

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

**FFY 2020**

For the period October 1, 2019 to September 30, 2020

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

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

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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.

## **Federal FAST ACT**

Each Regional Planning Agency (RPA) that receives federal funding must respond to the planning requirements of the Fixing America's Surface Transportation (FAST) Act, which the President signed into law on December 4, 2015. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act maintains a focus on safety, keeps intact the established structure of the various highway-related programs, continues efforts to streamline project delivery, and provides a dedicated source of federal dollars for freight projects. FAST also continues the use of performance targets as benchmarks for various performance measures. The targets and measures are determined by the NP&EDC with consultation from MassDOT and FHWA.

Under the FAST ACT, transportation investments must consider the following planning factors in the 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.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

## **Unified Planning Work Program (UPWP)**

The UPWP is a federally required certification document, which must be prepared and endorsed annually by the NP&EDC. It has been developed to reflect state and federal requirements, as well as local priorities and needs. The document describes the scope of work and estimates costs for the transportation planning activities of the NP&EDC from October 1, 2019 to September 30, 2020, which conform to long and short-range transportation planning objectives described in the 2020 Long Range Transportation Plan (LRTP).

Tasks within this UPWP build on previous work of and input from the NP&EDC. Each task includes the anticipated accomplishments (products), as well as staff time, task budget, and sources of funding.

The UPWP is divided into four sections:

1. “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.
2. “Data Collection and Analysis Activities” – includes traffic counting activities, bicycle and pedestrian facility inventories, and maintenance and continued development of the geographic information system.
3. “Short Range and Long Range Transportation Planning Activities” – includes an identification of the transportation planning studies that will be accomplished in this UPWP.
4. “Other Transportation Activities” – includes support for implementation activities.

This document is a budgeting tool 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 or adjusted during the program year with the approval of all parties to the contract. At least one third of the funding in the UPWP results in tangible products, such as reports, charts, maps, and even built improvements and amenities. For instance, Task 4.1 devotes 19% of the budget to implementing approved recommendations, and 13% of the budget is dedicated to the data collection, mapping, and monitoring that lead to recommendations. The balance of the work program results in required reporting and other studies to evaluate transportation alternatives.

This UPWP must also consider the FAST ACT’s planning factors. These planning factors - and this plan’s consideration of these factors - are as follows:

	1	2	3	4	5	6	7	8	9	10
1.1 - 3C Program Support	X	X	X	X	X	X	X	X		
1.2 - Inter-Regional Transportation Planning Coordination	X									X
1.3 - Transportation Improvement Program	X	X	X	X	X	X	X	X		
1.4 - Unified Work Program	X	X	X	X	X	X	X	X		
1.5 - Public Participation	X			X		X				
1.6 - Title VI and EJ										
2.1 - Data Collection: Traffic, Congestion, Freight, and Pavement Management		X		X		X	X		X	X
2.2 - Geographic Information Systems	X	X	X	X	X	X	X	X		
2.3 - Performance Measures and Monitoring		X		X		X	X	X		
3.1 - Livable / Sustainable / Complete Streets Planning	X	X		X	X		X	X	X	X
3.2 - Parking Management Strategies	X			X			X	X		X
3.3 - Bicycle and Pedestrian Planning	X	X	X	X	X		X	X		X
3.4 - Special Transportation Planning Studies	X	X	X	X	X	X	X	X		
4.1 - Implement Approved Planning Recommendations	X	X	X	X	X	X	X	X	X	X
4.2 - Special Transportation Planning Assistance	X	X	X	X	X	X		X		
4.3 - Intelligent Transportation Systems	X						X			

### **UPWP Amendments and Adjustments**

During the fiscal year it may become necessary to make changes to the approved UPWP. There are two types of changes, depending on the significance of the change, which require different procedures prior to the change being approved by the NP&EDC and MassDOT.

- Amendments – these are changes to the UPWP that add a new task or delete an existing task. Prior to this change becoming affective, the NP&EDC will conduct a 21 day public review period to solicit comments on the change.
- Adjustments – these are changes to the UPWP that modify the budget or scope of an existing task. These changes do not require a public review period and will become affective following a vote to approve by the NP&EDC and sign-off from MassDOT.

### **Priorities for Transportation Planning Activities**

Nantucket's transportation vision for the next twenty years is to equitably and legally limit vehicles on Nantucket while providing a transportation system that is safe, economical, accessible for all users, 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 addressing safety concerns for all modes, improving interconnections between and providing information about all modes of transportation, and creating options and alternatives for managed parking.

Planning activities related to these mechanisms will build on the efforts of accepted traffic studies and will continue to develop and prioritize Complete Streets projects (3.1), evaluate and refine parking management strategies (3.2), and evaluate bike and pedestrian routes in and out of the downtown (Task 3.3). Implementing infrastructure improvements (Task 4.1) will require staff to use programmed time to evaluate and help advance sidewalk, multi-use path, and intersection improvements that accommodate all transportation modes and improve safety and congestion.

### **Public Participation**

Public participation continues to be a vital element of the transportation planning process. The NP&EDC meets monthly on the third Monday, or as needed, to discuss long and short range planning issues of regional importance, which includes transportation. The Public Participation Plan has been updated to confirm with federal requirements for ensuring involvement of the public in the decision making activities.

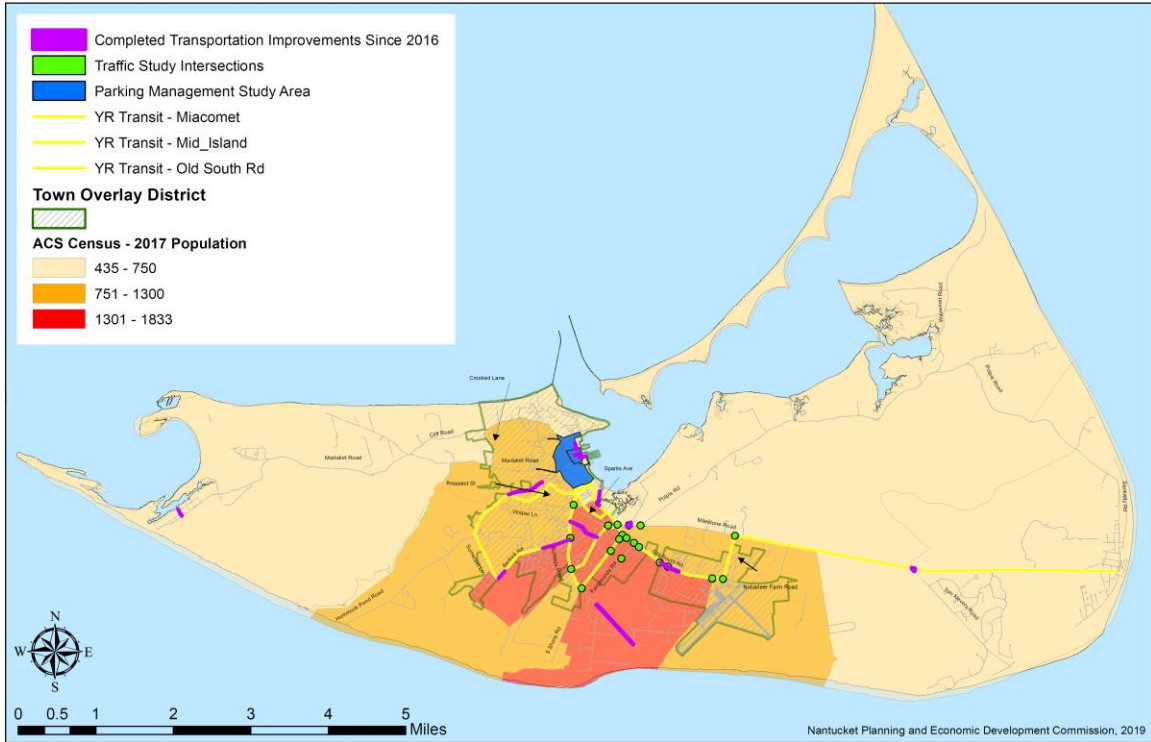
The NP&EDC met on February 21, 2019 to review the initial budget and potential tasks to be included in the FFY 2020 UPWP. The NP&EDC also on March 18, 2019 to continue the review, and then again on April 25, 2019 to authorize a public review for the draft document.

The minimum 21 day public review of the UPWP was initiated on April 26, 2019 and ended on May 20, 2019. The public meeting on May 20, 2019 to solicit comments prior to approval was noticed to the public through the Town of Nantucket's Public Outreach Coordinator and the NP&EDC's Transportation Stakeholders via email notification.

The notice of public review, the public meeting, and availability of the online draft document was published on the Town of Nantucket's website and sent to subscribers of the Town's News and Notices. 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. Any written comments received during the public review period are available in Appendix A.

### **Equity Distribution of Previous UPWP Tasks**

The map below shows transportation planning investments have been focused within the "Town Overlay District" where infrastructure investments on island are to be focused, per the Nantucket Master Plan. These efforts have been focused within the more densely settled areas of the island where commercial uses, housing, and utility infrastructure are located.





## NP&EDC

### UPWP: PROGRAM BUDGET BY TASK: FFY 2020

<b>DRAFT - FFY 2020 Unified Planning Work Program Budget</b>								
<b>Task</b>		<b>Number of Weeks</b>	<b>Percent of Time</b>	<b>Direct Salary</b>	<b>Overhead (92.043%)</b>	<b>Direct Costs Budget</b>	<b>Total Budget</b>	<b>Percent of Budget</b>
<b>1.0</b>	<b>Management and Support</b>	<b>17.5</b>	<b>33.65%</b>	<b>\$43,245.19</b>	<b>\$39,804.17</b>	<b>\$3,200.00</b>	<b>\$86,249.37</b>	<b>31.29%</b>
1.1	3C Program Support	11	21.15%	\$27,182.69	\$25,019.77	\$0.00	\$52,202.46	18.94%
1.2	Inter-Regional Transportation Planning Coordination	4	7.69%	\$9,884.62	\$9,098.10	\$3,000.00	\$21,982.71	7.97%
1.3	Transportation Improvement Program	1	1.92%	\$2,471.15	\$2,274.52	\$100.00	\$4,845.68	1.76%
1.4	Unified Work Program	0.5	0.96%	\$1,235.58	\$1,137.26	\$100.00	\$2,472.84	0.90%
1.5	Public Participation	0.5	0.96%	\$1,235.58	\$1,137.26	\$0.00	\$2,372.84	0.86%
1.6	Title VI and Environmental Justice	0.5	0.96%	\$1,235.58	\$1,137.26	\$0.00	\$2,372.84	0.86%
<b>2.0</b>	<b>Data Collection and Analysis</b>	<b>9</b>	<b>17.31%</b>	<b>\$22,240.38</b>	<b>\$20,470.72</b>	<b>\$5,699.74</b>	<b>\$48,410.84</b>	<b>17.56%</b>
2.1	Data Collection: Traffic, Congestion, Freight, and Pavement Management	4	7.69%	\$9,884.62	\$9,098.10	\$5,699.74	\$24,682.45	8.95%
2.2	Geographic Information Systems (GIS)	4	7.69%	\$9,884.62	\$9,098.10	\$0.00	\$18,982.71	6.89%
2.3	Performance Measures and Monitoring	1	1.92%	\$2,471.15	\$2,274.52	\$0.00	\$4,745.68	1.72%
<b>3.0</b>	<b>Short Range and Long Range Transportation Planning</b>	<b>14</b>	<b>26.92%</b>	<b>\$34,596.15</b>	<b>\$31,843.34</b>	<b>\$20,000.00</b>	<b>\$86,439.49</b>	<b>31.36%</b>
3.1	Livable / Sustainable / Complete Streets Planning	7	13.46%	\$17,298.08	\$15,921.67	\$20,000.00	\$53,219.75	19.31%
3.2	Parking Management Strategies	3	5.77%	\$7,413.46	\$6,823.57	\$0.00	\$14,237.03	5.16%
3.3	Bicycle and Pedestrian Planning	3	5.77%	\$7,413.46	\$6,823.57	\$0.00	\$14,237.03	5.16%
3.4	Special Transportation Planning Studies	1	1.92%	\$2,471.15	\$2,274.52	\$0.00	\$4,745.68	1.72%
<b>4.0</b>	<b>Other Transportation Activities</b>	<b>11.5</b>	<b>22.12%</b>	<b>\$28,418.27</b>	<b>\$26,157.03</b>	<b>\$0.00</b>	<b>\$54,575.30</b>	<b>19.80%</b>
4.1	Implement Approved Planning Recommendations	9	17.31%	\$22,240.38	\$20,470.72	\$0.00	\$42,711.10	15.49%
4.2	Special Transportation Planning Assistance	2	3.85%	\$4,942.31	\$4,549.05	\$0.00	\$9,491.36	3.44%
4.3	Intelligent Transportation Systems (ITS)	0.5	0.96%	\$1,235.58	\$1,137.26	\$0.00	\$2,372.84	0.86%
	Direct Salary Budget -			<b>\$128,500.00</b>				
	Overhead Budget -				<b>\$118,275.26</b>			
	Direct Cost Budget -					<b>\$28,899.74</b>		
	<b>Total Budget for FFY 2020 -</b>	<b>52</b>	<b>100.00%</b>	<b>\$128,500.00</b>	<b>\$118,275.26</b>	<b>\$28,899.74</b>	<b>\$275,675.00</b>	<b>100.00%</b>
	Time = 52 weeks (46 weeks, plus 4 weeks vacation, 12 holidays, and 2 personal days - listed in Task 1.1)							

# SCHEDULE: TRANSPORTATION PLANNING ACTIVITIES

		2019			2020								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
<b>Program Management</b>													
1.1	<b>3C Program Support</b>	Monthly NP&EDC meetings and 3C reporting											
1.2	<b>Inter-Regional Transportation Planning Coordination</b>	Attend TMG, MARPA, and other meetings and workshops as necessary											
1.3	<b>Transportation Improvement Program</b>						Initial Draft		Final Approval				
1.4	<b>Unified Work Program</b>						Initial Draft		Final Approval				
1.5	<b>Public Participation Plan</b>	Review Public Participation Plan for updates											
1.6	<b>Title VI and EJ</b>	Complete Title VI reporting as required											
<b>Data Collection</b>													
2.1	<b>Data Collection: Traffic, Congestion, Freight, and Pavement Management</b>	Fall Traffic Counts			(No Winter Counts Required)				Spring Traffic Counts		Summer Traffic Counts		
2.2	<b>Geographic Information Systems (GIS)</b>	Collection and evaluation of Freight and Pavement Management Data as necessary											
2.3	<b>Performance Measures</b>	Utilize and maintain GIS data as necessary											
<b>Planning Activities</b>													
3.1	<b>Livable / Sustainable / Complete Streets Planning</b>	Coordinate planning through Traffic Safety, NRTA, and NP&EDC											
	<b>Traffic Modeling and Performance Evaluations</b>	Develop scope and solicit proposals for traffic modeling assistance						Conduct tasks as described in the scope of work					
	<b>Transportation Asset Evaluations</b>	On-going review and development of recommendations for roadway, bike and pedestrian, and transit asset						Review with Departments prior to preparing capital requests					
3.2	<b>Parking Management Strategies</b>	Review and evaluate parking management strategies using the Town's Traffic Rules and Regs											
	<b>Traffic Safety Requests</b>	Review request and attend Traffic Safety meetings monthly											
	<b>Parking Management Strategies</b>	Coordinate meetings to develop and review options as requested by the Town Manager and Board of Selectmen											
3.3	<b>Bicycle and Pedestrian Planning</b>												
	<b>BPAC Planning</b>	Coordinate planning efforts through monthly BPAC meetings											
3.4	<b>Special Transportation Planning Studies</b>	Undertake studies as needed											
<b>Other Activities</b>													
4.1	<b>Implement Approved Planning Recommendations</b>	Various tasks – on-going											
4.2	<b>Special Transportation Planning Assistance</b>	Various tasks – on-going											
	<b>Worcester Polytech Institute Coordination</b>	October to December											
4.3	<b>Intelligent Transportation Systems (ITS)</b>	Assist with program activities as needed											
	<b>Transportation Website Updates</b>	On-going											

# 1.0 MANAGEMENT AND SUPPORT ACTIVITIES

## 1.1 3C Program Support

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**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 for 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:	\$41,761.97	11
20% MassDOT:	\$10,440.49	21%

Estimated Expenditures	Sub-Total	Total
<b>Direct Salaries:</b>		\$27,182.69
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$25,019.77
<b>Direct Costs:</b>	Travel:	\$0
	Software, equipment, etc.:	\$0
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$0
<b>Total Expenditure for Task:</b>		\$52,202.46

## 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:	\$17,586.17	4
20% MassDOT:	\$4,396.54	8%

Estimated Expenditures	Sub-Total	Total
<b>Direct Salaries:</b>		\$9,884.62
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$9,098.10
<b>Direct Costs:</b>	Travel: \$3,000.00	
	Software, equipment, etc.: \$0.00	
	Printing, supplies, misc.: \$0.00	
	Consulting Services: \$0.00	\$3,000.00
<b>Total Expenditure for Task:</b>		\$21,982.71

### 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 2020 Long Range 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 FAST Act legislation.
- 7) Provide assistance to town officials in developing and prioritizing projects.

**Previous Work:** FFY 2020-2024 TIP.

**Tasks (and schedule):**

- 1) Meet with the MassDOT District 5 Project engineers, the Federal Aid 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 (March).
- 4) Apply approved Evaluation Criteria to all projects included in the TIP (March).
- 5) Develop initial draft TIP (April).
- 6) Develop final TIP for endorsement by the Nantucket MPO (May).
- 7) Develop amended or adjusted 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 TIP.

**Funding:**

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$3,876.54	1
20% MassDOT:	\$969.14	2%

Estimated Expenditures	Sub-Total	Total
<b>Direct Salaries:</b>		\$2,471.15
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$2,274.52
<b>Direct Costs:</b>	Travel:	
	Software, equipment, etc.:	
	Printing, supplies, misc.:	\$100.00
	Consulting Services:	
<b>Total Expenditure for Task:</b>		\$4,845.68

## 1.4 Unified Planning Work Program (UPWP)

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**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 UPWP for review by Nantucket MPO (April).
- 2) Prepare final UPWP for endorsement by the Nantucket MPO, which describes anticipated transportation-related planning activities within the region during a one-year period regardless of funding source (May).
- 3) Prepare amendments and adjustments based on quarterly reporting (as needed).

**Products:**

- 1) FFY 2021 UPWP

**Funding:**

<b>Funding Source:</b>		<b>Staff Weeks:</b>	<b>Percent of Total Time:</b>
80% FHWA:	\$1,978.27	0.5	1%
20% MassDOT:	\$494.57		

<b>Estimated Expenditures</b>	<b>Sub-Total</b>	<b>Total</b>
<b>Direct Salaries:</b>		\$1,235.58
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$1,137.26
<b>Direct Costs:</b>		
Travel:		
Software, equipment, etc.:		
Printing, supplies, misc.:		\$100.00
Consulting Services:		
<b>Total Expenditure for Task:</b>		\$2,472.84

## 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 FAST Act 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 (Amended on March 20, 2017).

### 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 21-day public comment period with notice through the Town's Public Outreach Coordinator and to the Transportation Stakeholders (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 MassDOT Office of Diversity and Civil Rights (ODCR), 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:	\$1,898.27	0.5
20% MassDOT:	\$474.57	1%
<b>Estimated Expenditures</b>		Sub-Total
<b>Direct Salaries:</b>		Total
		\$1,235.58
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$1,137.26
<b>Direct Costs:</b>		
	Travel:	
	Software, equipment, etc.:	
	Printing, supplies, misc.:	
	Consulting Services:	
<b>Total Expenditure for Task:</b>		\$2,372.84

## 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) 2018 Title VI Report summarizing efforts to coordinate with stakeholder groups and location of transportation investments that represent the elderly, disabled, and low income residents.
- 2) The Long Range Transportation Plan was updated in 2019 to include the latest available data for mapping elderly, disabled, low income, and limited English proficiency populations to ensure transportation investments are made in these areas.

### Tasks (and schedule):

- 1) Coordinate with NRTA and MassDOT Office of Civil Rights (as needed).
- 2) Prepare required Title VI reporting (as needed)
- 3) Continue coordinating with stakeholder groups that represent the elderly, disabled, and low income residents.

### Products:

- 1) Title VI Reporting as required.
- 2) Utilize latest available data to update community profile and population characteristics.

### Funding:

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$1,898.27	0.5
20% MassDOT:	\$474.57	1%

Estimated Expenditures	Sub-Total	Total
<b>Direct Salaries:</b>		\$1,235.58
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$1,235.58
<b>Direct Costs:</b>	Travel:	
	Software, equipment, etc.:	
	Printing, supplies, misc.:	
	Consulting Services:	
<b>Total Expenditure for Task:</b>		\$2,372.84



## 2.0 DATA COLLECTION AND ANALYSIS ACTIVITIES

### 2.1 Traffic, Congestion, Freight, and Pavement Management Data

---

**Objectives:**

- 1) Maintain a database of community demographics and automobile, ferry / freight, airport, bicycle / pedestrian, and pavement management data.
- 2) Conduct GHG analysis of regionally significant transportation projects as required by MassDOT.
- 3) Collected and maintain other data necessary for other tasks.

**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, spring, and summer).
- 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, spring, summer).
- 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).
- 7) Collection and analysis of bike and pedestrian traffic along network of bike paths (summer).

**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:	\$19,745.96	4
20% MassDOT:	\$4,936.49	8%

Estimated Expenditures	Sub-Total	Total
<b>Direct Salaries:</b>		\$9,884.62
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$9,098.10
<b>Direct Costs:</b>		
Travel:	0.00	
Software, equipment, etc.:	5,699.74	
Printing, supplies, misc.:	0.00	
Consulting Services:	0.00	\$5,699.74
<b>Total Expenditure for Task:</b>		\$24,682.45

## 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.
- 2) Develop maps for use by other tasks in this UPWP.

### 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, freight, transit, 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:	\$15,186.17	4
20% MassDOT:	\$3,796.54	8%

Estimated Expenditures	Sub-Total	Total
<b>Direct Salaries:</b>		\$9,884.62
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$9,098.10
<b>Direct Costs:</b>	Travel:	\$0
	Software, equipment, etc.:	\$0
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$0
		\$0.00
<b>Total Expenditure for Task:</b>		\$18,982.71

## 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 Long Range Transportation Plan, 2019*
- 2) *Regional Transit Plan, 2016*

### Tasks (and schedule):

- 1) Coordinate with MassDOT and the Bicycle and Pedestrian Advisory Committee on scoring or indexing the quality of service of public ways for bikeability.
- 2) Evaluate the measurable goals of the region's transportation system based in part on those listed in the Long Range Transportation Plan.
- 3) 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).
- 4) Coordinate on the potential adoption of performance monitoring that is aligned with MassDOT and FHWA requirements.
- 5) Research alternative or innovative methods of collecting data for use in performance management.

### 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:	\$3,796.54	1
20% MassDOT:	\$949.14	2%

Estimated Expenditures	Sub-Total	Total
<b>Direct Salaries:</b>		\$2,471.15
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$2,274.52
<b>Direct Costs:</b>	Travel:	\$0
	Software, equipment, etc.:	\$0
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$0
		\$0.00
<b>Total Expenditure for Task:</b>		\$4,745.68

### 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 Town’s Complete Streets Policy, Strategic Plan, and the LRTP. These goals include projects and programs that promote walking, bicycling, and public transit, support economic development through use of smart growth principles, and ensuring consideration to accommodate of all users and modes for all ages and abilities.

**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) *Old South Road Corridor Study, 2017*
- 3) Complete Streets Policy, 2016
- 4) *Nantucket Regional Transportation Plan, 2016*
- 5) Planning work to implement NRTA park and ride at 2 Fairgrounds Road, FFY 2014 UPWP
- 6) *Wilkes Square Redevelopment Study, 2010*

**Tasks (and schedule):**

- 1) Initiate development of a multi-modal transportation model to track existing and future performance of the network based on recommendations of the Long Range Transportation Plan and other suggested traffic mitigation proposed as part of Planning Board and Zoning Board of Appeals development review (develop scope for a Request for Proposals in fall 2019).
- 2) Continue further study related to recommendations of the Old South Road Area Plan Study Area (as requested by the NP&EDC).
- 3) Continue with any study and review related to the Intermodal Transportation Center and other transportation elements of the Harbor Place development (as requested by the NP&EDC).
- 4) Assist with development and review of recommendations as Chair of the Traffic Safety Work Group.

**Products:**

- 1) Recommendations developed through participation with the Traffic Safety.
- 2) Strategy for improving congestion, safety, and accessibility along Old South Road.
- 3) Recommendations related to a downtown Transportation Center within the Harbor Place development.

**Funding:**

Funding Source:		Staff Weeks:	Percent of Total Time:
80% FHWA:	\$42,575.80	7	13%
20% MassDOT:	\$10,643.95		

Estimated Expenditures	Sub-Total	Total
<b>Direct Salaries:</b>		\$17,298.08
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$15,921.67
<b>Direct Costs:</b>		
Travel:	\$0	
Software, equipment, etc.:	\$0	
Printing, supplies, misc.:	\$0	
Consulting Services:	\$20,000	\$20,000.00
<b>Total Expenditure for Task:</b>		\$53,219.75

## 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) *Select Board Strategic Plan*, prepared by Novak Consulting, 2018
- 2) *Improving Nantucket's Parking*, by WPI, 2018
- 3) *Novel Approaches to Parking Management on Nantucket*, by WPI, 2017
- 4) Review and suggest changes to the Town's Traffic Rules and Regulations that govern parking.
- 5) Review and suggest improvements to the NRTA's Park and Ride system.
- 6) *Parking Management Study (by Nelson/Nygaard for ReMain Nantucket)*, 2010
- 7) *Downtown Parking Evaluation*, 2009
- 8) *Downtown Circulation and Ferry Access Improvement Study*, 2008

### Tasks (and schedule):

- 1) Assist Police and Town Administration with evaluation of vendors that would provide a pay-by-phone / pay-by-plate parking service for the downtown area (fall 2019).
- 2) Assist Police and Town Administration with any administrative, operational, and management of the Select Board's Strategic Goal to institute paid parking in the downtown area (spring/summer 2020).
- 3) 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 season (on-going).
- 4) Develop and review improvements for bicycle parking (on-going).
- 5) Develop and review improvements for park and ride facilities operated by the NRTA (on-going).

### Products:

- 1) Modifications to the Traffic Rules and Recommendations.

### Funding:

Funding Source:		Staff Weeks:	Percent of Total Time:
80% FHWA:	\$11,389.62	3	6%
20% MassDOT:	\$2,847.41		

Estimated Expenditures	Sub-Total	Total
<b>Direct Salaries:</b>		\$7,413.46
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$6,823.57
<b>Direct Costs:</b>	Travel:	\$0
	Software, equipment, etc.:	\$0
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$0
		\$0.00
<b>Total Expenditure for Task:</b>		\$14,237.03

### 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 in the downtown and mid-island areas.

**Previous Work:**

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

**Tasks (and schedule):**

- 1) Utilize the bikeability scoring developed by MassDOT to evaluate roadway conditions for biking on Nantucket. (fall 2019)
- 2) 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)
- 3) Coordinate with same groups to identify programs and projects to address concerns. (on-going)
- 4) Coordinate with MassDOT on efforts to implement the statewide bicycle/pedestrian plan. (on-going)
- 5) Utilize and update the bicycle parking condition survey developed by ReMain Nantucket to expand parking opportunities in the downtown area. (on-going)

**Products:**

- 1) Recommendations for bicycle and pedestrian safety and accommodation improvements that will be included in the Town’s Capital Improvement Program.

**Funding:**

Funding Source:	Staff Weeks:	Percent of Total Time:
80% FHWA:	\$11,389.6	3
20% MassDOT:	\$2,847.4	6%

Estimated Expenditures	Sub-Total	Total
<b>Direct Salaries:</b>		\$7,413.46
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$6,823.57
<b>Direct Costs:</b>	Travel:	\$0
	Software, equipment, etc.:	\$0
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$0
<b>Total Expenditure for Task:</b>		\$14,237.03

### 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) Participation in the development of the Select Board’s Strategic Plan (2018)
- 2) Assisted with development and review of the NRTA’s Year Round Transit Feasibility Study (2016)
- 3) Assisted with the development of the Regional Transit Plan for the NRTA (2015)
- 4) Developed the Coordinated Human Services / Public Transportation Plan (2015)

**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:**

<b>Funding Source:</b>	<b>Staff Weeks:</b>	<b>Percent of Total Time:</b>
80% FHWA:	\$3,796.54	1
20% MassDOT:	\$949.14	2%

<b>Estimated Expenditures</b>	<b>Sub-Total</b>	<b>Total</b>
<b>Direct Salaries:</b>		\$2,471.15
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$2,274.52
<b>Direct Costs:</b>		
Travel:	\$0	
Software, equipment, etc.:	\$0	
Printing, supplies, misc.:	\$0	
Consulting Services:	\$0	\$0.00
<b>Total Expenditure for Task:</b>		\$4,745.68

## 4.0 OTHER TRANSPORTATION ACTIVITIES

### 4.1 Implement Approved Planning Recommendations

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**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, 2016.*
- 2) 3 Roundabout Projects (2018); Milk Street (2018) and In-Town (2017) bike paths.

**Tasks (and schedule):**

- 1) Coordinate the advancement of projects towards construction programmed in the Town’s Capital Improvement Program and *Regional Transportation Plan.*
- 2) Develop local annual capital projects plan to include recommendations of the *Regional Transportation Plan, Old South Road Corridor Study, Milestone Road Safety Audit, 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:	\$34,168.88	9
20% MassDOT:	\$8,542.22	17%

Estimated Expenditures	Sub-Total	Total
<b>Direct Salaries:</b>		\$22,240.38
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$20,470.72
<b>Direct Costs:</b>	Travel:	\$0
	Software, equipment, etc.:	\$0
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$0
<b>Total Expenditure for Task:</b>		\$42,711.10



## 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) Participated in transportation and parking related projects with the Worcester Polytechnic Institute.
- 2) Reviewed and developed recommendations for the Nantucket Planning Board and Zoning Board of Appeals on various major commercial and residential developments.
- 3) Assist ReMain Nantucket with projects and programs to improve downtown circulation.

### Tasks (and schedule):

- 1) Coordination with the Worcester Polytechnic Institute on a student project (if necessary).
- 2) Assist as necessary in advancing the recommendations of the Long Range Transportation Plan and Nantucket Master Plan related to developments proposed at the Nantucket Planning Board and Zoning Board of Appeals (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:	\$7,593.09	2
20% MassDOT:	\$1,898.27	4%

Estimated Expenditures	Sub-Total	Total
<b>Direct Salaries:</b>		\$4,942.31
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$4,549.05
<b>Direct Costs:</b>	Travel:	\$0
	Software, equipment, etc.:	\$0
	Printing, supplies, misc.:	\$0
	Consulting Services:	\$0
		\$0.00
<b>Total Expenditure for Task:</b>		\$9,491.36

### 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) On-going updating the Town of Nantucket website for parking and various capital projects.

**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:**

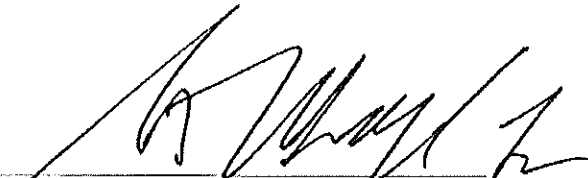
<b>Funding Source:</b>		<b>Staff Weeks:</b>	<b>Percent of Total Time:</b>
80% FHWA:	\$1,898.27	0.5	1%
20% MassDOT:	\$474.57		

<b>Estimated Expenditures</b>	<b>Sub-Total</b>	<b>Total</b>
<b>Direct Salaries:</b>		\$1,235.58
<b>Overhead:</b> (Overhead rate: 92.043% of Direct Salaries)		\$1,137.26
<b>Direct Costs:</b>		
Travel:	\$0	
Software, equipment, etc.:	\$0	
Printing, supplies, misc.:	\$0	
Consulting Services:	\$0	\$0.00
<b>Total Expenditure for Task:</b>		\$2,372.84

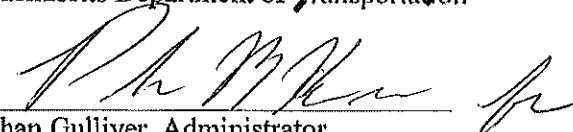


**ENDORSEMENT**

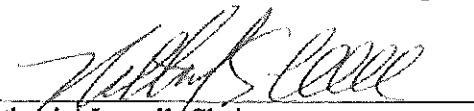
**FEDERAL FISCAL YEAR 2020  
UNIFIED PLANNING WORK PROGRAM  
FOR  
TRANSPORTATION PLANNING ACTIVITIES**

  
Stephanie Pollack, Secretary of Transportation  
Massachusetts Department of Transportation

5/23/19  
Date

  
Jonathan Gulliver, Administrator  
Highway Division - Massachusetts Department of Transportation

5/24/19  
Date

  
Nathaniel Lowell, Chairman  
Nantucket Planning and Economic Development Commission

5/21/19  
Date

**APPENDIX A:**

**Written Comments Received During  
Public Review Period**



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



May 15, 2019

Andrew Vorce, Executive Director  
Nantucket Planning & Economic Development Commission  
2 Fairground Road  
Nantucket, MA 02554

Dear Mr. Vorce:

The Massachusetts Department of Transportation (MassDOT) Office of Transportation Planning (OTP) has reviewed the draft Federal Fiscal Year (FFY) 2020 Unified Planning Work Program (UPWP) released by the Nantucket Planning & Economic Development Commission (NPEDC) on April 25, 2019. The following MassDOT comments include both general guidance and specific comments on the TPO's 3C planning process related to the content of this document as released for public review.

Please note the following comments specific to the information contained in the NPEDC's draft FFY 2020 UPWP.

#### **General**

- Please provide alternative text (alt text) for all graphics and charts within the document for improved accessibility.
- Please map a logical tab/reading order within the document for digital screen readers.
- Please include bookmarks for internal navigation in the digital document.
- Please ensure all hyperlinks to external sources (emails, web addresses, etc.) are styled as hyperlinks and are active links.
- Please proofread the document for spelling errors and consistency with capitalization.
- For all pages containing tables and charts, please center them in the document and add a page break when appropriate to keep content from spilling to next page (when possible).

#### **Narrative**

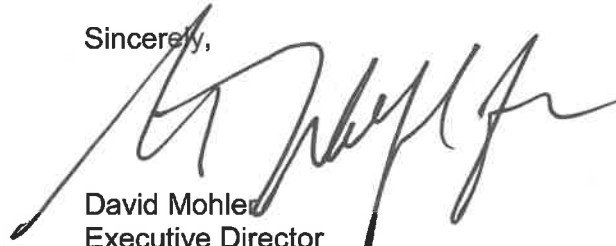
- Page 3: Please spell out Office of Transportation Planning (OTP) next to "Derek Shooster, MassDOT Liaison."
- Page 6: Please add the verb "is" to 3<sup>rd</sup> paragraph, first sentence, following the phrase "This document."
- Page 7: Please add "task" after the word "new" in first bullet point. Also, please add a hyphen to spell "21-day."
- Page 11: Please delete section on GreenDOT.

**Tasks**

- For all tasks, please update the Funding tables' overhead rate to read "92.043%."
- Page 13, Task 1.3: Under Previous Work, please correct the TIP years to say "FFY 2020-2024 TIP."
- Page 15, Task 1.5.5: Please include "MassDOT Office of Diversity and Civil Rights (ODCR)" to list of partners with whom to coordinate.
- Page 16, Task 1.6.1: Please edit to say "MassDOT Office of Diversity and Civil Rights (ODCR)."
- Page 20, Task 3.1: Please delete reference to GreenDOT policy listed under Objective.

Please contact me at (857) 368-8865 or Derek Shooster at (857) 368-8842 if you have any questions.

Sincerely,



David Mohler  
Executive Director  
Office of Transportation Planning

Cc: Jeffrey McEwen, Division Administrator, Federal Highway Administration  
Peter Butler, Acting Regional Administrator, Federal Transit Administration  
Mary-Joe Perry, District 5 Highway Director  
Astrid Glynn, Rail and Transit Division Administrator