

MPO Liaison UPWP Review Checklist

Completeness

ID	✓	*	Review Item	Comments	Reference
A1	✓	*	Table of Contents is accurate and internally-linked.		✓ -- for use in column B
A2	☐	*	Document has no broken links.	P. 21 blue text either needs hyperlinks or reformatting. P. 24 - add hyperlinks for WeAreMV.com	✗ -- for use in column B
A3	✓	*	Document has no text or image placeholders.		
A4	✓	*	Charts, tables, and maps are legible and properly annotated.		
A5	✓	*	Document passes an accessible check.		
A6	✓	*	New federal emphasis areas from the Bipartisan Infrastructure Law (BIL) are referenced.		https://www.transit.dot.gov/regulations-and-programs/transportation-planning/2021-planning-emphasis-areas
A7	✓	*	Document is available in relevant languages per the MPO's Title VI Plan.		
A8	✓	*	List of MPO members is current.		
A9	✓	*	Signatory sheet is included and accurate.		
A10	☐	*	Acronyms and partner agency lists are up to date.	Please add IJJA to Acronym List, and please edit acronym on p. 17 (p. 26 of PDF) from IIIJA to IJJA.	

Narrative

ID	✓	*	Review Item	Comments	Reference
B1	✓	*	UPWP is comprehensible to the general public.		
B2	✓	*	UPWP refers directly to vision, goals, and objectives from RTP.		
B3	✓	*	UPWP Amendment/Adjustment procedures are explicit and align with latest federal guidance (see MAPRA materials)		
B4	✓		Governing MOUs between MassDOT, MPO, RTAs, and neighboring MPOs have been reviewed for potential improvements or updates.		
B5	✓		Planning efforts are coordinated with MassDOT modal plans.		https://www.mass.gov/statewide-plans

UPWP Tasks

ID	✓	*	Review Item	Comments	Reference
C1	✓	*	Individual tasks include detailed scopes, budgets, and		
C2	☐	*	Individual tasks outline community beneficiaries.	Community beneficiaries are more clearly outlined in some task but not others. If a task is generally applicable to all communities in region, please consider a note to that effect in task description(s).	
C3	✓		Transit-related tasks are specific.		

C4	✓	* Includes a task on performance-based planning.		
C5	✓	* Includes a task for an update to any congestion mitigation planning efforts.		Required for TMA MPOs if current CMP is out of date.
C6	✓	* UPWP includes a summary of available staff hours.		
C7	✓	Individual tasks anticipate needed staff-hours / consulting resources.		
C8	✓	Tasks from previous UPWPs have been analyzed for past utilization.		

Impacts Analysis

ID	Review Item	Comments	Reference
D1	✓ * UPWP includes a geographic equity distribution table showing 2018–2022 and current UPWP-funded studies by municipality and number of tasks.	p. 32, edit table title from "20116" to "2016"	
D2	✓ * UPWP includes a social equity distribution table of past and current UPWP-funded studies considering language access and EJ populations.		
D3	✓ * Public involvement and comment are explicitly documented and in line with MPO's Public Participation Plan.		

* indicates required by state or federal regulation.