

**UNIFIED PLANNING
WORK PROGRAM
FOR TRANSPORTATION PLANNING ACTIVITIES**

FFY 2016

For the period October 1, 2015 to September 30, 2016

**Nantucket Planning and Economic Development Commission
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**NANTUCKET PLANNING & ECONOMIC
DEVELOPMENT COMMISSION**

**UNIFIED PLANNING WORK PROGRAM
FOR
TRANSPORTATION PLANNING ACTIVITIES**

Prepared in cooperation with the Massachusetts Department of Transportation – Highway Division, Federal Highway Administration, and Federal Transit Administration under contract number 59646.

This report was funded in part through grant[s] from the Federal Highway Administration [and Federal Transit Administration], U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.

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INTRODUCTION

Nantucket Planning and Economic Development Commission (NP&EDC)

The NP&EDC serves as one of the Commonwealth of Massachusetts' thirteen Regional Planning Agencies (RPAs). Ten of these agencies are federally designated Metropolitan Planning Organizations (MPO). Federal regulations require that an MPO be formed in urbanized areas with a population of 50,000 or more. While the Nantucket, Martha's Vineyard, and Franklin regions do not meet these criteria, the Massachusetts Department of Transportation (MassDOT) – Highway Division provides planning funds for transportation planning in these regions, essentially treating them as MPOs.

The Nantucket MPO consists of a decision making body that includes MassDOT and the NP&EDC. For the purpose of this document, the decision making body will be referred to as the Nantucket MPO.

In its role as an RPA member, the NP&EDC provides staff support and follows federal transportation planning regulations, including the participation of citizen advisory groups in transportation planning activities.

MAP-21

Each Regional Planning Agency (RPA) that receives federal funding must respond to the planning requirements of the Moving Ahead for Progress in the 21st Century (MAP-21), which the President signed into law on July 6, 2012. By transforming the policy and programmatic framework for investments to guide the system's growth and development, MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

Under MAP-21, the SAFETEA-LU planning factors remain unchanged. The following list identifies those planning factors that must be considered in the metropolitan planning process:

1. Support the economic vitality of the United States, the States, nonmetropolitan areas, and metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
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;
6. Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

MAP-21 also calls for the establishments of performance targets that address performance measures. These targets are to be developed by the States in cooperation with the MPOs.

Unified Planning Work Program (UPWP)

The UPWP describes the scope of work and estimates costs for the transportation planning activities of the NP&EDC from October 1, 2015 to September 30, 2016. The document also outlines Nantucket's long and short-range transportation planning objectives and describes how these objectives will be met.

The UPWP is a federally required certification document, which must be prepared and endorsed annually by the regional planning agency. This UPWP has been developed to reflect state and federal requirements,

as well as local priorities and needs. Specific tasks were identified through the analysis conducted and recommendations generated for the 2012 Regional Transportation Plan. Tasks within this UPWP are also a direct response to previous work and input from the NP&EDC. Each task includes the anticipated accomplishments or products, as well as total staffing requirements, task budget and sources of funding.

The UPWP is divided into four sections. “Management and Support of the Planning Process and Certification Activities” includes management and monitoring of the 3C contract, the development of the Transportation Improvement Program and preparation of the next year’s UPWP. “Data Collection and Analysis Activities” includes traffic counting activities, bicycle and pedestrian facility inventories, and maintenance and continued development of the geographic information system. “Short Range and Long Range Transportation Planning Activities” includes an identification of the transportation planning studies that will be accomplished in this UPWP. “Other Transportation Activities” includes support for implementation activities.

The UPWP is a budgeting tool that is used by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and MassDOT as the scope of services for the contract for planning, and can be amended during the program year with the approval of all parties to the contract.

This UPWP must also consider planning factors provided in MAP-21. These planning factors - and this plan’s consideration of these factors - are as follows:

	Planning Factors							
	1	2	3	4	5	6	7	8
3C Program Support	X	X	X	X	X	X	X	X
Inter-Regional Transportation Planning Coordination	X							
Transportation Improvement Program	X	X	X	X	X	X	X	X
Unified Work Program	X	X	X	X	X	X	X	X
Public Participation Plan	X			X		X		
Data Collection: Traffic, Congestion, Freight, and Pavement Management		X		X		X	X	
Geographic Information Systems (GIS)	X	X	X	X	X	X	X	X
Performance Measures and Monitoring		X		X		X	X	X
Livable / Sustainable / Complete Streets Planning	X	X		X	X		X	X
Parking Management Strategies	X			X			X	X
Safety and Congestion Performance Evaluations	X	X	X	X	X		X	X
Special Transportation Planning Studies	X	X	X	X	X	X	X	X
Implement Approved Planning Recommendations	X	X	X	X	X	X	X	X
Special Transportation Planning Assistance	X	X	X	X	X	X		X
Intelligent Transportation Systems (ITS)	X						X	

GreenDOT

In June 2010, MassDOT issued a sustainability initiative known as GreenDOT intended to promote sustainable economic development, protect the natural environment, and enhance the quality of life for all

of the Commonwealth's residents and visitors. This will enable MassDOT to use resources in a manner that serves its existing customers while preserving our resources for future generations. The specific goals of the initiative are as follows:

- Reduce greenhouse gas (GHG) emissions
- Promote the healthy transportation modes of walking, bicycling, and public transit
- Support smart growth development

This UPWP includes tasks that achieve similar goals as described in the GreenDOT initiative, such as Tasks 2.1 and 2.2 dealing with livability, complete streets, and parking management strategies that discourage the use of the automobile and help reduce congestion, as well as time for implementing approved and funded projects that facilitate walking and biking.

Priorities for Transportation Planning Activities

Nantucket's transportation vision for the next twenty years is to try to manage the use of cars on Nantucket and trying to providing a transportation system that is safe, convenient, economical, and sensitive to the character of the island. To realize this vision in the coming year, the planning activities of this UPWP will focus on mechanisms outlined in the Nantucket Regional Transportation Plan, such as improving interconnections between and providing information about all modes of transportation, and creating options and alternatives for parking in the downtown area.

Planning activities related to these mechanisms will include building on the efforts of accepted traffic plans and studies by evaluating parking downtown, and evaluating routes through the downtown and mid-island areas between the ferry terminals and collector roadways out of town for accessibility and safety for vehicle, freight, and bike and pedestrian traffic.

There will be a focus on activities to improve accommodations for bicycle and pedestrian traffic, and overall safety. This will consist of coordinating and participating in discussions with relevant committees to review and develop strategies to address problem areas identified in the Regional Transportation Plan.

Public Participation

Public participation continues to be a vital element of the transportation planning process. The NP&EDC meets every other month on the first Monday, or as needed, to discuss long and short range planning issues of regional importance, which includes transportation. A Public Participation Plan was endorsed in June 2007 as a means to better involve the public in the decision making activities.

The NP&EDC met on April 27, 2015 to review potential tasks to be included in the FFY 2016 UPWP. The NP&EDC also met on May 18, 2015 to review these tasks, and again on June 1, 2015 to approve a public review schedule for the draft document.

The public review of the UPWP was initiated from June 11, 2015 to July 20, 2015. A public hearing to receive public comment was held on June 22, 2015.

The legal notices of this public review and the public hearing were published in each edition of the Nantucket *Inquirer & Mirror* from June 11, 2015 to July 16, 2015. A printed version of the draft document was available at the Nantucket Atheneum (public library), the Town Building (16 Broad Street), and the Planning and Land Use Services office (2 Fairgrounds Road). A digital version of the document was also available on the NP&EDC website. Written comments received during the public review period are available in Appendix N.

NP&EDC
UPWP: PROGRAM BUDGET BY TASK: FFY 2016

Task		Number of Weeks	Percent of Time	Direct Salary	Overhead	Direct Costs Budget	Total Budget	Percent of Budget
1.0	Management and Support	17.25	33.17%	\$41,024.04	\$37,668.27	\$3,000.00	\$81,692.31	34.09%
1.1	3C Program Support	12	23.08%	\$28,130.77	\$25,829.67	\$0.00	\$53,960.44	22.51%
1.2	Inter-Regional Transportation Planning Coordination	3	5.77%	\$7,032.69	\$6,457.42	\$3,000.00	\$16,490.11	6.88%
1.3	Transportation Improvement Program	1	1.92%	\$2,344.23	\$2,152.47	\$0.00	\$4,496.70	1.88%
1.4	Unified Work Program	1	1.92%	\$2,344.23	\$2,152.47	\$0.00	\$4,496.70	1.88%
1.5	Public Participation	0.25	0.48%	\$586.06	\$538.12	\$0.00	\$1,124.18	0.47%
1.6	Title VI and Environmental Justice	0.25	0.48%	\$586.06	\$538.12	\$0.00	\$1,124.18	0.47%
2.0	Data Collection and Analysis	8	15.38%	\$18,753.85	\$17,219.78	\$2,842.42	\$38,816.05	16.20%
2.1	Data Collection: Traffic, Congestion, Freight, and Pavement Management	5	9.62%	\$11,721.15	\$10,762.36	\$2,842.42	\$25,325.94	10.57%
2.2	Geographic Information Systems (GIS)	2	3.85%	\$4,688.46	\$4,304.95	\$0.00	\$8,993.41	3.75%
2.3	Performance Measures and Monitoring	1	1.92%	\$2,344.23	\$2,152.47	\$0.00	\$4,496.70	1.88%
3.0	Short Range and Long Range Transportation Planning	13	25.00%	\$30,475.00	\$27,982.15	\$0.00	\$58,457.15	24.39%
3.1	Livable / Sustainable / Complete Streets Planning	4	7.69%	\$9,376.92	\$8,609.89	\$0.00	\$17,986.81	7.50%
3.2	Parking Management Strategies	4	7.69%	\$9,376.92	\$8,609.89	\$0.00	\$17,986.81	7.50%
3.3	Bicycle and Pedestrian Planning	4	7.69%	\$9,376.92	\$8,609.89	\$0.00	\$17,986.81	7.50%
3.4	Special Transportation Planning Studies	1	1.92%	\$2,344.23	\$2,152.47	\$0.00	\$4,496.70	1.88%
4.0	Other Transportation Activities	13.5	25.96%	\$31,647.12	\$29,058.38	\$0.00	\$60,705.50	25.33%
4.1	Implement Approved Planning Recommendations	11	21.15%	\$25,786.54	\$23,677.20	\$0.00	\$49,463.74	20.64%
4.2	Special Transportation Planning Assistance	2	3.85%	\$4,688.46	\$4,304.95	\$0.00	\$8,993.41	3.75%
4.3	Intelligent Transportation Systems (ITS)	0.5	0.96%	\$1,172.12	\$1,076.24	\$0.00	\$2,248.35	0.94%
	Direct Salary Budget -			\$121,900.00				
	Overhead Budget -				\$111,928.58			
	Direct Cost Budget -					\$5,842.42		
	Total Budget for FFY 2014 -	51.75	99.52%	\$121,900.00	\$111,928.58	\$5,842.42	\$239,671.00	100.00%

SCHEDULE: TRANSPORTATION PLANNING ACTIVITIES

		2015			2016								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
1.1	3C Program Support	Bi-monthly NP&EDC and monthly Traffic Safety meeting											
1.2	Inter-Regional Transportation Planning Coordination	Attend TMG, MARPA, and other meetings as necessary											
1.3	Transportation Improvement Program							Initial Draft	Final Approval				
1.4	Unified Work Program							Initial Draft	Final Approval				
1.5	Public Participation Plan	Review Public Participation Plan for updates											
1.6	Title VI and EJ	Complete Title VI reporting as required											
2.1	Data Collection: Traffic, Congestion, Freight, and Pavement Management	Fall Traffic Counts			(No Winter Counts Required)				Spring Traffic Counts		Summer Traffic Counts		
		Collection and evaluation of Freight and Pavement Management Data as necessary											
2.2	Geographic Information Systems (GIS)	Utilize and maintain GIS data as necessary											
2.3	Performance Measures	Coordinate with stakeholder agencies											
3.1	Livable / Sustainable / Complete Streets Planning	Conduct planning activities as necessary											
3.2	Parking Management Strategies	Implement recommended parking management strategies											
3.3	Safety and Congestion Performance Evaluations	Review problem areas as necessary											
3.4	Special Transportation Planning Studies	Undertake studies as needed											
4.1	Implement Approved Planning Recommendations	Various tasks – on-going											
4.2	Special Transportation Planning Assistance	Various tasks – on-going											

1.0 MANAGEMENT AND SUPPORT ACTIVITIES

1.1 3C Program Support

Objectives:

- 1) 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.

Previous Work:

- 1) Maintained 3C Process (annual).
- 2) Supported local agencies (annual).
- 3) Prepared transportation program monthly progress reports (annual).

Tasks (and schedule):

- 1) Provide administrative and technical support to the following public entities in transportation planning activities (as needed):
 - o Nantucket Planning and Economic Development Commission,
 - o Nantucket Planning Board,
 - o Nantucket County Commissioners / Nantucket Board of Selectmen,
 - o Nantucket Regional Transit Authority
- 2) Review federal and state transportation programs and related documents (as needed).
- 3) Participate in programs related to handicap accessibility and environmental impact (as needed).
- 4) Manage and present transportation plans and programs developed through the public participation process to the Committee of Signatories for appropriate action (as needed).
- 5) Coordinate transportation planning activities with other programs and activities (as needed).
- 6) Organize public participation meetings to ensure early and continuing involvement of the public in the development of plans and implementation of transportation projects (as needed).

Products:

- 1) Viable 3C Process.
- 2) Monthly invoices and progress reports.
- 3) Transportation annual report (by October 2015 for the 2016 Annual Town Meeting).
- 4) Service to local Boards, Commissions and staffs on transportation planning activities.
- 5) Regulations and bylaws, as applicable.

Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$43,168.35	12
20% MassDOT:	\$10,792.09	23%

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$28,130.77
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$25,829.67
Direct Costs:		
Travel:	\$0	
Software, equipment, etc.:	\$0	
Printing, supplies, misc.:	\$0	
Consulting Services:	\$0	\$0.00
Total Expenditure for Task:		\$53,960.44

1.2 Inter-Regional Transportation Planning Coordination

Objectives:

- 1) To coordinate transportation planning activities with other regions and agencies in an open process.

Previous Work:

- 1) Coordination with the Transportation Planning Managers Group and Massachusetts Association of Regional Planning Agencies, which is composed of the Transportation Managers and Planning Directors of each of the Commonwealth's 13 Regional Planning Agencies.
- 2) Coordination with the Steamship Authority, Martha's Vineyard Commission, and Cape Cod Commission on public transportation issues on the Cape and Islands.
- 3) Attendance at seminars, conferences, and other educational opportunities as part of professional development.

Tasks (and schedule):

- 1) Review transportation reports and plans as appropriate (as needed).
- 2) Attend meetings of regional importance (as needed).
- 3) Recommend and undertake further studies (as needed).
- 4) Participate as the NP&EDC representative with the Transportation Managers Group (monthly).
- 5) Participate as the NP&EDC representative with other inter-regional groups (as needed).

Products:

Written and oral staff reviews of transportation projects of regional importance.

Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$13,192.09	3
20% MassDOT:	\$3,298.02	6%

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$7,032.69
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$6,457.42
Direct Costs:	Travel: \$3,000.00	
	Software, equipment, etc.: \$0.00	
	Printing, supplies, misc.: \$0.00	
	Consulting Services: \$0.00	\$3,000.00
Total Expenditure for Task:		\$16,490.11

1.3 Transportation Improvement Program (TIP)

Objectives:

- 1) Develop a multi-year program of transportation projects that are consistent with the goals and objectives set forth in 2016 Regional Transportation Plan.
- 2) Produce a TIP that is in compliance with the State Transportation Improvement Program.
- 3) The TIP will be financially constrained and developed through an open and fair public participation process, which has been endorsed by the Nantucket MPO.
- 4) Ensure coordination with the identified transportation stakeholders, including the disabled, elderly, low-income, and low English speaking proficiency communities are met.
- 5) Ensure consistency of the TIP with federal and state transportation policies, including the Federal Clean Air Act standards, the Americans with Disabilities Act (ADA).
- 6) The TIP will incorporate new provisions within the MAP-21 legislation.
- 7) Provide assistance to town officials in developing and prioritizing projects.

Previous Work: FFY 2016-2019 TIP.

Tasks (and schedule):

- 1) Meet with the MassDOT District 5 Project engineers, the Federal Aid Program Office administrator, local officials and private consultants in developing project information (as necessary).
- 2) Work with the appropriate officials and interest groups to assure that Enhancement project proposals conform to state and federal criteria (as necessary).
- 3) Develop a prioritized list of roadway, bike path and sidewalk improvements utilizing an analysis of how each transportation project would impact regional greenhouse gas emissions (April 2016).
- 4) Apply approved Evaluation Criteria to all projects included in the TIP (April 2016).
- 5) Develop initial draft of FFY 2017-2020 TIP (May 2016).
- 6) Develop final FFY 2017-2020 TIP for endorsement by the Nantucket MPO (June 2016).
- 7) Develop amended versions of the TIP (as needed).

Products:

- 1) List of prioritized roadway and intersection improvements.
- 2) Evaluation of projects considered for inclusion in the TIP.
- 3) Endorsed FFY 2017-2020 TIP.

Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$3,597.36	1
20% MassDOT:	\$899.34	2%

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$2,344.23
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$2,152.47
Direct Costs:		
Travel:	\$0	
Software, equipment, etc.:	\$0	
Printing, supplies, misc.:	\$0	
Consulting Services:	\$0	\$0.00
Total Expenditure for Task:		\$4,496.70

1.4 Unified Planning Work Program (UPWP)

Objectives:

- 1) To develop a Unified Planning Work Program (UPWP) that describes the transportation planning activities to be undertaken for the fiscal year.

Previous Work:

- 1) Prepared all UPWPs which have been endorsed annually.

Tasks (and schedule):

- 1) Prepare initial draft of FFY 2017 UPWP for review by Nantucket MPO (May 2016).
- 2) Prepare final FFY 2017 UPWP for endorsement by the Nantucket MPO, which describes all anticipated transportation-related planning activities within the region during a one-year period regardless of funding source (by June 2016).

Products:

- 1) FFY 2017 UPWP

Funding:

Funding Source:		Staff Weeks:	Percent of Total Time:
80% FHWA:	\$3,597.36	1	2%
20% MassDOT:	\$899.34		

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$2,344.23
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$2,152.47
Direct Costs:		
Travel:	\$0	
Software, equipment, etc.:	\$0	
Printing, supplies, misc.:	\$0	
Consulting Services:	\$0	\$0.00
Total Expenditure for Task:		\$4,496.70

1.5 Public Participation

Objectives:

- 1) To provide a public participation process that includes complete information, timely notice, full public access to key decisions, and supports early and continuing involvement of the public in accordance with the provisions of MAP-21 and Title VI.
- 2) Outreach will follow process outlined in the endorsed Public Participation Plan, including the notification of identified stakeholders, as well as agencies and committees with oversight of low-income, Limited English Proficiency (LEP), and disabled populations.

Previous Work:

- 1) Public Participation Plan endorsed by NP&EDC (June 28, 2007).

Tasks (and schedule):

- 1) Review the Public Participation Plan for updates (as needed).
- 2) Provide for an open review of the public participation process, which will include a 30-day public comment period with notice in the *Inquirer and Mirror* newspaper (as needed).
- 3) Encourage and support public participation in transportation planning (as needed).
- 4) Implement official Public Participation Process during the development of the TIP and UPWP (as needed).
- 5) Coordinate with Commission on Disabilities, Council on Aging, and Health and Human Services staff to identify ways to ensure participation from local low-income and low English speaking proficiency communities (on-going).

Products:

- 1) Maintenance and administration of the public participation process throughout UPWP period.

Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:	
80% FHWA:	\$899.34	0.25	0%
20% MassDOT:	\$224.84		
Estimated Expenditures		Sub-Total	Total
Direct Salaries:			\$586.06
Overhead: (Overhead rate: 91.82% of Direct Salaries)			\$538.12
Direct Costs:		Travel:	\$0
		Software, equipment, etc.:	\$0
		Printing, supplies, misc.:	\$0
		Consulting Services:	\$0
Total Expenditure for Task:			\$1,124.18

1.6 Title VI and Environmental Justice

Objectives:

- 1) To integrate the principles of Title VI and Environmental Justice into the 3C Transportation Planning Process.
- 2) To develop and maintain a Title VI Civil Rights program for the NP&EDC

Previous Work:

- 1) 2014 Title VI Report.

Tasks (and schedule):

- 1) Coordinate with NRTA and MassDOT Office of Civil Rights (as needed).
- 2) Prepare required Title VI reporting (as needed)

Products:

- 1) Title VI Civil Rights program for the NP&EDC.

Funding:

Funding Source:		Staff Weeks:		Percent of Total Time:
80% FHWA:	\$899.34	0.25		0%
20% MassDOT:	\$224.84			

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$586.06
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$538.12
Direct Costs:		
Travel:	\$0	
Software, equipment, etc.:	\$0	
Printing, supplies, misc.:	\$0	
Consulting Services:	\$0	\$0.00
Total Expenditure for Task:		\$1,124.18

2.0 DATA COLLECTION AND ANALYSIS ACTIVITIES

2.1 Traffic, Congestion, Freight, and Pavement Management Data

Objectives:

- 1) Maintain a database of automobile, ferry / freight, airport, bicycle / pedestrian, and pavement management data.
- 2) Collect traffic data as required by MassDOT.

Previous Work:

- 1) Conducted annual automobile traffic counts.
- 2) Submitted annual testing of traffic counters to MassDOT.
- 3) Collected monthly records of travel to and from Nantucket via ferry and airport services.
- 4) Collect annual records from MassDOT of vehicle, bike and pedestrian geocoded crashes.

Tasks (and schedule):

- 1) Submit required seasonal traffic data collection to MassDOT (fall 2015, spring 2016, and summer 2016).
- 2) Collection and analysis of traffic to and from Nantucket via Nantucket Memorial Airport and all ferry terminals (on-going, monthly).
- 3) Continue to enter data in database program and trip logs (on-going).
- 4) Analyze automobile traffic counting data to compare seasonal variations in traffic counts for all modes (on-going, fall 2015, spring 2016, summer 2016).
- 5) Develop an analysis of greenhouse gas emissions to prioritize transportation projects for the Transportation Improvement Program and future update of the Regional Transportation Plan.
- 6) Update the pavement management database of existing pavement conditions (on-going).

Products:

- 1) Data of traffic counts for state designated roads to MassDOT.
- 2) Continued routine contribution of data to the automobile trip log.
- 3) Record of passengers, vehicle, and freight traffic to and from Nantucket.
- 4) Data pertinent to the accessibility and mobility to and from home, work, and recreation areas.
- 5) Database of pavement conditions routinely updated to reflect improved pavement conditions.

Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$20,260.74	5
20% MassDOT:	\$5,065.19	10%

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$11,721.15
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$10,762.36
Direct Costs:	Travel:	\$0
	Software, equipment, etc.:	\$1,000
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$1,842.42
Total Expenditure for Task:		\$25,325.93

2.2 Geographic Information System (GIS)

Objective:

- 1) To develop and maintain an accurate GIS database of roadway, bicycle, and pedestrian facilities to assist with transportation planning analysis.

Previous Work:

- 1) Reviewed MassHighway's GIS Roadway Inventory.
- 2) Coordinated with National Grid to acquire GIS data on utility poles and overhead street lighting.
- 3) Created GIS layers using sidewalk condition surveys prepared by the Roads and Right of Way Committee.

Tasks (and schedule):

- 1) Update and maintain GIS database of automobile, bicycle, and pedestrian facilities (on-going coordination with Nantucket GIS Coordinator).
- 2) Update GIS database of roadway inventory as required by MassDOT (following receipt of data from MassDOT).
- 3) Collect data pertinent to accessibility and mobility from home and work (on-going and based on release of new data).
- 4) Collect available data pertinent to Environmental Justice and Title VI populations to assist with decision making and improvements to Nantucket's Transportation System (on-going).

Products:

- 1) GIS database of bus, bike, and pedestrian facilities, volumes, and conditions.
- 2) Data pertinent to accessibility and mobility from home and work.

Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$7,194.73	2
20% MassDOT:	\$1,798.68	4%

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$4,688.46
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$4,304.95
Direct Costs:	Travel:	\$0
	Software, equipment, etc.:	\$0
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$0
		\$0.00
Total Expenditure for Task:		\$8,993.41

2.3 Performance Measures and Monitoring

Objective:

- 1) Develop and monitor a set of benchmarks in conformation with NP&EDC goals and federal performance measurement requirements that will serve to measure the progress on priority activities. These are primarily in the areas of safety, congestion, mobility, maintenance, and economic vitality of the community's transportation system.

Previous Work:

- 1) *Nantucket Regional Transportation Plan, 2016*
- 2) *Downtown Circulation and Ferry Access Improvement Study, 2008*
- 3) *Mid-Island Traffic Study, 2005*
- 4) *Bicycle and Pedestrian Master Plan Update, 2005*

Tasks (and schedule):

- 1) Evaluate the measureable goals of the region's transportation system based on those listed in the Regional Transportation Plan.
- 2) Coordinate with the Traffic Safety Work Group, Bicycle and Pedestrian Advisory Committee, NRTA, and NP&EDC to review targets used to measure progress (on-going).
- 3) Track and provide comments on the Federal Notice of Proposed Rulemaking and begin integrating performance monitoring that is aligned with MassDOT and FHWA requirements.

Products:

- 1) Recommended performance measures and monitoring strategy that conforms with MassDOT and FHWA requirements.

Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA: \$3,597.36	1	2%
20% MassDOT: \$899.34		

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$2,344.23
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$2,152.47
Direct Costs:	Travel:	\$0
	Software, equipment, etc.:	\$0
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$0
		\$0.00
Total Expenditure for Task:		\$4,496.70

3.0 TRANSPORTATION PLANNING ACTIVITIES

3.1 Livable / Sustainable / Complete Streets Planning

Objective:

- 1) Assist with the development of planning documents that recommend tangible transportation improvements that represent the goals of the RTP and the goals of MassDOT's GreenDOT policy. These goals include projects and programs that promote walking, bicycling, and public transit, as well as support economic development through use of smart growth principles.

Previous Work:

- 1) Coordination with the Traffic Safety Work Group to recommend improvements within the public way to improve the convenience, safety, accessibility, and reduce congestions for all users.
- 2) Planning work to implement NRTA park and ride at 2 Fairgrounds Road, FFY 2014 UPWP
- 3) Coordination with area business within the Naushop Crossing Area Plan boundary, FFY 2014
- 4) *Wilkes Square Redevelopment Study*, 2010
- 5) *Nantucket Regional Transportation Plan*, 2011
- 6) *Approval of the Old South Road Area Plan Study Area by the NP&EDC*, April 2012

Tasks (and schedule):

- 1) Assist with development and review of transportation improvements within the Old South Road Area Plan Study Area (as requested by the Old South Road Area Plan Work Group).
- 2) Assist with development and review of transportation improvements within the Mid-Island Area Plan Study Area (as requested by the Mid-Island Area Plan Work Group).
- 3) Assist with development and review of recommendation of the Bicycle and Pedestrian Advisory Committee.
- 4) Assist with development and review of recommendation as a member of the Traffic Safety Work Group.
- 5) Coordinate with Town officials in the evaluating the transportation recommendation of the *Wilkes Square Redevelopment Plan* (as requested by the Town of Nantucket).

Products:

- 1) Accepted report of planning strategy.

Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$14,389.45	4
20% MassDOT:	\$3,597.36	8%

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$9,376.92
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$8,609.89
Direct Costs:	Travel:	\$0
	Software, equipment, etc.:	\$0
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$0
Total Expenditure for Task:		\$17,986.81

3.2 Parking Management Strategies

Objective:

- 1) Improve parking utilization and capacity for all vehicles, including bicycles, in the downtown area through development of recommendations to the parking regulations, zoning regulations, and public infrastructure.

Previous Work:

- 1) Review and suggest changes to the Town’s Traffic Rules and Regulations that govern parking.
- 2) Review and suggest improvements to the NRTA’s Park and Ride system.
- 3) *Parking Management Study (by Nelson/Nygaard for ReMain Nantucket), 2010*
- 4) *Downtown Parking Evaluation, 2009*
- 5) *Downtown Circulation and Ferry Access Improvement Study, 2008*

Tasks (and schedule):

- 1) Review the Traffic Rules and Recommendations, and the recommendations of the Downtown Parking Study and the Parking Management Study, with the Town and NP&EDC for possible measures to be implemented for the summer 2016 season (on-going).

Products:

- 1) Modifications to the Traffic Rules and Recommendations.

Funding:

Funding Source:		Staff Weeks:	Percent of Total Time:
80% FHWA:	\$14,389.45	4	8%
20% MassDOT:	\$3,597.36		

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$9,376.92
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$8,609.89
Direct Costs:		
Travel:	\$0	
Software, equipment, etc.:	\$0	
Printing, supplies, misc.:	\$0	
Consulting Services:	\$0	\$0.00
Total Expenditure for Task:		\$17,986.81

3.3 Bicycle and Pedestrian Planning

Objective:

- 1) Identify conflicts and areas of concern that discourage biking and walking as healthy travel modes.
- 2) Identify programs and projects that would address conflicts and areas of concern.

Previous Work:

- 1) *Nantucket Regional Transportation Plan, 2016*
- 2) *Bicycle and Pedestrian Master Plan Update, 2005*

Tasks (and schedule):

- 1) Coordinate with the Bicycle and Pedestrian Advisory Committee, Traffic Safety Work Group, Commission on Disability, and NP&EDC to discuss areas of concern for bicyclists and pedestrians. (on-going)
- 2) Coordinated with same groups to identify programs and projects to address concerns. (on-going)
- 3) Coordinate with MassDOT on their effort to update the statewide bicycle/pedestrian plan. (on-going)
- 4) Incorporate applicable standards and recommendations of the statewide bicycle/pedestrian plan into an updated plan for Nantucket. (on-going)
- 5) Incorporate recommendations of the Regional Transportation Plan into the bicycle and pedestrian planning efforts, including review of accessibility of, condition of, and gaps in existing sidewalks.

Products:

- 1) Recommendations for bicycle and pedestrian safety improvements that will be included in the Regional Transportation Plan.

Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$14,389.4	4
20% MassDOT:	\$3,597.4	8%

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$9,376.92
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$8,609.89
Direct Costs:		
Travel:	\$0	
Software, equipment, etc.:	\$0	
Printing, supplies, misc.:	\$0	
Consulting Services:	\$0	\$0.00
Total Expenditure for Task:		\$17,986.81

3.4 Special Transportation Planning Studies

Objective:

- 1) To undertake additional transportation planning studies that may become necessary during the course of the UPWP.

Previous Work:

- 1) Assisted with the development of the Regional Transit Plan for the NRTA (2015).
- 2) Update of the www.wheelsheelsandpedals.com website (2010).
- 3) Coordinated with NRTA and private property owners (Greenhound LLC) on the development and expansion of the *Greenhound Transit Hub* (2007-2009).

Tasks (and schedule):

- 1) Undertake small scale transportation planning studies or conduct transportation planning related tasks as recommended by the MassDOT, NP&EDC, Planning Board, Board of Selectmen, and Transportation Safety Work Group (as requested).
- 2) Review the requirements for developing an ADA Transition Plan as described in 28 CFR §35.150(d).
- 3) Coordinate with Transportation Stakeholders on identifying and assessing the vulnerability of the transportation infrastructure to Climate Change, as defined in the Regional Transportation Plan.

Products:

- 1) Report of the findings of the transportation planning studies.

Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$3,597.36	1
20% MassDOT:	\$899.34	2%

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$2,344.23
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$2,152.47
Direct Costs:	Travel:	\$0
	Software, equipment, etc.:	\$0
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$0
		\$0.00
Total Expenditure for Task:		\$4,496.70

4.0 OTHER TRANSPORTATION ACTIVITIES

4.1 Implement Approved Planning Recommendations

Objectives:

- 1) Facilitate the implementation of the *Nantucket Master Plan, Nantucket Regional Transportation Plan, and Nantucket Bicycle and Pedestrian Master Plan.*

Previous Work:

- 1) *Nantucket Regional Transportation Plan (2015).*
- 2) Fairgrounds Road (2006), Old South Road (2007), Bartlett Road (2008), Nobadeer Farm Road (2009), Cliff Road (2010), and Hummock Pond Road bike paths.

Tasks (and schedule):

- 1) Coordinate the advancement of projects towards construction, including:
 - a. In-Town bike path (on-going)
 - b. Mill Hill path (on-going)
- 2) Develop local annual capital projects plan to include recommendations of the *Regional Transportation Plan, Downtown Circulation and Ferry Access Improvement Plan* and the *Traffic Study and Strategy for the Mid-Island Area.*

Products:

- 1) Program to monitor, make recommendations on, and implement improvements for the transport of people, vehicles, and goods to the island.

Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$39,570.99	11
20% MassDOT:	\$9,892.75	21%

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$25,786.54
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$23,677.20
Direct Costs:		
Travel:	\$0	
Software, equipment, etc.:	\$0	
Printing, supplies, misc.:	\$0	
Consulting Services:	\$0	\$0.00
Total Expenditure for Task:		\$49,463.74

4.2 Special Transportation Planning Assistance

Objective:

- 1) To provide support and facilitate the implementation of strategies that are recommended to minimize future automobile dependence on Nantucket's road network.

Previous Work:

- 1) Coordination with the Worcester Polytechnic Institute on the update of the www.wheelsheelsandpedals.com website.
- 2) Update NRTA shuttle service maps for the 2010 NRTA Riders Guide.
- 3) Review and develop recommendations for the Wilkes Square Redevelopment Site.
- 4) Assist ReMain Nantucket with projects and programs to improve downtown circulation.

Tasks (and schedule):

- 1) Coordination with the Worcester Polytechnic Institute on an accessibility review in the downtown area and at NRTA bus stops.
- 2) Assist as necessary in advancing the recommendations of the Regional Transportation Plan and Nantucket Master Plan (as necessary).

Products:

- 1) Recommendations for improved transportation services.
- 2) Recommendations for improvements in the integration of alternative modes.

Funding:

Funding Source:		Staff Weeks:	Percent of Total Time:
80% FHWA:	\$7,194.73	2	4%
20% MassDOT:	\$1,798.68		

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$4,688.46
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$4,304.95
Direct Costs:		
Travel:	\$0	
Software, equipment, etc.:	\$0	
Printing, supplies, misc.:	\$0	
Consulting Services:	\$0	\$0.00
Total Expenditure for Task:		\$8,993.41

4.3 Intelligent Transportation Systems (ITS)

Objective:

- 1) To work to develop intelligent transportation system initiatives to reduce traffic congestion on Nantucket by encouraging visitors to arrive without their automobiles, and provide easy access to information that will allow visitors to understand how to obtain a safe, efficient, and convenient transportation options on Nantucket in accordance with approved ITS architecture.

Previous Work:

- 1) Assisted with development of the Southeastern Massachusetts ITS Architecture (2004).

Tasks (and schedule):

- 1) Continue to work with the updating of the transportation web site in order to provide the most current information of safe, efficient, and convenient transportation opportunities (on-going).
- 2) Coordinate with the Nantucket Emergency Management Agency to review ways to incorporate ITS into emergency management strategies.
- 3) Work with Southeastern Massachusetts ITS Committee to develop other ITS programs that will aid with access to information on transportation options (as needed).

Products:

- 1) Updated web site with the latest information of safe, efficient, and convenient transportation opportunities.
- 2) Participation with Southeastern Massachusetts ITS Advisory Committee.

Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$1,798.69	0.5
20% MassDOT:	\$449.67	1%

Estimated Expenditures	Sub-Total	Total
Direct Salaries:		\$1,172.12
Overhead: (Overhead rate: 91.82% of Direct Salaries)		\$1,076.24
Direct Costs:	Travel:	\$0
	Software, equipment, etc.:	\$0
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$0
		\$0.00
Total Expenditure for Task:		\$2,248.36



ENDORSEMENT

**FEDERAL FISCAL YEAR 2016
UNIFIED PLANNING WORK PROGRAM
FOR
TRANSPORTATION PLANNING ACTIVITIES**

Stephanie Pollack, Secretary of Transportation
Massachusetts Department of Transportation

Date

Thomas Tinlin, Acting Administrator
Highway Division - Massachusetts Department of Transportation

Date

Nathaniel Lowell, Chairman
Nantucket Planning and Economic Development Commission

Date

APPENDIX A:

**Written Comments Received During
Public Review Period**



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO

massDOT
Massachusetts Department of Transportation

July 14, 2015

Andrew Vorce, Planning Director
Nantucket Planning and Economic Development Commission
2 Fairgrounds Road
Nantucket, MA 02554

Dear Mr. Vorce:

The Massachusetts Department of Transportation (MassDOT) Office of Transportation Planning (OTP) has reviewed the draft 2016 Unified Planning Work Program (UPWP) released by the Nantucket Planning and Economic Development Commission (NPEDC) on June 11, 2015. The following MassDOT comments include both general guidance and specific comments on the MPO's 3C planning process with regard to the content of this document as released for public review.

Please note the following comments specific to the information contained in the MPO's draft 2016 UPWP.

- Table of Contents (page 4) – Add a new task for Title VI and Environmental Justice. Re-number tasks as appropriate.
- Introduction (page 7)
 - Under Priorities: Change alternative modes to “multi-modal” and/or “healthy transportation” options.
 - Under Public Participation: Discuss outreach efforts more thoroughly.
- Program Budget by Task (page 8)
 - Please ensure that one-third of the funds directed to activities identified in the UPWP are spent on activities that result in tangible products
 - Add a new task for Title VI and Environmental Justice. Re-number tasks and re-allocate funding as appropriate.
- Task 1.4 Unified Planning Work Program (page 13) – Change June 2016 to “May 2016” and July 2016 to “June 2016.”
- Task 1.5 Public Participation (page 14) – Add an update to the Public Participation Plan (2007) under Products.
- Task 2.3 Performance Measures – One of the tasks listed is to “identify measurable goals based on those listed in the Regional Transportation Plan (RTP).” Please note that preliminary measurable objectives are expected to be

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listed in the Regional Transportation Plan prior to endorsement of NPEDC's certification documents for FFY 16.

- Task 3.3 Bicycle and Pedestrian Planning
 - Under previous work, it is referenced that the Bicycle and Pedestrian Master Plan was last updated in 2005. Please list an update to this plan under Tasks/Products.
 - Add a sub-task to identify gaps in sidewalk networks if those identified in the Regional Transportation Plan are not all inclusive.
 - Please incorporate health into bicycle and pedestrian planning tasks.
- Task 4.2 Special Transportation Planning Assistance
 - Add a sub-task for assistance with the Nantucket Regional Transit Authority (NRTA) year-round service implementation study.

Please contact me at (857) 368-8865 or Bryan Pounds at (857) 368-8860 if you have any questions.

Sincerely,



David J. Mohler
Executive Director
Office of Transportation Planning

Cc: Pamela Stephenson, Division Administrator, Federal Highway Administration
Mary Beth Mello, Regional Administrator, Federal Transit Administration
Mary-Joe Perry, Highway Director, MassDOT District 5
Steve Woelfel, Director of Strategic Planning
Trey Wadsworth, Manager of MPO Activities
Bryan Pounds, MPO Liaison
Tom Schiavone, Rail and Transit Division