

MEMORANDUM

DATE: October 31, 2019
TO: Municipal TIP Contacts
FROM: Matt Genova, TIP Manager
Boston Region Metropolitan Planning Organization
RE: Project Proponent Guidance and Questionnaire

Are you interested in obtaining federal funding for your municipality's transportation construction project? This memorandum is your guide to initiating the project, advancing it through the design review process at the Massachusetts Department of Transportation (MassDOT), and getting it evaluated by the Boston Region Metropolitan Planning Organization (MPO) for possible inclusion in the Transportation Improvement Program (TIP).

PROJECT INITIATION AND SUBMITTAL STEPS

Step 1: Plan your project

- If you have an idea for a project or questions about how to initiate it, advance it, and/or who to talk to at MassDOT, contact the TIP Manager, Matt Genova, at mgenova@ctps.org or 857.702.3702.
- This project proponent guide is geared towards roadway corridor and intersection projects, and bicycle and pedestrian improvement projects (including on-road and off-road facilities). If you would like to submit another type of project for MPO funding, contact Matt Genova using the contact information above.

Step 2: Initiate your project

- To initiate a roadway corridor, intersection, bicycle or pedestrian project, an important first step is to contact your local MassDOT District Office. To identify the District Office for your municipality, visit the MassDOT [Find Your Highway District Office](#) web page. 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 and the associated design requirements.
- You will then need to complete two forms (the Project Need Form [PNF] and the Project Initiation Form [PIF]) and submit these forms to MassDOT. More information is available on the [MassDOT Highway initiating a project](#) web page. The PNF and the PIF should be 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 19, 2019. After being approved by the PRC, projects can be evaluated by the MPO and considered for funding in the TIP.
- Project development tools and guides, including the MassDOT's *Project Development and Design Guide*, can be found here: [MassDOT Highway project development tools](#).

Step 3: Notify MPO staff about your project

- Each year, usually during October and early November, MPO staff compile a Universe of potential TIP projects. MPO staff will notify municipal TIP contacts in advance of project Universe development. If your municipality plans to submit a new project for consideration during this TIP development cycle, contact TIP manager, Matt Genova, at mgenova@ctps.org or 857.702.3702 **before November 15, 2019**.
- Once MPO staff develop a draft Universe of potential TIP projects, they will submit it to municipal TIP contacts for review. You can use this opportunity to do the following:
 - Notify MPO staff of any projects you wish to submit that are not included in the draft Universe;
 - Confirm previously submitted projects that should still be included; and
 - Identify any projects in the Universe for which your municipality is no longer pursuing MPO funding.

Step 4: 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 MPO goal areas:
 - Safety (30 possible points)
 - System preservation and modernization (29 possible points)
 - Capacity management and mobility (29 possible points)
 - Clean air and sustainable communities (16 possible points)
 - Transportation equity (12 possible points)
 - Economic vitality (18 possible points)
- Detailed information on the TIP evaluation criteria can be found here: [TIP Evaluation Scoring Rubric](#).
- To enable MPO staff to score your project, follow the instructions in the next section titled, "Data Needs for Scoring Your TIP Project."

- Other information about TIP development, including important dates and key MPO meetings, can be found here: [FFYs 2021–25 TIP Development page](#).

DATA NEEDS FOR SCORING YOUR TIP PROJECT

If your municipality would like your project considered for the upcoming TIP programming cycle, there are **two things you must do by December 4, 2019**.

1. **Send available project documents to Matt Genova**, TIP Manager, at mgenova@ctps.org. Please also copy Matt Archer, Specialist Planner, at marcher@ctps.org. You can also submit documents by US mail, to Central Transportation Planning Staff (Attention: Matt Genova), State Transportation Building, 10 Park Plaza, Suite 2150, Boston, MA 02116.

These project documents should include the following:

- PNF, as generated by MaPIT
- PIF, as generated by MaPIT
- Functional Design Report, if available
- A detailed map of the project area with the location of planned improvements and project limits
- An operations analysis of the roadway and/or intersections in the project area
- Highway Capacity Manual data sheets with future no-build and future build scenarios

Other project documents, such as Roadway Safety Audit reports and slides from project-related presentations, are also helpful.

If you have previously submitted a project for consideration and/or have updated versions of any of these documents, please submit them to Matt Genova (mgenova@ctps.org) and Matt Archer (marcher@ctps.org).

2. **As complete as possible, please provide the requested project data and answer the supplemental questions beginning in the next section.** Although not all of the questions will apply to your project, please include answers to those that do. Questions that do not apply to your project can be answered with “N/A.”

Thank you for taking the time to provide the requested documents and complete the questionnaire. In addition to aiding MPO staff in TIP evaluations, your answers will also inform our performance-based planning and programming (PBPP) work. More information about the PBPP process can be found on the MPO’s [Performance-based Planning and Programming](#) web page.

If you have any questions about the requested data in the supplemental questionnaire, please contact Matt Genova. Your questions and feedback will help MPO staff to improve this guide for future TIP development cycles.

Requested Project Information

General Project Information

Data Item	Data and Comments
MassDOT Project ID Number	
Project Name	
Municipality	
TIP Contact	
Project Design Status	
Current Total Cost Estimate	
Current Total Funds Requested from MPO	

1. Summarize the proposed improvements to be included in the project. For example, include information about proposed changes to the roadway cross sections, improvements at intersections, or if the project will create a new roadway or bicycle/pedestrian facility. The questions included in the "Supplemental Project Information" section will provide more opportunities to describe specific aspects of the project.

2. Briefly describe the goals of the proposed project.

Affected Roadways and Facilities in Project Area

3. Describe the roadway or facility segments that will be improved as part of the proposed project. Include both the primary roadway corridor and any cross streets. If the project will improve an existing off-road bicycle/pedestrian facility, include the facility in this table. New facilities can be described in the “Supplemental Project Information” section.

	Primary Roadway/ Facility	Intersecting /Secondary Roadway 1	Intersecting/ Secondary Roadway 2	Intersecting /Secondary Roadway 3
Roadway/Facility Name (include Route number, if applicable)				
Length (in miles or linear feet)				
Limits (cross streets)				

	Primary Roadway/ Facility	Intersecting /Secondary Roadway 1	Intersecting/ Secondary Roadway 2	Intersecting /Secondary Roadway 3
Average Daily Traffic (including percent of truck traffic, if available)				
Existing Through Lanes				
Existing Turn Lanes				
Future Through Lanes (as included in proposed project)				
Future Turn Lanes (as included in proposed project)				

Supplemental Project Information

Safety

- Describe the existing pedestrian facilities, including the length (linear feet or miles) of existing pedestrian features, and the existing pedestrian safety concerns or issues in the project area.

5. Describe the existing pedestrian use in the project area. (If possible, you may provide a quantitative response; however, qualitative descriptions are fine in the absence of data. "Use" can be defined as the number of users or the high-traffic time periods of the day.)

6. Describe proposed pedestrian improvements, including the length (linear feet or miles) of new pedestrian features in the project area and where they will be located. Describe the desired (or anticipated) pedestrian use in the project area and how the proposed project will address existing safety concerns or issues with a specific focus on proposed pedestrian safety countermeasures.

7. Describe the existing bicycle facilities, including the length (linear feet or miles) of existing bicycle features, and the existing bicycle safety concerns or issues in the project area.

8. Describe the existing bicycle use in the area. (If possible, you may provide a quantitative response; however, qualitative descriptions are fine in the absence of data. "Use" can be defined as the number of users or the high-traffic time periods of the day.)

9. Describe proposed bicycle improvements, including the length (linear feet or miles) of bicycle features in the project area and where they will be located. Describe the desired (or anticipated) bicycle use in the project area and how the proposed project will address existing safety concerns or issues with a specific focus on proposed bicycle safety countermeasures.

10. Is the roadway in the project area deficient for truck traffic? If yes, provide a description of the issues or concerns, particularly those relating to truck safety and mobility.

11. Describe any improvements that the project will make to railroad crossings and how those improvements are expected to improve safety.

System Preservation and Modernization

12. Identify any bridges or culverts that will be improved by the project, specifically by the facility carried and the feature crossed, and include MassDOT Bridge Department Numbers and/or Bridge Identification Numbers. Describe the existing condition of the bridges (including deficiencies) and the bridge improvements that will be included in the project. Also, note if the project will involve the construction of any new bridges or culverts, and if these will carry bicycle, pedestrian, and/or motor vehicle traffic.

13. Describe the existing pavement condition on the roadways included in the project. Provide International Roughness Index (or IRI) values and other details about pavement deficiencies, if feasible. If pavement condition varies within the project area, note where pavement condition may be good, fair, or poor, or if specific roadway segments have recently been paved. Also, note if the project improvements include paving an off-road bicycle/pedestrian facility.

14. Describe the existing sidewalk conditions included in the project. Note whether sidewalks exist on one or both sides of the roadway segments included in the project. If sidewalk condition varies in the project area, note where conditions are good, fair, or poor, or where sidewalk improvements have recently been made. Also, note any improvements that will support compliance with the Americans with Disabilities Act (ADA).

15. Describe the existing signals in the project area and what improvements will be made to signals. Also, note if any new signals will be added as part of the project.

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

17. 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.

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

19. Describe any existing issues caused by the facility not being designed to current seismic standards and how the proposed project would address these issues.

20. 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 a shoreline.

21. Does the project help implement part of a hazard mitigation or climate adaptation plan?

Capacity Management/Mobility

22. Describe any aspects of the project that improve intermodal connections to transit. These aspects could include adding or increasing service; improving transit accessibility in accordance with the ADA; improving existing or adding new connections (bicycle, pedestrian, or transit) to transit; adding new parking (automobile or bicycle) at transit lots that are at capacity.

23. Does the project close gaps in the bicycle and pedestrian network or otherwise improve bicycle and pedestrian connectivity?

24. Are the proposed improvements prioritized in a state or regional modal plan or by a regional assessment tool (for example, the State Pedestrian Transportation Plan or the Pedestrian Report Card Assessment Tool)?

Clean Air and Sustainable Communities

25. 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, Total Maximum Daily Load requirements, or reducing impervious cover.

26. 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.

27. 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.

28. 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

29. Describe any 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, federal earmarks, MassWorks grants, municipal contributions (toward construction, not design), and private contributions.

Other

30. If you have any other notes or comments you would like to make about the project, please provide them here.