

In order to assist with the development and review of Federal Fiscal Year (FFY) 2023 Unified Planning Work Programs (UPWP), the Massachusetts Department of Transportation (MassDOT) Office of Transportation Planning (OTP) is providing the below guidance to be considered by your Metropolitan Planning Organization (MPO). These recommendations are intended to better align UPWPs with previously identified transportation planning needs from our statewide and federal partners.

UPWPs provide a scope of work for MPOs to achieve the regional vision outlined in Regional Transportation Plans (RTPs) in addition to the ongoing planning work of identifying and prioritizing federal aid projects on the Transportation Improvement Program (TIP).

Recommendations

General Guidelines

Narrative Structure: Please make sure document has ease of flow to the narrative and tables/graphics applicable to each section to make it understandable to the public.

Document Length: Please ensure that task descriptions, summaries of impact analyses, and other UPWP narrative elements are as concise as possible. For example, task descriptions should be kept to one to two pages where possible to allow for greater readability and comprehension among members of the public. If additional information is available online (e.g. research study or project information page), then please include hyperlinks.

Figure Annotation: Please ensure all charts, tables, and maps are legible and properly annotated.

Amendment/Adjustment Procedures: Please provide a section clearly outlining Amendment/Adjustment procedures for the UPWP. The addition or removal of a task, significant change of scope, or cost change greater than 25% of the task cost will require MPO endorsement and FHWA approval.

MOU Review: Please ensure all MOUs between MassDOT, your RPA, relevant RTAs, and neighboring RPAs clearly state amendment and adjustment procedures for all 3C documents. Additionally, please review any governing MOU to consider planning work related to recommended improvements and adjustments to align with current or desired practice.

2020 RTP Connection: Please confirm document directly refers to and complements the regional vision, goals, and objectives identified in the 2020 RTP.

Past UPWP Connections: Please analyze individual tasks that were in previous UPWPs for past utilization to inform task budgets or other adjustments.

Statewide Modal Plan Connections: Please coordinate and connect planning efforts with statewide modal plans where appropriate (mass.gov/statewide-plans).

Municipal Plan Connections: Please connect capital investments to municipal strategic land use plans. Please work with local municipalities to coordinate investments.

Other Regional Plan Connections: Please connect capital investments to regional plans relevant to transportation planning, including Regional Comprehensive Plans and Comprehensive Economic Development Strategy (CEDs) plans.

<p>Administrative Items</p>	<p>Task Structure: Please ensure individual tasks include detailed scopes, budgets, schedules (including begin/complete dates and whether they are multi-year tasks), and detail the community beneficiaries.</p> <p>Financial Narrative: Financial plans should include a description of how the amount of funding reasonably expected to be made available was developed for both highway and transit revenues.</p> <p>Direct Cost Budget: As part of the UPWP’s financial tables, please break out a direct cost budget and organize by category of expenditure.</p> <p>Staff Specification: Please ensure individual tasks anticipate staff-hours or consulting resources required. A summary of available staff-hours should be included for comparison. Additionally, please ensure all staff members and their position titles intended to work on tasks funded under the UPWP contract are listed within the UPWP document.</p>
<p>Task-Specific Guidelines</p>	<p>2024 Long Range Transportation Plan Update: Please ensure there is a dedicated task and sufficient staff time budgeted for the development of the 2024 Long Range Transportation Plan (LRTP) and to have it align with MassDOT’s Statewide Long Range Transportation Plan as appropriate.</p> <p>Land Use, Housing, and Transportation Linkages: In line with language in the Bipartisan Infrastructure Law (BIL) (Sec. 30002) please consider the integration of land use, economic development, and housing affordability goals as part of spatial transportation analyses. The development of a Housing Coordination Plan, as described in the BIL, is also an eligible activity using metropolitan planning funds.</p> <p>Additionally, please consider performing analyses that could assist communities advance housing production goals, as well as transit-oriented development, as described in Section 3A of the Zoning Act.</p> <p>Greenhouse Gas Reduction: Efforts to evaluate opportunities to reduce greenhouse gas emissions should be prioritized. This may include strategies to: reduce freight sector greenhouse gas emissions; provide new bicycle and pedestrian facilities, Complete Streets projects, or bike share infrastructure; reduce existing general travel lanes, including their conversion transit priority lanes or active transportation uses; replace older transit vehicles with lower emitting vehicles and associated refueling infrastructure; and improve the frequency and reliability of transit services.</p> <p>Transportation Equity: Throughout all UPWP tasks, transportation equity should be considered a priority area. This may involve analyses that document high concentrations of underserved populations with poor access to essential services, that live near high-volume corridors, and that lack access to viable public transportation options, as well as potential transportation interventions.</p> <p>TIP Program Implementation: If the development of a discretionary TIP program has been or is imagined to be implemented, please budget for administrative work and staff time accordingly.</p> <p>Transit Task Details: Please be specific when allocating planning hours to transit-related tasks, particularly with respect to coordination with RTAs.</p> <p>Performance-Based Planning: Please include a task on Performance-Based Planning to allow sufficient staff time to coordinate with MassDOT, RTAs, and neighboring RPAs on relevant performance targets.</p>

	<p>Public Participation Plan Update(s): Please continue to implement and/or update PPPs based on new virtual public involvement tools and software, as well as the U.S. DOT’s June 2021 Title VI Executive Order. Although additional implementation guidance is forthcoming from U.S. DOT on this Order, section 4 (Community Participation Plans) contains several best practices that can be referenced.</p>
<p>Impact Analysis</p>	<p>Geographic Equity: Please provide a geographic equity distribution table of past (2018–2022) and current UPWP-funded studies by municipality and number of tasks.</p> <p>Social Equity: Please provide a social equity distribution table of past (2018–2022) and current UPWP-funded studies considering environmental justice populations and language access. Measurement should be based on your regionally developed policies.</p>

Data Collection

The data described in this section is suggested to collect/analyze to achieve consistency in data collection efforts across all regions, with the understanding that these efforts will be pursued to the extent feasible and the degree to which data is available in your region.

- *Park & Ride:* MassDOT collects data on an annual basis at MassDOT-owned Park & Ride facilities; please consult your MPO liaison if you would like access to this data.
- *Congestion:* Please identify and map congestion corridors and/or bottlenecks based on a regionally defined methodology and set of criteria using relevant tools, such as RITIS and Conveyal. Please include as part of the Congestion Management Process (CMP), if applicable.
- *Access to Destinations:* Please include any relevant work related to destination accessibility using Conveyal, the Accessibility Observatory (AO) data provided by MassDOT, and/or any other resources to inform planning efforts in the areas of economic development, CMP, and other relevant tasks.
- *Asset Management:* As part of ongoing MassDOT research on municipal asset management data collection and consistency, please continue to coordinate with MassDOT and municipalities on collecting and reporting asset management data, and include bicycle, pedestrian, and shared use path facilities. See MassDOT GeoDOT for most recent statewide inventory.
- *Bicycle and Pedestrian Traffic Counting Data:* Please specify the process to collect and report bicycle and pedestrian data including data collection methodology, equipment, locations, and reporting. MassDOT has finalized a primer to groups who would like to conduct bicycle and pedestrian counts available at this link (<https://www.mass.gov/guides/bicycle-and-pedestrian-counts>) with an appendix of pre-qualified vendors.
 - Additionally, this data can now be uploaded to MassDOT’s Non-Motorized Database System (<https://mhd.ms2soft.com/tdms.ui/nmds/dashboard?loc=mhd>). Please coordinate with your MPO Liaison when sharing this data.

- *Transit:* Please collect and map data on bus stops and routes within your region. Please reference the latest MassDOT engineering directives and design guidelines, as well as the relevant Transit Asset Management (TAM) plan(s).
- *Safety:* Please consider the creation of a “Top 100” crash locations list, including both intersections and corridors, based on regional criteria to develop a list of unsafe locations from a regional perspective. Additionally, as part of any safety analyses, please incorporate high risk data layers now included within MassDOT’s Impact Portal, available at the following link: <https://apps.impact.dot.state.ma.us/cdp/home>.
- *Title VI & Environmental Justice:* Please collect and map data on vulnerable populations (based on income, race, color, national origin, disability, age, and sex) and ensure that data on seniors and disabilities are reported separately.
- *Affordable Housing:* To the extent possible, please collect and map data on where affordable housing is in your region. [MassBuilds](https://massbuilds.com/maps) (massbuilds.com/maps) development database includes this information on affordable housing units completed, under construction, or projected.
- *Sidewalk Coverage:* Please share any spatial data related to sidewalk coverage on municipal roads throughout your region with MassDOT.
- *Bicycle Coverage:* Please share any spatial data related to bicycle facilities on municipal roads throughout your region with MassDOT
- *Municipal Speed Data:* Please map communities in your respective regions have adopted the 25 mph default speed limit as well as new safety zones and school zones.

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/.

Public involvement and comment should be documented to ensure involvement activities are in line with your MPO Public Participation Plans’ standards.

Timeframe for UPWP Endorsement

All FFY 2023 UPWPs should be endorsed by each MPO no later than June 30, 2022. If there are concerns with meeting this target date, please coordinate with your MPO Liaison.