

Unified Planning Work Program Federal Fiscal Year 2026

October 1, 2025 to September 30, 2026



Approved June 23, 2025

NP&EDC

Nantucket Planning and Economic Development Commission
2 Fairgrounds Road
Nantucket, MA 02554
(508) 325-7587

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DISCLAIMER

Use of Federal Funds and USDOT Disclaimer

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

Title VI Nondiscrimination Practices

Federal Title VI/Nondiscrimination Protections

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

Massachusetts Title VI/Nondiscrimination Protections

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

Additional Title VI Information

To request additional information regarding Title VI obligations, please visit <https://nantucket-ma.civilspace.io/en/projects/title-vi-plan> or contact:

**Leslie Snell, Director of Planning
Nantucket Planning and Economic
Development Commission
2 Fairgrounds Road
Nantucket, MA 02554
508-325-7587**

**Title VI Specialist
MassDOT, Office of Diversity and Civil Rights (ODCR)
10 Park Plaza
Boston, MA 02116
857-368-8580
TTY: 857-368-0603**

Title VI Complaints

A complaint form with instructions is available online through this Title VI Plan webpage:

<https://nantucket-ma.civilspace.io/en/projects/title-vi-plan>

The Title VI Plan webpage can be easily translated to Spanish or Portuguese, and provides Title VI Complaint Forms with Translations. The site also provide a notice to the public of Title VI protections, contact information for the Title VI Coordinator, and the Title VI Plan and state and federal Title VI Assurances. Complaints will be reviewed as described in the Complaint Process above by the Title VI Coordinator:

NP&EDC

Leslie Woodson Snell, AICP, LEED AP

Director of Planning

2 Fairgrounds Road

Nantucket, MA 02554

508-325-7587

Isnell@nantucket-ma.gov

Complaints or appeals of a complaint with the NP&EDC may also be submitted to the MassDOT Title VI Specialist or U.S. Department of Transportation's Office of Civil Rights:

MassDOT/MBTA Title VI Specialists

Office of Diversity and Civil Rights – Title VI Unit

10 Park Plaza, Suite 3800

Boston, MA 02116

Phone: (857) 368-8580 or 7-1-1 for Relay Service

Email: MassDOT.CivilRights@state.ma.us or MBTAcivilrights@mbta.com

Language & Translation Support

English: If this information is needed in another language, please contact the MassDOT Title VI Specialist at 857-368-8580.

Portuguese: Caso esta informação seja necessária em outro idioma, favor contar o Especialista em Título VI do MassDOT pelo telefone 857-368-8580.

Spanish: Si necesita esta información en otro idioma, por favor contacte al especialista de MassDOT del Título VI al 857-368-8580.

Chinese Simplified: 如果需要使用其它语言了解信息，请联系马萨诸塞州交通部（MassDOT）《民权法案》第六章专员，电话 857-368-8580。

Chinese Traditional (Hong Kong & Taiwan): 如果需要使用其它语言了解信息，請聯繫馬薩諸塞州交通部（MassDOT）《民權法案》第六章專員，電話 857-368-8580。

Russian: Если Вам необходима данная информация на любом другом языке, пожалуйста, свяжитесь со специалистом по Титулу VI Департамента Транспорта штата Массачусетс (MassDOT) по тел: 857-368-8580.

Haitian Creole: Si yon moun vle genyen enfòmasyon sa yo nan yon lòt lang, tanpri kontakte Espesyalis MassDOT Title VI la nan nimewo 857-368-8580.

Vietnamese: Nếu quý vị cần thông tin này bằng tiếng khác, vui lòng liên hệ Chuyên viên Luật VI của MassDOT theo số điện thoại 857-368-8580.

French: Si vous avez besoin d'obtenir une copie de la présente dans une autre langue, veuillez contacter le spécialiste du Titre VI de MassDOT en composant le 857-368-8580.

Italian: Se ha bisogno di ricevere queste informazioni in un'altra lingua si prega di contattare lo Specialista MassDOT del Titolo VI al numero 857-368-8580.

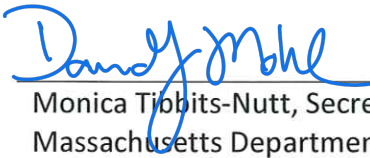
Khmer: ប្រសិនបើលោក-អ្នកត្រូវការបកប្រែព័ត៌មាននេះ សូមទាក់ទងអ្នកឯកទេសលើជំពូកទី6 របស់MassDot តាមរយៈលេខទូរស័ព្ទ 857-368-8580

Arabic: إن كنت بحاجة إلى هذه المعلومات بلغة أخرى، رجئياً الاتصال بالخبائيا لفقرة السادسة على الهاتف 857-368-8580

Endorsement of the FFY 2026 Unified Planning Work Program

The signature below certifies that the Nantucket Planning and Economic Development Commission (NP&EDC), sitting as the Nantucket Transportation Planning Organization (TPO), hereby endorses the Federal Fiscal Year 2026 Unified Planning Work Program in accordance with the Comprehensive, Cooperative, and Continuous transportation planning process. The Nantucket TPO's review and subsequent endorsement on June 23, 2025 have been completed in accordance with 23 CFR Part 450 Section 308(c) of Federal Regulations.

Signatory Certification:



for

06/23/25

Date

Monica Tibbitts-Nutt, Secretary and Chief Executive Officer
Massachusetts Department of Transportation



Dave Iverson, Interim Chair
Nantucket Planning and Economic Development Commission

6/23/2025

Date

Certification of the Nantucket Transportation Planning Organization's Transportation Planning Process

The Nantucket Transportation Planning Organization (Nantucket TPO) certifies that its conduct of the metropolitan transportation planning process complies with all applicable requirements, which are listed below, and that this process includes activities to support the development and implementation of the Regional Long-Range Transportation Plan and Air Quality Conformity Determination, the Transportation Improvement Program and Air Quality Conformity Determination, and the Unified Planning Work Program.

1. 23 USC 134, 49 USC 5303, and this subpart.
2. Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 USC 7504, 7506 (c) and (d) and 40 CFR part 93 and for applicable State Implementation Plan projects.
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR Part 21.
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.
5. Section 11101(e) of the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in U.S. DOT-funded projects.
6. 23 CFR part 230, regarding implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts.
7. The provisions of the US DOT and of the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.) and 49 CFR Parts 27, 37, and 38.
8. The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance.
9. Section 324 of Title 23 USC regarding the prohibition of discrimination based on gender.
10. Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities.
11. Anti-lobbying restrictions found in 49 CFR Part 20. No appropriated funds may be expended by a recipient to influence or attempt to influence an officer or employee of any agency, or a member of Congress, in connection with the awarding of any federal contract.

Monica Tibbits-Nutt, Secretary and Chief Executive Officer
Massachusetts Department of Transportation

Date


Dave Iverson, Interim Chair
Nantucket Planning and Economic Development Commission

6/23/2025
Date

310 CMR 60.5: Global Warming Solutions Act Requirements for Transportation

This will certify that the Transportation Improvement Program and Air Quality Conformity Determination for the Nantucket Long-Range Transportation Plan is in compliance with all applicable requirements in the State Regulation 310 CMR 60.05: Global Warming Solutions Act Requirements for Transportation. The regulation requires the MPO to:

1. 310 CMR 60.05(5)(a)1.: Evaluate and report the aggregate transportation GHG emissions impacts of RTPs and TIPs;
2. 310 CMR 60.05(5)(a)2.: In consultation with MassDOT, develop and utilize procedures to prioritize and select projects in RTPs and TIPs based on factors that include aggregate transportation GHG emissions impacts;
3. 310 CMR 60.05(5)(a)3.: Quantify net transportation GHG emissions impacts resulting from the projects in RTPs and TIPs and certify in a statement included with RTPs and TIPs pursuant to 23 CFR Part 450 that the MPO has made efforts to minimize aggregate transportation GHG emissions impacts;
4. 310 CMR 60.05(5)(a)4.: Determine in consultation with the RPA that the appropriate planning assumptions used for transportation GHG emissions modeling are consistent with local land use policies, or that local authorities have made documented and credible commitments to establishing such consistency;
5. 310 CMR 60.05(8)(a)2.a.: Develop RTPs and TIPs;
6. 310 CMR 60.05(8)(a)2.b.: Ensure that RPAs are using appropriate planning assumptions;
7. 310 CMR 60.05(8)(a)2.c.: Perform regional aggregate transportation GHG emissions impact analysis of RTPs and TIPs;
8. 310 CMR 60.05(8)(a)2.d.: Calculate aggregate transportation GHG emissions impacts for RTPs and TIPs;
9. 310 CMR 60.05(8)(a)2.e.: Develop public consultation procedures for aggregate transportation GHG emissions impact reporting and related GWSA requirements consistent with current and approved regional public participation plans;
10. 310 CMR 60.05(8)(c): Prior to making final endorsements on the RTPs, TIPs, STIPs, and projects included in these plans, MassDOT and the MPOs shall include the aggregate transportation GHG emission impact assessment in RTPs, TIPs, and STIPs and provide an opportunity for public review and comment on the RTPs, TIPs, and STIPs; and
11. 310 CMR 60.05(8)(a)1.c.: After a final GHG assessment has been made by MassDOT and the MPOs, MassDOT and the MPOs shall submit MPO-endorsed RTPs, TIPs, STIPs or projects within 30 days of endorsement to the Department for review of the GHG assessment.

Monica Tibbits-Nutt, Secretary and Chief Executive Officer
Massachusetts Department of Transportation

Date



Dave Iverson, Interim Chair
Nantucket Planning and Economic Development Commission

6/23/2025
Date

Executive Summary

This year's annual Unified Planning Work Program contains four elements that advance Nantucket's regional transportation planning program. The first element, *Transportation Program Management*, includes tasks related to compliance with federal requirements as well as interjurisdictional collaboration and coordination. The second element, *Data Practices*, includes activities that help inform transportation planning and implementation work. These nuts-and-bolts efforts include collecting, mapping, and monitoring data and conditions related to population, traffic, safety, and multi-modal accommodation. The third element, *Transportation Planning*, focuses on the development of plans, studies, and related planning documents that inform implementation. For this UPWP, these efforts include a Comprehensive Safety Action Plan, reducing single occupant vehicle usage, and parking management. The final element, *Implementation*, supports project advancement and encompasses tasks such as grant, contract, and project management, as well as the provision of technical assistance to the Town of Nantucket by staff funded through federal aid intended for the planning region.

Nantucket's obligation authority for this fiscal year is \$337,187. The proposed budget accommodates the salaries of staff who support Nantucket TPO, operational expenses, and direct cost expenditures. Direct cost expenditures include the collection of traffic data, inter-regional coordination and travel, and long-range planning. In the event grant funds are awarded to support the development of the safety action plan, staff anticipate proposing the Nantucket TPO amend the UPWP to reallocate salary costs toward the procurement of other data collection hardware.

Introduction

The federal government apportions funds annually to regional agencies through its surface transportation enabling legislation. These funds support regional planning, fostering a continuing, cooperative, and comprehensive (3C) planning process between Metropolitan Planning Organizations (MPOs) or Transportation Planning Organizations (TPOs) and their municipal and state partners. As a TPO, Nantucket’s regional Commission, the Nantucket Planning and Economic Development Commission (NP&EDC), is eligible to program federal aid.

Nantucket is unique in Massachusetts. Unlike every other planning region in the state, its regional body provides service to only one municipality with a significantly smaller year-round population. As such, the Town is the direct beneficiary of funds expended within the region’s federal obligation authority. Nantucket does not have to compete with other towns and cities to access the region’s apportioned federal aid.

To remain eligible for federal funds, each year the NP&EDC, sitting as the Nantucket TPO, reviews and endorses federally required 3C documents, including the region’s Unified Planning Work Program (UPWP). This document lists planning activities that Nantucket TPO staff anticipate advancing with federal aid during the federal fiscal year.

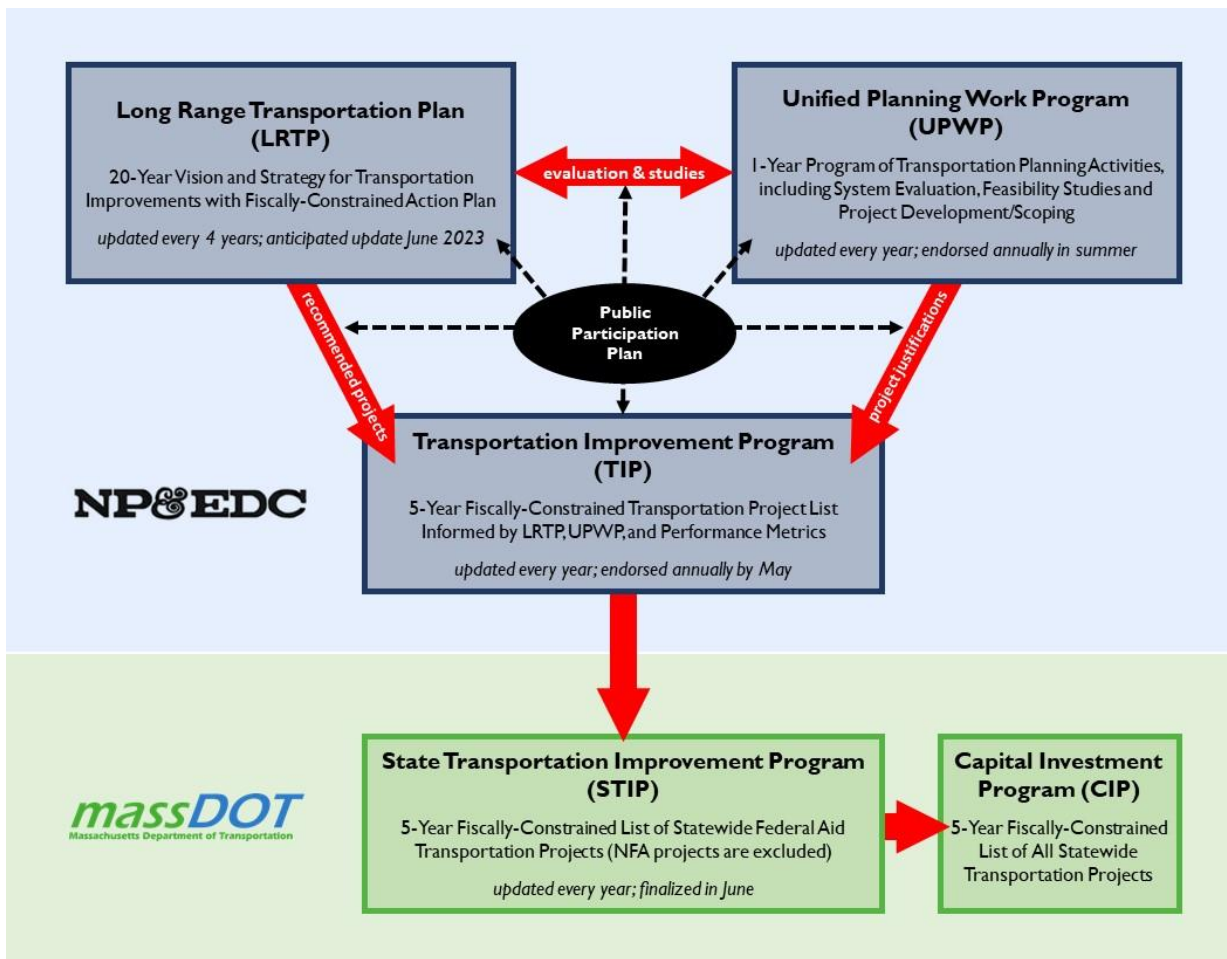
The Unified Planning Work Program contains four elements, each building upon the previous. The first element, *Transportation Program Management*, includes tasks related to compliance with federal requirements as well as interjurisdictional collaboration and coordination. The second element, *Data Practices*, includes activities that help inform other work. These nuts-and-bolts efforts include collecting, organizing, and analyzing data related to safety, traffic, freight, etc. The third element, *Transportation Planning*, focuses on the development of plans, studies, and related planning documents that inform implementation. The final element, *Implementation*, supports project advancement and encompasses tasks such as grant, contract, and project management, as well as the provision of technical assistance to the Town of Nantucket by regionally funded staff.

Nantucket’s obligation authority for Federal Fiscal Year (FFY) 2026 is \$337,187. These funds cannot be used to support project construction, but instead may be programmed to fund staff, studies, and direct costs related to transportation planning, such as the procurement of data collection equipment or analysis tools. The FFY25 budget accommodates the salaries of staff who support Nantucket TPO activities as well as direct cost expenditures. Direct cost expenditures contemplated for FFY24 include the development of a multi-modal transportation model and strategies for limiting vehicle use. In the event grant funds are awarded to support the development of the safety action plan, staff anticipate proposing the Nantucket TPO amend the UPWP to reallocate salary costs toward the procurement of other data collection hardware. The *Implementation* element of the UPWP supports work to inventory and triage transportation projects that have open contracts, are under design, or have completed preliminary design work.

The activities covered within the UPWP both develop potential needs for future iterations of the region’s Long-Range Transportation Plan (LRTP) and advance the existing LRTP’s recommendations. Any project anticipated to be funded with federal aid must be included in the LRTP, which lists anticipated transportation projects within a 20-year horizon.

Projects included in the LRTP, are at least at the 25 percent design stage, and have reasonable expectation of funding may be included in the region’s Transportation Improvement Program (TIP). The TIP is a financially constrained list of projects anticipated to receive federal aid (for construction) within a five-year horizon. Figure 1 depicts the relationship between the three main transportation planning documents required by the 3-C Planning Process: UPWP, the LRTP, and the TIP.

FIGURE 1 - 3C TRANSPORTATION PLANNING PROCESS



Nantucket Planning and Economic Development Commission

The Nantucket Planning and Economic Development Commission (NP&EDC) serves as one of the Commonwealth of Massachusetts’ thirteen Regional Planning Agencies (RPA). Ten of these agencies are federally designated Metropolitan Planning Organizations (MPO). Federal regulations require the formation and operation of MPOs in urbanized areas with populations greater than 50,000 persons. While Nantucket does not meet this criterion, the Massachusetts Department of Transportation (MassDOT) provides planning funds for transportation planning in Nantucket, as well as other unique regions, including Martha’s Vineyard and Franklin, essentially treating these Transportation Planning Organizations (TPO) as regional MPOs.

The Nantucket TPO consists of a Committee of Signatories comprised of the Massachusetts Department of Transportation (MassDOT) and the NP&EDC. Within this document, the Committee of Signatories will be referred to as the Nantucket TPO. In its role as a TPO, NP&EDC follows federal transportation planning regulations, including the participation of citizen advisory groups in transportation planning activities.

TABLE 1 – NANTUCKET PLANNING AND ECONOMIC DEVELOPMENT COMMISSION MEMBERS

Voting Member	Appointment or Elected Position
Dave Iverson, Interim Chair	Planning Board, Elected
Nathaniel Lowell, Vice Chair	Planning Board, Elected
Joseph Topham	Planning Board, Elected
Hillary Hedges Rayport	Planning Board, Elected
John Kitchener	Planning Board, Elected
Brooke Mohr	County Commissioner Representative, Appointed
Michael Misurelli	Conservation Commission, Appointed
Bertyl Johnson	Housing Authority, Appointed
Kristina Jelleme	At-Large, Appointed
Abby De Molina	At-Large, Appointed
Vacant	At-Large, Appointed
Non-Voting Ex-Officio Member Positions	
Division Administrator, Federal Highway Administration	
Regional Administrator, Federal Transit Administration	
STIP & Regional Planning Coordinator, Massachusetts Department of Transportation	

TABLE 2 - UPWP BUDGET

FFY 2026 Unified Planning Work Program Budget

Task	Total Hours	Direct Salary	Overhead (82.69%)	Direct Costs Budget	Total Budget	Percent of Budget	
1.0 Transportation Program Management	640	\$45,760.00	\$37,838.94	\$5,000.00	\$88,598.94	26.28%	
1.1 3C Program Management	384	\$27,456.00	\$22,703.37	\$0.00	\$50,159.37	14.88%	
1.2 Inter-Regional Coordination and Learning	144	\$10,296.00	\$8,513.76	\$5,000.00	\$23,809.76	7.06%	
1.3 Public Participation	48	\$3,432.00	\$2,837.92	\$0.00	\$6,269.92	1.86%	
1.4 Transportation Improvement Program	24	\$1,716.00	\$1,418.96	\$0.00	\$3,134.96	0.93%	
1.5 Unified Work Program	24	\$1,716.00	\$1,418.96	\$0.00	\$3,134.96	0.93%	
1.6 Title VI	16	\$1,144.00	\$945.97	\$0.00	\$2,089.97	0.62%	
2.0 Data Collection and Analysis	416	\$29,744.00	\$24,595.31	\$4,186.28	\$58,525.59	17.36%	
2.1 Data Collection: Traffic, Congestion, Freight, and Pavement Management	160	\$11,440.00	\$9,459.74	\$4,186.28	\$25,086.02	7.44%	
2.2 Supportive Mapping, Analysis, and Fieldwork	160	\$11,440.00	\$9,459.74	\$0.00	\$20,899.74	6.20%	
2.3 Performance Measures and Monitoring	96	\$6,864.00	\$5,675.84	\$0.00	\$12,539.84	3.72%	
3.0 Short- and Long-Range Transportation Planning	655	\$46,832.50	\$38,725.79	\$20,000.00	\$105,558.29	31.31%	
3.1 Long-Range, Strategic, Master Planning Priorities	185	\$13,227.50	\$10,937.82	\$20,000.00	\$44,165.32	13.10%	
3.2 Safety Action Plan Priorities	185	\$13,227.50	\$10,937.82	\$0.00	\$24,165.32	7.17%	
3.3 Parking, Freight, and Transit Planning	185	\$13,227.50	\$10,937.82	\$0.00	\$24,165.32	7.17%	
3.4 Bicycle and Pedestrian Planning	100	\$7,150.00	\$5,912.34	\$0.00	\$13,062.34	3.87%	
4.0 Implementation Activities	585	\$46,255.50	\$38,248.67	\$0.00	\$84,504.17	25.06%	
4.1 Implement Approved Projects	337	\$26,309.50	\$21,755.33	\$0.00	\$48,064.83	14.25%	
4.2 Grant and Contract Management	200	\$16,514.00	\$13,655.43	\$0.00	\$30,169.43	8.95%	
4.3 Local and Regional Technical Assistance	48	\$3,432.00	\$2,837.92	\$0.00	\$6,269.92	1.86%	
Total Budget for FFY 2026 -		2,296	\$168,592.00	\$139,408.72	\$29,186.28	\$337,187.00	100.00%
Time = 52 weeks (46 weeks, plus 5 weeks vacation, 12 holidays, and 2 personal days - listed in Task 1.1)							

TABLE 3 – COMPLETE STREETS FUNDING EFFORTS

Task	UPWP Task Budget	% assigned to Complete Streets	Complete Streets Budget
3.4 – Bicycle and Pedestrian Planning	\$13,062.34	100%	\$13,062.34

Task 1. Transportation Program Management

Task 1. Transportation Program Management Budget Summary

Estimated Staff Hours	Percent of Work Program	Staff Costs	Indirect Costs	Direct Costs	Task Total
640	27.87%	\$45,760.00	\$37,838.94	\$5,000	\$88,598.94

Task 1.1 – 3C Program Management

Background	
<p>This task encompasses daily management of the 3-C transportation planning process, including its various certification activities. The hours associated with administrative and technical support to the 3-C regional process; review of federal and state programs; review of related federal and state requirements; as-needed support for the Nantucket Planning and Economic Development Commission, the Nantucket Planning Board, the Nantucket County Commissioners, and the Nantucket Regional Transit Authority; participation in programs related to federal regulations and guidelines, such as the American with Disabilities Act, sustainability, and resilience.</p>	
Objective(s)	
<ul style="list-style-type: none"> Maintain an open comprehensive, cooperative, and continuing (3-C) transportation planning process involving the local, regional, state, and federal levels of government in conformance with applicable federal and state requirements and guidelines. 	
Product(s)	Hours and Schedule
<ul style="list-style-type: none"> Viable 3-C Process Monthly Invoices and Progress Reports Quarterly Reports Annual Reports Service to Boards, Commissions, and local Departments Regulations and bylaws, as applicable 	<p>Estimated Percent of Total Program: 14.88%</p> <p>Estimated Staff Hours: 384</p> <p>Estimated Schedule: Continuous</p>
Staff Costs:	\$27,456.00
Indirect Cost:	\$22,703.37
Other Direct Costs:	\$0
Total FHWA/MassDOT Funding:	\$50,159.37
Budget Notes:	

Task 1.2 – Interregional Coordination and Learning

Background		
<p>Task 1.2 focuses on coordination with other regions. The Nantucket TPO staff participate in the Transportation Managers Group—a group of other regional managers in Massachusetts—and the Massachusetts Association of Regional Planning Agencies—which includes managers and directors of the Commonwealth’s 13 Regional Planning Agencies (RPAs). These useful forums foster collaboration across regions to leverage federal funding opportunities for the Commonwealth’s communities. This Task also includes direct coordination with the Steamship Authority, Martha’s Vineyard Commission, and the Cape Cod Commission on items of mutual interest. Finally, this task supports professional development to ensure staff implements best practices for the region. Additionally, this task supports the review of projects of regional significance, which sometimes occurs in MassDOT facilitated forums. Previous work includes regional coordination with aforementioned bodies and professional development, including the MassDOT Innovation conference, Moving Together Conference, and the National American Planning Association Conference.</p>		
Objective(s)		
<ul style="list-style-type: none"> • Coordinate transportation planning activities with other regions and agencies with support from state and federal partners in an open process. • Support information exchange of best practices in transportation planning, regional planning, and other items related to the 3-C transportation process. • Leverage professional development and training to inform 3-C certification activities. 		
Product(s)		Hours and Schedule
<ul style="list-style-type: none"> • Written/oral Reviews of Transportation Projects of Regional Significance, including formal presentations to the NP&EDC • Enhancements to 3-C Planning Process Certification Documents and Processes 		<p>Estimated Percent of Total Program: 7.06%</p> <p>Estimated Staff Hours: 144</p> <p>Estimated Schedule: Continuous</p>
Staff Costs:	\$10,296.00	Budget Notes: \$5,000 dollars of direct costs are programmed for travel and related meeting and conference participation costs.
Indirect Cost:	\$8,513.76	
Other Direct Costs:	\$5,000	
Total FHWA/MassDOT Funding:	\$23,809.76	

Task 1.3 – Public Participation

Background		
<p>The 3-C process requires Nantucket TPO’s certification and maintenance of a Public Participation Plan. This document details the local practices and procedures necessary to ensure public engagement and input in 3-C and transportation planning activities. The Public Participation Plan is occasionally reviewed and amended as best practices emerge—particularly to better support participation by low-income, limited English proficiency, and minority communities. Access for disabled individuals is also a key consideration in the public participation process. Previous work includes a 2020 update to the formally endorsed Public Participation Plan.</p>		
Objective(s)		
<ul style="list-style-type: none"> • Provide a public participation process that is consistent with the Nantucket TPO’s federally required Public Participation Plan, including complete information, timely notice, public access to key decisions, and support for early and continuing public involvement. • Explore methods to improve outreach to vulnerable populations, leveraging local agencies and committees whose mission is to support these populations. • Coordinate with the Town’s Communications Office to develop public outreach materials. 		
Product(s)		Hours and Schedule
<ul style="list-style-type: none"> • Maintenance and administration of the public participation process. • Amendments to the Public Participation Plan, as necessary and/or advantageous. • Coordination with the Commission on Disabilities, Council on Aging, Health, and Human Services Staff (and others, as identified) to better support the needs of low-income, limited English language proficiency, and minority communities. • Public Outreach materials, including printed media, website material, and other material. 		<p>Estimated Percent of Total Program: 1.86%</p> <p>Estimated Staff Hours: 48</p> <p>Estimated Schedule: Ongoing</p>
Staff Costs:	\$3,432.00	Budget Notes:
Indirect Cost:	\$2,837.92	
Other Direct Costs:	\$0.00	
Total FHWA/MassDOT Funding:	\$6,269.92	

Task 1.4 – Transportation Improvement Program

Background		
<p>The Transportation Improvement Program (TIP) is a federally required 3-C document that must be completed annually. The TIP consolidates and prioritizes projects across a five-year horizon anticipated to be funded with federal aid. The list of TIP projects is fiscally constrained, which means projects included must have a reasonable expectation of financial support. Projects included in the TIP must align with federal regulations and support the goals of federal surface transportation legislation. Roadway projects must have surmounted preliminary design to be included in the TIP, as a demonstration of intent and project readiness. Previous work includes the FFY 2025-2029 TIP.</p>		
Objective(s)		
<ul style="list-style-type: none"> • Develop a financially constrained program of transportation projects that align with the goals and objectives of the Long Range Transportation Plan. • Comply with state and federal requirements, including the provision of an open and fair public participation process. • Coordinate with identified transportation stakeholders and populations of interest, including disabled, low-income, minority, senior, and/or persons with limited English language proficiency. • Incorporate new provisions within the Bipartisan Infrastructure Legislation (BIL) into the TIP. • Aid town officials in developing and prioritizing projects. • Develop an automated TIP project scoring application with region-specific evaluation criteria. 		
Product(s)		Hours and Schedule
<ul style="list-style-type: none"> • Prioritized List of Eligible Roadway Improvements • List of NRTA State and Federal Aid Improvements • Endorsed TIP • Amendments (as needed) 		<p>Estimated Percent of Total Program: 0.93%</p> <p>Estimated Staff Hours: 24</p> <p>Estimated Schedule: Winter/Spring 2026</p> <ul style="list-style-type: none"> • March 2026 – Evaluation • April 2026 – Draft • May 2026 – Endorsement
Staff Costs:	\$1,716.00	Budget Notes: \$200 in Direct Costs is for any printing and other media costs association with development.
Indirect Cost:	\$1,418.96	
Other Direct Costs:	\$0.00	
Total FHWA/MassDOT Funding:	\$3,134.96	

Task 1.5 – Unified Planning Work Program

Background		
<p>Each year, the NP&EDC must review and endorse regional transportation planning activities to be funded with federal aid for the following fiscal year. The Unified Planning Work Program (UPWP) provides the elements, tasks, and budget of each task for a year’s activities. Previous work includes the FFY 2025 UPWP and associated UPWP amendments.</p>		
Objective(s)		
<ul style="list-style-type: none"> Develop a Unified Planning Work Program (UPWP) that describes the transportation planning activities to be undertaken for the fiscal year. 		
Product(s)	Hours and Schedule	
<ul style="list-style-type: none"> Amendments to the FFY 2024 UPWP (as needed) FFY 2026 UPWP, including a budget of annual transportation planning activities. 	<p>Estimated Percent of Total Program: 0.93%</p> <p>Estimated Staff Hours: 24</p> <p>Estimated Schedule: Spring 2024</p> <ul style="list-style-type: none"> April 2026 – Evaluation May 2026 – Draft June 2026 – Endorsement 	
Staff Costs:	\$1,716.00	Budget Notes:
Indirect Cost:	\$1,418.96	
Other Direct Costs:	\$0.00	
Total FHWA/MassDOT Funding:	\$3,134.96	

Task 1.6 – Title VI

Background		
<p>Title VI of the Civil Rights Act prohibits recipients of federal funding from discriminating based on race, color, or national origin. Executive Order 12898 directs federal agencies to identify and address any disproportionately high adverse human health and environmental effects on minority and low-income populations by federal programs. Beyond maintaining federally required reporting procedures, best practice in regional planning dictates that MPOs and TPOs should identify projects and programs to better serve populations that have historically lacked investment. The UPWP includes provisions to analyze locations with higher concentrations of low-income and minority households and supports the advancement of projects in such locations. Previous work supporting Title VI was completed following the 2024 Long-Range Transportation Plan Update.</p>		
Objective(s)		
<ul style="list-style-type: none"> Integrate the principles of Title VI and Environmental Justice into the 3-C Process. Maintain a Title VI Civil Rights program for the Nantucket TPO 		
Product(s)	Hours and Schedule	
<ul style="list-style-type: none"> Title VI Reporting (as required) Consideration of new planning best practices while conducting 3C Process to ensure community-supported transportation investments. 	<p>Estimated Percent of Total Program: 0.62%</p> <p>Estimated Staff Hours: 16</p> <p>Estimated Schedule: Ongoing</p>	
Staff Costs:	\$1,144.00	Budget Notes:
Indirect Cost:	\$945.97	
Other Direct Costs:	\$0	
Total FHWA/MassDOT Funding:	\$2,089.97	

Task 2. Data Collection and Analysis

Task 2. Data Collection and Analysis Budget Summary

Estimated Staff Hours	Percent of Work Program	Staff Costs	Indirect Costs	Direct Costs	Task Total
416	17.36%	\$29,744.00	\$24,595.31	\$4,186.28	\$58,525.59

Task 2.1 – Data Collection: Traffic, Congestion, Freight, and Pavement Management

Background		
Understanding conditions of the community, congestion, freight, and pavement conditions informs various performance measures used to evaluate the transportation system. This task provides resources to collect, analyze, and share data related to the region's transportation system.		
Objective(s)		
<ul style="list-style-type: none"> Maintain a database of community demographics and vehicle, ferry / freight, airport, bicycle / pedestrian, and pavement management data. Conduct GHG analysis of regionally significant transportation projects as required by MassDOT. Collected and maintain other data necessary for other tasks. 		
Product(s)	Hours and Schedule	
<ul style="list-style-type: none"> Database of multi-modal traffic counts, including vehicle counts for MassDOT, transit ridership, and other modal counts. Record of passengers, vehicle, and freight traffic to and from Nantucket. Data pertinent to the accessibility and mobility to and from home, work, and recreation areas. Database of pavement conditions routinely updated to reflect improved pavement conditions. 	Estimated Percent of Total Program: 7.44% Estimated Staff Hours: 160 Estimated Schedule: October-November	
Staff Costs:	\$11,440.00	Budget Notes: \$4,186.28 dollars of direct costs are programmed for equipment and professional services associated with traffic data collection.
Indirect Cost:	\$9,459.74	
Other Direct Costs:	\$4,186.28	
Total FHWA/MassDOT Funding:	\$25,086.02	

Task 2.2 – Supportive Mapping, Analysis, and Fieldwork

Background		
Related to Task 2.1 this task provides the resources to develop maps and other visuals used to communicate population and traffic conditions in the region.		
Objective(s)		
<ul style="list-style-type: none"> Obtain and analyze data in support of transportation planning activities. 		
Product(s)		Hours and Schedule
<ul style="list-style-type: none"> Maps, visualizations, and reports, as needed. 		Estimated Percent of Total Program: 6.20% Estimated Staff Hours: 160 Estimated Schedule: Ongoing
Staff Costs:	\$11,440.00	Budget Notes:
Indirect Cost:	\$9,459.74	
Other Direct Costs:	\$0	
Total FHWA/MassDOT Funding:	\$20,899.74	

Task 2.3 – Performance Measures and Monitoring

Background		
Performance measures help planners and the public understand the value of investments and potential investments. Per Federal requirements, MassDOT has adopted performance measures related to safety, transportation asset conditions, travel time reliability, and emissions. Additional measures, such as use of vehicle usage, bicycle facilities, and transit use may be useful in assessing a potential project's purpose and need. Previous work includes reporting on performance measures in Nantucket's Long Range Transportation Plan (2020), Regional Transit Plan (2020), and Transit Asset Management (TAM) Plan (2018).		
Objective(s)		
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.		
Product(s)		Hours and Schedule
<ul style="list-style-type: none"> Recommended performance measures and monitoring strategy that conforms with MassDOT and FHWA requirements, and local and regional vision and goals. 		Estimated Percent of Total Program: 3.79% Estimated Staff Hours: 96 Estimated Schedule: Ongoing
Staff Costs:	\$6,864.00	Budget Notes:
Indirect Cost:	\$5,675.84	
Other Direct Costs:	\$0	
Total FHWA/MassDOT Funding:	\$12,539.84	

Task 3. Transportation Planning

Task 3. Transportation Planning Budget Summary

Estimated Staff Hours	Percent of Work Program	Staff Costs	Indirect Costs	Direct Costs	Task Total
655	31.31%	\$46,832.50	\$38,725.79	\$20,000.00	\$105,558.29

Task 3.1 – Long-Range, Strategic, Master Plan Planning Priorities

Background		
<p>This task contemplates the planning activities and studies recommended in the region’s Long Range Transportation Plan (LRTP), the Nantucket Master Plan, and the Town’s Strategic Plan. The LRTP is a fiscally constrained list of prioritized transportation projects with a 20-year horizon. The LRTP, Master Plan, and Strategic Plan goals for limiting single-occupant vehicle usage via an approach that promotes: 1) live, work, play within proximity, 2) financial disincentives to using the automobile, 3) providing infrastructure for active transportation modes.</p>		
Objective(s)		
<ul style="list-style-type: none"> Coordinate with Town officials to advertise a scope of work for a traffic model to evaluate current and projected level and location of significant travel delay. Develop strategies and recommendations for limiting single-occupant vehicle usage through development patterns, cost of travel, and incentivizing transit and active transportation as a mode of choice. Coordinate with NP&EDC and Town officials to align the recommendations of the LRTP and Town’s Strategic Plan related to reducing single-occupant vehicle usage. Coordinate with Town officials to evaluate strategies and priorities to improve resiliency of transportation system assets. 		
Product(s)	Hours and Schedule	
<ul style="list-style-type: none"> Strategies and recommendations to limit single-occupant vehicle usage. 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. Continue with any study and review related to the recommendations of the Town’s Coastal Resiliency Plan. 	<p>Estimated Percent of Total Program: 13.10% Estimated Staff Hours: 185 Estimated Schedule: <u>Strategies to Limit Single-Occupant Vehicle usage</u></p> <ul style="list-style-type: none"> Fall 2025 <p><u>Multi-modal Transportation Model</u></p> <ul style="list-style-type: none"> Issue RFP for professional services – Fall 2025 <p><u>Recommended tasks associated with the Town’s Coastal Resiliency Plan</u></p> <ul style="list-style-type: none"> Ongoing 	
Staff Costs:	\$13,227.50	Budget Notes: Direct costs accommodate consultant support for the development of Task deliverables.
Indirect Cost:	\$10,937.82	
Other Direct Costs:	\$20,000.00	
Total FHWA/MassDOT Funding:	\$44,165.32	

Task 3.2 – Safety Action Plan Priorities

Background		
A federal Safe Streets and Roads for All (SS4A) grant was awarded to the NP&EDC to develop a Safety Action Plan for the Nantucket, Martha’s Vineyard, and Franklin County rural regions in Massachusetts. This task allocates resources to the priority tasks identified in the Nantucket Traffic Safety Action Plan that would more safely accommodate the traveling public to address Safety Performance Measures (PM1) and reduce fatalities and serious injuries in the region.		
Objective(s)		
Assist with advancing priority tasks of the Traffic Safety Action Plan, in coordination with Town officials and staff. This task will incorporate elements and principles of a Safe System Approach to ensure safe travel, including walking, bicycling, and public transit, and ensure projects and programs are prioritized that support a reduction in fatalities and serious injuries in the region.		
Product(s)		Hours and Schedule
<ul style="list-style-type: none"> Deliverables associated with this task are identified in the Nantucket Traffic Safety Action Plan. 		Estimated Percent of Total Program: 7.17% Estimated Staff Hours: 185 Estimated Schedule: on-going
Staff Costs:	\$13,227.50	Budget Notes:
Indirect Costs:	\$10,937.82	The Traffic Safety Action Plan was not finalized at the time of this UPWP development. A list of priority tasks will be available in the final plan.
Other Direct Costs:	\$0	
Total FHWA/MassDOT Funding:	\$24,165.32	

Task 3.3 – Parking, Freight, and Transit Planning

Background		
This task allocates resources to advance the priorities of the Nantucket Select Board Strategic Plan and NP&EDC Long-Range Transportation Plan, support as-needed requests for analysis of loading zones and freight needs, review of parking policies on an as-needed basis, and assisting with transit planning tasks, as requested.		
Objective(s)		
<ul style="list-style-type: none"> Advance the recommendations of previous parking, freight, and transit studies. Support the requests of the NP&EDC and Town officials related to freight movement. Advancement of Nantucket-related priorities of the <i>Massachusetts Freight Plan</i>. 		
Product(s)		Hours and Schedule
<ul style="list-style-type: none"> Recommendations for implementing parking management and utilizing revenues within the Parking Management District Continue with any study and review related to the Intermodal Transportation Center Strategies for implementing recommendations of the <i>improving Truck Loading / Unloading in Downtown Nantucket</i> Recommendations for improving transit assets and service to the public. 		Estimated Percent of Total Program: 7.17% Estimated Staff Hours: 185 Estimated Schedule: As-Requested/Ongoing
Staff Costs:	\$7,579.00	Budget Notes:
Indirect Costs:	\$6,267.08	
Other Direct Costs:	\$0	
Total FHWA/MassDOT Funding:	\$13,846.08	

Task 3.4 – Bicycle and Pedestrian Planning

Background		
<p>This task supports coordination with the Bicycle and Pedestrian Advisory Committee, Commission on Disability, and the NP&EDC to discuss areas of concern for pedestrians and bicyclists. The task supports incorporating various recommendations, as relevant, into bylaw proposals, the Long Range Transportation Plan, and the/or the Town’s Capital Improvement Program. Previous work includes the <i>Nantucket Long-Range Transportation Plan (2023)</i> and the <i>Bicycle and Pedestrian Master Plan Update (2005)</i>.</p>		
Objective(s)		
<ul style="list-style-type: none"> • Coordinate with and provide support to the NP&EDC Bicycle and Pedestrian Advisory Committee. • Develop a scope, schedule, and budget for updating the <i>Bicycle and Pedestrian Master Plan</i>. • Identify conflicts and areas of concern that discourage bicycling and walking as healthy modes of transportation. • Identify programs and projects to address conflict and transition points in the downtown and mid-island areas. • Coordinate with regional partners on strategies to support small scale bicycle projects, such as counter and bicycle parking, with TIP funds to ensure TIP funds are expended locally rather than reprogrammed. 		
Product(s)		Hours and Schedule
<ul style="list-style-type: none"> • Meeting materials and summaries for the Bicycle and Pedestrian Advisory Committee. • Recommendations for bicycle and pedestrian safety and accommodation improvements that will be included in the region’s Long-Range Plan or the Town’s Capital Improvement Program. • Develop scope of work for updating the Bicycle and Pedestrian Master Plan. 		<p>Estimated Percent of Total Program: 3.87%</p> <p>Estimated Staff Hours: 100</p> <p>Estimated Schedule: Ongoing</p>
Staff Costs:	\$7,150.00	Budget Notes:
Indirect Costs:	\$5,912.34	
Other Direct Costs:	\$0	
Total FHWA/MassDOT Funding:	\$13,062.34	

Task 4. Implementation Activities

Task 4. Implementation Activities Budget Summary

Estimated Staff Hours	Percent of Work Program	Staff Costs	Indirect Costs	Direct Costs	Task Total
585	25.06%	\$46,255.50	\$38,248.67	\$0	\$84,504.17

Task 4.1 – Implement Approved Projects

Background	
<p>This task provides resources to advance transportation projects, including project management, public outreach, interdepartmental coordination, coordination with state partners, and coordination with design consultants. Internal coordination includes work with the Town’s Department of Public Works, Town’s right of way staff, and other historic preservation and environmental planning staff.</p>	
Objective(s)	
<ul style="list-style-type: none"> Facilitate the implementation of the Nantucket Select Board Strategic Plan, Long-Range Transportation Plan, and Nantucket Bicycle and Pedestrian Master Plan. Assist with the development and evaluation of the local annual capital improvement plan. Communicate the purpose, status, and needs/next steps of projects in an accessible manner for public consumption. Solicit feedback and input from internal and external stakeholders. Advance projects based on readiness. 	
Product(s)	Hours and Schedule
<ul style="list-style-type: none"> Development of project milestones Project advancement 	<p>Estimated Percent of Total Program: 14.25%</p> <p>Estimated Staff Hours: 337</p> <p>Estimated Schedule: Ongoing</p>
Staff Costs:	\$26,309.50
Indirect Costs:	\$21,755.33
Other Direct Costs:	\$0
Total FHWA/MassDOT Funding:	\$48,064.83
Budget Notes:	

Task 4.2 – Grant and Contract Management

Background		
<p>This task supports administrative tasks associated with grant, contract, and project management, including grant and project management for the Town’s existing Federal Land Access Program (FLAP) grant for a bicycle path on Wauwinet Road, MassTrails, and the Safe Streets and Roads for All (SS4A) programs. Contract and project management include coordination with existing consultants on project design, often in coordination with the Department of Public Works. Previous work includes grant application and award for a bicycle facility on Wauwinet Road.</p>		
Objective(s)		
<ul style="list-style-type: none"> • Successfully apply for and manage grants to support prioritized transportation projects, including FLAP, PROTECT, Complete Streets, and SS4A programs, as relevant. 		
Product(s)	Hours and Schedule	
<ul style="list-style-type: none"> • Project tracking and reporting • Project advancement 	<p>Estimated Percent of Total Program: 8.95%</p> <p>Estimated Staff Hours: 200</p> <p>Estimated Schedule: Ongoing</p>	
Staff Costs:	\$16,514.00	Budget Notes:
Indirect Costs:	\$13,655.43	
Other Direct Costs:	\$0	
Total FHWA/MassDOT Funding:	\$30,169.43	

Task 4.3 – Local and Regional Technical Assistance

Background		
<p>The resources associated with this task support the Town of Nantucket’s ongoing work, including development review, coordination and presentation to the Nantucket Planning Board and Zoning Board of Appeals, and coordination with the Worcester Polytechnic Institute (WPI) and Preservation Institute: Nantucket (PI:N) on the development of a student project (as necessary).</p>		
Objective(s)		
<p>Support and facilitate the implementation of strategies that are recommended to minimize future automobile dependence on Nantucket’s road network.</p>		
Product(s)	Hours and Schedule	
<ul style="list-style-type: none"> • Strategies and recommendations related to permit applications submitted to the Town. • Coordination with WPI and PI:N. 	<p>Estimated Percent of Total Program: 1.86%</p> <p>Estimated Staff Hours: 48</p> <p>Estimated Schedule: As-Necessary</p>	
Staff Costs:	\$3,432.00	Budget Notes:
Indirect Costs:	\$2,837.92	
Other Direct Costs:	\$0	
Total FHWA/MassDOT Funding:	\$6,269.92	

Revisions: Amendments and Adjustments

Revisions may be made to the UPWP following its endorsement via two distinct processes: amendments or adjustments. Amendments are changes—such as the addition or deletion of a task from the UPWP—that are considered significant and require notification of a comment period and a public meeting prior to NP&EDC vote. Adjustments are changes—such as new funding amounts or new descriptive narratives—which are considered minor and do not add or delete a project or program from the UPWP. Adjustments require a public meeting prior to approval, but do not require notification of a public comment period. The table below details the public meeting, comment, and advertising requirements for the UPWP, amendments, and adjustments.

Program	Public Meeting Requirements	Comment Period	Advertising
Unified Planning Work Program	One meeting prior to start of public comment period and one additional meeting during public comment period	21 Days	Public meeting notices. Notification to the identified stakeholders via mail or email. Public notification via website posting and social media. Availability of document for review at the Town Building, PLUS Office, and Atheneum during and after the public comment period.
Amendments to the UPWP	One meeting prior to start of public review of amendment and one additional meeting for approval	21 Days	Public meeting notices. Notification to the identifies stakeholders via mail or email. Public notification via website posting and social media. Availability of document for review at the Town Building, PLUS Office, and Atheneum during and after the public comment period.
Adjustments to the UPWP	On meeting for approval of adjustments	None	Public meeting notices. Notification to the identified stakeholders via mail or email. Public notification via website posting and social media.

Distribution of Previous Capital Projects and Studies

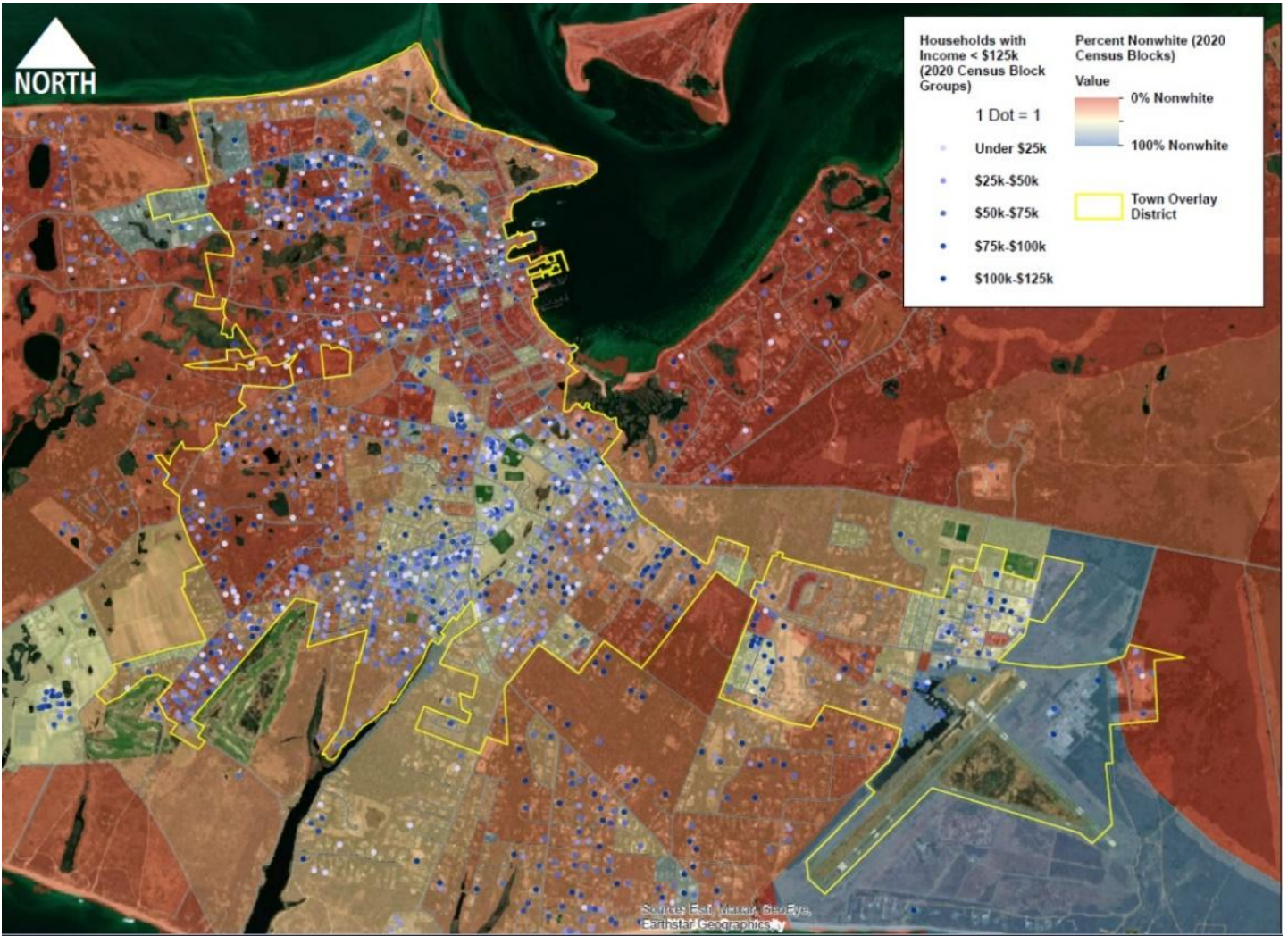
The Nantucket region does not have an “Area of Persistent Poverty”, as defined by the Bipartisan Infrastructure Law, or a “Historically Disadvantaged Community”, as defined by the United States Office of Management and Budget. Figures 2 and 3 spatially depict levels of income and concentrations of non-white populations on Nantucket. Based on 2020 American Community Survey Block Group data, the Town Overlay District encompasses a concentration of households

at and below median family income (\$122,800, per the United States Department of Housing and Urban Development). The two figures also illustrate—using Census Block geographies and 2020 Decennial Census data—locations that include a greater number of nonwhite and mixed race households; however, it is important to note that some Census Blocks contain very few households. The geographic distribution of planning studies since the FFY 2021 UPWP has generally been island-wide and includes all areas of the island. Task 3.3 does specify that parking and freight planning activities are focused within the Town Overlay District where more intense land uses and other activities are encouraged. Capital investment of federal and state transportation funding has been focused on island-wide transit improvements to lower fleet emissions and improve accessibility at stops, while highway funding has been focused on improvements along Milestone Road to improve safety and reliability for all users, including freight vehicles, bicyclists, and pedestrians.

FIGURE 2 - NONWHITE CENSUS BLOCK AND HOUSEHOLD INCOME <\$125k ANNUALLY



FIGURE 3 - NONWHITE CENSUS BLOCKS AND HOUSEHOLD INCOME <\$125k ANNUALLY, TOWN OVERLAY ZONE



Appendix 1 – Public Comments Received

Public comments received via the ZenCity Public Outreach Website

Submission ID	Date	UTM Source	P2 Q1 Do you support the tasks included in the draft work program, which include strategies to limit single-occupant vehicle use, traffic model development, implementing priorities of the Nantucket Traffic Safety Action Plan, parking management, and bicycle and pedestrian planning?	P3 Q1 Please, let us know why you do not support the tasks included in the draft work program, which include strategies to limit single-occupant vehicle use, traffic model development, implementing priorities of the Nantucket Traffic Safety Action Plan, parking management, and bicycle and pedestrian planning.
908546	2025-05-30T07:13:06.663Z	zencity		
915282	2025-06-02T14:23:31.719Z	zencity		
915656	2025-06-02T19:31:07.351Z	zencity	Yes	
919750	2025-06-05T14:19:52.445Z	zencity		
922601	2025-06-09T16:21:36.406Z	zencity	Yes	

MassDOT Comments

MPO Liaison UPWP Review Checklist					NP&EDC Response
Completeness					
ID	Review Item	Comments	Reference		
A1	✓ *	Table of Contents is accurate and internally-linked.		✓ -- for use in column B	
A2	✓ *	Document has no broken links.		✗ -- for use in column B	
A3	✓ *	Document has no text or image placeholders.			
A4	✓ *	Charts, tables, and maps are legible and properly annotated.			
A5	✓ *	Document passes an accessible check.	consider color changes to maps, otherwise all good		
A6	✓ *	Document is available in relevant languages per the MPO's Title VI Plan.			
A7	✓ *	List of MPO members is current.			
A8	✓ *	Signatory sheet is included and accurate. Update Monica Tibbits-Nutt as Secretary/CEO of MassDOT.			

A9	✓	*	Acronyms and partner agency lists are up to date.			
Narrative						
ID Review Item Comments Reference						
B1	✓	*	UPWP is comprehensible to the general public.			
B2	✓	*	UPWP refers directly to vision, goals, and objectives from RTP.		If you are actually going to use Conveyal or a software through MassDOT, please reach out to we can coordinate	Staff will contact MassDOT
B3	✓	*	UPWP Amendment/Adjustment procedures are explicit and align with latest federal guidance (see MAPRA materials)			
B4			Governing MOUs between MassDOT, MPO, RTAs, and neighboring MPOs have been reviewed for potential improvements or updates.			
B5			Planning efforts are coordinated with MassDOT modal plans.		https://www.mass.gov/statewide-plans	
UPWP Tasks						
ID Review Item Comments Reference						
C1	✓	*	Individual tasks include detailed scopes, budgets, and schedules.			
C2	✓	*	Individual tasks outline community beneficiaries.	n/a		
C3	✓		Transit-related tasks are specific.			
C4	✓	*	Includes a task on performance-based planning.			
C5	✓	*	Includes a task for an update to any congestion mitigation planning efforts.	n/a	Required for TMA MPOs if current CMP is out of date.	Not required of rural regions
C6	✓	*	UPWP includes a summary of available staff hours.			
C7			Individual tasks anticipate needed staff-hours / consulting resources.			
C8			Tasks from previous UPWPs have been analyzed for past utilization.			
Impacts Analysis						
ID Review Item Comments Reference						
D1	✓	*	UPWP includes a geographic distribution table showing 2021- 2025 and current UPWP-funded studies by municipality and number of tasks.			
D2	✓	*	UPWP includes distribution table of past and current UPWP-funded studies considering language access and Title VI populations.			

Appendix 2 - Acronym Glossary

BIL – Bipartisan Infrastructure Legislation.

The more common name for the *Infrastructure Investment and Jobs Act* (see IJJA below).

CIG – Capital Investment Grants

A discretionary federal aid program administered by the Federal Transit Administration that supports capital investment in rail, commuter rail, light rail, street cars, and bus rapid transit. Project categories include New Starts projects (total project cost over \$300M), Core Capacity projects (investment in an existing system), and Small Starts projects (total project cost less than \$300M).

CMAQ – Congestion Mitigation and Air Quality Improvement Program

A federal aid formula program aimed to reduce emissions and improve air quality in designated nonattainment or maintenance areas.

CRP – Carbon Reduction Program

A federal aid program administered by the Federal Highway Administration intended to support the reduction of carbon emissions.

CY – Calendar Year

A typical calendar year, spanning between January 1 and December 31. The CY differs from the Town and Federal Fiscal Years (see FY and FFY below), but many performance measures and targets are linked to calendar years.

FBP – Ferry Boat Program

A federal aid formula program that supports the construction of ferry boats, ferry terminal facilities, and acquiring right-of-way.

FY – Fiscal Year

The budget period for a single year in a municipality's calendar. Nantucket uses the typical municipal fiscal year, which spans between July 1 and June 30. The Town's fiscal year differs from a typical calendar year (CY) and the Federal Fiscal Year (see FFY below).

FFY – Federal Fiscal Year

The budget period for a single year in the federal calendar, which begins and ends on October 1 and September 30, respectively, of a given calendar year.

FHWA – Federal Highway Administration

A division of the United States Department of Transportation (see USDOT below) that specializes in highway transportation. FHWA provides expertise and funding aid to state and local jurisdictions.

FTA – Federal Transit Administration

A division of the United States Department of Transportation (see USDOT below) that specializes in transit and public transportation systems. FTA provides technical expertise and funding aid to state and local jurisdictions.

HSIP – Highway Safety Improvement Program

A formula-based federal aid program focused on achieving a significant reduction in traffic fatalities and serious injuries on public roadways, including non-state-owned roads.

ICAM – Innovative Coordinated Access and Mobility Grants

A discretionary federal aid program administered by the Federal Highway Administration focused on improving access to public transportation by building partnerships between non-emergency health services and transportation providers.

IJJA – Infrastructure Investment and Jobs Act

Federal legislation that was signed into law on November 15, 2021, which reauthorizes federal surface transportation funding programs administered by the Federal Highway Administration (see FHWA above) and the Federal Transit Administration (see FTA above). The legislation is more commonly referred to as the Bipartisan Infrastructure Legislation (see BIL above).

IRI – International Roughness Index

A standard used by highway professionals to quantify road surface roughness; reports how much total vertical movement a standard passenger vehicle's body would experience if driven over a one mile segment at 50 miles per hour, provided in inches per mile; higher values indicate rougher surfaces.

LOTTR – Level of Travel Time Reliability

Compares the average travel times (50th percentile) along a given segment against longer travel times (80th percentile) at multiple times of day (morning peak, mid-day, evening peak, and average weekend); If the ratio exceeds 1.5 at all four periods, that segment is considered reliable by FHWA standard.

LRTP – Long-Range Transportation Plan

A fiscally constrained regional plan, typically with a 20-year horizon, required by Code of Federal Regulations that includes all projects desired to be completed by the horizon year. These plans include long-term action plans and a reasonable demonstration of funding strategies.

MassDOT – Massachusetts Department of Transportation

The state agency that oversees state roadways and state-run public transit, as well as provides oversight and management of disposition of state and federal aid to local jurisdictions.

MPO – Metropolitan Planning Organization

The policy board of an organization created to carry out the metropolitan transportation planning process in urbanized areas with populations over 50,000 persons, as determined by the United States Census Bureau. See the distinction between MPOs and Transportation Planning Organizations (or TPOs) below.

NBI – National Bridge Inventory

A database maintained by the Federal Highway Administration that includes information on all bridges and tunnels in the United States that have roads passing above or below.

NFA – Non-Federal Aid

A term applied to projects which are not funded by federal resources, but instead by state or local resources (or some combination thereof).

NHFP – National Highway Freight Program

A formula-based federal aid program focused on the efficiency, safety, state of good repair, and environmental impacts of freight on the national highway freight network.

NHPP – National Highway Performance Program

A formula-based federal aid program that provides support for the condition and performance of the National Highway System.

NP&EDC – Nantucket Planning and Economic Development Commission

The local Regional Planning Agency (RPA) responsible for the approval of Town's Long-Range Transportation Plan (LRTP), Unified Planning Work Program (UPWP), and Transportation Improvement Program. Nantucket's RPA is a Transportation Planning Organization (see TPO below).

NRTA – Nantucket Regional Transit Authority

The Regional Transit Authority on Nantucket that provides fixed-route bus service known as "The Wave" and paratransit service. See Regional Transit Authority (RTA) below for more information.

PLUS – Town of Nantucket Planning and Land Use Services

The Town of Nantucket's Planning Department, which serves as the main liaison on staff body for the Nantucket Planning and Economic Development Commission (See NP&EDC above).

PROTECT – Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation

A combination formula and discretionary federal aid program administered by the Federal Highway Administration focused on resiliency and evacuation planning.

PSI – Pavement Serviceability Index

A measure of pavement smoothness, reported as the percentage of pavement in good or excellent condition, that accounts for cracking, rutting, and raveling on surfaces using a five point scale.

RPA – Regional Planning Agency

Designated regional planning bodies responsible for the development and approval of documents, such as Long-Range Transportation Plans (LRTP), Unified Planning Work Programs (UPWP), and Transportation Improvement Programs (TIP). The Commonwealth of Massachusetts has thirteen RPAs, including ten Metropolitan Planning Organizations (MPO) and three Transportation Planning Organizations (TPO). Nantucket's RPA is a TPO.

RTA – Regional Transit Authority

The managing body and operator of a public transportation system that includes both fixed-route and paratransit services. Fixed route services are buses or railways that provide a defined span of service on a defined route with defined service frequencies. Paratransit services provide origin-destination services and are sometimes "demand responsive," meaning an eligible rider can call or use an application to request a ride. Nantucket's Regional Transit Authority (RTA) is the Nantucket Regional Transit Authority (NRTA).

SIRC – Strategic Innovation for Revenue Collection (formerly Surface Transportation System Funding Alternatives)

A discretionary federal aid program managed by the Federal Highway Administration established with the purpose of creating pilot programs to test the feasibility of a road usage fee and other user-based mechanisms to help maintain the solvency of the Highway Trust Fund.

SOV – Single-Occupancy Vehicle (also Single-Occupant Vehicle)

A vehicle containing only one traveler and no other passengers.

STBG – Surface Transportation Block Grant

A long-standing and flexible formula-based federal aid program administered by the Federal Highway Administration with a broad range of eligible uses, aimed at assisting states and local governments address local transportation needs.

STIP – State Transportation Improvement Program

A prioritized compilation of highway, bridge, non-motorist, and transit projects found within each of the thirteen Regional Planning Agencies' (RPA) Transportation Improvement Programs (TIPs). The STIP represents a list of state funding commitments across a 5-year horizon.

TA – Transportation Alternatives

A discretionary federal aid program administered by the Federal Highway Administration focused on supporting a variety of smaller scale transportation projects, such as non-motorist facilities, trails, safe routes to school projects, and transportation related community and environmental improvements.

TAM – Transit Asset Management Plan

An asset management plan required of any agency that receives federal aid, and that owns, operates, and/or manages capital assets used to provide public transportation.

TIP – Transportation Improvement Program

A federally mandated transportation planning document, which is required for federal funding support, that details the total cost of the projects anticipating federal and state funding support over a five-year horizon, as well as their anticipated funding programs and categories.

TPO – Transportation Planning Organization

The policy board of an organization created to carry out the transportation planning process in Massachusetts for regions that receive federal aid, but do not meet the official criterion of an MPO as their populations are less than 50,000 persons as determined by the United States Census Bureau.

TTTR – Truck Travel Time Reliability

A measure similar to level of travel time reliability (see LOTTR above), with the exception that 1) it is the ratio between the 95th percentile travel time and 50th percentile travel time and 2) it applies to only the interstate system; TTTR is measured at all hours of the day to understand more extreme impacts for freight need.

UPWP – Unified Planning Work Program

A federally required document that is prepared and endorsed annually by a relevant Regional Planning Agency (RPA), which describes the scope of work and cost estimates for transportation planning activities for a given federal fiscal year (FFY).

USDOT – United States Department of Transportation

The federal government's overarching transportation department, which includes divisions relevant to transportation planning such as the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

VMT – Vehicle Miles Traveled

A measure that calculates the sum of the number of miles traveled on a given segment of infrastructure by all vehicles during a given period (e.g. daily, monthly, or annually).