massDOT — Massachusetts Department of Transportation **FFY 2023 – 2027 Transportation Improvement Program Guidance**

Metropolitan Planning Organizations' (MPOs') Transportation Improvement Programs (TIPs) are critical to the Commonwealth's project delivery cycle. The Massachusetts Department of Transportation (MassDOT) is providing the following guidance to ensure that TIPs are fiscally constrained, informed by project readiness, and are transparent to the public. As part of this cycle, please continue to make use of eSTIP for both project selection and for TIP amendments and adjustments.

Recommendations

Narrative

Organizational Details	Ensure list of MPO members is current.
	Outline MPO organization, including the relationship of related entities (other Boards, technical committees, municipalities, *etc*.).
	Ensure acronyms and partner agency lists are accurate and up to date.
	Ensure all references to federal transportation funding reauthorization legislation are up to date (e.g. update Fixing America's Surface Transportation (FAST) Act references to Bipartisan Infrastructure Law (BIL)).
	Please ensure that TIP document is as concise as possible to allow for greater readability and comprehension among members of the public.
Project Programming Rationale	MassDOT will be developing the FY 2023 Capital Investment Plan (CIP) and STIP focused on implementing our various modal plans and tying our investments to performance-based planning identified in MassDOT's Performance Tracker.

As the MPOs are a crucial partner to the CIP development, please describe connections between regional target projects, the Long Range Transportation Plan (LRTP), Unified Planning Work Program (UPWP), Regional Modal Plans, performance measures, and Statewide Modal Plans. Specifically, note if regional target projects are related to and/or referenced in these plans or if they were developed directly as a result of a UPWP-funded corridor study or technical assistance. (See attached template for assistance with this recommendation.) |
	With specific regard to the 2020 regional LRTP, please include a section describing the MPO's investment framework that ties regional target projects to the goals and programs included within the LRTP.
Reliability of TIP Project Delivery	MassDOT's Highway Division and Office of Transportation Planning are continuing efforts to improve project delivery within the State Transportation Improvement Program (STIP). As the MPOs are a crucial partner to the development and implementation of the STIP, please ensure there is a process in place for MPO staff to play an active role in coordinating with project proponents, designers, MassDOT District staff, and other relevant stakeholders to ensure project delivery milestones are met for TIP target projects.
Procedural TIP Elements	Include all currently utilized Transportation Funding programs. Please see USDOT Fact Sheets on BIL and Special Funding for up-to-date detail of federal programs.

	Detail the TIP Amendment and Adjustment procedures for your MPO and discuss any variances from the MassDOT procedures. Include any changes made since the 2022–2026 TIP and ensure any relevant Memoranda of Understanding (MOUs) are accurate.
Project Scoring	Include a table detailing all MPO scored projects, listed in order by project score, along with notations if the project will be programmed in the 2023–2027 TIP.
	Include a narrative outlining the processes by which projects are scored and programmed, and detail any changes made to the project scoring criteria or process since the 2022–2026 TIP.
	Consider actively engaging municipalities in your region to participate in the project scoring process. The Pioneer Valley MPO's (PVMPO) approach is a best practice in this area. Please see this webpage as an example of how the PVMPO encourages municipalities to participate in this effort.
	Describe whether and to what extent the COVID-19 pandemic has impacted or will impact currently programmed project scores and transportation evaluation criteria more broadly, including a discussion on the extent to which regional target projects have remained regional priorities in light of changes to travel patterns resulting from the pandemic.
	Describe whether and to what extent the RITIS platform has been incorporated into the MPO's project scoring system and/or used to evaluate travel time reliability changes and changes in travel patterns.
General Recommendations	Check document for broken links.
	Ensure all charts, tables, and maps are legible and properly annotated.
	Remove all placeholder text and proofing text.
	Update TIP Signatory Sheet.

Performance Measurement

Target-Setting & Planning	Include a discussion of planning process leading up to performance measure target-setting.
	Directly reference and identify investments relevant to the Transit Asset Management (TAM) Plan and Public Transportation Agency Safety Plan (PTASP). Please coordinate with the RTA(s) in your region as necessary.
	Directly reference and identify investments from the MassDOT Transportation Asset Management Plan (TAMP).
	Discuss how adopted performance targets inform project selection.
	Directly reference MassDOT's Annual Performance Management Report, Tracker.
	Directly reference federal and regionally adopted performance measures (if applicable).
Current Targets	Include currently adopted targets and make clear the timing of the most recent update(s) to targets.

	Ensure adopted targets are clearly stated and that associated charts are legible.
	Compare regional data to statewide targets where regional data is available. Discuss MPO decision to adopt separate targets or to support statewide targets.

Project Lists

Financials	Ensure financial projections flow from most recent FHWA, FTA, and MassDOT guidance.
	Financial plans should include a description of how the amount of funding reasonably expected to be made available was cooperatively developed for both highway and transit revenues. Please see page 20 of the FFY 2022 – 2026 STIP for a reference.
	Confirm that project costs and Year of Expenditure (YOE) estimates are accurate.
	Include operations and maintenance (O&M) tables for both highway and transit investments. MassDOT will provide highway figures.
Additional Info	Include Advanced Construction (AC) nomenclature where appropriate.
	Ensure that there is a narrative describing transit projects funded within the TIP. See pages 33 – 34 of the FFY 2022 – 2026 Cape Cod MPO TIP ("Description of Funded Transit Projects") as a best practice.
	Ensure all relevant fields are completed in eSTIP, as applicable, including project proponent, the MassDOT PRC score, GHG entries, and CMAQ* data (*see further guidance below). Please reference Mobile Source Emissions Factors in Regional TIP.
	Browse projects currently programmed within eSTIP for project limit accuracy, as these are the shapes that MassDOT uses for analysis as part of the CIP process.
Creative Use of Regional Target Funds	Consider the development of a TIP program that would assist with the implementation of the goals identified in the LRTP. The Boston MPO's Community Connections Program is a best practice in this area. For TIP programs and for non-traditional TIP projects, coordinate with your MPO Liaison to ensure feasibility of timeline and of any specific programmed projects.
Completeness	Include **all** funded transportation projects, including Federal Lands Access Program (FLAP), Federal Lands Transportation Program (FLTP), U.S. Army Corps of Engineers (USACE), Coronavirus Response and Relief Supplemental Appropriations (CRRSAA), and Tribal Transportation Program (TTP) projects. If a project that is part of one of these programs is programmed in your respective region, please ensure it is included within an appendix. If adding self-certification to TIP document, please ensure all CFR's are consistent with federal requirements, and include signature for Secretary* Jamey Tesler. (*not acting)

Impact Analysis

Equity Analysis	Analyze geographic equity of past and current TIP projects, along with a relevant table of programming information by municipality. Discuss how equity informs investment decisions for both roadway and transit projects.
	Analyze social equity of the TIP in light of Title VI considerations and your MPO's Title VI Plan.
	Analyze environmental justice impacts of the TIP and/or of major programmed projects as needed.
	Include an equity narrative to accompany geographic and social equity charts, tables, and maps.
	Discuss how equity considerations inform investment decisions.
	When developing your regional equity analysis, consult the TCRP report, "Equity Analysis in Regional Transportation Planning Processes, Volume 1."
	In the geographic equity narrative, consider the inclusion of other transportation-related grant program participation by municipality, and whether there are any different or reinforced trends in participation in regional target funding and participation in other transportation grant opportunities (e.g. Workforce Transportation Grant, Shared Streets and Spaces, MassWorks, etc.)
Greenhouse Gas (GHG) Emissions Analysis	Ensure that only funded projects have GHG analysis included.
	Quantify bicycle and pedestrian GHG impacts where relevant.
	Include highway and transit projects in GHG analysis in a template provided by MassDOT.

Public Engagement

Community Outreach Best Practices	Ensure that virtual public involvement techniques are used as part of the TIP public participation strategy and described within the TIP narrative.
	To assist with engaging non-traditional stakeholders, please ensure public involvement activities are in line with your MPO Public Participation Plan standards.
	Consider how residents, particularly limited English proficiency (LEP) residents, might find and understand the TIP Document and/or know that translations are available.
	Ensure that all TIP-related materials are posted to the MPO website in a timely manner and that all information is up to date.

Schedule

To facilitate a timely sharing of the Final STIP with the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the United States Environmental Protection Agency (EPA), and the Massachusetts Department of Environmental Protection (DEP), MassDOT will follow the schedule below (Please also see attached STIP Development Milestone calendar):

- *__March__* – We expect that each MPO will decide on a preferred set of projects to include in their draft 2023–2027 TIPs. Both draft Highway and Transit project listings shall be presented at March MPO meetings. Please work with your RTAs and MassDOT on ensuring that these lists are prepared <u>one week</u> (seven days) in advance. Upon MPO concurrence of a preferred slate of projects, staff shall select a preferred projects list within two business days in the eSTIP application.

  MassDOT will use the preferred set of projects preliminarily chosen by your members to help prepare the draft 2023–2027 CIP so as to reflect your MPO's priorities, understanding that regional priorities may shift between March and the final adoption of the CIP. Having your region's preferred slate of projects is a critical step in developing the CIP.

- *__April__* – Each MPO will release their draft TIPs at their April meeting. MassDOT will use these draft TIPs to prepare the draft STIP and in the draft CIP update released for public comment.

  We will have overlapping comment periods between regional TIPs, the STIP, and CIP. This will allow us to share comments and coordinate the consideration and response to public comments received at the regional or statewide level. MassDOT expects that a <u>full draft</u> of the TIP document, not just project lists, will be shared with your members <u>at least seven days</u> in advance of the April MPO meetings when the draft TIPs will be considered for release for public comment by your membership. All appendices should be shared with MPO members as well. Within two business days of the MPO meeting, staff shall update the preferred projects list in the eSTIP to align with the released project list. *All projects programming CMAQ funding must add the 'CMAQ Data' from consultation onto the eSTIP application—please contact MassDOT's CMAQ Coordinator for further guidance/questions.

- *__May__* – Each MPO will endorse their TIPs at their May meeting. MassDOT will use these endorsed TIPs to prepare the final STIP and also use the final program of projects for the CIP update that will be considered for adoption by the Joint Boards of Directors in early June.

- *__June__* – MassDOT will finalize and transmit the STIP, along with all final regional TIPs to FHWA, FTA, EPA and DEP for their review and approval.

Transit Priorities & Investments

MassDOT is seeking to improve tracking and measurement of transit-related investments. This effort will aid MPOs and MassDOT in identifying and evaluating priority transit investments.

Working with the Regional Transit Authorities (RTAs) will be critical to ensure that selected projects are coordinated with RTA Comprehensive Plans and Capital Plans. RTAs should also be included in the development or adjustment of any regional project scoring criteria. MPOs should work with the RTAs to ensure project descriptions for transit projects are functionally descriptive, and are in line with achieving adopted performance targets when relevant.

Errata

Final documents should be available in all relevant languages per your Title VI Language Assistance Plan.

Digital files should be legible to a screen reader, designed to accessible standards, and should have linked tables of contents for ease of use. The National Center on Disability and Access to Education has a series of primers for various word processing platforms available should you need guidance: ncdae.org/resources/cheatsheets/.

Adoption

Final TIPs must be adopted by your MPO in May at the absolute latest. Final electronic versions should be distributed to your community partners and to MassDOT within two business days of adoption. A PDF copy of the Final TIP must be posted to the MPO website within seven days of adoption.