



BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

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

MEMORANDUM

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

Are you interested in obtaining federal funding for your transportation construction project? This is your guide to 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 getting it funded on the Transportation Improvement Program (TIP).

PROJECT PLANNING

If you have an idea for a project and questions about how to initiate it, 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.

PROJECT INITIATION AND RESOURCES

- If you want to initiate a project, an important first step is to contact your local MassDOT District Office. The Project Development Engineers at the District 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 need to be submitted to MassDOT, the Project Need Form (PNF) and the Project Initiation Form (PIF), can be found here: [MassDOT Project Review Committee \(PRC\)](#).
 - Please note that this system is changing to an online project initiation system, the Massachusetts Project Intake Tool (MaPIT), which is expected to be active starting October 2017. The above website will remain the correct link for information about MaPIT.
- 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. After being approved by the PRC, projects can be evaluated by the MPO and considered for funding in the TIP.

- A step-by-step breakdown of the project development, design, and funding process, with links to MassDOT's *Project Development and Design Guide*, can be found here: [MassDOT Guidance on Project Development and Design](#).

PROJECT EVALUATION

After your project is approved by MassDOT's PRC, the MPO will evaluate it based on a 135 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 (19 possible points)

More detailed information on the TIP evaluation criteria can be found here: [TIP Evaluation Scoring Rubric](#).

Other important information about TIP development, including important dates and key MPO meetings, can be found here: [FFYs 2019-23 TIP Development website](#).

DATA NEEDS AND QUESTIONNAIRE FOR TIP EVALUATION

If you would like your project scored and considered for TIP funding in the upcoming programming cycle, there are three things you must do by **December 14, 2017**:

1. Send the project's PNF, PIF, and Functional Design Report (FDR) to Ali Kleyman, TIP Manager, at akleyman@ctps.org or, by US mail, Central Transportation Planning Staff, State Transportation Building, 10 Park Plaza, Boston, MA 02116.
2. If you do not have an up-to-date PNF, PIF, and/or FDR, please supply the following updated data and information to help us understand existing conditions and planned improvements in the project area:
 - Current cost estimate
 - Project length
 - Average daily traffic volumes

- Existing pedestrian facilities in the project area
 - Existing bicycle facilities in the project area
 - Information about if/how the roadway is deficient for truck traffic
 - Existing condition or International Roughness Index (IRI) rating of pavement in the project area
 - Existing signal condition and any planned improvements
 - Land uses and businesses or community buildings (including police, fire, hospitals) within one-quarter mile of the project roadway
 - Existing sidewalk condition and any planned improvements including, but not limited to, additions or improvements to the sidewalk width, curbs, curb ramps, pedestrian-detectable tactile warning strips, connectivity, or surface condition
 - Operational analysis of the project roadway and/or intersection(s) including the *Highway Capacity Manual* data sheets
3. As fully as possible, please answer the questions starting on the following page. Note: Not all of the questions will apply to your project, please include answers to those that do.

Questionnaire

Name of Project:

Pedestrian and Bicycle Safety and Mobility

1. Describe the existing pedestrian safety concerns or issues in the project area and how the proposed project addresses those concerns or issues with specific focus on the pedestrian safety countermeasures in the proposed project.

2. Describe the existing and desired (or anticipated) 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.)

3. Describe the existing bicycle safety concerns or issues in the project area and how the proposed project addresses those concerns or issues with specific focus on the bicycle safety countermeasures in the proposed project.

4. Describe the existing and desired (or anticipated) bicycle 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.)

System Preservation

1. 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.

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

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

4. 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.)

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

Capacity Management/Mobility

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

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 reducing impervious cover.

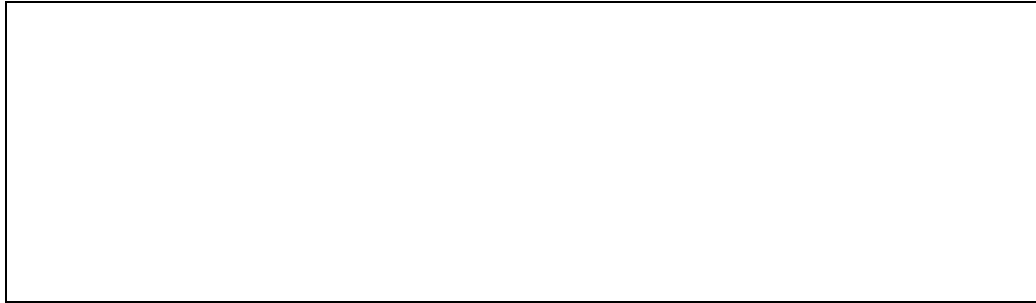
2. Describe any components of the project that enhance or improve cultural resources and/or open space. These components could include drainage improvements and/or stormwater best management practices that will improve the quality of cultural resources or open space in the vicinity of the project area.

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.

A large, empty rectangular box with a thin black border, intended for the user to provide details on other investments contributing to the project's construction.