**ORDER OF BOARD OF SUPERVISORS \_\_\_\_\_ COUNTY,  
SETTING FORTH PROPOSED STATE AID PROJECTS FOR  
PERIOD \_\_\_\_\_, \_\_\_\_\_ THROUGH \_\_\_\_\_, \_\_\_\_\_**

Pursuant to the provisions of Senate Bill No. 1 of the Extraordinary Session of 1949 and as subsequently amended, herein after referred to as said Act, We, the undersigned members of the Board of Supervisors of \_\_\_\_\_ County, hereby order that the proposed project(s) listed herein constitute the State Aid Program for \_\_\_\_\_ County for the period \_\_\_\_\_, \_\_\_\_\_ through \_\_\_\_\_, \_\_\_\_\_.

In support of this order, the Board certifies and agrees that:

1. The State Aid System in said County has been designated by the Board and approved by the State Aid Engineer, as required by said Act.
2. The Board has employed a Registered Professional Engineer as County Engineer, who will employ such other competent technical assistant(s), as required, to properly supervise and inspect the work in compliance with the Rules and Regulations of the State Aid Engineer, all as required in said Act.
3. This program, which has been prepared by the County Engineer and approved by this Board, is herewith submitted to the State Aid Engineer for approval.
4. The Board will comply with all applicable Laws, Rules and Regulations in the acquisition of rights-of-way and will maintain the acquired rights-of-way for said project(s) to keep the same free of encroachments such as buildings, fences or any other obstructions. The Board designates \_\_\_\_\_ as its right-of-way acquisition agent for the project(s) herein. The agent's address and phone number is \_\_\_\_\_.
5. Counties receiving \$500,000 or more in Federal funds from all projects constructed or being constructed in a Federal Fiscal Year (October 1 - September 30), must have a single audit conducted in accordance with OMB circular A-133.
6. The Board herein affirms its acceptance of the Office of State Aid Road Construction's policy for the accommodation of utilities as stated in S.O.P. No. SA II-2-8 and agrees to coordinate utility facility installation and/or adjustment in a timely manner so as not to impede project development.
7. The Board will maintain the project(s), after completion, in a regular and satisfactory manner subject to the approval of the State Aid Engineer, all as required in said Act.
8. The State Aid Engineer is authorized to effect such transfer of funds as are necessary to pay engineering costs on the project(s), as authorized by Mississippi Code 1972, Section 65-9-15, and in accordance with the Rules and Regulations promulgated by the State Aid Engineer, dated July 1, 2005.
9. The State Aid Engineer is authorized to effect such transfer of funds as are necessary to pay testing expenses incurred PRIOR to the award of Contract on any project(s) included in this program. In the event the Board cancels or withdraws any project(s) included in this program, the Board hereby agrees to reimburse its State Aid Fund for testing charges incurred.

Program for \_\_\_\_\_ County \_\_\_\_\_ Districts \_\_\_\_\_

PROJECT PRIORITY NO. \_\_\_\_\_

- 1. Project No \_\_\_\_\_
- 2. Road Name \_\_\_\_\_
- 3. Design Classification Rural Urban Collector Local  
Federal Route No \_\_\_\_\_
- 4. Project Termini \_\_\_\_\_
- 5. Project Length \_\_\_\_\_ miles
- 6. Character of Work \_\_\_\_\_

7. Design Data

- a. Traffic Count (How Determined)
    - Current ADT \_\_\_\_\_ VPD \_\_\_\_\_ Design Year ADT \_\_\_\_\_ VPD \_\_\_\_\_ Truck % \_\_\_\_\_
    - Traffic Count Required Yes No
    - Terrain Level Level Rolling Design Speed \_\_\_\_\_ MPH
    - ROW Existing \_\_\_\_\_ Ft Proposed \_\_\_\_\_ Ft
    - Proposed Roadway Crown Width \_\_\_\_\_ Ft
    - Surface Type & Width Existing \_\_\_\_\_ Ft Proposed \_\_\_\_\_ Ft
- Shoulder Width (Both sides) \_\_\_\_\_ ft  
Shoulder Type (circle one) Paved or Unpaved

8. Bridges

- a. Structure No(s) \_\_\_\_\_ Remain in Place

9. Location

- a. Mississippi House Legislative District \_\_\_\_\_
- b. Mississippi Senate Legislative District \_\_\_\_\_

10. Project Estimated Construction Cost

- including Contingencies \$ \_\_\_\_\_
- a. SAP Funds Requested \_\_\_\_\_ % \$ \_\_\_\_\_
  - b. SABP Funds Requested \_\_\_\_\_ % \$ \_\_\_\_\_
  - c. LSBP Funds Requested \_\_\_\_\_ % \$ \_\_\_\_\_
  - d. County Funds Requested \_\_\_\_\_ % \$ \_\_\_\_\_
  - e. \_\_\_\_\_ % \$ \_\_\_\_\_
- Type Funds Contributed →

Engineering Cost % Construction Cost Less Contingencies \$ \_\_\_\_\_

- a. SAP Funds Requested \_\_\_\_\_ % \$ \_\_\_\_\_
  - b. SABP Funds Requested \_\_\_\_\_ % \$ \_\_\_\_\_
  - c. LSBP Funds Requested \_\_\_\_\_ % \$ \_\_\_\_\_
  - d. County Funds Requested \_\_\_\_\_ % \$ \_\_\_\_\_
  - e. \_\_\_\_\_ % \$ \_\_\_\_\_
- Type Funds Contributed →
- Total Estimate Cost of Project \$ \_\_\_\_\_

Construction will be by: Contract \_\_\_\_\_ County Forces \_\_\_\_\_

Use Supplemental Sheet and/or maps if needed to provide complete data.

Is there an existing Railroad Grade Crossing Yes No

**FOR STATE AID USE**

**Review Type**

**Date**

**ONLY:**

- Preliminary Review \_\_\_\_\_
- Recommended Approval \_\_\_\_\_ District Engineer \_\_\_\_\_
- Approved \_\_\_\_\_ State Aid Engineer \_\_\_\_\_
- Funds Record \_\_\_\_\_ Auditor \_\_\_\_\_
- Letter to Board \_\_\_\_\_ District Engineer \_\_\_\_\_
- Programmed \_\_\_\_\_

\_\_\_\_\_ Program for \_\_\_\_\_ County \_\_\_\_\_ Districts

PROJECT PRIORITY NO. \_\_\_\_\_

- 1. Site Name \_\_\_\_\_
- 2. Site Road Name \_\_\_\_\_
- 3. Design Classification      Rural      Urban      Collector      Local  
Federal Route No \_\_\_\_\_
- 4. Site Termini \_\_\_\_\_

- 5. Site Length \_\_\_\_\_ miles
- 6. Site Character of Work \_\_\_\_\_

- 7. Site Design Data
    - a. Traffic Count (How Determined) \_\_\_\_\_
    - Current ADT \_\_\_\_\_ VPD      Design Year ADT \_\_\_\_\_ VPD      Truck % \_\_\_\_\_
    - Traffic Count Required      Yes      No
    - Terrain Level      Level      Rolling      Design Speed \_\_\_\_\_ MPH
    - ROW      Existing      \_\_\_\_\_ Ft      Proposed      \_\_\_\_\_ Ft
    - Proposed Roadway Crown Width \_\_\_\_\_ Ft
    - Surface Type & Width      Existing      \_\_\_\_\_ Ft
    - Proposed      \_\_\_\_\_ Ft
- Shoulder Width (Both sides) \_\_\_\_\_ ft
- Shoulder Type (circle one)  
Paved or Unpaved

- 8. Bridges
  - a. Structure No \_\_\_\_\_ **Remain in Place**
  - b. Structure No \_\_\_\_\_ **Remain in Place**
  - c. Structure No \_\_\_\_\_ **Remain in Place**
  - d. Structure No \_\_\_\_\_ **Remain in Place**
  - e. Structure No \_\_\_\_\_ **Remain in Place**

- 9. Location
  - a. Mississippi House Legislative District \_\_\_\_\_
  - b. Mississippi Senate Legislative District \_\_\_\_\_

Use Supplemental Sheet and/or maps if needed to provide complete data.

Is there an existing Railroad Grade Crossing?      Yes      No

Program for \_\_\_\_\_

County \_\_\_\_\_

BOARD OF SUPERVISORS

\_\_\_\_\_, County  
 \_\_\_\_\_, Supervisor, District I  
 \_\_\_\_\_, Supervisor, District II  
 \_\_\_\_\_, Supervisor, District III  
 \_\_\_\_\_, Supervisor, District IV  
 \_\_\_\_\_, Supervisor, District V

Prepared by \_\_\_\_\_, County Engineer  
and Signed:

STATE OF MISSISSIPPI

COUNTY OF \_\_\_\_\_

This is to certify that the foregoing is a true and correct copy of an order passed by the Board of Supervisors of \_\_\_\_\_ County, Mississippi, entered into the minutes of the said Board of Supervisors, Minute Book No. \_\_\_\_\_, Page No. \_\_\_\_\_, same having been adopted at a meeting of said Board of Supervisors on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .

\_\_\_\_\_  
 Clerk of Board of Supervisors of  
 \_\_\_\_\_ County, Mississippi

Program for \_\_\_\_\_

County \_\_\_\_\_

BOARD OF SUPERVISORS

\_\_\_\_\_, County  
 \_\_\_\_\_, Supervisor, District I  
 \_\_\_\_\_, Supervisor, District II  
 \_\_\_\_\_, Supervisor, District III  
 \_\_\_\_\_, Supervisor, District IV  
 \_\_\_\_\_, Supervisor, District V

Prepared by \_\_\_\_\_, County Engineer  
and Signed:

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\_\_\_\_\_  
 Clerk of Board of Supervisors of  
 \_\_\_\_\_ County, Mississippi