



Memorandum

Date: November 7, 2025

To: Select Boards
Community Administrators & Managers

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

From: CMRPC Transportation Staff

Re: **Annual Development of the 2027 - 2031 Transportation Improvement Program**

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 staff to the CMMPO, has begun the annual development of the **Transportation Improvement Program ("TIP")** through a proactive public outreach process. This year's TIP Development Schedule is attached for your reference.

Approved by the CMMPO, the federally required TIP lists all eligible highway, transit, intermodal, bicycle and pedestrian projects in the region that are programmed to receive federal-aid funding. Following federal US DOT 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 also encourage modal shift to increase public transit use, bicycling and walking. Additionally, communities are encouraged to consider MicroProjects funding for first and last-mile solutions, micromobility projects, and other small, non-traditional transportation projects such as bicycle parking and storage, mapping, signing and wayfinding, education and access enhancements to

public transportation. Projects of regional and statewide significance, such as Interstate Maintenance and Bridge Maintenance are also included in the TIP document.

The CMMPO emphasizes that communities must realize that the TIP project listing is *financially constrained* within the federal-aid funding targets allocated by MassDOT to the planning regions across the state. Copies of the current TIP's highway and transit-related project listings can be viewed at <http://cmrpc.org/tip> along with supporting documentation.

Several communities are currently moving forward 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 want to pursue TIP funding and have MassDOT Project Review Committee (PRC) approved projects that are not yet programmed, will be asked to present their projects to the CMMPO in January/February 2026.

Host Community Participation

Each year, when the development of the TIP begins, all communities in the planning region with federal-aid highway projects that have already been programmed are asked to provide a written "Status Update" to the CMMPO staff to measure design progress. Some host communities may also be asked to attend a meeting of the CMMPO. The requested Status Updates should include:

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

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

CMMPO member MassDOT-Highway Division has indicated that communities in the planning region with *new* federal-aid eligible project proposals **may be submitted anytime throughout the year**. Projects that address congestion, safety and enable modal shifts to transit, bicycling and walking are encouraged. Communities preparing to submit a new project for consideration should contact their MassDOT Highway Division District office for additional guidance on the mandatory project initiation process. The contact persons are as follows:

- MassDOT Highway Division District #2 office, Northampton:
Daryl Amaral, Daryl.Amaral@dot.state.ma.us
Laura Hanson, Laura.Hanson@dot.state.ma.us
- MassDOT Highway Division District #3 office, Worcester:
Sarah Bradbury, sarah.bradbury@dot.state.ma.us

All new projects must be initiated through the Massachusetts Project Intake Tool (MaPIT), a web-based application designed to help both state and municipal proponents map, create, and initiate transportation projects, while being screened with all relevant MassDOT GIS resources. A MaPIT account can be [requested online](#) or through the District Office contacts listed above. Additional information on initiating a project can also be found online at <https://www.mass.gov/info-details/massdot-highway-initiating-a-project>.

All requests for new highway or bridge projects must originate from the host community's Select Board 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 as well as addressing any identified environmental and public utility requirements. The MassDOT Highway Division [Standard Operating Procedures](#) is available to help communities when initiating new projects and also includes information about the Project Intake Tool.

Communities must realize the TIP is a competitive funding program and therefore the potential number of projects seeking federal-aid funding could exceed the resources available to the CMMPO. In addition to fiscal constraint, the CMMPO considers project readiness as well as a broad range of Performance-Based Planning & Programming (PBP&P) factors to screen, rank and select projects that will benefit the needs of the overall multimodal transportation network.

Summary materials for the annual TIP development effort are available online at <http://cmrpc.org/tip>. Included is a [federal-aid eligible map](#) for the CMMPO region. Printed materials are also 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.

TIP Design Funding

In an attempt to reduce the financial barriers associated with the initiation of new transportation infrastructure projects, the CMMPO has set aside up to \$1 million a year to assist with the design of locally generated projects. The CMMPO has established a [TIP Design Funding Policy](#) which summarizes guidelines for the use of Target Funding for design purposes for the planning region's forty member communities. The policy is intended to designate a portion of the TIP target funds anticipated to be available to the region for the design & engineering of an eventual transportation improvement construction project. Importantly, each municipality that applies for the available TIP

design funding must meet and adhere to the CMMPO TIP Design Policy guidelines as well as all applicable [US DOT and MassDOT regulations](#).

A maximum amount of \$1 million in funding for design has been set aside by the CMMPO in each year of the TIP. Federal funding will cover a maximum of 80% and the community must provide the remaining 20%. Design Funding is only eligible for *new* design activities and the municipality *must* hire a [MassDOT pre-qualified Architectural & Engineering \(A&E\) firm](#) through a Qualifications-Based Selection (QBS) process. The project must also be approved by the MassDOT PRC. It should specifically be noted that for any amount of awarded design funding, the host municipality must enter into a reimbursable contract with MassDOT. Further, through a letter from the Select Board or City Council the community *must* provide a commitment to follow through on the implementation of the corresponding transportation improvement construction project.

All communities with eligible projects and those who would like to apply for design funding must fill out an application, which can be downloaded from the [TIP page](#) of the CMRPC website. The requested TIP Design Funding applications must be submitted by **December 31, 2025**, to be considered for design funding for FFY 2027. Again, if your community does not have a project ready to submit at the present time, an application can be submitted anytime during the year and will be considered for programming on a future TIP. All Design Funding applications or questions can be forwarded to Kevin Krasnecky at kkrasnecky@cmrpc.org.

Micro-Projects Funding

The MicroProjects Program is the CMMPO's funding source for first and last-mile solutions, micromobility projects, and other small, non-traditional transportation projects, such as bicycle parking and storage, mapping, signing and wayfinding, education and access enhancements to public transportation. Available only to the planning region's member communities, the goals of the MicroProjects Program are to fill identified gaps in the transportation network, create first and last-mile connections between transit and other modes, and support access to essential services, including access to jobs, education opportunities, health services, and healthy food.

Eligible applicants for the MicroProjects Program include municipalities, Transportation Management Associations (TMAs), and Regional Transit Authorities (RTAs). Other entities, such as non-profit organizations, may apply in partnership with a municipality, TMA, or RTA, that has agreed to serve as both a project proponent and fiscal manager. The types of projects that are eligible include micromobility projects, transit access enhancement projects, public education and outreach activities, and travel demand management activities. MicroProjects are funded with Congestion Mitigation and Air Quality (CMAQ) funding and, accordingly, all eligible projects must demonstrate an air quality benefit.

The CMMPO has allocated up to \$400,000 per year in each year of the TIP for the MicroProjects Program. Federal funding will only cover 80% of the project cost and the

proponent *must* provide the 20% local match. All applications for the MicroProjects Program should be submitted to Yahaira Graxirena at ygraxirena@cmrpc.org by **Friday, February 6, 2026**. The MicroProjects application and all related materials can be found on the CMRPC website at <https://cmrpc.org/transportation/core-plans/tip/microprojects/>.

The CMMPO fully complies with all Federal and Commonwealth of Massachusetts nondiscrimination protections, including Title VI of the Civil Rights Act of 1964 and related statutes and regulations, in all of its programs and activities. The CMMPO does not discriminate on the basis of race, color, national origin, English proficiency, or age, ancestry, background, disability, gender, gender identity or expression, income, religion, sex, sexual orientation or expression, or military status. Any person who believes himself/herself or through a representative have been discriminated against can file a complaint with the CMMPO. A complaint must be filed no later than 180 days after the date on which the person believes the discrimination occurred.

Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including Limited English Proficiency) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.

Related federal non-discrimination laws administered by the Federal Highway Administration, and the Federal Transit Administration prohibit discrimination on the basis of age, sex and disability. These protected categories are contemplated within the CMMPO's Title VI Program, consistent with federal interpretation and administration. Additionally, CMMPO provides meaningful access to its programs, services and activities to individuals with Limited English Proficiency, in compliance with US DOT policy and guidance on federal Executive Order 13166. The CMMPO also complies with the Massachusetts Public Accommodation Law, M.G.L. Chapter 272, Sections 92a, 98, and 98a prohibiting making any distinction, discrimination, or restriction in admission to or treatment in place of public accommodation based on race, color, religious creed, national origin, sex, sexual orientation, disability, or ancestry. Likewise, the CMMPO complies with the Governor's Executive Order 526, Section 4 requiring that all of its programs, activities, and services provided, performed, licensed, chartered, funded, regulated, or contracted shall be conducted without unlawful discrimination based on race, color, age, gender, ethnicity, sexual orientation, gender identity or expression, religion, creed, ancestry, national origin, disability, veteran's status, or background.

If this information is needed in another language, please visit www.cmrpc.org and use the Google Translate feature.

Translations:

English:

If this information is needed in another language, please visit www.cmrpc.org and use the Google Translate feature.

Portuguese:

Se esta informação é necessária em outro idioma, por favor visite www.cmrpc.org e use o Google Translate.

Spanish:

Si necesita esta información en otro idioma, por favor visite www.cmrpc.org y utilice Google Translate.

French:

Si vous désirez ces renseignements dans une autre langue, prière de vous servir de Google Translate qui se trouve à l'adresse suivante: www.cmrpc.org.

Polish:

Jeżeli informacja zawarta na stronie www.cmrpc.org jest potrzebna w innym języku, prosimy o skorzystanie z funkcji Google translate.

Vietnamese:

Nếu thông tin này là cần thiết trong một ngôn ngữ khác, vui lòng truy cập www.cmrpc.org và sử dụng các tính năng của Google Translate.

Chinese (Traditional):

如果此信息需要以另一種語言，請訪問www.cmrpc.org並使用谷歌翻譯功能。