BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

Stephanie Pollack, MassDOT Secretary and CEO and MPO Chair
Karl H. Quackenbush, Executive Director, MPO Staff

MEMORANDUM

TO: **Municipal Transportation Improvement Program (TIP) Contacts**
FROM: **Alexandra (Ali) Kleyman, TIP Manager**
Boston Region Metropolitan Planning Organization
RE: **Guidance to Project Proponents**

Is your community interested in obtaining federal funding for a transportation construction project? This is your guide for initiating your project, advancing it through the design review process at the Massachusetts Department of Transportation (MassDOT), getting it evaluated by the Boston Region Metropolitan Planning Organization (MPO), and receiving funding through the Transportation Improvement Program (TIP).

STEP 1: PLAN YOUR PROJECT

If you have a project concept and questions about how to initiate the project, advance it, and/or who to talk to at MassDOT, please contact the TIP Manager, Ali Kleyman, at akleyman@ctps.org or 857.702.3709.

STEP 2: INITIATE YOUR PROJECT

The first step to initiate a project is to contact your local MassDOT District Office. The project development engineers at the District Office will meet with you to discuss your potential project and will inform you of what to expect during the project development process, including the benefits and impacts of your project as well as associated design requirements.

Information about the two initial forms that must be submitted to MassDOT – the Project Need Form (PNF) and the Project Initiation Form (PIF) – can be found on MassDOT's webpage titled MassDOT Highway initiating a project.

PNFs and PIFs are submitted through MaPIT, an online project initiation system. MaPIT requires a GeoDOT account, which you can request here.

Once a project is initiated and the PIF is approved by MassDOT, projects are reviewed by MassDOT's Project Review Committee (PRC) on a quarterly basis. The next PRC meeting is on December 6, 2018. After being approved by the PRC, projects can be evaluated by the MPO board and considered for programming in the TIP.

Project development tools and guides, including MassDOT's *Project Development and Design Guide*, can be found on MassDOT's webpage titled MassDOT Highway project development tools.

STEP 3: WORK WITH MPO STAFF TO SCORE YOUR PROJECT

After your project is approved by MassDOT's PRC, the MPO will score it based on a 134 point scale that takes into account the project's impact on the following:

- Safety (30 possible points)
- System preservation (29 possible points)
- Capacity management/mobility (29 possible points)
- Clean air/clean communities (16 possible points)
- Transportation equity (12 possible points)
- Economic vitality (18 possible points)

More detailed information about project scoring can be found in the Evaluation Criteria for FFYs 2020-24 TIP Development.

Other important information about TIP development, including important dates and key MPO meetings, can be found on the MPO's webpage titled Development of the FFYs 2020-24 Transportation Improvement Program.

Data Needs for Scoring Your TIP Project

If you would like your project considered for the upcoming TIP programming cycle, there are **two things you must do by December 03, 2018:**

1. **Send the project's PNF, PIF, and Functional Design Report (FDR)** – ensuring that the FDR includes future no-build and future build analyses – to Ali Kleyman, TIP Manager, at akleyman@ctps.org, or by US mail to Central Transportation Planning Staff, State Transportation Building, 10 Park Plaza, Boston, MA 02116.

   If you do not have an up-to-date PNF, PIF, and FDR, please supply an operation analysis of the roadway and/or intersections in the project area. Please include *Highway Capacity Manual* data sheets with future no-build and future build scenarios and a detailed map of the project area with the location of planned improvements and project limits.

2. **As fully as possible, please provide the requested project data and answer the supplemental questions starting on the following page.** Please answer the questions that apply to your project. Questions that do not apply to your project can be answered with "N/A." Responses in fields

marked with an asterisk (*) in the table on the following page should be discussed in more detail in the Supplemental Questions section. Please note that the “Future” column refers to conditions after project completion.

Thank you for taking the time to complete the questionnaire. In addition to aiding MPO staff when conducting TIP evaluations, your answers also inform our performance-based planning and programming (PBPP) work. More information about PBPP can be found on the MPO’s Performance-based Planning and Programming webpage.

REQUESTED PROJECT DATA

MassDOT project ID number (PROJIS)	
Project name	
Design status	
Current cost estimate	
Project limits (identify limits for primary roadway and cross streets)	
Project length (identify length of primary roadway and cross streets)	
Average daily traffic (if available, include truck data)	

	Existing	Future
Number of project roadway lane miles (through lanes only)		
Existing pavement condition (International Roughness Index rating *OR* good/fair/poor) *		
Number of lane miles of pavement to be improved by this project (through lanes only)		
Number of sidewalk miles (total of both sides of the roadway) *		
Number of existing substandard sidewalk miles to be improved *		
Number of substandard (functionally obsolete or structurally deficient) bridges to be improved *		
Number of new bridges to be constructed		
Number of miles of on-road bicycle facilities (total of both sides of the roadway) *		
Number of miles of off-road shared-use paths or bicycle routes *		
Number of signals in project area		
Number of existing signals to be improved		

Briefly describe the goals of the proposed project:

SUPPLEMENTAL QUESTIONS

System Preservation

1. Describe land uses and businesses or community buildings (including police, fire, and hospitals) within one-quarter mile of the project roadway and how the proposed project will improve access to these facilities.

2. Describe any proposed improvements included in the project that are likely to result in improvements to transit assets (i.e., bring a transit asset into a state of good repair), or that address an identified need in an asset management plan.

3. Describe the existing pavement condition of the project roadway, noting specific areas that require improvement.

4. Describe the existing sidewalk condition in the project area, noting specific areas that require improvement.

5. Does the project improve critical transportation infrastructure (defined as a bridge or other infrastructure identified in a hazard mitigation plan)?

6. Describe any existing issues that have resulted because the facility is not designed to current seismic standards and how the proposed project would address these issues.

7. Describe any existing or anticipated flooding problems (resulting from the facility's location in a floodplain or area that may be affected by sea-level rise) and how the proposed project would address these issues to help the facility function better during flood events or under projected sea-level rise conditions. Examples of best management practices to help a facility function during flooding events or sea-level rise include, but are not limited to, replacement of a failing culvert, headwall replacement, scour protection at a structure, or erosion prevention along a bank or shoreline.

8. Does the project help implement recommendations of a hazard mitigation or climate adaptation plan?

Pedestrian and Bicycle Safety and Mobility

1. Describe the existing pedestrian facilities and the existing pedestrian safety concerns or issues in the project area.

2. Describe the existing pedestrian use in the project area. If possible, provide a quantitative response; however, qualitative descriptions are acceptable in the absence of data. “Use” can be defined as the number of users or the high traffic time periods of the day.

3. Describe the desired (or anticipated) pedestrian use in the project area and how the proposed project will address existing safety concerns or issues. Focus specifically on proposed pedestrian safety countermeasures.

4. Describe the existing bicycle facilities and the existing bicycle safety concerns or issues in the project area.

5. Describe the existing bicycle use in the area.

6. Describe the desired (or anticipated) bicycle use in the project area and how the proposed project will address existing safety concerns or issues. Focus specifically on proposed bicycle safety countermeasures.

Capacity Management/Mobility

1. Describe any aspects of the project that improve intermodal connections to transit. These aspects may include adding or increasing service; improving transit accessibility in accord with the Americans with Disabilities Act (ADA); improving existing bicycle, pedestrian, or transit connections or adding new connections to transit; or adding new auto or bicycle parking at transit lots that are at capacity.

2. Is the roadway in the project area deficient for truck traffic? If yes, please provide a description of the issues or concerns.

3. Are the proposed improvements prioritized in a state or regional modal plan or by a regional assessment tool (e.g., the state Pedestrian Transportation Plan or the Pedestrian Report Card Assessment tool)?

Clean Air/Clean Communities

1. Describe any components of the project (such as stormwater best management practices or drainage improvements) that improve existing conditions related to stormwater runoff and water quality by exceeding Massachusetts Department of Environmental Protection stormwater standards or Total Maximum Daily Load (TMDL) requirements, or by reducing impervious cover.

2. Describe any components of the project that enhance or improve cultural resources and/or open space. These components could include drainage improvements and/or stormwater best management practices that will improve the quality of cultural resources or open space in the vicinity of the project area.

3. Describe any components of the project that enhance or improve wetland resources. These components could include drainage improvements and/or stormwater best management practices that will improve the quality of wetland resources in the vicinity of the project area.

4. Describe any components of the project that enhance or improve wildlife preservation areas or protected habitats. These components could include drainage improvements and/or stormwater best management practices that will improve the quality of wildlife preservation areas or protected habitats in the vicinity of the project area.

Economic Vitality

1. Describe other investments, besides TIP funding, that are contributing to the construction of the project, including funding from federal, state, local, or private sources. Other investments may include, for example, federal earmarks, MassWorks grants, municipal contributions (toward construction, not design), and private contributions.