massDOT
Massachusetts Department of Transportation

		MPO Liaison TIP Review Checklist		
		Completeness		
ID		**Review Item**	**Comments**	**Responses**	**Reference**
A1	✓ *	Table of Contents is accurate and internally-linked.			✓ -- for use in column B
A2	✓ *	Document has no broken links.			✗ -- for use in column B
A3	✓ *	MPO self certification statement is included.	Please reformat the numbering of the items listed in the Self-Certification.	Change made.	
A4	✓ *	GHG certification is included.			
A5	✓ *	Air Quality Conformity statement is included.			
A6	✓ *	Document has no text or image placeholders.			
A7	✓ *	Charts, tables, and maps are legible and properly annotated.			
A8	✓ *	Document passes an accessible check.			
A9	✓ *	Document is available in relevant languages per the MPO's Title VI Plan.			
A10	✓ *	List of MPO members is current.			
A11	✗ *	Signatory sheet is included and accurate.	Please fix the signatory field for Global Warming Solutions Act – Signatures (page 9).	Change made.	
A12	✓ *	Acronyms and partner agency lists are up to date.			
A13	✓ *	Dates listed w/in TIP reflect FFY 2023–2027.			
		Narrative		
ID		**Review Item**	**Comments**	**Responses**	**Reference**
B1	✓ *	TIP outlines MPO institutional organization.			
B2	✓ *	TIP links back to national planning factors.			
B3	✓ *	TIP references the RTP and the UPWP.			
B4	✗ *	TIP narrative is concise and reader-friendly.	This document needs to go on a diet. 258 pages is not concise--please consider hyperlinks to external sources or appendices as applicable.	Will hyperlink Appendix.	
B5	✓ *	TIP discusses evaluation scoring.			
B6	✓ *	TIP includes project scoring table.			
B7	✓ *	TIP describes public participation process.			
B8	✓ *	TIP includes procedures for adjustments and amendments, including any deviations from MassDOT guidelines.			
B9	✗ *	TIP describes funding sources accurately.	Pages 114 - 118, reformatting these to landscape could fit into fewer pages and be more redaer-friendly. Please consider revsion.	Change made.	https://www.fhwa.dot.gov/specialfunding/
		Performance Measurement		
ID		**Review Item**	**Comments**	**Responses**	**Reference**
C1	✓ *	TIP includes discussion of target-setting process.			
C2	✓ *	TIP references relevant Transit Asset Management (TAM) Plans and includes all TAM Plan targets.			https://www.transit.dot.gov/TAM/TAMPlans
C3	✓ *	TIP references relevant Public Transportation Agency Safety Plans (PTASPs) and includes all PTASP targets			https://www.transit.dot.gov/PTASP
C4	✓ *	TIP includes current adopted performance targets.			PM1, PM2, PM3, TAM, and any regionally-derived targets
C5	✓ *	TIP discusses relationship between performance targets and project selection.			
C6	✓	Discussion on performance measures compares regional data to statewide data where available.			
		Project Listing		
ID		**Review Item**	**Comments**	**Responses**	**Reference**
D1	✓ *	Financial projections align with MassDOT guidance.	Please verify that all cost and TIP financials are up to date.	The recent updates to the highway project list from eSTIP will be included.	

ID			Review Item	Comments	Responses	Reference
D2	×	*	TIP template is formatted correctly.	When exporting the STIP Investment Reports please check Add'l Information check box.	The Add'l information is included.	
D3	✓	*	Projects use MassDOT ProjectInfo TFPCs.			
D4	✓	*	Out year expenditures have the appropriate inflation assumptions.			2024: 4%; 2025: 8%; 2026: 12%; 2027: 16%
D5	✓	*	Projects use MassDOT ProjectInfo description.			
D6	✓	*	Additional comment field contains all necessary info.			Total cost, AC, Year-of-expenditure, TEC scores
D7	✓	*	MassDOT projects are (accurately) included into regional template.			
D8	✓	*	Regional target projects adhere to Readiness Days feedback.			
D9	✓	*	List includes all projects, including FLAP, FLTP, and Tribal projects.			
D10	×	*	Transit TIP is formatted properly.	Transit project list will need revision, please reach out to MPO liaison.	The new Transit list from eSTIP will replace the previous list from Rail and Transit Division	Should be unchanged from GrantsPlus

Impact Analysis						
ID			Review Item	Comments	Responses	Reference
E1	✓	*	TIP includes GHG certification.			
E2	✓	*	GHG analysis is available for all (and only) funded projects.			
E3	✓	*	All projects are appropriately labeled as qualitative or quantitative.			
E4	✓	*	Transit projects have been analyzed for GHG.			
E5	✓	*	Past and current TIP projects have been analyzed for geographic equity, including a relevant table of programming by municipality.			
E6	✓	*	Past and current TIP projects have been analyzed for social equity.			
E7	✓	*	Social equity analysis considers Title VI / language access.			
E8	✓	*	Social equity analysis considers EJ populations, including both federal and state definitions.			
E9	✓	*	Equity analysis includes a narrative to accompany any figures.			

* *indicates required by state or federal regulation.*