



# Memorandum

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**Date:** January 5, 2024

**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 2025 to 2029 TIP Project Listing**

## 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 established by the CMMPO 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 and regional social equity. In support of these goals, the CMMPO seeks projects that will also encourage modal shift to increase public transit use, bicycling and walking. Moreover, communities are encouraged to consider the MicroProjects funding for first and last-mile solutions, workforce transportation, and other small, non-traditional transportation projects such as bicycle racks, bicycle storage, bicycle sharing capital expenses,

and wayfinding for bicyclists and pedestrians. 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 have MassDOT Project Review Committee (PRC) approved projects that are not yet programmed have been asked to present their projects to the CMMPO.)

### Host Community Participation

Each year, when the development of the TIP begins, all communities in the planning region with federal-aid highway projects *already* programmed are asked to provide a written "Status Update" to the CMMPO in order to measure design progress. Some 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 current status of right-of-way & environmental requirements,
3. Updated cost estimates,
4. Anticipated effects on congestion, safety, pavement quality, modal shift, and environmental justice, and
5. Any other project information that the community feels should be reported to the CMMPO.

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 reminds the planning region's communities that *new* federal-aid eligible project proposals **may be submitted anytime throughout the year**. Due to ongoing budgetary constraints, projects that are under \$5M that address congestion, safety and enable modal shifts to transit, bicycling and walking are preferred. 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:  
Paula Simmons, 413-582-1528
- MassDOT Highway Division District #3 office, Worcester:  
Ann Sullivan, 508-929-3868

All 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 screening against all relevant in-house 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 issued Revised Standard Operating Procedures for initiating new projects which includes the Project Intake Tool. These refined procedures can be found here: [SOP No.HED-08-02-1-000](#).

Communities must realize that the potential number of projects seeking federal-aid funding far exceeds the resources available to the CMMPO. In addition to fiscal constraint, the CMMPO considers 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. Other considerations include project readiness, environmental mitigation, and the provision of regional social equity encompassing Title VI, Environmental Justice (EJ), and Limited English Proficiency (LEP) regulations.

Summary materials for the annual TIP development effort are available online at <http://cmrpc.org/tip> 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).

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, 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, the Federal Transit Administration prohibit discrimination on the basis of age, sex and disability. These protected categories are contemplated within 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 Department of Transportation policy and guidance on federal Executive Order 13166. 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, 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](http://www.cmrpc.org) and use the Google Translate feature.*

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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](http://www.cmrpc.org).

### **Polish:**

Jeżeli informacja zawarta na stronie [www.cmrpc.org](http://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](http://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](http://www.cmrpc.org)並使用谷歌翻譯功能。

**2025 to 2029**  
**Transportation Improvement Program (TIP):**  
**DEVELOPMENT SCHEDULE**

- December 2023:** 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.
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- January 17, 2024:** **CMMPO meeting 4:30 PM.** TIP project presentations by invited communities. CMMPO Advisory Committee members invited to attend.
- January 24, 2024:** CMMPO Advisory Committee meeting, 3:00 PM.
- January 31 2024:** MassDOT provides 2025 to 2029 regional federal-aid funding targets for TIP development purposes.
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- February 6, 2024:** “TIP Readiness 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.*)
- February 21, 2024:** **CMMPO meeting 4:00 PM.** Annual TIP development continues. Additional TIP project presentations, if needed.
- February 28, 2024:** CMMPO Advisory Committee Meeting, 3:00 PM. TIP project scoring for recommendation to CMMPO.
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- March 20, 2024:** **CMMPO meeting 4:00 PM.** Annual TIP development continues – TIP Workshop. CMMPO Advisory Committee TIP project recommendations discussed.
- March 27, 2024:** CMMPO Advisory Committee Meeting, 3:00 PM.
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- April 4, 2024:** “TIP Environmental Consultation Session” held virtually, 10:00 AM.
- April 17, 2024:** **CMMPO meeting 4:00 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. 21-day public review & comment period begins, legal ad appears in the *T&G* and regionwide mailing invites all interested parties to attend public meeting.
- April 24, 2024:** CMMPO Advisory Committee Meeting, 3:00 PM. Comments on Draft TIP.
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- May 7, 2024:** 2025 to 2029 TIP Virtual Public Meeting, 5:00 PM.
- May 8, 2024:** Public comment period on *Final Draft* TIP closed, 4:30 PM.
- May 15, 2024:** **CMMPO meeting 4:00 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.
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- August/Sept 2024:** Federal agency review of CMMPO *Endorsed* TIP underway.
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- October 1, 2024:** Federally approved CMMPO *Endorsed* TIP is in effect and available for distribution to interested parties.