



CAPE COD  
COMMISSION

# Cape Cod Transportation Improvement Program (TIP)

---

## *HOW DOES A PROJECT GET ONTO THE TIP ?*

Priscilla Leclerc, Senior Transportation Planner  
Cape Cod Commission



# How does a project get onto the TIP?

---



CAPE COD  
COMMISSION

**Objective:**

**Taking the mystery out of getting a project onto the TIP...**



# Background

---



CAPE COD  
COMMISSION

What is the TIP,  
and  
where do projects typically come from...



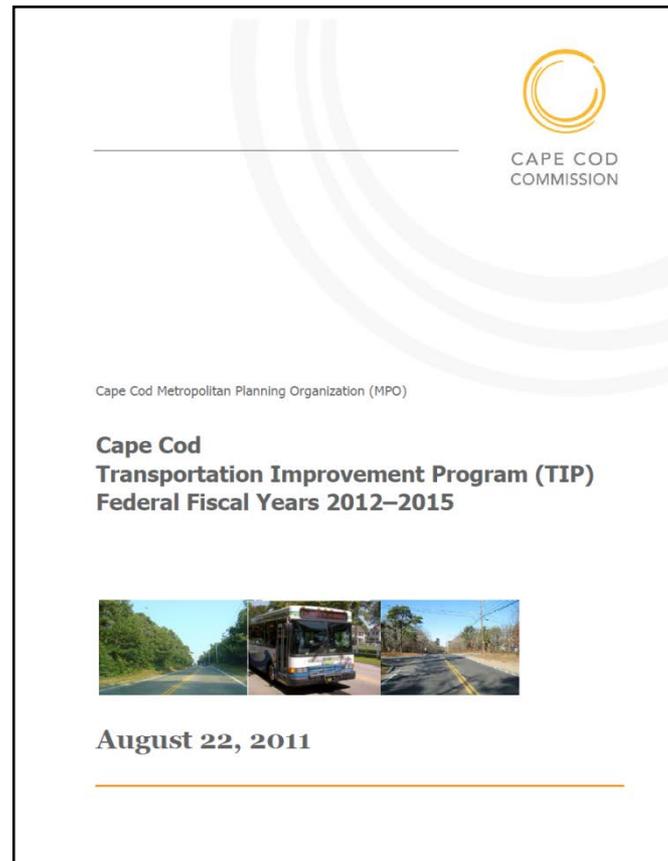
# Transportation Improvement Program (TIP)



CAPE COD  
COMMISSION

## The TIP:

- Aligns available federal and state funding to eligible transportation system improvements
- Typically updated every year in Massachusetts



# Projects –where do they come from?

---



CAPE COD  
COMMISSION



- Traffic and/or speeding vehicles
- Transit service need
- High number of crashes



CAPE COD  
COMMISSION

# Projects –where do they come from?

---



- Bus Stop Improvements
- Sidewalks
- Improved bicycle facilities / accommodation



# How does a project get onto the TIP?

---



CAPE COD  
COMMISSION

**This presentation is primarily about how a local or regional Cape Cod project gets onto the TIP.**



# Projects → TIP

## (Transportation Improvement Program)

---



CAPE COD  
COMMISSION

### Local and regional projects

- **roadway** –need to be federal aid eligible facilities
- **transit** –typically must be through the Cape Cod Regional Transit Authority (CCRTA)
- **bridge** –overseen by the state bridge division and must be structurally deficient
- **bicycle** –generally part of a roadway corridor improvement rather than a separate facility
- **pedestrian** –generally part of a roadway corridor improvement rather than a separate facility



# Projects → TIP

(Transportation Improvement Program)

---



CAPE COD  
COMMISSION

TIP federal funding comes primarily from two divisions of the United States Department of Transportation (USDOT):

Federal Highway Administration, or “FHWA” or the “Highway” side projects.

Federal Transit Administration, or “FTA” or the “Transit” side projects.



# “HIGHWAY” Projects → TIP (Transportation Improvement Program)

---



CAPE COD  
COMMISSION

**Federal Highway  
Administration, or  
“FHWA” or the  
“Highway” side...**

**Getting a “highway”  
project onto the TIP.**



# “HIGHWAY” Projects → TIP (Transportation Improvement Program)

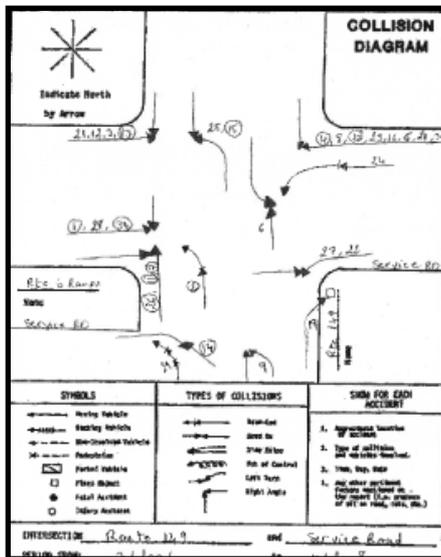


CAPE COD  
COMMISSION

Step 1 – Project Idea / CCC staff will assist in preparing a Project Need Form (PNF).

STEP

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1



# “HIGHWAY” Projects → TIP (Transportation Improvement Program)



CAPE COD  
COMMISSION

Step 2 – Complete the Project Need Form (PNF), a Town cover letter, and send to MassDOT District 5 Office in Taunton, and send a copy of the letter and form to the CCC in Barnstable.

**COMMONWEALTH OF MASSACHUSETTS  
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

**PROJECT NEED FORM**

**Part I: Summary Information**

**A. Proponent Information**

Municipality/Agency submitting form: \_\_\_\_\_

Municipal Contact: \_\_\_\_\_ Completed by: \_\_\_\_\_  
 Title: \_\_\_\_\_ Title: \_\_\_\_\_  
 Department: \_\_\_\_\_ Representing: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**B. Geographic Location of Transportation Need and/or Opportunity (check all that apply)**

Highway Division District:    Statewide                       District 3   
    District 1                       District 4   
    District 2                       District 5

MPO:                      Statewide                       Merrimack Valley MPO   
    Berkshire MPO                       Montachusett MPO   
    Boston Region MPO                       Nantucket   
    Cape Cod MPO                       N. Middlesex MPO   
    Central Mass MPO                       Old Colony MPO   
    Franklin TPPO                       Pioneer Valley MPO   
    Martha's Vineyard                       Southeastern Mass MPO

Municipality(ies): \_\_\_\_\_  
 \_\_\_\_\_

**C. Maximum Geographic Extent or Coverage of the Project or Program (Check one)**

Statewide   
 MassDOT Highway Division Districtwide   
 Entire Metropolitan Planning Organization   
 Regional Transit Authority district   
 Municipality(ies) only

MassDOT Highway Division                      Page 1 of 6                      November 2009

**STEP**

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1



# “HIGHWAY” Projects → TIP (Transportation Improvement Program)

---



CAPE COD  
COMMISSION

## Step 3 – MassDOT District 5 staff review the Project Need Form (PNF).

### STEP

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1



# “HIGHWAY” Projects → TIP (Transportation Improvement Program)

---



CAPE COD  
COMMISSION

**Step 4 – Meeting with the Town, MassDOT District 5 staff, and CCC staff.**

**MassDOT contacts the community to set up a meeting. Typically, the community invites CCC to the meeting.**



## STEP

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1

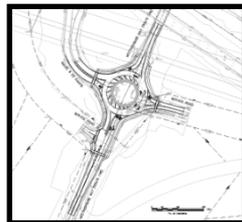
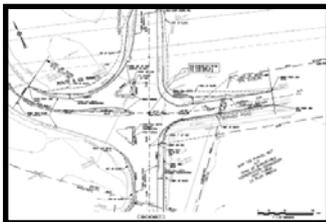


# "HIGHWAY" Projects → TIP (Transportation Improvement Program)



CAPE COD  
COMMISSION

Step 5 – With MassDOT District 5 staff okay to proceed, a Project Information Form (PIF) is prepared by Town and CCC staff.



COMMONWEALTH OF MASSACHUSETTS  
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION

**PROJECT INITIATION FORM**

Project File Number: \_\_\_\_\_

**Part I: Summary Information**

A. Proponent Information

Municipality/Agency submitting form: \_\_\_\_\_

Municip. Contact: \_\_\_\_\_ Completed by: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Representing: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

B. Geographic Location of Proposed Project or Program (check all that apply)

Highway Division District:      Statewide       District 3   
    District 1       District 4   
    District 2       District 5

MPO:      Statewide       Merrimack Valley MPO   
                  Berkshire MPO       Montachusett MPO   
                  Boston Region MPO       Nantucket   
                  Cape Cod MPO       N. Middlesex MPO   
                  Central Mass MPO       Old Colony MPO   
                  Franklin County TPO       Pioneer Valley MPO   
                  Martha's Vineyard       Southeastern Mass MPO

Municipality(ies): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

C. Maximum Geographic Extent or Coverage of the Project or Program (Check one)

Statewide   
 MassDOT Highway Division Districtwide   
 Entire Metropolitan Planning Organization   
 Regional Transit Authority district   
 Municipality(ies) only

MassDOT Highway Division      Page 1 of 13      November 2009

**STEP**

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1



# "HIGHWAY" Projects → TIP (Transportation Improvement Program)



CAPE COD  
COMMISSION

## Step 6 – MassDOT Project Review Committee (PRC) Action

March  
July  
November

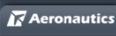
STEP

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1

MassDOT Home | About Us | Employment | Contact Us | Site Policies Search





---

[Advertisements](#) Print this page

[Projects](#) **Project Review Committee**

MassDOT has released [new 2009 versions](#) of the Project Need Form and Project Initiation Form. These new forms replace the versions that are in the current MassDOT Project Development and Design Guide, and should be used by all project proponents to initiate a MassDOT construction project. Consistent with MassDOT's efforts to streamline the project development process, the new forms are easier to complete than the previous versions, and will result in a more consistent and predictable project initiation process. Each form is available in two formats: a Word file that allows information to be inserted in form fields, or a PDF file that can be printed and completed.

When a project need has been identified, a project proponent should first complete the new Project Need Form and submit it to the appropriate MassDOT Highway District Office. Detailed information about the proposed project is not required to complete the Project Need Form: only information related to identifying and defining the project need or opportunity - i.e., traffic congestion, safety concerns, poor pavement condition, etc. - is needed.

After it receives the Project Need Form, the District Office may contact the proponent to clarify information and arrange a field visit to the proposed project site. The District will then notify the proponent of its recommendations for continuing the project initiation process. Possible outcomes may include a recommendation to proceed with the completion of the Project Initiation Form, suggestions for additional planning, or a determination that a project is not warranted at this time.

If the proponent elects to continue with project initiation, the proponent should complete the Project Initiation Form and submit it to the District Office. The Project Initiation Form contains more detailed information describing the project proposed to address the need or opportunity identified in the Project Need Form. Again, after District Office receives the Project Initiation Form, it may contact the proponent to clarify information and discuss issues.

After that, MassDOT Highway's Project Review Committee will meet to review, evaluate, and discuss the proposed project and determine if it warrants approval. The project proponent will then be notified of the Project Review Committee's decision by the District Office.

**Project Review Forms**

<b>Project Need Form</b>	<a href="#">MS Word</a> (98KB)	<a href="#">PDF</a> (199KB)
<b>Project Initiation Form</b>	<a href="#">MS Word</a> (211KB)	<a href="#">PDF</a> (211KB)

**Schedule of Meetings for 2012**

Thursday, March 22, 2012

Thursday, July 26, 2012

Thursday, November 15, 2012

© 2012 Commonwealth of Massachusetts Home | Car | Truck | Bridge | Bike/Walk | Environmental | Info | Contact Us | Site Policies



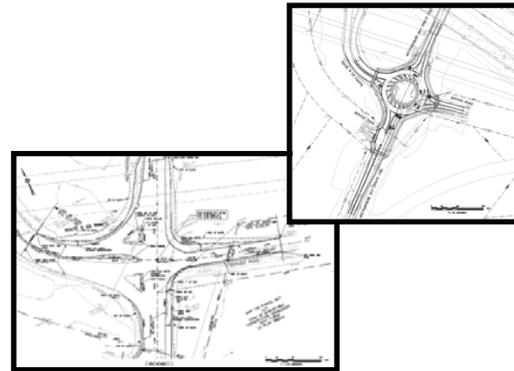
# “HIGHWAY” Projects → TIP (Transportation Improvement Program)

---



CAPE COD  
COMMISSION

Step 7 – Project is submitted for TIP consideration with PRC approval.



Project submission for the TIP is generally from January through April for the annual TIP.



## STEP



# "HIGHWAY" Projects → TIP (Transportation Improvement Program)



CAPE COD  
COMMISSION

Step 8 – TIP project evaluation, review of design status, and financial estimates.

TRANSPORTATION EVALUATION CRITERIA							
Highway-funded ROADWAY Improvement/Expansion Projects							
PROJECT TYPE	TRANSPORTATION CRITERIA				OTHER IMPACT CRITERIA		
	Condition	Mobility	Safety and Security	Cost Effectiveness	Community Effects and Support	Land Use and Economic Development	Environmental Effects
Roadway Improvement/Expansion	Magnitude of pavement condition improvement	Effect on magnitude and duration of congestion	Effect on crash rate compared to state average	Cost per Unit Change in Condition	Residential effects: right-of-way, noise, aesthetics, out-through traffic, other	Business effects: right-of-way, access, noise, traffic, parking, freight access other	Air Quality/Climate effects
Project notes							
Item score							
Roadway Improvement/Expansion	Magnitude of improvement of other infrastructure elements	Effect on travel time and connectivity/access	Effect on bicycle and pedestrian safety	Cost per Linear Mile	Effect on service to minority or low income neighborhoods—Environmental Justice	Sustainable development effects	Water quality/supply effects; wetlands effects
Project notes							
Item score							
Roadway Improvement/Expansion		Effect on other modes using facility	Effect on transportation security and evacuation routes	Cost per AADT	Other impact / benefits to minority or low income neighborhoods	Consistent with regional land-use and economic development plans	Historic and cultural resource effects
Project notes							
Item score							
Roadway Improvement/Expansion		Effect on regional and local traffic			Public, local government, legislative, and regional support	Effect on job creation.	Effect on wildlife habitat and endangered species
Project notes							
Item score							
Roadway Improvement/Expansion					Effect on development and redevelopment of housing stock.		
Project notes							
Item score							

STEP

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1



# “HIGHWAY” Projects → TIP (Transportation Improvement Program)

---



CAPE COD  
COMMISSION

## Step 9 – TIP consideration, discussion at public meetings.

The preliminary TIP is brought to the Cape Cod Joint Transportation Committee (CCJTC) and the Metropolitan Planning Organization (MPO) for consideration, discussion, and vote.



### STEP

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1



# “HIGHWAY” Projects → TIP (Transportation Improvement Program)



CAPE COD  
COMMISSION

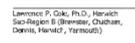
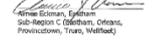
Step 10 – Project is listed on the TIP, MPO votes to endorse, and the TIP is included in the State Transportation Improvement Program (STIP).

STEP

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1

Cape Cod Metropolitan Planning Organization (MPO)  
CAPE COD TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

SIGNATORY CERTIFICATION:  
Date: August 22, 2011

<p> Jeffrey B. Miller, Secretary/CEO Massachusetts Department of Transportation (MassDOT)</p>	<p> Francis A. DePaulis, P.E., Administrator MassDOT Highway Division</p>
<p> Peter Graham, Chairman Cape Cod Commission</p>	<p> William P. Coherly, MPO Representative Barnstable County Commissioners</p>
<p> Harold J. Berggren, Chairman Cape Cod Regional Transit Authority</p>	<p> Jason Skelton, Representative Mattaponi Wampanoag Tribal Council</p>
<p> Frederick Christoph, Chairman Barnstable Town Council</p>	<p> Wayne Taylor, Halfpenny Sub-Region A (Barnstable, Falmouth, Mattapois, Sandwich)</p>
<p> Lawrence P. Gok, Ph.D., Norwich Sub-Region B (Brewster, Chatham, Dennis, Harwich, Yarmouth)</p>	<p> Almida Estimar, Eggenham Sub-Region C (Barnstable, Orleans, Plymouth, Truro, Westport)</p>

July–August 2011 | Cape Cod TIP for FY 2012–2015 Page 4

  
CAPE COD  
COMMISSION

Cape Cod Metropolitan Planning Organization (MPO)

**Cape Cod  
Transportation Improvement Program (TIP)  
Federal Fiscal Years 2012–2015**



August 22, 2011



# “TRANSIT” Projects → TIP (Transportation Improvement Program)

---



CAPE COD  
COMMISSION

Federal Transit  
Administration, or “FTA”  
or the “Transit” side...

Getting a transit project  
onto the TIP is through  
the Cape Cod Regional  
Transit Authority (CCRTA).



# “TRANSIT” Projects → TIP (Transportation Improvement Program)

---



CAPE COD  
COMMISSION

**Step 1 – Contact  
Cape Cod Regional  
Transit Authority  
(CCRTA) with  
location, project  
type, and reason.**



**STEP**



**Start with the issue  
raised –for example,  
a service need.**



# “TRANSIT” Projects → TIP (Transportation Improvement Program)

---



CAPE COD  
COMMISSION

**Step 2 – With CCRTA support and available funding, the service is proposed.**

**CCRTA reviews available data and considers the new service along with potential funding sources.**



**STEP**



# “TRANSIT” Projects → TIP (Transportation Improvement Program)



CAPE COD  
COMMISSION

## STEP



Step 3 – CCRTA services are listed in the TIP, and with FTA approval may move forward.

FTA Web Reports





CAPE COD  
COMMISSION

---

## Questions?

Cape Cod TIP / MPO information:

<http://www.capecodcommission.org/departments/technicalservices/transportation/CCMPO>

