



## **MEMORANDUM**

**Date:** February 29, 2016

**To:** Board of Selectmen  
Community Administrators & Managers

**CC:** Central Massachusetts Metropolitan Planning Organization  
CMMPO Advisory Committee  
Neighboring MPOs  
CMRPC Delegates & Alternates  
Central Massachusetts Transportation Planning Committee  
WRTA Advisory Board  
Community Engineers & Planners  
DPW/Highway Superintendents  
Area Legislators  
Regional Stakeholders  
All Interested Parties

**From:** CMRPC Transportation Staff

**Re:** **Annual Development of the 2017 to 2021  
TIP Project Listing**

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### ***TIP Overview***

The Central Massachusetts Metropolitan Planning Organization (CMMPO) is the transportation policy and project selection group for the local planning region. The Central Massachusetts Regional Planning Commission (CMRPC), the agency that provides technical staff to the CMMPO, has started the annual development of the ***Transportation Improvement Program ("TIP")*** through a proactive public outreach process. *This year's TIP development schedule established by the CMMPO is attached for your reference.*

Approved by the CMMPO, the federally required TIP lists all eligible highway, transit, intermodal and bicycle & pedestrian projects in the region that are programmed to receive federal-aid funding. Following federal USDOT emphasis areas, the TIP includes projects that improve regional system performance by reducing congestion, improving pavement and increasing safety as well as benefiting air quality. In support of these goals, the CMMPO seeks projects that will encourage modal shift to increased public transit, bicycles, and pedestrian use. Projects of regional and statewide significance, such as Interstate Maintenance and Bridge Maintenance, are also included in the TIP document.

The CMMPO has indicated that communities must realize that the TIP project listing is *financially constrained* within the federal-aid funding targets allocated by MassDOT planning region in the state. Copies of the current TIP's highway-and transit-related project listings can be viewed at [cmrpc.org](http://cmrpc.org) along with supporting documentation. As is evident from the listings, the TIP is fully programmed at this time.

A number of communities in the region are moving ahead with MassDOT-approved projects already programmed to receive a portion of the limited federal-aid funding available to the planning region. Following MassDOT approval, these communities have started the lengthy design, environmental and right-of-way acquisition process. Those communities that have reached and accepted the 25% design stage have already been asked to present their projects to the CMMPO.

### ***Host Community Participation***

Each year, when the development of the TIP begins, communities in the planning region with federal-aid highway projects *already* in design are asked to provide a status update to the CMMPO in order to measure design progress. Some may be asked to attend a meeting of the CMMPO. The requested status updates should include:

- 1) The current stage of project design,
- 2) The current status of right-of-way & environmental requirements,
- 3) Updated cost estimates,
- 4) Anticipated effects on congestion, safety, pavement quality, and modal shift, and
- 5) Any other project information that the community feels would be useful to the CMMPO.

*Please recognize that the CMMPO can and will remove idle projects from the TIP listing if they lack necessary community support.*

CMMPO member MassDOT-Highway Division reminds the planning region's communities that *new federal-aid eligible project proposals may be submitted throughout the year*. Due to ongoing budgetary constraints, projects that are under \$5M that address congestion, safety and enable modal shifts to transit, biking and walking are preferred. Again, new project proposals can be submitted for consideration at any time. It is highly recommended that communities preparing to submit a new project contact their MassDOT Highway Division district office for additional guidance on the project development process. The contact persons are as follows:

- MassDOT Highway Division District #2 office, Northampton: Laura Hanson, 413-582-0560
- MassDOT Highway Division District #3 office, Worcester: Ann Sullivan, 508-929-3868

Further, any project submittals to the CMMPO must be accompanied by MassDOT's required Project Need Form ("PNF") available at the following web link:

- <http://www.massdot.state.ma.us/highway/Departments/ProjectManagement/ProjectReviewCommittee.aspx>

All requests for new highway or bridge projects must originate from the host community's Board of Selectmen or, as appropriate, a town administrator/manager acting on its behalf. When submitting a project for consideration by the CMMPO, fully realize that local responsibilities often include securing consultant services, funding project design, funding the acquisition of permanent right-of-way and temporary land easements and addressing any identified environmental requirements.

Communities must realize that the number of projects seeking federal-aid funding far exceed the resources available to the CMMPO. In addition to fiscal constraint, the CMMPO considers a broad range of factors when assessing project readiness for placement on the TIP including performance-based planning needs of the overall multi-modal network, design status, MassDOT Transportation Evaluation Criteria (TEC) project scoring, the provision of regional social equity and environmental mitigation.

## ***Project Status Updates***

The initial public outreach period for the development of the 2017 to 2021 TIP project listing is now underway. If your community has not already been requested by the CMMPO to do so, *status updates on MassDOT Project Review Committee approved federal-aid highway projects in the design process should be forwarded to Kevin Krasnecky, Principal Transportation Planner, starting now and continuing until the close of business on Friday, May 6, 2016.* For your use, a blank project status update form used by the CMMPO is attached. Any community correspondence previously forwarded to the CMMPO during 2016 will also be recognized as part of the status update effort.

Summary materials for the annual TIP development effort are available online at [cmrpc.org](http://cmrpc.org) and at the CMRPC office. Printed materials are readily available upon request. Any questions or requests for additional information should be directed to Kevin Krasnecky at (508)-459-3314 or [kkrasnecky@cmrpc.org](mailto:kkrasnecky@cmrpc.org).

***Este es un aviso importante. Sirvase mandarlo traducir.***

**2017 to 2021**  
**Transportation Improvement Program (TIP):**  
**DRAFT DEVELOPMENT SCHEDULE**

- December 2015:** Annual outreach effort for TIP begins with invitations for community presentations, currently programmed project progress updates, new project proposals or previously submitted active projects status updates.
- January 13, 2016:** **CMMPO meeting 4:30 PM.** TIP project presentations by invited communities. CMMPO Advisory Committee members invited to attend.
- January 27, 2016:** CMMPO Advisory Committee meeting, 3:00 PM.
- February 17, 2016:** **CMMPO meeting 4:30 PM.** Annual TIP development continues. TIP project presentations by invited communities.
- February 24, 2016:** CMMPO Advisory Committee Meeting, 3:00 PM.
- March 9, 2016:** **CMMPO meeting 4:30 PM.** Annual TIP development continues. CMMPO Advisory Committee TIP project recommendations discussed.
- March 10, 2016:** MassDOT provides 2017 to 2020 regional federal-aid funding targets for TIP development purposes. PVCC Marpa Meeting.
- March 23, 2016:** CMMPO Advisory Committee Meeting, 3:00 PM.
- April 13, 2016:** "TIP Environmental Consultation Session" held at Union Station, 10:00 AM.
- April 13, 2016:** **CMMPO meeting 4:30 PM.** Annual TIP development discussion continues.
- April 14, 2016:** "TIP Development Day" to be held at the MassDOT Highway Division District #3 office. The status of eligible TIP projects will be reviewed to inform the MPO's programming efforts. (*This is a MassDOT/CMRPC-only working session.*)
- April 27, 2016:** CMMPO Advisory Committee Meeting, 3:00 PM.
- May 6, 2016:** Due date for the submittal of community project status updates for active projects, 4:30 PM.
- May 11, 2016:** **CMMPO meeting 4:30 PM.** TIP and UPWP discussion.
- May 25, 2016:** CMMPO Advisory Committee meeting, 3:00 PM.
- June 8, 2016:** **CMMPO meeting 4:30 PM.** MPO finalizes draft listing of programmed projects for highway and transit. Approved *Draft* TIP listings released for public review and comment; listings available on CMRPC website. 30-day public review & comment period begins, legal ad appears in the *T&G* and nationwide mailing invites all interested parties to attend public meeting.
- June 22, 2016:** CMMPO Advisory Committee meeting, 3:00 PM.
- June 29, 2016:** 2017 to 2020 TIP Public Meeting, CMRPC conference room, Union Station, 5:00 PM.
- July 8, 2016:** Public comment period on *Final Draft* TIP closed, 4:30 PM
- July 13, 2016:** **CMMPO meeting 4:30 PM.** Endorsement of *Final* TIP document considered after review of all submitted comment. TIP documentation subsequently finalized for federal agency review with accompanying Technical Appendix materials.
- July/August/**  
**September 2016:** Federal agency review of CMMPO *Endorsed* TIP underway.
- October 1, 2016:** Federally approved CMMPO *Endorsed* TIP is in effect and available for distribution to interested parties.

CENTRAL MASS REGIONAL PLANNING COMMISSION—MPO & AC

**T.I.P. PROJECT STATUS UPDATE**

Date :

Project Number:

Town/City :

MDOT DISTRICT:

Project Name :

**STATUS**

Design Level :

Engineers Estimate :

PRC Approved ?

TIP Schedule :

Is the Project eligible for "HSIP" ?

Is the Project eligible for "CMAQ" ?

Has an RSA been held/scheduled :

Does the Project comply with Healthy Transportation Policy ?

Project Overview :

Regional Significance :

What Permits and/or ROW are anticipated :

Are there EJ Concerns

Are there ED Benefits :

Can the Project be PHASED :

What is Next in the Schedule :