



# MICROPROJECTS INFORMATION SESSION

November 7, 2024

# AGENDA

1. Introduction
2. All About the MicroProjects Program
3. Eligible Projects
4. How to Apply
5. Timeline
6. Q&A

# INTRODUCTION

The MicroProjects Program is a funding program for first and last-mile solutions, and other small projects, such as micromobility projects, transit access enhancements, education, wayfinding, and transportation demand management strategies.

The projects will be evaluated as part of the 2026-2030 Transportation Improvement Program (TIP) development process.

# WHAT IS THE TIP?

The Transportation Improvement Program is a federally-required planning document that lists all highway, bridge, transit, and intermodal projects in the Central Massachusetts planning region that are programmed to receive federal-aid funding.

Includes a list of projects to be advertised for construction in the next 5 years.

The TIP is updated every year and endorsed by the Central Massachusetts Metropolitan Planning Organization (CMMPO).

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

# WHAT IS THE CMMPO?

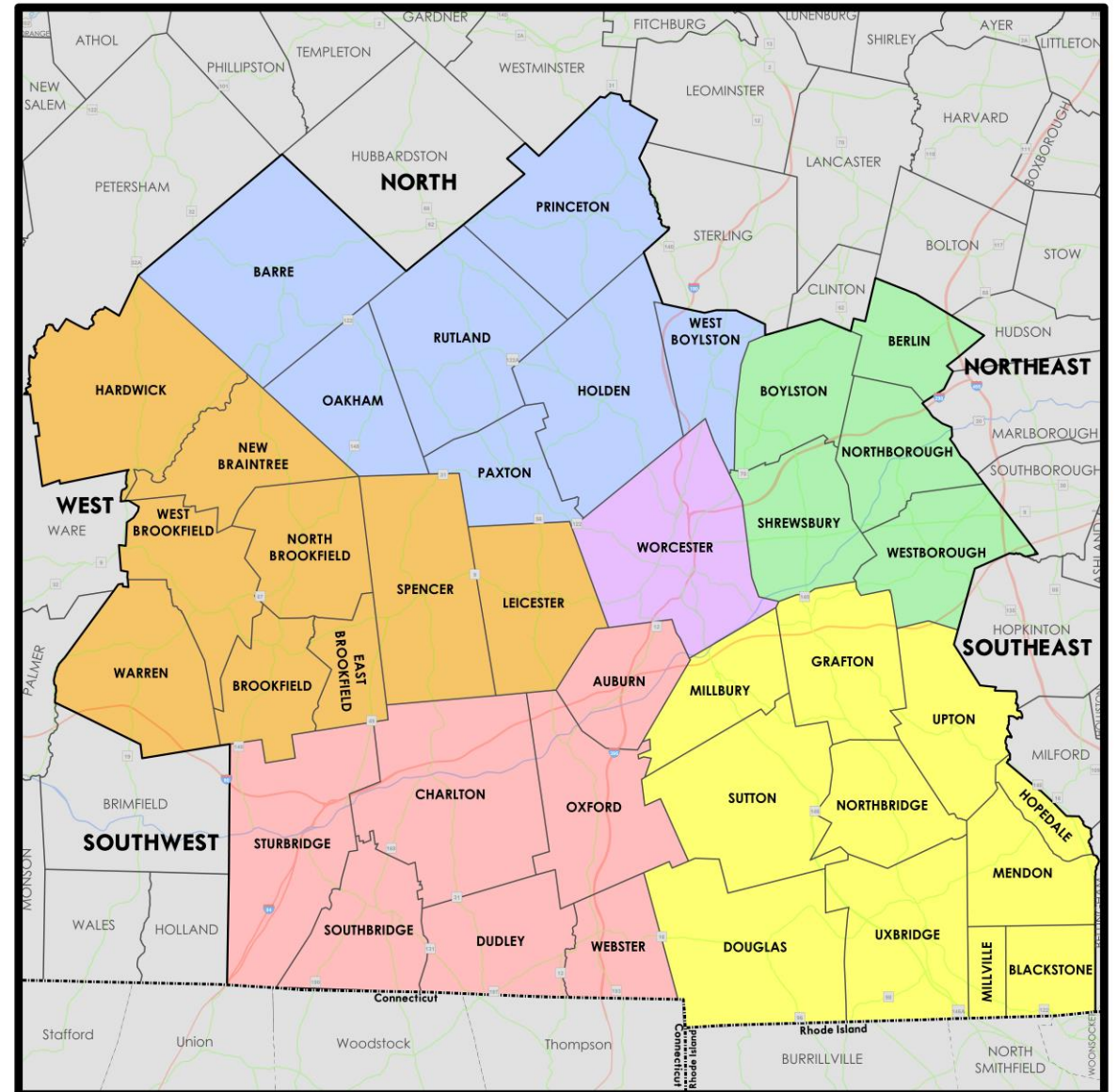
Federally mandated organization

6 subregions and 40 communities

Local representation from each subregion

MassDOT Secretary is the Chair  
CMRPC, WRTA, and MassDOT  
Highway Division are also  
members.

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



# ALL ABOUT THE MICROPROJECTS PROGRAM

# BACKGROUND

From the public outreach and other engagement activities, we heard that there is a need for more transportation choices and better access to essential destinations.

Beyond the traditional TIP projects (brick and mortar projects) that require design and construction, the MicroProjects are used primarily for capital purchases. They have a quick turnaround, and typically can be programmed one-year out on the TIP.

# MAJOR GOALS

## ACCESS

To support access to essential services, including access to jobs, education, health services, and healthy food.

## CONNECTIONS

To create first-and-last mile connections to transit and other modes of transportation.

## GAPS

To fill the gaps within the transportation network.



# WHO CAN APPLY?

1. Municipalities
2. Regional Transit Authorities
3. Transportation Management Associations (TMA)
4. Councils on Aging\*
5. Non-profit organizations that provide transportation services\*

\*May apply in partnership with a municipality, the WRTA or a TMA that has agreed to serve as a project proponent and fiscal manager.

# FUNDING

The CMMPO allocated \$400,000 per year for this Program.

Federal funds: Congestion Mitigation and Air Quality (CMAQ) funds.

CMAQ funds are generally for local transportation projects that reduce emissions.

More information here: [CMAQ 101 Training Course – YouTube Pedestrian and Bicycle Funding Opportunities](#)

# FUNDING

CMAQ will cover 80% of project costs, proponents shall provide a 20% local match.

The proponent will have a contract directly with MassDOT.

Funds can be available as early as October 1, 2025 (FFY26), pending cost increases in current programmed TIP projects.

# FUNDING

Proponents should anticipate funding the cost of installation (for capital projects), administration and maintenance.

Provide documentation that demonstrate these aspects will be properly funded.

# FUNDING

Awardees will have a contract directly with MassDOT.

Awardees need to comply with the following:

1. Scope of work
2. Quarterly progress reports on all project activities (e.g. usage of facility or service, ridership if applicable, etc.), performance measures, etc.
3. Detailed descriptions of work involved
4. Other details as requested by MassDOT

# ELIGIBLE PROJECTS

# PROJECT TYPES

## **MICROMOBILITY**

Public bicycles or scooters available for short trips.

## **TRANSIT ACCESS ENHANCEMENTS**

Pedestrian and bicyclist access to transit services and amenities.

## **ENCOURAGEMENT & EDUCATION**

Safe access for bicyclists and pedestrians.

## **TRAVEL DEMAND MANAGEMENT STRATEGIES**

Strategies to help commuters access jobs, minimize congestion, and access other transportation options.

# PROJECT TYPES



## MICROMOBILITY

- Capital costs for new bike-share/scooter-share stations and bicycles, E-BIKES, docks, and related equipment.
- Funds cannot be used for operational costs, maintenance, or administration.
- Must demonstrate an air quality benefit.



# PROJECT TYPES



## TRANSIT ACCESS ENHANCEMENTS

- Capital purchases only, such as: signage, benches, shelters, lighting.
- Service changes, relocation of bus stops, and schedule changes all need coordination with the WRTA and it is out of the scope of Microprojects.

# PROJECT TYPES



## ENCOURAGEMENT AND EDUCATION

- Strategies to encourage and educate the population about transportation options
- Provide narrative of the problem that the community wants to address

# PROJECT TYPES



## TRANSPORTATION DEMAND MANAGEMENT (TDM) STRATEGIES

1. To provide real-time information on network performance and support better decision making for travelers choosing modes, times, routes, and locations.
2. Eligible activities include guaranteed ride-home programs and employer-based commuter choice programs.
3. Marketing and outreach efforts to expand the use of TDM measures are also eligible.

# HOW TO APPLY

# APPLICATION

- 1. Contact Information**
- 2. Project Description**
- 3. Eligibility**
- 4. Evidence of Need**
- 5. Budget**
- 6. Management Capacity**

# APPLICATION

## 1. Contact Information

Provide contact information of the proponent, including primary applicant and secondary applicant

# APPLICATION

## 2. Project Description

Narrative describing the project and project location

What do you want to accomplish with the project?

What are the major milestones?

Amount requested, matching funds

Who are you partnering with?

Any expected / projected outcomes?

# APPLICATION

## 3. Eligibility

Include at least 2 of the data requirements for the type of project you are applying to.

Staff will use this information to calculate air quality benefits.

If the data does not support air quality benefits projects will be considered ineligible.



# APPLICATION

## 4. Evidence of Need

Provide enough details or additional relevant information to support your application.

# APPLICATION

## 5. Budget

Provide a narrative describing the sources for local match, including cash and in-kind, revenues, costs and indirect costs associated with the project.

Indicate any efforts to leverage funds from other contracted revenue sources to help implement or to continue the project.

# APPLICATION

## 5. Budget

Excel file included in the application package.

Include annual budget (costs and revenues)

You can add rows as needed

For multi-year projects use “tabs” for each year

# APPLICATION

## 5. Budget

MICROPROJECTS BUDGET SHEET - BIKE SHARING & BICYCLES					
If you are applying for bikeshare docks and bicycles, please provide a link to external cost listings. Add rows as needed.					
	Description	Value (per item)	Number	Cost	Details
A				\$0.00	
B				\$0.00	
C				\$0.00	
D				\$0.00	
E				\$0.00	
F				\$0.00	
Grand Total		\$0.00		\$0.00	

# APPLICATION

## 6. Proponent Management Capacity

Provide information that shows the proponent readiness and institutional capacity to manage the project.

# TIMELINE

## **DATES TO REMEMBER**

<b>February 14, 2025</b>	Deadline to apply
<b>February 26, 2025</b>	Presentation to the CMMPO Advisory Committee
<b>March 19, 2025</b>	Presentation to the CMMPO
<b>Spring 2025</b>	Statewide CMAQ Consultation
<b>April 16, 2025</b>	Draft TIP Listing release for public review
<b>May 21, 2025</b>	2026-2030 TIP Endorsement by the CMMPO
<b>October 1, 2025</b>	2026-2030 CMMPO Endorsed TIP is in effect and available for distribution to applicants

# RESOURCES

## [MassDOT Grant Central](#)

- Complete Streets Program
- Local Bottleneck Reduction Program
- Shared Streets and Spaces
- Municipal Pavement Program
- Rail and Transit Programs

## [Safe Routes To School - Bike Rack Grant](#)

## [FHWA Pedestrian and Bicycle Funding Opportunities](#)



# QUESTIONS & ANSWERS

# THANK YOU

[WWW.CMRPC.ORG/MICROPROJECTS](http://WWW.CMRPC.ORG/MICROPROJECTS)

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