

Transportation Improvement Program (TIP)

**495/METROWEST PARTNERSHIP
Transportation Committee Meeting**
March 18, 2025

TIP Project Initiation and Process



Standard Operating Procedure (SOP) and the activities associated with initiating a project at the MassDOT Highway Division definition of project need and approval by the Project Review Committee (PRC).



CMMPO TIP Project Presentation; Performance Management Criteria; Project Ranking; and TIP project programming

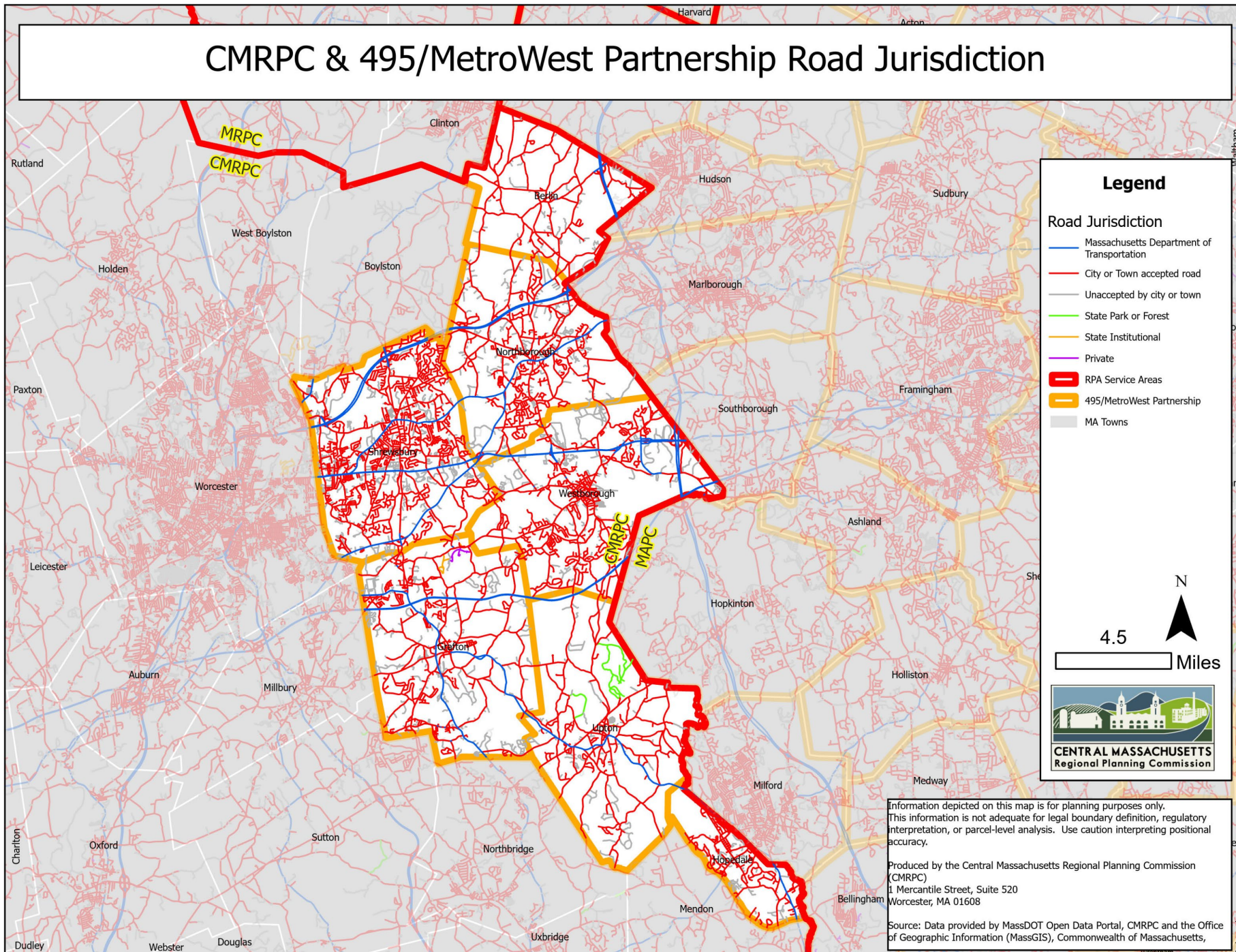


Project Design, Environmental considerations, and Right of Way

Project Proponents

- Projects can be initiated by three (3) general types of users:
 - MassDOT Highway Division staff
 - Official staff of a city or town or their designated representative
 - Another state agency staff
- Project types initiated for municipalities consist of a wide variety including but not limited to safety improvements, bicycle & pedestrian accommodations, roadway repair and/or repaving, traffic signal upgrades, and intersection reconstruction.
- Projects initiated by a city or town require more in-depth review to ensure adherence with statewide policies and compliance with the Project Development and Design Guide. The local MassDOT District Office has the primary responsibility for conducting this review and assisting the community through the project initiation process.

CMRPC & 495/MetroWest Partnership Road Jurisdiction



Legend

Road Jurisdiction

- Massachusetts Department of Transportation
- City or Town accepted road
- Unaccepted by city or town
- State Park or Forest
- State Institutional
- Private
- RPA Service Areas
- 495/MetroWest Partnership
- MA Towns

4.5 Miles

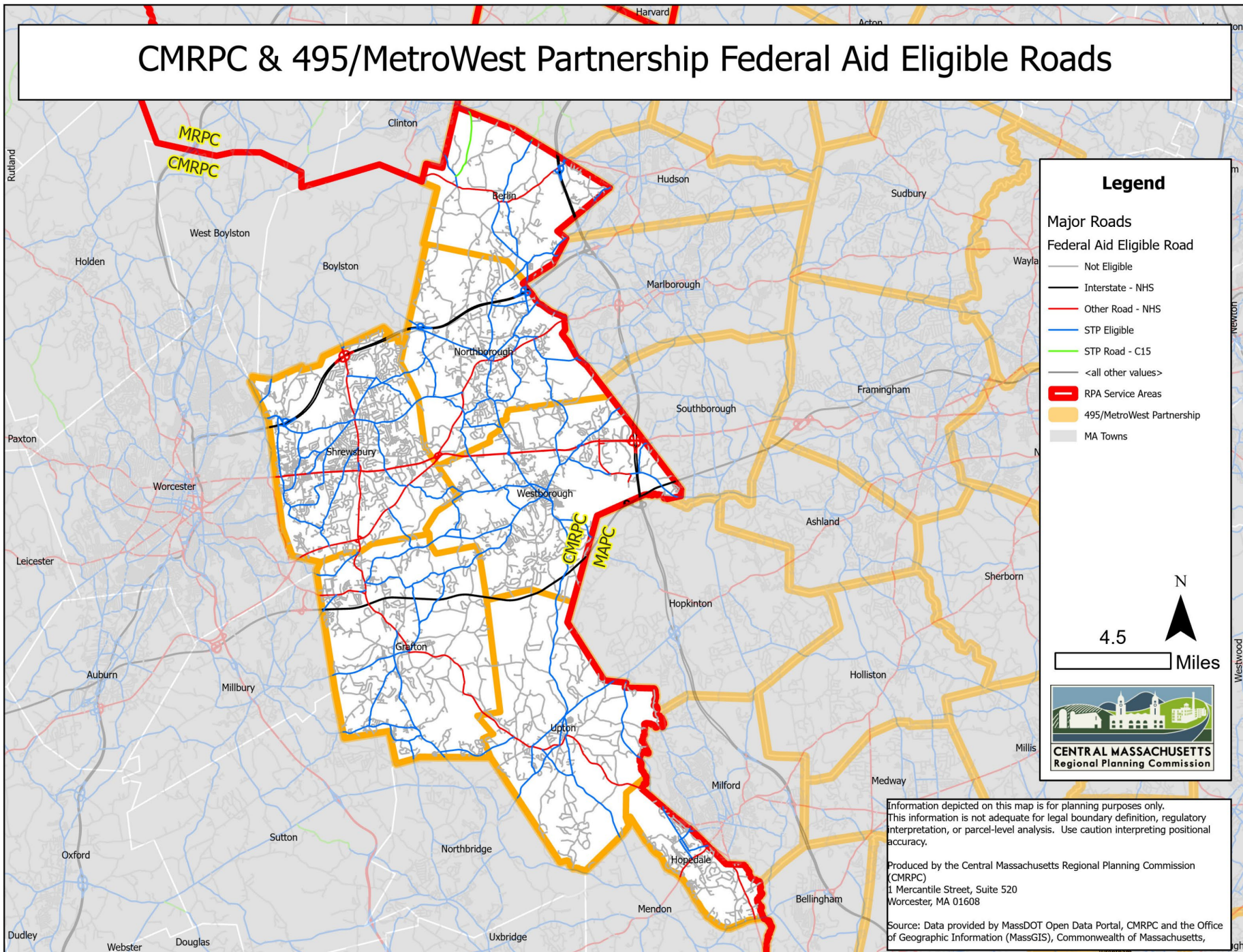
CENTRAL MASSACHUSETTS
Regional Planning Commission

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1 Mercantile Street, Suite 520
Worcester, MA 01608

Source: Data provided by MassDOT Open Data Portal, CMRPC and the Office of Geographic Information (MassGIS), Commonwealth of Massachusetts,

CMRPC & 495/MetroWest Partnership Federal Aid Eligible Roads



Legend

Major Roads

- Not Eligible
- Interstate - NHS
- Other Road - NHS
- STP Eligible
- STP Road - C15
- <all other values>

Federal Aid Eligible Road

- RPA Service Areas
- 495/MetroWest Partnership
- MA Towns

4.5 Miles

CENTRAL MASSACHUSETTS Regional Planning Commission

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Massachusetts Project Intake Tool (MaPIT)

- **Massachusetts Project Intake Tool (MaPIT):** a web-based application designed to help both state & municipal proponents map, create, and initiate transportation projects, while screening against all relevant in-house GIS resources.
 - All projects must be initiated through MaPIT
 - A username & password are required to use the website: <https://gis.massdot.state.ma.us/mapit>
 - Request a GeoDOT account: <https://www.mass.gov/forms/request-a-geodot-account>
 - Log in credentials are provided to official staff representing each city/town and/or consulting firm personnel working on behalf of a city/town

Step 1: Project Request

Proponent Identifies the Problem/Need in MaPIT:

- Proponent creates a polygon within MaPIT that indicates the area where a transportation problem or need has been identified.
- In Part 1 of the Project Initiation Form (PIF), proponent provides all available information on the existing facility, condition of assets, mobility issues, bike & ped accommodations, safety issues, economic development importance, social equity interest, and environmental constraints.
- If needed, proponent will also need to complete the Intersection Control Evaluation (ICE) procedure.
- Proponent submits Part 1 of the form when completed.

Step 1: Project Request (Continued)

Communication by District Staff:

- District staff will communicate with proponent to discuss the problems/needs that were identified.
- For municipality-initiated projects, a meeting and site visit will be scheduled to discuss existing conditions, local context, compatibility with regional & statewide policies, scope of potential improvements, potential risk factors, funding, and the project approval & review process.
- Following the meeting and/or site visit, District staff will determine if the project need is suitable for initiation of a new project.
 - Project will either be approved or rejected
 - If project need is determined but there is no clear, low-risk, or there are multiple ways to address it, District staff should recommend a project planning report before approval and resubmit after completion.

Step 2: Project Proposal

Proponent Outlines Improvements in MaPIT:

- Following approval of Part 1, the proponent will gain access to Parts 2 & 3 of the PIF through MaPIT.
 - Part 2 defines the project that will address the problem/need identified in Part 1.
 - Part 3 includes the project scope of work and estimated costs for construction and design.
- Submit the completed PIF to MassDOT for review. Additionally, proponent should submit any supplemental documentation such as a planning report, traffic counts, or concept plans.
 - Proponent will not be able to edit the PIF until the review is complete!

Step 2: Project Proposal (Continued)

District Review of Completed PIF:

- District staff will conduct a review of the PIF to clarify any issues and/or questions and to fill in any incomplete information.
- The PIF is either accepted or rejected.
 - If rejected, the proponent will regain the ability to edit the PIF and resubmit if further justification or information is needed.
 - Similar to the District review in Step 1, if project need is determined but there is no clear, low-risk, or there are multiple way to address it, District staff should recommend a project planning report before approval of the completed PIF.
 - Upon completion of the planning report, proponent should make all necessary changes to the PIF and submit the planning report and all relevant documentation. District will then review the revised PIF submission.

Step 3: Project Creation

Project Info Updated:

- District staff will submit the approved PIF to Project Info through MaPIT. All relevant information will be populated in Project Info and the project will be given an official project name and number. A PDF printout of the completed PIF will also be sent to the proponent.

Draft Project Score:

- District staff will review the information from the PIF to understand the draft project score assigned by MaPIT.
- The draft score is based on the Highway Division's criteria derived from the Project Selection Advisory Committee.

Step 3: Project Creation (Continued)

Conduct Project Evaluation Working Group Meeting:

- The Working Group will meet 2 weeks prior to the Project Review Committee (PRC) meeting to review and modify the PIFs and project scoresheets.
- Once approved the final project score and revised scoresheets will be entered into Project Info prior to the PRC meeting.

Revised Project Forms and PRC Meeting Material Preparation:

- District staff will make any necessary modifications to create the final version of the PIF and Project Scoresheet.

Step 3: Project Creation (Continued)

Draft PRC Agenda Created and Reviewed:

- The PRC Secretary generates a draft PRC agenda and submits it to the Working Group Chair for review.
- Final agenda sent to all attendees no later than the Monday before the PRC meeting.

Project Review (PRC) Meeting:

- The PRC meets three times per year or more if needed.
- All project forms reviewed and projects are either Approved, Tabled, or Denied.

Notify External Proponents (Including Municipalities):

- Letter is sent to project proponents describing the PRC action.



CMMPO TIP Programming

- Only projects that have been MassDOT PRC approved will be considered for CMMPO TIP programming.
- Prior to the development of the new TIP, staff compiles a list of potential eligible new projects. Each project proponent will be contacted to determine if they are interested in TIP funding. If interested, the proponent will be invited to a CMMPO meeting in January to present their new project to the members.
- All new projects will be scored using the CMMPO's Performance Measures criteria. The scoring results will be discussed with the MPO Advisory Committee and CMRPC's Transportation Planning Committee and project rankings will be provided to staff from each committee. The rankings guide staff concerning which eligible projects should be programmed by the CMMPO to meet required financial constraint.

Performance Measures Scoring Criteria

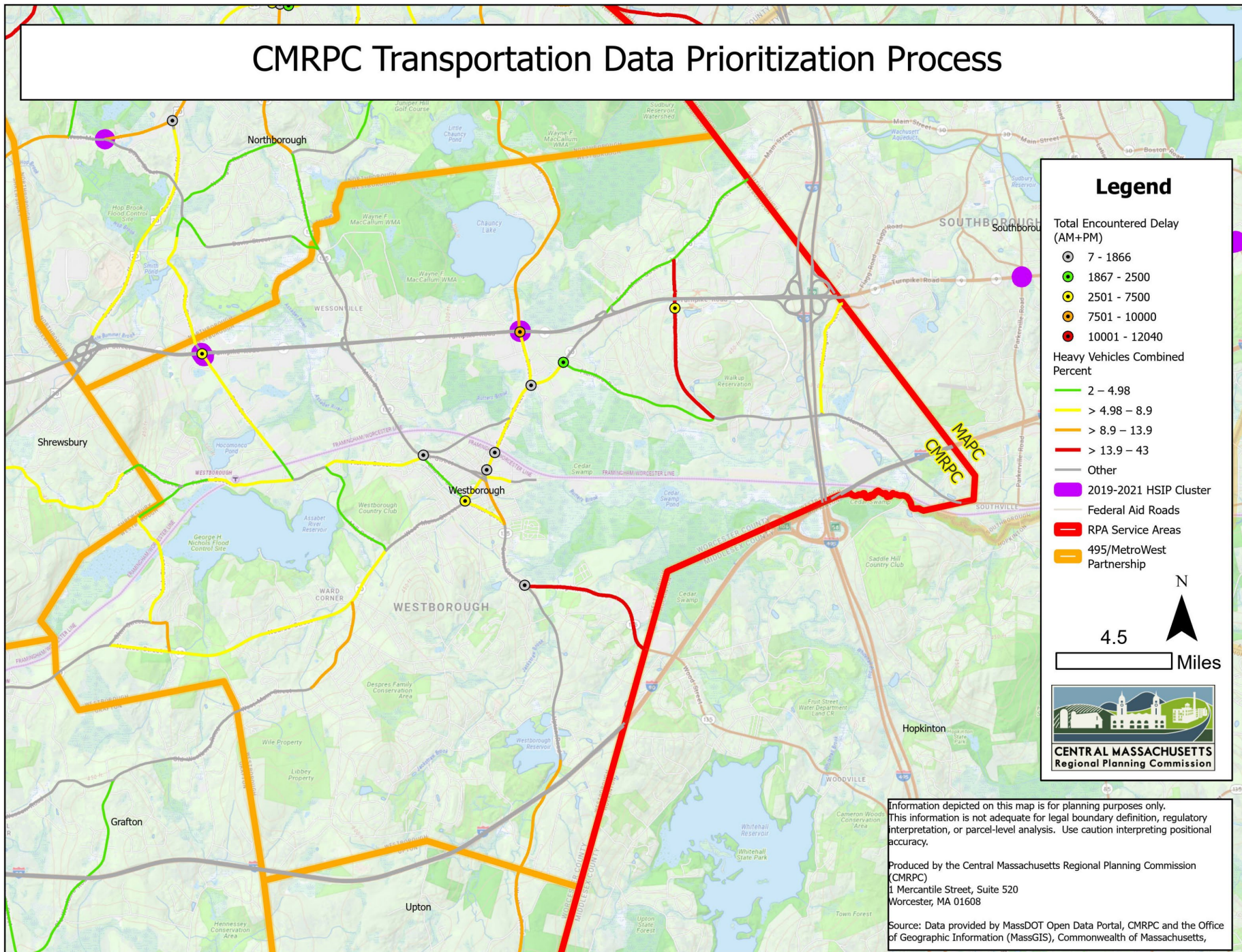
- Safety
- State of Good Repair
- Congestion
- Security
- Multimodal
- Sustainability
- Equity
- Economic Vitality
- Stormwater Management
- Travel & Tourism

	OBJECTIVE	TARGET/MEASURE	Scoring
SAFETY	(PM1) Reduce Number and Rate of Fatal and Serious Injury Crashes in the Region. Move towards Zero Deaths.	Reduction of Fatalities, Fatality Rates, Serious Injuries, Serious Injury Rates, and Non-Motorized Fatalities & Serious Injuries based on 5-year Rolling Averages.	X - project will help reduce all types of crashes X - project roadway has an identified HSIP crash cluster
STATE OF GOOD REPAIR	(PM2) Maintain the Highway Infrastructure Asset System in a State of Good Repair	Increase % of Non-Interstate & Interstate NHS Pavement in Good Condition and Decrease % of Non-Interstate & Interstate NHS Pavement in Poor Condition	X - project is improving roadway pavement (or) XX - project is improving roadway pavement in poor condition
		Increase % of Bridges by Deck Area in Good Condition & Reduce % of Bridges by Deck Area in Poor Condition	X - project is rehabilitating or replacing a bridge (or) XX - project is rehabilitating or replacing multiple bridges
CONGESTION	(PM3) Achieve a Significant Reduction in Congestion on the National Highway System	Increase Travel Time Reliability, % of Non-Single Occupancy Vehicle (SOV) Travel, and Reduce Peak Hour Excessive Delay (PHED)	X - project is improving an existing signalized intersection, installing new signalized control or roundabout, or adding ITS components X - project roadway is considered unreliable
		Reduce On-Road Mobile Source Emissions	X - project is potentially eligible for CMAQ funding (reduce emissions)
		Improve Truck Travel Time Reliability on both Interstate and Non-Interstate NHS	X - project is along an established primary freight route (or) XX - project is on a primary freight route and reducing average freight delay
SECURITY	Enhance the Transportation Security Coordination and Preparedness Regionwide	Evacuation Routes Established as Primary; Vulnerable roadway specified within Hazard Mitigation/MVP Plan	X - project roadway is a primary established evacuation route X - project roadway is listed in the town's Hazard Mitigation Plan as a potential hazardous location
MULTIMODALITY	Improve and/or Expand Transportation Accessibility for all Modes (Bicycle, Pedestrian, Transit) in the Region	Increase # of ADA-Compliant Ramps and Reduce Mileage of Sidewalks in Poor Condition	X - project is improving existing sidewalks or building new sidewalks X - project is improving existing ADA ramps or building new ADA ramps
		Increase Bike Lane Mileage and Infrastructure; Improve accessibility to Bus Routes	X - project is increasing bike lane mileage and infrastructure X - project is improving accessibility to fixed route transit
	Increase the Number of Communities with Complete Streets Policies	Incorporate Complete Streets Prioritization Plan Roadways into TIP Projects	X - the project roadway is included in the community's approved prioritization plan
SUSTAINABILITY	Combat sprawl and its effects	Project provides opportunities to avoid, minimize, or mitigate environmental effects in a PDA area	X - project is within a PDA area X - project includes extensive environmental mitigation work
EQUITY	Assure that Improvements are Fairly Distributed among Populations, Towns and Subregions	Equitable TIP Project Distribution; Increase Percent of EJ and Vulnerable Population that can Access Transit Service	X - project is within an identified EJ or vulnerable population area X - project is within a community that is below the average per capita of distributed TIP target funds.
ECONOMIC	Make Employment Opportunities Accessible and Available Allowing for Job Expansion and Reducing Transportation Costs	Improving the accessibility to jobs in the CIMMPO region.	X - project improves mobility in an area that is losing jobs access between 33rd and 66th percentile of other areas in the region (or) XX - project improves mobility in an area that is losing jobs access greater than 66th percentile of other areas in the region
STORMWATER MGMT	Create a Transportation Network that is Resilient to the Impacts of Stormwater	Consider Nature-Based Solutions for Stormwater Management; Improve Drainage or Replace/Retrofit Culverts that have either Moderate, Significant, or Severe Barriers	X - project is improving stormwater infrastructure (i.e. - drainage, culverts) (or) XX - project is improving stormwater infrastructure within a identified 100 or 500 year flood zone
TRAVEL & TOURISM	Enhance region's travel and tourism opportunities	To improve traveler access, mobility and linkages to sites of touristic value and balance the travel demand needs of area residents and visitors	X - project is improving the mobility to/from these tourist attractions/recreational areas

Each X = 1pt (max total of 27)

For the PM scoring that has a choice of either "X" or "XX", only one of the two choices can be chosen for up to a total of 2pts

CMRPC Transportation Data Prioritization Process

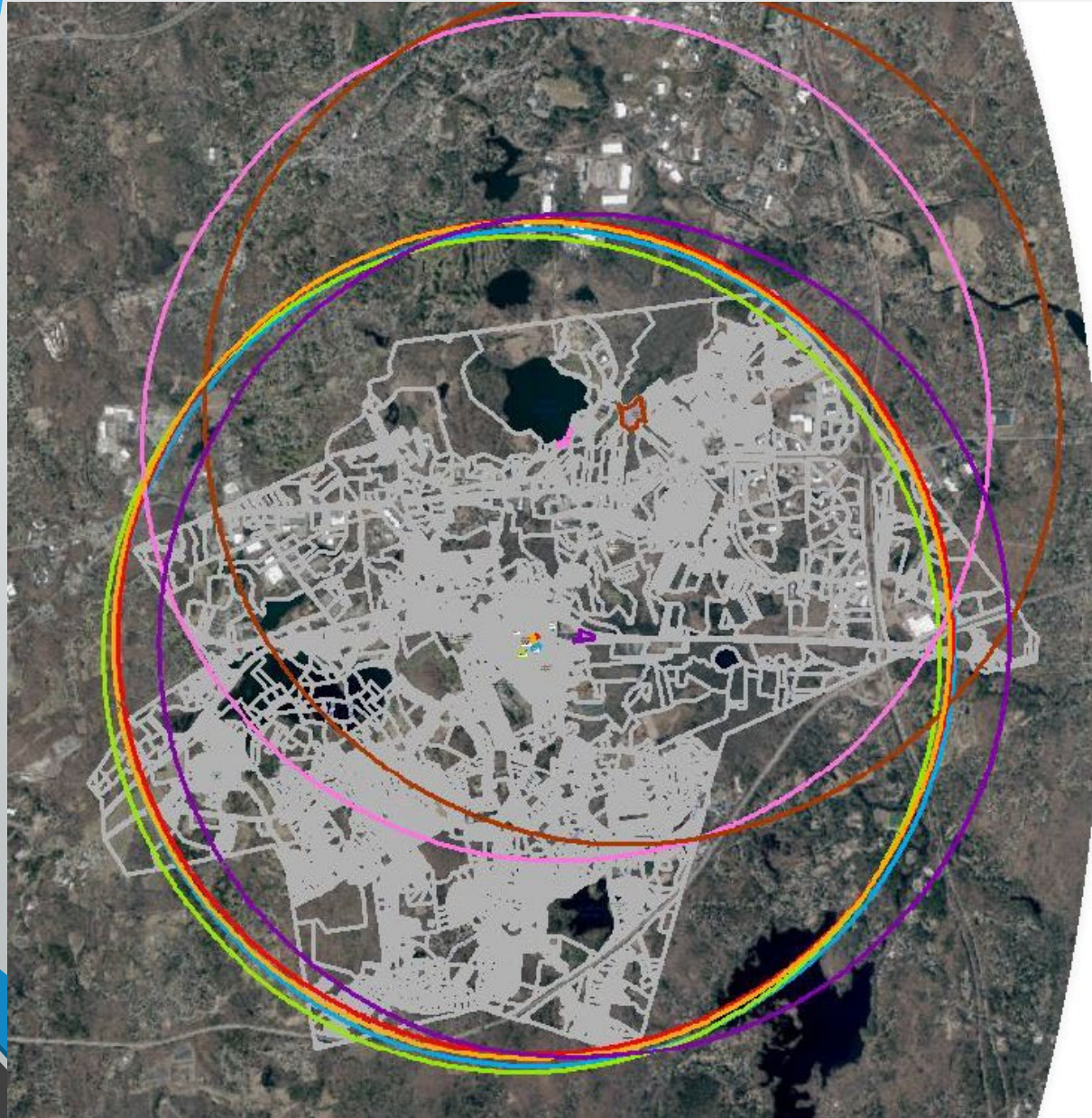


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MICROPROJECTS PROGRAM



Focus Area

- 3 Miles is a distance that we consider too far to walk, not far enough to make taking the car the only choice. This would be a manageable bike ride distance for most.
- The circles represent a 3-mile radius from each designated bike parking location. This radius includes practically all of the Westborough residents.

TIP Design Policy

CMMPO

Transportation Improvement Program (TIP)

Target Funding for Design Policy

June 2024

The CMMPO's Transportation Improvement Program (TIP) Design Funding policy establishes the guidelines for use of Target Funding for design purposes. This Policy has been established for the forty member communities within the Central Massachusetts planning region while MassDOT would be ineligible. The policy is meant to guide the application of a portion of the TIP target funds anticipated to be available to the planning region for the design & engineering of an eventual transportation improvement construction project. Municipalities that apply for the design funding set aside by the CMMPO must comply with all applicable US DOT and MassDOT regulations. Further, each municipality that applies for the available TIP design funding must also meet and adhere to the following policy guidelines summarized below:

1. TIP design funds are anticipated to be available starting in FFY 2025 which begins on October 1, 2024. The CMMPO has established a maximum total design funding cap of \$1 Million/Year.
2. TIP funding for design & engineering can only be awarded and programmed for **NEW** design activities. A design contract with a consultant can only be procured following the award of design funding by the CMMPO. Further, the municipality must hire a MassDOT prequalified Architectural & Engineering (A&E) Firm (<https://www.mass.gov/prequalification-of-architectural-engineering-firms>). The municipality will also need to follow MassDOT's established engineering consultant procurement process.
3. Eligible projects seeking design funds must be along a Federal-aid eligible highway. CMMPO staff will assist the member communities in identifying both regionally and/or community-significant transportation locations that should be considered. A Management Systems (MS) data integration analysis (congestion, pavement, safety, etc.) will be used to assist a given municipality in selecting the highest priority locations for an improvement project. This effort should also reflect identified transportation needs included in the planning region's Long-Range Transportation Plan, *2050 Connections*.

4. MassDOT Project Review Committee (PRC) approval of the proposed transportation improvement project is required. As such, CMRPC staff will be available to assist interested municipalities with both project prioritization and the filing of necessary materials for the PRC.
5. The municipality must enter into a reimbursable contract with MassDOT in order to receive any awarded TIP design funds. The contract would be reimbursement-based, meaning that the design & engineering costs would be incurred and paid by the municipality. Documentation of those expenditures would then be submitted to MassDOT's Highway Division for reimbursement.
6. Federal TIP funds will only cover up to 80% of the programmed design cost. A local match of 20% is required from those municipalities awarded the available design funding. Further, TIP design funds are considered a one-time award per project, with no opportunity for amendments to cover any incurred cost increases. Accordingly, the municipality must commit to fully funding any costs beyond the awarded 80%.
7. TIP design funding proposals will be scored & ranked using the same Performance Management-based criteria that has been established by the CMMPO to screen eligible TIP transportation improvement construction projects. Further, prioritization will be given to those projects located in identified and delineated Environmental Justice (EJ) & Regional Environmental Justice Plus (REJ+) areas of the planning region. Other equity measures (geographic, prior use of TIP funding, community staff, financial resources) will also be considered by the CMMPO when ranking and selecting projects for design funding.
8. In order for a municipality to be awarded TIP design funding, commitment to follow-through on the corresponding transportation improvement construction project advertisement/construction within five years of receiving design funding is needed. A letter from the Select Board or City Council stating the municipality's commitment is required.
9. As applicable, municipal coordination with both utility providers (electric, water, sewer, etc.) and railroad operators (freight and/or passenger) is required. This coordination is a requirement of the design process to ensure that all potential identified conflicts have been avoided, minimized and/or mitigated.



CMMPO TIP Programming (Continued)

- In March, a TIP Workshop is held during the CMMPO meeting to discuss programming options for each year of the new TIP. CMMPO members will select their preferred option to develop the Draft TIP as presented by staff.
- Draft TIP released in April for a 21-day public review and comment period.
- Final TIP scheduled to be Endorsed in May.

Next Steps

- The selected new projects are placed on the last year of the TIP.
- The Town's consultant works towards completing the 25% design during the first year of the TIP.
- Progressing through design and other review process to have a 75% of the design completed by 3rd of the TIP.
- 100% design and Right of Way is completed by the end of the 4th year.
- Project Advertised in the 5th year.

Project Number	Community	Description	TIP Year	Cost	MPO Target
608764	Upton	Reconstruction Of Hartford Avenue North And High Street (Phase II)	2020	\$ 3,167,839.00	Target
607434	Westborough	Superstructure Replacement (Pedestrian Bridge), W-24-010, Fisher Street Over Csx	2021	\$ 1,795,750.00	Target
607903	Grafton	Reclamation On Route 122A (Main Street), From Providence Road To Sutton T.L.	2021	\$ 7,189,512.00	Target
608640	Sutton/Grafton	Bridge Replacement, S-33-004, Depot Street Over The Blackstone River	2024	\$ 8,552,688.85	Statewide
613180	Northborough	Bridge Preservation, N-20-025 (1R8, 1R9), I-290 Over Mdc Aqueduct And Csx Railroad	2024	\$ 2,023,485.22	Statewide
612098	Upton/Hopedale	Upton- Grafton- Resurfacing And Related Work On Route 140	2024	\$ 4,193,761.17	Statewide
609528	Grafton	Millbury Street Improvements SRTS to Millbury Street School	2024	\$ 2,347,170.00	Statewide
612874	Shrewsbury/Worcester	Worcester- Bridge Preservation, I-290 (Eb And Wb) Over Combination Of Lake Quinsigmond And Lake Avenue North	2025	\$ 23,098,070.00	Statewide
612608	Worcester/Shrewsbury	Flood Relief On Route 20, Grafton Street (Route 122) Interchange To Flint Pond	2025	\$ 7,320,879.94	Statewide
608456	Upton	Culvert Replacement, Milford Street (Route 140) Over Unnamed Tributary To Center Brook	2026	\$ 2,554,354.80	Target
608490	Upton	Resurfacing And Related Work On Route 140 And Roundabout Construction At Route 140, Church Street And Grove Street	2026	\$ 7,740,439.42	Statewide
610825	Shrewsbury/Northborough	Rehabilitation & Box Widening On Route 20, From Route 9 To South Street	2026	\$ 46,875,466.78	Statewide
612510	Grafton	Bridge Replacement, G-08-020, (Sr 140) Shrewsbury Street Over Mbta/Csx Railroad	2027	\$ 9,952,325.63	Statewide
613367	Westborough	Fisher Street Improvements SRTS to The Gibbons Middle School And Armstrong Elementary School	2027	\$ 2,927,592.25	Statewide
607764	Shrewsbury	Intersection & Signal Improvement At Us 20 (Hartford Turnpike) At Grafton Street	2028	\$ 15,218,850.00	Statewide
613242	Westborough	Roadway Improvements On Route 30 (East Main Street), From Hastings Elementary To Thomas Newton Drive	2029	\$ 8,824,848.70	Target



Thank you!

Questions??