

Martha's Vineyard Commission (MVC) Unified Planning Work Program (UPWP) for Federal Fiscal Year (FFY) 2023

October 1, 2022 – September 30, 2023
Transportation Planning Activities in the
County of Dukes County, Massachusetts



Martha's Vineyard Commission
33 New York Avenue
Oak Bluffs, MA 02557-1447
(P) 508-693-3453 (F) 508-693-7894
www.mvcommission.org

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Participants

Martha's Vineyard Committee of Signatories

Jamey Tesler	Secretary and Chief Executive Officer (CEO), MassDOT
Jonathan Gulliver	Administrator, MassDOT Highway Division
Joan Malkin	Chairman, Martha's Vineyard Commission (MVC)
Alice Butler	Chairman, Vineyard Transit Authority (VTA)

Martha's Vineyard Joint Transportation Committee

Voting Members

Jeffrey Madison	Town of Aquinnah
Peter Cook	Town of Chilmark
Allan DeBettencourt	Town of Edgartown
Richard Combra, Jr.	Town of Oak Bluffs
Kirk Metell	Town of Tisbury
Jennifer Rand	Town of West Tisbury
John Cahill	County of Dukes County
Durwood Vanderhoop	Wampanoag Tribe of Gay Head/Aquinnah
Adam Turner	Martha's Vineyard Commission (MVC)
Angela Gompert	Vineyard Transit Authority (VTA)

Ex-Officio Members (Non-Voting)

Derek Shooster	MassDOT, Office of Transportation Planning
Jeffrey McEwen	Federal Highway Administration (FHWA)
Peter Butler	Federal Transit Administration (FTA)
Alison Fletcher	Steamship Authority (SSA)
Richard DeWitt	Bicycle and Pedestrian Committee (BPAC)
Geoffrey Freeman	Martha's Vineyard Airport
Pamela Haznar	MassDOT District 5
Barbara Lachance	MassDOT District 5
William Venio	Martha's Vineyard Commission

Staff of the Martha's Vineyard Commission

* Percentage of Staff Time

Adam Turner	Executive Director	(10%)
William Venio, AICP	Senior Planner	(15%)
Michael Mauro	Transportation Program Manager	(85%)
Dan Doyle	Special Projects Planner	(30%)
Chris Seidel	Cartographer/GIS Coordinator	(15%)
Liz Durkee	Climate Change Planner	(15%)
Christine Flynn	Economic Development & Affordable Housing Planner	(10%)
Alex Elvin	DRI Coordinator	(15%)
Lucy Morrison	Executive Assistant	
Christina Mankowski	Historic Preservation Planner	
Sheri Caseau	Water Resources Planner	
Curt Schroeder	Administrator and Chief Fiscal Officer	

Percentages indicate the approximate portion that each staff member devotes to implementation of the UPWP

Introduction

Martha's Vineyard Commission

The Martha's Vineyard Commission ("MVC") is a Regional Planning Agency ("RPA") in the Commonwealth of Massachusetts. Ten of the thirteen RPAs are federally designated Metropolitan Planning Organizations ("MPOs"). Federal regulations require that an MPO be formed in urban areas with a population of 50,000 or more. While Martha's Vineyard, Nantucket, and the Franklin County Region do not meet the minimum population criteria in federal law, the Commonwealth of Massachusetts designated these RPAs as local MPOs for the purpose of transportation planning in Massachusetts. The Massachusetts Department of Transportation (MassDOT) provides planning funds for transportation planning in these regions, essentially treating them as small MPO's.

The decision-making body, or MPO, is responsible for conducting a continuing, cooperative, and comprehensive (3C) transportation planning process that results in plans and programs that consider all transportation modes and that support the communities' goals. The MPO must plan for the movement of both people and goods within the Region by all modes of travel, including roadways, public transportation, bicycles, ferries, airplanes, and foot. It also plans for the connections linking these modes.

In its role as the region's RPA, the Martha's Vineyard Commission provides staff support and follows federal transportation planning regulations, including the participation of citizens and advisory groups in transportation decision-making. The Joint Transportation Committee (JTC) holds open public meetings, considers and votes on the transportation planning documents and projects.

Federal Title VI/Nondiscrimination Protections

The Martha's Vineyard Metropolitan Planning Organization (MVMPO) operates its programs, services and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color or national origin (including limited English proficiency) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Related federal nondiscrimination laws administered by the Federal Highway Administration, the Federal Transit Administration, or both prohibit discrimination on the basis of age, sex, and disability. These protected categories are contemplated with MVMPO's Title VI Programs consistent with federal interpretation and administration. Additionally, MVMPO provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with UD Department of Transportation policy and guidance on federal Executive Order 13166.

State Nondiscrimination Protections

The MVMPO also complies with the Massachusetts Public Accommodation Law, M.G.L. c 272 §§92a, 98, 98a, Prohibiting making any distinction, discrimination, or restriction in admission to or treatment in a place of public accommodation based on race, color, religious creed, national origin, sex, sexual orientation, disability, or ancestry. Likewise, MVMPO complies with the Governor's Executive Order 526, section 4 requiring all programs, activities, and services provided, performed, licensed, chartered, funded, regulated, or contracted by the state shall be conducted without unlawful discrimination based on race, color, age, gender, ethnicity, sexual orientation, gender identity or expression, religion, creed, ancestry, national origin, disability, veteran's status (including Vietnam-era veterans), or background.

Additional Information

To request additional information regarding Title VI and related federal and state nondiscrimination obligations, please contact:

MVC Title VI Specialist
Martha's Vineyard Commission
P.O. Box 1447
Oak Bluffs, MA 02557
(508) 693-3453
turner@mvcommission.org

Complaint Filing

To file a complaint alleging a violation of Title VI or related federal nondiscrimination law, contact the Title VI Specialist (above) within 180 days of the alleged discriminatory conduct. To file a complaint alleging a violation of the state's Public Accommodation Law, contact the Massachusetts Commission Against Discrimination within 300 days of the alleged discriminator conduct at:

Massachusetts Commission Against Discrimination (MCAD) One
Ashburton Place, 6th Floor
Boston, MA 02109
617-994-6000
TTY: 617-994-6296

For additional copies of this document or to request a copy in an accessible format, please mail to:

Martha's Vineyard Commission
P.O. Box 1447
Oak Bluffs, MA 02557
Phone:(508) 693-3453
Fax:(508) 693-7894
Email:turner@mvcommission.org

The document is also available for download on our website at www.mvcommission.org

If this information is needed in another language, please contact the MVC Title VI Specialist at 508-693-3453

Translation Services:

Portuguese: Caso esta informação seja necessária em outro idioma, favor contar o Especialista em Título VI do MVC pelo telefone 508-693-3453.

Spanish: Si necesita esta información en otro idioma, por favor contacte al especialista de MVC del Título VI al 508-693-3453

Equity Analyses: Are there regional/community equity concerns that you know of that are not effectively reflected in the current analytical approach? Ex: particular demographic clusters do not present in the data; contextual or anecdotal information about community needs that are not easily identified through demographic data. Can you suggest equity analysis methodology improvements to capture or document those equity considerations more effectively?

Martha's Vineyard is a small island where communities and clusters blend together. There is a section of Tribal housing that might be identified as a particular demographic cluster, but other than that there are not distinct neighborhoods or communities that exhibit specific tendencies. In terms of data, the MVC installed automated traffic counters that individuals might

Project planning centers around the fact that most island locations operate differently on a seasonal or non-seasonal basis, elderly residents need services, and short-term employees require transportation as they frequently do not have vehicles. Planning also centers on alternative transportation methods and facilities that could be used by all. It is our view that we have made progress in each area given our financial parameters, although more needs to be done.

Transportation improvement funds normally have a regional focus. Evaluating projects' benefits and burdens are evaluated on their regional benefit to the island. For example, regional bike paths and funding additional bicycle and pedestrian pathways are programmed over the next 4 years with State/Federal funding.

We also are heavily integrated into the Martha's Vineyard Transit Authority and provide support to their funding and other programs.

Equity concerns then are macro in scale and construction projects are programmed for that, while program funding mainly concerns the ability to operate and finance a sole mass transit option that is constantly funding challenged. Smaller alternative systems for mass transit are being developed, but again, our scale is challenging. One group of specific concerns is the transportation needs for seniors. These needs are well established through user comment and surveys. Facilities to meet their needs are being addressed and might be included in future TIP or UPWP.

We are using permanent roadway counters to record traffic on a permanent regular systematic basis so that trends in both seasonal and non-seasonal conditions. These counts are available to the public via our web site or the state web site. We also will be in a better position to evaluate micro conditions given that our macro viewpoints are taken care of. Finally, we will work more closely with the Tribe to ensure their specific needs are identified.

We find that one statewide equity measure methodology statewide is not enough. These measures described in this Title VI memo are important, but the questions used here are developed for larger areas and really don't consider our needs and programs. We still suggest that equity performance measures for rural areas be developed separately from MPO's that service larger populations or geographic areas.

Equity Impacts on MPO Activities: Have equity considerations impacted a project score, work task, or programming decision in your region? Based on these observations, are there recommendations for improvement as to how equity and context specific considerations are incorporated into these decisions? How are community needs and priorities incorporated into or reflected within these decisions?

We are a small island, so a precise evaluation of equity populations is difficult to produce, and mostly not of benefit. We do score projects, but equity considerations have not come into play. Our funding is limited and we basically program for maximum island-wide benefit. There are no easy ways to quantify this, such as determining that a certain location is more deserving

We program funds to mass transit in general, as this is a vital program to island residents of all levels and circumstances. We pay attention specifically to funding that program. We also have focused on alternative transportation projects such as programmed bicycle and pedestrian projects, which provide targeted benefit to equity populations. Equity considerations in a locational manner specifically have not impacted our scoring on projects.

We integrate with the public and others on numerous occasions. Given the number and mission of the numerous non- profits, project planning normally requires evaluation of workforce and other groups. The MVC has commissioned and participated in several planning studies that evaluate need based on income, especially in the senior sector.

The argument that planning is focused on regional needs is consistent with the Island is different being unique due to its smaller size. Most projects selected benefit island wide populations because we all travel the same roads. While review of data reveals that Oak Bluffs and parts of Tisbury have more than 15% of minority population however there are no specific areas where minority populations reside. Rather various populations group reside together. Oak Bluffs in general is a melting pot to some extent.

The transportation funds provided to the Vineyard are limited especially given the added cost of doing business. We are focused on providing maximum benefits. Our next four-year of TIP projects are all devoted to pedestrian and bicycle access projects.

The VTA system provides service to many Vineyards including Tribal, African American and/or Portuguese speaking workers. The system has utilized TIP funding recently as buses are integral parts of the transportation network on island/ The system is also focused on providing service to handicapped residents.

All VTA buses are lift-equipped vehicles. VTA drivers Assist are trained to assist customers who require special attention. Service animals, such as, (but not limited to) seeing-eye dogs to accompany customers with disabilities on the vehicles, without requiring a harness or certification for the animal and customers with disabilities are able to travel on the vehicle with a respirator or personal oxygen supply.

This year the VTA was forced to make budget adjustments that caused certain routes to be cancelled or curtailed. One of these routes involved the tribe. We are currently assessing those decisions and looking for solutions to reinstate this service.

BIPARTISAN INFRASTRUCTURE BILL

With the recent passing of the Bipartisan Infrastructure Bill (BIL), Massachusetts received a five-year apportionment that includes \$5.4 billion in highway formula funds, \$2.8 billion in transit formula funding, over \$110 billion in discretionary program funds.

For FY22, now that an appropriations bill has been passed, the Martha's Vineyard MPO's regional target will increase by roughly \$100,00.00. MassDOT Planning will coordinate with the MassDOT Highway Division and other planning partners to identify projects for this new funding.

Based upon an assumed obligation authority of 90% (five-year rolling average), for FY23-FY26 the statewide increase in STIP funding is \$442.2 million and the increase in overall regional target funding is \$150.7 million. Funds are appropriated in categories as follows:

Contract Authority is used for programs funded from the Highway Trust Fund. It is established by a reauthorization act and is not subject to annual appropriation. However, Congress annually imposes an overall obligation limitation that constrains the maximum amount of contract authority. Approximately 83% of the transportation funding in BIL is contract authority.

Supplemental Appropriations are appropriations made in a reauthorization act instead of the annual appropriations bill. They are self-effectuating and not subject to the annual obligation ceiling. Approximately 13% of the transportation funding in BIL is supplemental appropriations.

Authorizations Subject to Appropriation are program amounts that are included in a reauthorization act but require a subsequent appropriation to effectuate. Approximately 4% of the transportation funding in BIL is subject to future appropriation.

Unified Planning Work Program (UPWP)

This Unified Planning Work Program (UPWP) describes and provides budgetary information for the transportation planning tasks and activities, which are to be conducted in the region during the coming year. The Unified Planning Work Program is a federally required certification document, which must be prepared and endorsed annually by the Martha's Vineyard MPO, prior to the start of the planning program. The Martha's Vineyard Commission has the responsibility of preparing the Unified Planning Work Program. The planning activities are organized first by work element in a format that will allow efficient administration, management, and reporting. The transportation planning activities are described as a procedure under specific work tasks. For each procedure, the anticipated accomplishment or product and the estimated manpower resources needed are also given. For each work task the total staffing requirements, task budget, and sources of funding are given.

The UPWP is also guided by visions, goals, and objectives as laid out in the Regional Transportation Plan (RTP) for 2020-2040. The plan comes at a time of transition for Martha's s Vineyard. As seasonal crowds continue to grow, and vehicles continue to strain the Island's roadways and other infrastructure, transportation planning has focused more intently on

alternatives to single-occupant automobile use. At the same time, state, and global action regarding climate change has helped generate Island wide advocacy and planning efforts that aim in part to reduce fossil fuel use in the transportation sector. Rising sea levels associated with climate change will have a particular impact on the Island's roadways, some of which will need to be reconfigured or protected because of increased flooding during storms.

The UPWP in draft form is discussed at one or more of the public meetings of the Martha's Vineyard Joint Transportation Committee (JTC), which comprises representatives of the municipalities of Dukes County, the County of Dukes County, Martha's Vineyard Commission, the Martha's Vineyard Regional Transit Authority (VTA), Martha's Vineyard Airport, providers of transportation services including the Steamship Authority (SSA), the Wampanoag Tribe and the Massachusetts Department of Transportation (MassDOT). Interested members of the public are also invited to submit expressions of interest in joining the JTC. The input of the municipalities and transportation providers is useful to the development of the UPWP, as it helps focus planning activities where they are most needed.

Planning activities are necessary in order to realize the region's continuing, cooperative and comprehensive (3C) process, and the UPWP outlines efforts proposed for the next year. The UPWP activities are also to:

- Continue to collect data, observe, analyze, and develop concepts from the *Martha's Vineyard Transportation Plan (MVTP) efforts to establish priority needs and issues*
- Prepare annual transportation planning certification documents; and
- Provide planning and support services to region.

In accordance with the procedures laid out in the *Public Participation Plan*, any meeting at which the UPWP is scheduled to be discussed or voted on are publicized on the MVC website calendar, typically 7 days in advance. The Martha's Vineyard Joint Transportation Committee (JTC) reviews the Draft UPWP and releases it for public comment. The public comment period then begins and continues for 21 days. Typically, the Martha's Vineyard Joint Transportation Committee (JTC) determines that if no substantive public comment is received during the public comment period, the document will be endorsed. Both the MVC Chairman and the VTA Chairman sign the official signatory page for the transportation planning documents, as established in the 1980's Memorandum of Understanding agreement with the then Commonwealth of Massachusetts transportation department. <https://www.mass.gov/statewide-plans>

Post COVID-19 Pandemic Analysis

During the COVID-19 pandemic, the MVC held all its staff meetings, staff applicant meetings, Bicycle and Pedestrian Committee meetings, Land-Use Planning Committee meetings, Commission Public Hearings, and JTC meetings via the ZOOM remote platform. Since making the adjustment in technology, the Commission has seen an overwhelming increase in the level of public participation at these meetings, resulting in an improved public participation process.

Budget Summary by Task

All funds from FHWA/MassDOT

UPWP - Dukes County MA - FFY2023 - Budget Summary				
Daily Professional Rate Including Allowed Overhead				\$800
	Staff Days	FHWA Share	MassDOT Share	Task Budget
1. Management and Support of the Planning Process		80%	20%	
1.1 Support of the 3C Process	40.00	\$25,600	\$6,400	\$32,000
1.2 Unified Planning Work Program (UPWP)	12.50	\$8,000	\$2,000	\$10,000
1.3 Transportation Improvement Program (TIP)	25.00	\$16,000	\$4,000	\$20,000
1.4 Title VI and Environmental Justice	10.00	\$6,437	\$1,609	\$8,046
1.5 Public Participation Update	10.00	\$6,400	\$1,600	\$8,000
Subtotal	97.50	\$62,437	\$15,609	\$78,046
2. Data Collection and Analysis Activities				
2.1 Regional Traffic Counting Program and Permanent Traffic Counting Stations	35.50	\$40,256	\$10,064	\$50,320
2.2 Geographic Information System (GIS)	37.50	\$24,000	\$6,000	\$30,000
2.3 Long-Range Transportation Plan (LRTP) Update	25.0	\$16,000	\$4,000	\$20,000
2.4 Demographic Observation and Road Inventory Update	25.0	\$16,000	\$4,000	\$20,000
Subtotal	123.0	\$96,256	\$24,064	\$120,320
3. Transportation Planning Activities				
3.1 Project Reviews: Developments of Regional Impact (DRIs)	40.00	\$39,200	\$9,800	\$49,000
3.2 Local Technical Assistance: Non-Developments of Regional Impact (DRIs)	45.00	\$36,800	\$9,200	\$46,000
3.3 Regional, Bicycle and Pedestrian Studies	35.00	\$30,400	\$7,600	\$38,000
3.4 Transit & Intermodal Planning	9.75	\$6,240	\$1,560	\$7,800
Subtotal	129.75	\$112,640	\$28,160	\$140,800
4. Special Transportation Studies and Activities				
4.1 Inter-Regional Transportation Activities	35	\$22,400	\$5,600	\$28,000
4.2 Special Tasks	8.50	\$5,440	\$1,360	\$6,800
Subtotal	43.5	\$27,840	\$6,960	\$34,800
Total	393.75	\$ 299,173	\$ 74,793	\$ 373,966

1. Management and Support Activities

1.1 Support of the Comprehensive, Continuing and Cooperative (3C) Process

Objectives

- To maintain an open, Comprehensive, Cooperative, and Continuing (3C) transportation planning process involving the local, regional, state, and federal levels of government in conformance with applicable federal and state requirements and guidelines. This task will include support for the Joint Transportation Committee (JTC), Massachusetts Association of Regional Planning Agencies (MARPA), and endeavors in cooperation with local, state, and federal partners, and compliance with the latest federal legislation and guidance.

Previous Work

- Meetings, minutes, and forums of the JTC, MARPA, and related public informational meetings, announcements, solicitations, and other pertinent materials.
- The Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), Long-Range Transportation Plan (LRTP), JTC By-laws, and Public Participation Plan (PPP), as well as other efforts or documents required by federal or state authorities.

Proposed Activities

1. Conduct public meetings, hearings, and workshops, as needed, via Remote Access i.e. ZOOM or GoToMeetings during the COVID-19 Pandemic.
2. Provide support to the Joint Transportation Committee (JTC), Massachusetts Association of Regional Planning Agencies (MARPA), Martha's Vineyard Commission (MVC) public hearings, and the Land Use Planning Committee (LUPC).
3. Review federal and state transportation plans, programs, regulations, guidelines and initiatives, and consider local efforts for improved livability and coordination with state and federal programs.
4. Participate in Massachusetts Association of Regional Planning Agencies (MARPA) and the Transportation Managers Group (TMG) and related activities.
5. Prepare documents related to the maintenance and/or enhancement of the transportation planning process.
6. Participate in ongoing educational seminars, workshops, professional memberships and conferences, etc.

Products

- Staff training for the ZOOM Remote Meeting platform.
- Records of JTC, LUPC, BPAC, and Commission forum proceedings.
- Planning and process documents (e.g., JTC Bylaws) and related graphics.
- Memoranda and informational sheets related to planning support.

Schedule

Continuous throughout the year

Task Budget

Staff days required 40

Current year funding \$32,000

Funding source(s) FHWA - \$25,600/MassDOT - \$6,400

1. Management and Support Activities

1.2 Unified Planning Work Program (UPWP)

Objectives

- To develop a Unified Planning Work Program (UPWP) that describes the transportation planning activities and tasks to be undertaken by the Martha's Vineyard Commission in the next Federal Fiscal Year 2022.
- To coordinate UPWP tasks in order to support the 3C process.
- Provide various reports to MassDOT as required.

Previous Work

- Previous annual UPWPs (2021).
- Monthly financial and progress reports, as well quarterly and annual reports.

Proposed Activities

1. Review and amend the UPWP as to its format, content, and conformity with applicable federal and state rules, regulations, and guidelines.
2. Prepare task descriptions and budgets in consultation with the JTC, governmental agencies, and other interested parties.
3. Liaise with federal, state, and local agencies in order to administer transportation planning grants and contracts.
4. Correspondence with local towns on potential future local planning activities.
5. Assist in developing performance measures and monitoring system.

Products

- UPWP and documents related to the preparation and endorsement of the FFY 2021 UPWP.
- Monthly progress reports and financial documents.
- Quarterly and annual reports.

Schedule

October 2021 – September 2022

Task Budget

Staff days required 12.5

Current year funding \$10,000

Funding source(s) FHWA - \$8,000/MassDOT - \$2,000

1. Management and Support Activities

1.3 Transportation Improvement Program (TIP)

Objective

- To prepare a Transportation Improvement Program (TIP) that is consistent with the federal Fixing America's Surface Transportation (FAST) Act of 2015. The TIP will include a five-year program of projects, along with TIP Amendments or Adjustment procedures.

Previous Work

- Martha's Vineyard Commission Transportation Improvement Programs (TIPs), and any Amendments and/or adjustments, with the latest being the TIP for FFY 2021-2025.
- #607411 Beach Road Shared Use Path (Tisbury).

Proposed Activities

1. Determine priority of projects, in conjunction with the JTC, based on an updated list of project evaluation selection criteria, including criterion descriptions, and scoring templates.
2. Continue to engage the public and promote public participation through the ZOOM remote meeting platform.
3. Ongoing collaboration with MassDOT Office of Transportation Planning, MassDOT District 5, and other regional, and local officials to determine the status of current projects and proposed additional projects eligible for federal and/or state funding and/or "non-federal" funds.
4. Review concepts and estimated costs with project proponents.
5. Coordinate public review, adoption, and endorsement of TIP documents.
6. Assure conformity of TIP projects with all applicable federal, state, and island plans, regulations, and guidelines, and perform Air Quality and Greenhouse gas emissions (GHG) analyses for local projects.
7. Meet/communicate with representatives of government agencies, providers of transportation, and other interested parties through JTC and/or other forums.
8. Create current TIP Amendments and adjustments as needed and develop the next TIP.
9. Develop a supplemental project list for projects beyond the estimated available funds for informational purposes and assist proponents if requested to prepare MassDOT project forms for TIP project development / Project Review Committee process.

Products

- Determination of air quality / greenhouse gas emissions (GHG) of TIP projects.
- FFY 2021-2025 TIP, FFY 2021 Highway and Transit TIP Amendments/Adjustments.
- Records of all meetings and proceedings.
- Update the evaluation process criteria to reflect energy and climate change initiatives.
- Updated list of proposed prioritized projects FFY 2020-2029.

Schedule

Ongoing project process with annual new TIP development through outreach and local endorsement typically December to May of each year.

Task Budget

Staff days required 25

Current year funding \$20,000

Funding source(s) FHWA - \$16,000/MassDOT - \$4,000

1. Management and Support Activities

1.4 Title VI and Environmental Justice (EJ)

Title VI: Section 601 of Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”[3] This provision is sufficiently broad to include prohibiting discrimination in state or local programs or activities, including permitting assessments, that receive federal funds. Section 602 of Title VI directs agencies distributing federal funds to issue regulations implementing § 601, and mandates that these agencies create a mechanism for processing complaints of racial discrimination.

From: 40 C.F.R. § 7.35(b) (2002).

Environmental Justice (EJ) is designed to prevent adverse human health or environmental effects and/or to ensure non-discrimination in the transportation planning and decision-making process.

Objectives

- Continue efforts on civil rights programs and requirements including Title VI, EJ, and Limited English Proficiency (LEP) in continued cooperation with MassDOT’s Office of Civil Rights
- To not discriminate. To ensure as much as is feasible that project benefits and detriments are equitable in distribution, and outreach is for all to have an opportunity to participate in planning.
- Prepare related Title VI documents.

Previous Work

- Incorporated federal and state non-discrimination considerations into the 2020 Title VI Plan, including the FFY 2019-2040 long-range transportation plan, consistent with federal and state policy, and updated the Title VI plan and notice.

Proposed Activities

1. Translate and develop Climate Change and Climate Action Task Force initiatives
2. Update 2020 Title VI information and reports as needed
3. Involve the public in transportation decisions through surveys, public meetings, workshops and ongoing input as needed.
4. Develop strategies to include remote access for the general public.
5. Maintain/update GIS maps which identify minority and/or low-income populations.
6. Translate more documents, i.e. SSA Maps, Bicycle and Pedestrian Maps, Staff reports, etc.

Products

- Implementation and distribution of the Title VI plan.
- Compliance with federal and state Title VI and Environmental Justice requirements.
- Title VI Plan and updates as necessary.

Schedule

Continuous throughout the year

Task Budget

Staff days required 10

Current year funding \$8,046

Funding source(s) FHWA - \$6,437/MassDOT - \$1,609

1. Management and Support Activities

1.5 Public Participation Plan Update

Objective

- To encourage public participation in and awareness of transportation planning issues through the JTC, MVC, Land Use Planning Committee (LUPC), Bicycle Pedestrian Advisory Committee (BPAC), and other island group meetings.

Previous Work

- MVC Website postings, local Town board outreach, island wide outreach, etc.
- Developed the Public Participation Plan and the latest revision in March 2017 to include 21-day public comment period for future long-range plans (2019 LRTP), TIPs, and UPWPs.
- Documents and maps, e.g., bicycle brochure with map and guidance.

Proposed Activities

1. Expand remote capabilities and capacity in the form of equipment, software, website maintenance, etc. Due to the COVID-19 Pandemic, all work-related matters are handled remotely and may continue until further notice.
2. Review and Update the March 2017 Public Participation Plan.
3. Solicit and engage the public in transportation decisions through surveys, public meetings, workshops, and ongoing input as needed.
4. Continue to develop and/ or update maps using Geographic Information Systems (GIS)
5. Conduct public outreach island wide on transportation planning and concepts.

Products

- Remote ZOOM Meetings for the JTC, BPAC, LUPC, Climate Action Task Force, and MVC Public Hearings.
- Technical assistance, memoranda, reports, maps and workshops as needed. Examples include: complete streets information and forums, compilation and graphs of Steamship Authority passengers, cars, trucks and bicycles carried data for public information.
- Online Surveys

Schedule

Continuous throughout the year

Task Budget

Staff days required 10

Current year funding \$8,000

Funding source(s) FHWA - \$6,400/MassDOT - \$1,600

2. Data Collection and Analysis Activities

2.1 Regional Traffic Counting Program and Permanent Traffic Counting Stations

Objectives

- Continue to develop and maintain an island-wide traffic counting program.
- Respond to requests as feasible for traffic counts from state and town officials within the region.
- Develop a database of traffic volumes collected along with other specific data characteristics of the transportation system, for use in carrying out studies and measuring change and performance, including post COVID-19 pandemic behaviors.

Previous Work

- Maintenance of the MS2 Software for the 6 permanent traffic counters. Traffic volume list by site code, including some bicycle traffic counts at various island count locations.
- Updates to the existing system data and usage for the long-range transportation plan and specific analyses, such as for local development proposals, safety and/or congested areas.

Proposed Activities

1. Continue to collect and maintain data from the 6 permanent traffic counters.
2. Continue collection of automatic traffic recorder count data on Island roads and turning movement counts at some intersections, as feasible, pending revised guidance during the COVID-19 Pandemic.
3. Continue data collection efforts for reviewing and analyzing transportation system components, including transit, intersections, roadways, ferries, and bicycle and pedestrian facilities, including the effects of climate change.
4. Perform MassDOT required ATR counts and upload MassDOT counts to the online system pending revised guidance during the COVID-19 Pandemic.
5. Collect bicycle count data on the Island's bicycle path system and maintain an inventory of bicycle paths, routes and off-road facilities, as well as pedestrian paths and trails and their physical condition of facilities, amenities, and other factors such as the effects of climate change.
6. Develop a monthly mechanism to provide municipalities with the most up to date information, i.e. monthly reports.
7. Collection and assessment available 2020 Census Data.

Products

- Updated traffic count reports.
- Reports, technical memoranda, and related graphics applicable to specific projects.
- Permanent Traffic Count Location data to MS2 Software
- MetroCount Equipment refurbishing, and new JAMAR ATR machine purchases.

Schedule

To be carried out year-round (staff time and weather permitting) but focusing primarily on the peak summer season of June to September, pending revised guidance during the COVID-19 Pandemic.

Task Budget

Staff days required 35.5

Current year funding \$50,320

Funding source(s) FHWA - \$40,256/MassDOT - \$10,064

2. Data Collection and Analysis Activities

2.2 Geographic Information System (GIS)

Objectives

- Maintain a geographic information system (GIS) database and utilize Pictometry Software to integrate transportation planning with land use planning, economic development and environmental protection.
- Maintain the Transportation maps, e.g., the Road Inventory File, Traffic Count locations, high crash locations, scenic roads, bicycle and pedestrian facilities, transit routes and bus stops, and roadway/right of way measurement data, along with demographic, land use and environmental map layers for consideration in transportation developments.

Previous Work

- Hazard Mitigation Plan, EROMP Maps, SLAMM Story Maps, and Edgartown Police Department Tactical Operations Plan.
- MV watersheds maps, parcel maps, DRI projects, environmental, habitat, coastal zone change maps, and areas that could be negatively impacted as a result of climate change.
- Maps as needed for roadway and transportation discussions.
- Creation of hundreds of individual maps and graphics supporting the MVC's planning work (e.g., the maps in the *Martha's Vineyard Transportation Plan*).

Proposed Activities

1. Continue to create and maintain various databases/GIS map layers, (e.g., road inventories, transit routes, walking trails, and bicycle-pedestrian paths).
2. Update as necessary identified flood location maps, and areas in need of improved drainage related to climate change.
3. Continue to identify and map areas that could be negatively impacted as a result of climate change.
4. Integrate GIS databases/map layers in order to support transportation and land use decision-making.
5. Create new maps for planning analysis and presentations.
6. Attend various GIS related-workshops and training sessions, including the MARPA GIS group, as needed.
7. Review, select and acquire additional hardware and software, as needed.

(Note: The GIS sub-task supports other UPWP activities, such as sub-tasks 1.3, 1.4, 1.5, 2.4, 3.2, and 3.3.)

Products

- Updated road inventory file/GIS layer.
- GIS databases for analysis of regional and local transportation projects.
- Maps, technical memoranda, and related graphics.
- Drone footage reports: Polly Hill and Island Housing

Schedule

Continuous throughout the year

Task Budget

Staff days required 37.5

Current year funding \$30,000

Funding source(s) FHWA - \$24,000/MassDOT - \$6,000

2. Data Collection and Analysis Activities

2.3 Long-Range Transportation Plan (LRTP) Update

Objectives

- Develop and monitor a set of benchmarks in conformity with the JTC goals and federal performance measurement requirements that will serve to measure the progress on priority activities.
- Continue participation and coordination with federal and state partners in performance measure development activities for local performance measures.
- Collect related data and review performance measure targets for progress toward goals

Previous Work

- Performance Measures and Targets, April 2020, for Safety, Multimodal options/livability/sustainability, and congestion reduction.
- Travel Time Runs along three Island Corridors in Tisbury, Oak Bluffs, and Edgartown.

Proposed Activities

1. Review, identify, and update the statewide safety clusters on island, i.e., Bicycle and Pedestrian Clusters; High Crash Locations.
2. Continue performance measure review, assessment, and development with the Joint Transportation Committee (JTC)
3. Evaluate the measurable goals of the region's transportation system based on those listed in the 2020-2040 Long Range Transportation Plan (LRTP).
4. Coordinate local performance measures in compliance with island plans and policies and with national and state efforts.
5. Review performance measures and collect data to assess system improvements versus results.

Products

- Recommended performance measures and monitoring strategies that conform with MassDOT and FHWA requirements

Schedule

Continuous throughout the year

Task Budget

Staff days required 25

Current year funding \$20,000

Funding source(s) FHWA - \$16,000/MassDOT - \$4,000

2. Data Collection and Analysis Activities

2.4 Demographic Observation and Road Inventory Update

Objectives

- Maintain and update current demographic information to ensure that transportation planning, programming analyses, and forecasting methods are based on the most current demographic information.
- Participate in MassDOT and MARPA process for development of socio-economic forecasts for the next long-range plan, develop local town estimates within the regional control number, and outreach to the towns on the estimates once developed
- Continue efforts with complete street initiatives, shared streets and space programs, climate change activities as well as the completion of the 2020 Census.

Previous Work

- Edgartown and Oak Bluffs Shared Street and Space Program Grant awards.
- Continued updates for 2020 U.S. Census and demographic information for the regional long-range transportation plans.
- Continued monitoring effects of the COVID-19 pandemic.

Proposed Activities

1. Analysis of Travel Time Runs to determine congestion.
2. Conduct windshield surveys to build a pavement management program.
3. Continue to review, develop, and analyze the latest Census Data and estimates, as it relates to transportation.
4. Continue to collect and update road inventory files using Geographic Information Systems.
5. Collect data as feasible and include in GIS Roadway Inventory Files
6. Continue to coordinate with MassDOT and other RPA's on regional and statewide efforts for overall improvements to the program.
7. Identify issue areas and/or improvements that may lead to future Transportation Improvement Program (TIP) projects.
8. Continue data collection efforts for reviewing and analyzing transportation system components, including transit, intersections, roadways, ferries, and bicycle and pedestrian facilities.
9. Collect and evaluate available 2020 Census Data in order to establish Transportation Area Zones (TAZ).

Products

- 2020 Census Data – collection, evaluation and analysis of available information.
- Updated Travel Time Runs (Tisbury Corridor).
- Reports, memoranda and related graphics.

Schedule

Continuous throughout the year

Task Budget

Staff days required 25

Current year funding \$20,000

Funding source(s) FHWA - \$16,000/MassDOT - \$4,000

3. Transportation Planning Activities

3.1 Project Reviews: Developments of Regional Impact (DRIs)

Objective

- The MVC Act (Chapter 831 of the Acts of 1977, as amended) authorizes the Commission to review developments that are either so large or have such significant impacts on their surroundings that they would affect more than one town. Such projects are labeled Developments of Regional Impact (DRIs). Once officially classified as a DRI, the project must be approved by the MVC before a town board may issue a required permit or take any action. The Commission weighs the potential benefits and detriments of the proposal to determine whether the application should be approved, approved with conditions, or denied.

Previous Work

- Reviewed multiple DRIs: Tisbury Marine Terminal, Hob Knob Inn, Old Stone Condos, 222 Upper Main Street, Patient Centric Dispensary and Cultivation, Harbor View Hotel Spa, Vineyard Golf, Seafood Shanty, Island Cove mini-golf, Island Cove Multi Unit, MVRHS Athletic Fields, and the Meetinghouse Way Subdivision.
- Participate in site visits, project staff applicant and consultant meetings, LUPC meetings and related discussions, transportation impact analysis, reviews and recommendations.

Proposed Activities

1. Assist applicants with transportation components of developments, as needed. Provide data and assist with technical issues.
2. Review and analyze all DRIs submitted to the MVC under Chapter 831 of the Acts of 1977 requirements for consistency with the *Martha's Vineyard Transportation Plan*.
3. Review background data and conduct site visits as necessary to verify information.
4. Identify appropriate mitigation measures for each project reviewed, and make recommendations to MVC.
5. In assessing public and private proposals, consider the potential impacts on livability, sustainability, climate change, and homeland security as well as the use of performance measures to ensure ongoing effectiveness of solutions.
6. Draft a Transportation Policy for Developments of Regional Impact for the review process, consider potential mitigation measures, and possible funding for implementing improvements to alleviate safety or congestion issues.
7. Present data to state, regional, and local officials and organizations as required.
8. Development and review of Traffic Impact Scopes and Traffic Impact Reports for DRI Applicants

Products

- Transportation analyses of DRIs, with recommendations concerning mitigation measures.
- Preparation of related reports, graphics, and analyses.
- Records of all meetings and proceedings.
- Development and review of Traffic Impact Scopes and Traffic Impact Reports for DRI Applicants

Schedule

Continuous throughout the year

Task Budget

Staff days required 40

Current year funding \$49,000

Funding source(s) FHWA - \$39,200/MassDOT - \$9,800

3. Transportation Planning Activities

3.2 Local Technical Assistance: Non-Developments of Regional Impact

Objectives

- Provide a mechanism to assist local towns with transportation issues and/or small projects based on discussions with town staff. This may include providing presentations, information, and or meeting with town staff and/or committees to assist in local transportation issues.
- Review proposed developments for transportation components on the site plans and in the vicinity and make recommendations as necessary.
- Assist towns in promoting safety and alternate mode usage.

Previous Work

- West Tisbury Speed Zone evaluation
- Chilmark Speed Zone evaluation.
- Oak Bluffs MVRHS safety crossing; Tisbury bike and ped pavement markings along Norton Lane with the assistance of the Island Engineer.
- Oak Bluffs VTA improvements at Community Services and Skate Park.

Proposed Activities

1. Assist local town staff with transportation issues, usage, and potential improvements
2. Continue working with Bicycle Pedestrian Advisory Committee (BPAC)
3. Continue efforts to follow up on the study of extensions of the network of Shared Use Paths (SUPs) connecting central Tisbury, Oak Bluffs, Edgartown, and the network in the State Forest, Identify other issues within the existing SUP and bike path network and possible improvements.
4. Develop an Island Wide Bike Rack Program.
5. Participate in Road Safety Audits at high crash locations and assist in identifying strategies to improve safety.
6. Continue efforts to identify and analyze main congestion areas on the Island.
7. Draft scopes of service and conduct planning activities as necessary. Such activities are submitted to MassDOT and FHWA for approval.
8. Attend educational programs, seminars and training workshops.
9. Continue to work with the Island Engineer in assisting municipalities on project design efforts.

Products

- Studies of regional planning issues from Island Engineer via Community Compact: Oak Bluffs Safety Crossing Report, Tisbury Bike and Ped Pavement markings.
- Preparation of reports, technical memoranda, and graphics.
- Public presentations.

Schedule

Continuous throughout the year

Task Budget

Staff days required 45

Current year funding \$46,000

Funding source(s) FHWA - \$36,800/MassDOT - \$9,200

3. Transportation Planning Activities

3.3 Regional, Bicycle and Pedestrian Studies

Objectives

- Promote safe traveling conditions for vehicular travelers (auto and transit), bicyclists, and pedestrians.
- Develop recommendations in support of proposed transportation improvements at locations identified through the transportation planning process.

Previous Work

- Worked with DCR on Phase 1 of the State Forest Shared-Use Path resurfacing project.
- Worked with EPA, Town of Tisbury, and MassDOT on the Tisbury Beach Road project.
- Worked with Town of Oak Bluffs, and MassDOT on the Oak Bluffs Shared-Use Path project.

Proposed Activities

1. Establish “Suggested Bike Routes” within the congested areas of Vineyard Haven and Oak Bluffs and support with signage. Work with the various town constituents to make this a reality. Connect these suggested routes with the existing SUPs in Oak Bluffs and Bike Lanes along Beach Road in Vineyard Haven once that project is completed.
2. Review and collect additional data as feasible on problem locations identified and consider potential alternatives to mitigate safety, congestion, or other issues.
3. Evaluate opportunity for the addition of curb lanes on select island roads as a “traffic calming” feature. Candidates are primarily up island and include North Road in Chilmark and West Tisbury, Middle Road and South Road, State Road in Chilmark and Menemsha Cross Road in Chilmark.
4. Periodically publish Public Safety Announcements (Cyclists/Motorists) for publication in various sources such as the Chamber Website, the MVC website, the VTA, the MV Times, MV Gazette and SSA. Note: In conjunction with the Chamber, BPAC is currently working on a PSA to be published prior to the end of June.
5. Evaluate current situation/SUP infrastructure improvement opportunities: Oak Bluffs County Road and Oak Bluffs/Edgartown Beach Road.
6. Support the efforts in West Tisbury to extend the current SUP along Old County Road.
7. Explore administration of a bicycle parking rack program for potentially available TIP funds.
8. Participate in local initiated discussions on local and islandwide transportation and corridor planning activities.
9. Explore the options for the expansion of the up-island bike network to also include pedestrian accommodations where applicable.

Products

- Ongoing transportation system review for potential future TIP projects and improvements, including safety.
- Preparation of related reports and graphics. Presentation of analyses at public meetings of the JTC and other local meetings.

Schedule

Continuous throughout the year

Task Budget

Staff days required 35

Current year funding \$38,000

Funding source(s) FHWA - \$30,400/MassDOT - \$7,600

3. Transportation Planning Activities

3.4 Transit and Intermodal Planning

Objectives

- To monitor the region's transit network in order to identify needs and potential improvements.
- To develop practical strategies to effectively manage new and existing public transportation facilities.

Previous Work

- Church Street Electric Charging Station
- Financial information and estimated funds for MVTP and TIP.
- VTA FFY 2021-2025 Transit TIP

Proposed Activities

1. Continue general assistance to the Martha's Vineyard Regional Transit Authority (VTA).
2. Initiate, in cooperation with the VTA, a plan of bus stops and shelters for the Vineyard.
3. Assist VTA in determining pedestrian facility gaps near bus stops.
4. Continue to coordinate with the VTA staff on healthy living / healthy aging objectives.
5. Develop plans for improved intermodal connections.
6. Attend educational programs, seminars, and training workshops.
7. Provide assistance to island-wide engineer as needed.
8. Include MVY Airport and Steamship Authority activities.
9. Establishing locations of elderly populations and providing maps of additional demographic information.

Products

- VTA Solar Canopies.
- FFY 2021-2025 VTA TIP Amendments
- Reports and graphics.

Schedule

Continuous throughout the year

Task Budget

Staff days required 16

Current year funding \$7,800

Funding source(s) FHWA - \$6,240/MassDOT - \$1,560

4. Special Transportation Studies and Activities

4.1 Inter-Regional Transportation Activities

Objective

- To participate in the coordination of federal, state, and regional planning activities.

Previous Work

- Collaboration with Island Groups such as the Climate Action Network, the Rural Policy Advisory Group, and the Citizen Planner Workshops.
- Consultations required for development of required documents such as the *Martha's Vineyard Transportation Plan*.
- Participation in Massachusetts Association of Regional Planning Agencies (MARPA), the Transportation Managers Group (TMG), Moving Together Conference and other conferences, workshops, and meetings.

Proposed Activities

1. Continue to attend the Woods Hole Noise and Traffic Mitigation Working Group.
2. Review, coordinate, consult, and communicate with the Steamship Authority regarding their daily activities, issues, and operations.
3. Consult with state and regional planning agencies, as well as with inter-regional carriers of passengers and freight.
4. Continue work with groups like the Climate Action Network, the Rural Policy Advisory Group, and the Citizen Planner Workshops.
5. Participate in the meetings of the Massachusetts Association of Regional Planning Agencies (MARPA) and the Transportation Managers Group (TMG).
6. Participate in the planning of inter-regional transportation projects such as the Steamship Authority fleet, parking, and/or terminals.
7. Review and comment on inter-regional transportation planning materials.
8. Attend educational programs, conferences, seminars, and workshops.
9. Continue development and review of data and performance measures in coordination with federal, state, and regional partners.
10. Collaboration with other Cape and Island entities covering all aspects of the planning process.
11. Collaboration with the Steamship Authority and the Army Corp. of Engineers on the status of the Cape and Island Bridges.

Products

- Coordinated planning efforts.
- Reports, memoranda, and related graphics.

Schedule

Continuous throughout the year

Task Budget

Staff days required 35

Current year funding \$28,000

Funding source(s) FHWA - \$22,400/MassDOT - \$5,600

4. Other Transportation Technical Activities

4.2 Special Tasks

Objectives

- To undertake additional transportation planning tasks as may be mutually agreed to by the staff of the MVC and MassDOT.
- To promote and distribute visitor transportation information map and have online as feasible.
- To distribute an informational bicycle map and educational flyer for recreational rider usage.
- To promote alternative travel modes to the automobile.

Previous Work

- Visitors Map (partial funding related to inclusion of transportation component).
- Bicycle Map and safety flyer, newspaper announcements advertisements.
- Liaisons with towns, local media, and business to promote alternative modes (e.g., letters to businesses addressing problematic driving/parking habits by certain fleet vehicles, improved enforcement of cycling and pedestrian-related laws).

Proposed Activities

1. Continue to attend the Woods Hole Noise and Traffic Mitigation Working Group.
2. Undertake any transportation tasks that may arise during the contract period and that are mutually acceptable to the MVC and MassDOT.
3. Continue to update and distribute the MVC's informational map of the Island with respect to transportation components.
4. Update maps and educational materials of regional bicycling facilities and walking trails and continue distribution to the public. Carry out other educational activities related to bicycle and pedestrian safety.
5. Promote alternative travel modes, and climate change outreach.
6. Work with the Chamber of Commerce on updating Visitor Maps, etc.
7. Evaluation of the effects from the COVID-19 Pandemic and adjust any visitor information accordingly.
8. Purchase of staff equipment i.e. additional software, laptops, ipads, etc.
9. Legal notices, advertisements, announcements, etc.

Products

- Visitor Map and Cycling Map updated and printed.
- Continue coordination with towns, local business, and media on alternative modes of transportation.

Schedule

Continuous throughout the year

Task Budget

Staff days required 8.5

Current year funding \$6,800

Funding source(s) FHWA - \$5,440/MassDOT - \$1,360

A1 Federal Highway Administration (FHWA) Planning Factors

The UPWP addressed the ten FHWA's Planning Factors throughout the document. The following list of the ten planning factors aligns the tasks that are related to each factor.	
FEDERAL PLANNING FACTORS	HOW THEY ARE ADDRESSED IN THE UPWP
1. Support the economic vitality of the United States, the States, non-metropolitan areas, and metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency	Since Martha's Vineyard has a primarily visitor-based economy, enhancing transportation opportunity and roadway character while preserving the Island's distinct charm are crucial to all transportation planning activities. Tasks: 3.1, 3.2, 3.3, 3.4, 4.1
2. Increase the safety of the transportation system for motorized and non-motorized users	Improving safety of the transportation system is always considered in planning and project design discussions, such as filling in gaps in the multi-modal path network, improvements to Beach Road, and Road Safety Audit reviews. Tasks: 1.3, 2.1, 2.4, 3.1, 3.2, 3.3, 3.4, 4.1
3. Increase the security of the transportation system for motorized and non-motorized users	Efforts to have Climate Change and/or stormwater issues on roadways considered in design will continue and aim to allow for better protection of transportation infrastructure and community mobility needs. Tasks: 1.3, 2.4, 3.1, 3.2, 3.3, 3.4, 4.1
4. Increase the accessibility and mobility of people and for freight	Planning activities consider all modes and the island context in planning for adjustments to the road network toward improving operations for all users. Tasks: 1.3, 2.4, 3.1, 3.2, 3.3, 3.4, 4.1
5. Protect and Enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns	Environmental considerations are always paramount in any transportation planning in Dukes County. The Island Plan, the regional transportation plan, and reviews of local development proposals assists with coordinating transportation improvements and development patterns. Tasks: 1.3, 3.1, 3.2, 3.3, 3.4, 4.1
6. Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight	Considerable effort is made to encourage better interconnectivity in the transportation system and components, and additional attempts are ongoing to have comfortable routes for the island's aging population. Tasks: 1.3, 3.1, 3.2, 3.3, 3.4, 4.1
7. Promote efficient system management and operation	The collection and analysis of traffic and transit usage along with public input allows for improved decision making toward coordinated mobility options. Tasks: 3.1, 3.2, 3.3, 3.4, 4.1
8. Emphasize the preservation of the existing transportation system	Due to the constrained financial estimates, most efforts go into enhancing and/or closing gaps in the existing transportation infrastructure. Tasks: 1.3, 3.1, 3.2, 3.3, 3.4, 4.1
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	Efforts to have Climate Change and/or stormwater issues on roadways considered in design will continue and aim to allow for better protection of transportation infrastructure and community mobility needs. Tasks: 1.3, 2.4, 3.1, 3.2, 3.3, 4.1
10. Enhance travel and tourism	Since Martha's Vineyard has a primarily visitor-based economy, enhancing transportation opportunity and roadway character while preserving the Island's distinct charm are crucial to all transportation planning activities. Tasks: 3.1, 3.2, 3.3, 3.4, 4.1

A2 UPWP Amendment / Adjustment Procedures

The Unified Planning Work Program (UPWP) is developed each spring to outline a planning program for the next federal fiscal year beginning on October 1, 2022. There may be occasions where the addition or removal of a task, significant change in project scope, or cost change greater than 25% of the task cost will require MPO endorsement and FHWA approval, therefore, a process to accomplish the UPWP change is established herein.

In the event that the UPWP is required to be changed, this section outlines the process to effect the change.

There are two basic levels of a change to the UPWP.

1) **Adjustment.** If an existing UPWP task needs modification in the description or amount, this would be considered a minor change, or Adjustment, and the Joint Transportation Committee (JTC) would vote to make the change to the existing UPWP. A letter would then be sent to MassDOT Office of Transportation Planning (OTP) for OTP's sign off on the change.

2) **Amendment.** If the UPWP task is to be eliminated, or a new task inserted, along with coinciding budget changes, this is considered a change that would require additional public outreach. The JTC would vote on the change, and the revised UPWP would be released for a 21-day public comment period. An Amendment to a current UPWP also requires MassDOT approval.

A3 Planning Funds Distribution Statewide



2022 Unified Planning Work Program Funding

	FFY 22 (PL)	FFY 21 (PL)	Δ	FFY 21 (Actual)
apportionment	\$ 9,837,301	\$ 9,899,184		\$ 9,634,967.00
obligation authority	91.0%	91.0%		
federal PL funds only	\$ 8,951,944	\$ 9,008,258	-0.6%	
matching funds added	\$ 11,189,930	\$ 11,260,322		

The recommended PL Allocation Formula was developed by the Massachusetts Association of Regional Planning Agencies and recommended by MassDOT to FHWA, is based upon the following three factors: 40% of available funds divided equally among the ten MPOs, 30% is allocated based on each MPO's relative share of Massachusetts population, and 30% is allocated based on each MPO's relative share of urbanized population. These factors result in the percentages shown.

PL funds are provided to the MPOs from the previous year's federal-aid ("forward funded")

	40% of total funds / ten MPOs	30% of funding for relative size of population	30% of funding for relative size of urbanized population	\$5303 Full Amount w/ Match (FFY 21)	\$5303 Full Amount w/Match FFY 22	Total FFY 21 funding by MPO	Total FFY 22 funding by MPO	Δ	Contract #	PARS #
MPOs PL funded	\$ 4,475,972	\$3,356,979	\$3,356,979				\$ 11,189,930			
Berkshire**	\$ 447,597	131,219 2.03%	\$ 68,299	\$ 50,081	\$ 49,166	\$ 628,859	\$ 615,143	\$ (13,716)		
Boston	\$ 447,597	3,087,975 47.88%	\$ 1,607,285	\$ 1,706,786	\$ 1,962,303	\$ 5,892,268	\$ 5,723,971	\$ (168,297)		
CTPS*	\$ 362,554		\$ 1,301,901	\$ 1,382,496	\$ 1,629,031		\$ 4,675,982	\$ -		
MAPC	\$ 85,043		\$ 305,384	\$ 324,289	\$ 333,272		\$ 1,047,988	\$ -		
Cape Cod	\$ 447,597	215,888 3.35%	\$ 112,369	\$ 112,139	\$ 91,232	\$ 784,274	\$ 763,338	\$ (20,936)		
Central Mass	\$ 447,597	556,698 8.63%	\$ 289,760	\$ 260,980	\$ 204,115	\$ 1,251,817	\$ 1,202,452	\$ (49,365)		
Merrimack Valley	\$ 447,597	333,748 5.17%	\$ 173,715	\$ 316,362	\$ 141,638	\$ 972,242	\$ 941,381	\$ (30,861)		
Montachusett	\$ 447,597	236,475 3.67%	\$ 123,085	\$ 171,236	\$ 80,719	\$ 770,478	\$ 747,979	\$ (22,499)		
Northern Middlesex	\$ 447,597	286,901 4.45%	\$ 149,331	\$ 277,474	\$ 131,464	\$ 911,834	\$ 884,890	\$ (26,944)		
Old Colony	\$ 447,597	362,406 5.62%	\$ 188,632	\$ 342,110	\$ 192,953	\$ 992,465	\$ 959,201	\$ (33,264)		
Pioneer Valley	\$ 447,597	621,570 9.64%	\$ 323,526	\$ 537,074	\$ 322,691	\$ 1,403,484	\$ 1,348,622	\$ (54,862)		
Southeastern Mass	\$ 447,597	616,670 9.56%	\$ 320,976	\$ 531,236	\$ 293,706	\$ 1,416,346	\$ 1,361,900	\$ (54,446)		
	\$ 4,475,972	6,449,550 100.00%	\$ 3,356,979	\$ 5,952,013 100.00%	\$ 3,358,946	\$ 15,024,067	\$ 14,548,876	\$ (475,191)		

	Δ	SPR the year before (federal only)	FFY 21 total funding by RPA	FFY 22 total funding by RPA	Δ
RPA's SPR funded					
Franklin**	-0.6%	\$ 452,099	\$ 565,124	\$ 561,569	\$ (3,555)
Martha's Vineyard**	-0.6%	\$ 259,268	\$ 324,085	\$ 322,046	\$ (2,039)
Nantucket**	-0.6%	\$ 220,540	\$ 275,675	\$ 273,941	\$ (1,734)

The SPR funding provided to the RPAs not officially recognized as MPOs is adjusted year-to-year based on the change in funding experienced by the MPOs for their PL funds.
*CTPS 5303 includes MassDOT 5303

MPO Liaison UPWP Review Checklist

Completeness

ID	Review Item	Comments	Reference
A1	<input checked="" type="checkbox"/> * Table of Contents is accurate and internally-linked.	Please internally-link the table of contents	✓ -- for use in column B
A2	<input checked="" type="checkbox"/> * Document has no broken links.		✗ -- for use in column B
A3	<input checked="" type="checkbox"/> * Document has no text or image placeholders.		
A4	<input checked="" type="checkbox"/> * Charts, tables, and maps are legible and properly annotated.		
A5	<input checked="" type="checkbox"/> * Document passes an accessible check.	A6 : Please remove the line that is grey and covers the text	Page 28
A6	<input checked="" type="checkbox"/> * 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	<input checked="" type="checkbox"/> * Document is available in relevant languages per the MPO's Title VI Plan.	Please include instructions on accessing the document in other languages	
A8	<input checked="" type="checkbox"/> * List of MPO members is current.		
A9	<input checked="" type="checkbox"/> * Signatory sheet is included and accurate.		
A10	<input checked="" type="checkbox"/> * Acronyms and partner agency lists are up to date.		

Narrative

ID	Review Item	Comments	Reference
B1	<input checked="" type="checkbox"/> * UPWP is comprehensible to the general public.	Introduction : 1) Please remove the extra s after "Martha's" and remove extra space in "Island's" Task 2.3 : Please use in conformity or in compliance instead of in conformation Task 3.4 : Please add locations to "Establishing locations of elderly populations" Task 4.2 : Please include transportation to "alternative modes of transportation " A1 : Please capitalize the E in "Enhance"	Page 5
B2	<input checked="" type="checkbox"/> * UPWP refers directly to vision, goals, and objectives from RTP.		
B3	<input checked="" type="checkbox"/> * UPWP Amendment/Adjustment procedures are explicit and align with latest federal guidance (see MAPRA materials)	Please include additional regarding Amendment/Adjustment procedures to specify that the addition or removal of a task, significant change in scope, or cost change greater than 25% of the task cost will require MPO endorsement and FHWA approval.	A2 UPWP Amendment/Adjustment Procedures
B4	<input checked="" type="checkbox"/> * Governing MOUs between MassDOT, MPO, RTAs, and neighboring MPOs have been reviewed for potential improvements or updates.		
B5	<input checked="" type="checkbox"/> * Planning efforts are coordinated with MassDOT modal plans.		https://www.mass.gov/statewide-plans

UPWP Tasks

ID	Review Item	Comments	Reference
C1	<input checked="" type="checkbox"/> * Individual tasks include detailed scopes, budgets, and		
C2	<input checked="" type="checkbox"/> * Individual tasks outline community beneficiaries.	Please outline more prominently the community beneficiaries for each task	
C3	<input checked="" type="checkbox"/> * Transit-related tasks are specific.		
C4	<input checked="" type="checkbox"/> * Includes a task on performance-based planning.		
C5	<input checked="" type="checkbox"/> * Includes a task for an update to any congestion mitigation planning efforts.		Required for TMA MPOs if current CMP is out of date.
C6	<input checked="" type="checkbox"/> * UPWP includes a summary of available staff hours.	Summary of staff days included	
C7	<input checked="" type="checkbox"/> * Individual tasks anticipate needed staff-hours / consulting resources.	Tasks include number of staff days allocated to each task	
C8	<input checked="" type="checkbox"/> * Tasks from previous UPWPs have been analyzed for past utilization.		

Impacts Analysis

ID	Review Item	Comments	Reference
D1	<input checked="" type="checkbox"/> * UPWP includes a geographic equity distribution table showing 2017–2021 and current UPWP-funded studies by municipality and number of tasks.		
D2	<input checked="" type="checkbox"/> * UPWP includes a social equity distribution table of past and current UPWP-funded studies considering language access and EJ populations.	Please include a social equity distribution table that considers language access and EJ populations	
D3	<input checked="" type="checkbox"/> * Public involvement and comment are explicitly documented and in line with MPO's Public Participation Plan.		

* indicates required by state or federal regulation.

BPAC Comments: Submitted at 11:55am 6/14

Mike,

While BPAC has yet to be a part of the Climate Action Task Force discussion to date, I have heard through Dan Doyle that BPAC may be asked join in an upcoming meeting. This is because of a desire of the Task Force to consider the impact of alternate mode usage such as a greater volume of bikes and e-bikes on our current transportation infrastructure in the future.

Within this in mind thinking that within 3.2 and/or 3.3 perhaps the above should be referenced in some way.

Next, within 3.3 under Products I suggest the following be considered. Or, perhaps its within Activities.

1.) Establish “Suggested Bike Routes” within the congested areas of Vineyard Haven and Oak Bluffs and support with signage. Work with the various town constituents to make this a reality. Connect these suggested routes with the existing SUPs in Oak Bluffs and Bike Lanes along Beach Road in Vineyard Haven once that project is completed.

2.) Evaluate opportunity for the addition of curb lanes on select island roads as a “traffic calming” feature. Candidates are primarily up island and include North Road in Chilmark and West Tisbury, Middle Road and South Road, State Road in Chilmark and Menemsha Cross Road in Chilmark.

3.) Periodically publish Public Safety Announcements (Cyclists/Motorists) for publication in various sources such as the Chamber Website, the MVC website, the VTA, the MV Times, MV Gazette and SSA. Note: In conjunction with the Chamber, BPAC is currently working on a PSA to be published prior to the end of June.

4.) Evaluate current situation/SUP infrastructure improvement opportunities: Oak Bluffs County Road and Oak Bluffs/Edgartown Beach Road.

5.) Support the efforts in West Tisbury to extend the current SUP along Old County Road.

Respectfully submitted,

Rich DeWitt, BPAC Chair

A6 Previous Development and Planning Assistance by Town

As a regional planning agency, the staff of the Martha's Vineyard Commission provide planning for the island and assistance to towns. Many times, an informal request comes in through email or via telephone to look at certain locations in town, perform traffic counts, assess traveling speeds, consult on potential low-cost improvements for better pedestrian, bicycle, and transit coordination to provide safer areas and connections. MVC staff also participate in Planning Board meetings and other local groups and committees for discussions about corridor land use and related planning ideas and suggestions, complete streets improvements for local towns, downtowns, and considerations for transit stops and access along with healthy aging working group concerns and suggestions.

In addition, MVC is enabled under state law to review Developments of Regional Impact (DRIs) In these DRI reviews, transportation is one of the components in the site plan and area that is analyzed at different levels depending on the development scope or size. A smaller project review may just look at the existing conditions, trip generation, sight distance, nearby bus routes, and report verbally on the basic information. A proponent of a larger project may be required to have a consultant prepare a transportation impact assessment study in order to have a more complete view of potential impacts and suggested mitigation; this study is then reviewed by MVC staff. All developments that trigger a DRI review are encouraged to provide bicycle and pedestrian connections from the development to the street, and to the transit system where available. MVC also encourages employer purchasing of transit passes for employees. The **Summary Table of Planning Assistance by Town** provides an overview of MVC staff activities by town.

Summary Table of Planning Assistance by Town

Town	2018	2019	2020	2021	2022	Total	Item
Aquinnah	2	2	2	1	3	10	Aquinnah Circle, Wampanoag Gaming Casino, Outermost Inn Expansion, Giles ANR, Menemsha VTA Turnaround, Lighthouse Move, Beach parking lot discussion/site visit, bicycle-pedestrian and transit considerations at the circle; Philbin Beach access walkway, subdivision lot lines adjustment review.
Chilmark	5	1	2	1	2	11	Basin Rd Stop Sign Analysis, N. Tabor Farm Solar, Squibnocket Landscaping Plan, The Yard Master Plan/Expansion, Subdivision (85.5 acres total), Remote parking lot sketch of potential spaces; Menemsha parking and remote shuttle; Causeway and beach parking lot changes 2016; 3 subdivisions 2017 (1 withdrawn); provided information / guidance for planning board transportation related discussions
Edgartown	2	8	10	1	10	31	VTA Church Street Expansion, Stop&Shop Expansion, Meetinghouse Way & Division Road Subdivisions, Airport Business Park Expansion, Clarion/Shiretown, Post Office Sq. Rest, VTA Solar, Mariner's Way, Wavelengths, MVRRRD Expansion, Green Street Hist. Demo; Airport Gas Station, Chappy Tower, Vineyard Wind, 284 Upper Main, Katama Hangar, Winnetu Expansion; Edgartown-Vineyard Haven cross section concepts, speed limit information and MassDOT guidance, Downtown sidewalk inventory.
Oak Bluffs	6	7	6	3	5	27	MV Community Services, MVRHS Athletic Fields, Barn & Bowl Bistro Take Out Window, Dockside Kiosk, Art. Turf Field, Wayfinding Master Plan, Community Services, MV Arena Concessions, Beach Road SUP, Steele Sub., Streetscapes; participation in OB streetscapes meetings and discussions; provided complete streets info; Edgartown-Vineyard Haven Road corridor discussions; Sharks baseball field add bathrooms, subdivision off of Barnes Rd; art center expansion; additions to water tower antenna; renovations with housing added at Island Inn-Phillips Hardware-Lampost; solar on farm field; modification to 26 lot 2004 subdivision; North Bluff sea wall; MVRHS athletic fields; Bowling modification; historic demolition; Arena addition. East Chop Stabilization, Town Hall
Tisbury (Vineyard Haven)	12	5	2	3	8	30	MV Shipyard Expansion, Carroll's Trucking Campus Plan, Hinckley Multi-Unit, 35 Main Rest., Beach Rd. SUP, 8 commercial, warehouse & housing unit, add housing to offices, marina building, housing for sober living, containers, and undersea cable; Lagoon Pond Drawbridge, Five Corners Road Safety Audit (RSA), State Rd., Edg-VH Rd., & Look St. RSA, Beach Road; school area speed and volume count; parking committee, complete sts; Mixed use residential & commercial building; pizza seating; renovation adding commercial kitchen; subdivisions; new bank; historic demolition; restaurant expansion; takeout cafe; retail on Main St; Cook Rd mixed use building; museum; bicycle pedestrian accommodation on State Road discussions and exploring alternate routes
West Tisbury	2	5	2	2	4	15	Marijuana Cultivation Facility, South Mountain Expansion, West Tisbury School Circulation, Airport Expansion, Flat Point Farm, Hist. Demo, North Rd. Redesign, Northeastern Capstone, West Tisbury; marijuana dispensary; provided info speeds, small bridge program, complete streets. Firehouse Demolition, Huseby Way
Gosnold	1	1	1	0	0	3	Broadband Assistance, Provided information on Chapter 90 & State Aid contact information, and TIP funds for Gosnold. Also sent basic Gosnold info to developer of MA Municipal Guide.
Island Wide	1	1	3	1	1	7	Evaluation Criteria, Congestion Travel Time Runs, DRI Annual Report, Permanent Traffic Counters, Affordable Housing, Land Use Planning Committee, Joint Transportation Committee, Bicycle Pedestrian Advisory Committee, Island Roads Committee, and other local groups.
Totals	31	30	28	12	33	134	

A7 Acronyms

AAB	Architectural Access Board
ABA	Architectural Barriers Act
ADA	Americans with Disabilities Act
ADT	Annual Daily Traffic
ATR	Automated Traffic Recorder
CAAA	Clean Air Act Amendments
CFR	Code of Federal Regulations
CO	Carbon monoxide
CO2	Carbon dioxide
CPT-HST	Coordinated Public Transit-Human Services Transportation Plan
DCR	Massachusetts Department of Conservation and Recreation
DEIR	Draft Environmental Impact Report
DEP	Department of Environmental Protection
DOT	United States Department of Transportation
EIR	Environmental Impact Report
EEA	Executive Office of Energy and Environmental Affairs
EPA	Environmental Protection Agency
FAQ	Frequently Asked Question
FEIR	Final Environmental Impact Report
FHWA	Federal Highway Administration
FONSI	Finding of No Significant Impact
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
GHG	Greenhouse Gas
GPS	Global Positioning System
ITE	Institute of Transportation Engineers
LOS	Level of service
LRTP	Long-Range Transportation Plan
MassDEP	Massachusetts Department of Environmental Protection
MassDOT	Massachusetts Department of Transportation
MassGIS	Massachusetts Geographic Information System
MBTA	Massachusetts Bay Transportation Authority
MGL	Massachusetts General Law
MEPA	Massachusetts Environmental Policy Act
MHC	Massachusetts Historic Commission
MOA	Memorandum of Agreement
MPO	Metropolitan Planning Organization
MUTCD	Manual on Uniform Traffic Control Devices
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
NOx	Oxide of nitrogen
NO2	Nitrogen dioxide
O&M	Operating and Maintenance
PLOS	Pedestrian Level of Service
PM	Particulate matter
PPM	Parts per million
ROW	Right-of-way
SIP	State Implementation Plan
STIP	State Transportation Implementation Plan
SUP	Shared Use Path
TIP	Transportation Improvement Program
TOD	Transit-oriented development
USC	United States Codes
YOE	Year-Of-Expenditure

A8 Endorsements

This is to certify that we, the undersigned members of the decision-making body for the Martha's Vineyard Region; do hereby approve and endorse the Martha's Vineyard Commission FFY 2023 Unified Planning Work Program, in accordance with the certified 3C Transportation Planning Process, and in accordance with the 23 CFR Part 450.324 (Development and content of the Transportation Improvement Program) of the March 16, 2007 Final Rules for Statewide and Metropolitan Planning.

<div>Jamey Tesler, Secretary and Chief Executive Officer Massachusetts Department of Transportation</div>	<div>Date</div>
<div>Jonathan Gulliver, Administrator Massachusetts Department of Transportation</div>	<div>Date</div>
<div>Joan Malkin , Chairman Martha’s Vineyard Commission</div>	<div>Date</div>
<div>Alice R. Butler, Chairman Vineyard Transit Authority</div>	<div>Date</div>



BOX 1447, OAK BLUFFS, MASSACHUSETTS, 02557
TELEPHONE: 508-693-3453
FAX 508-693-7894
WWW.MVCOMMISSION.ORG