



CAPE COD
COMMISSION

Cape Cod Metropolitan Planning Organization (MPO) Handbook

January 2021





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Introduction

The Cape Cod Metropolitan Planning Organization (MPO) is a regional body established by federal law to oversee regional transportation planning and recommend the distribution of transportation funds locally. This includes the responsibilities for conducting an inclusionary “3C” planning process (Continuous, Cooperative, and Comprehensive) for transportation planning in the 15 towns of Cape Cod for all modes of travel, including roadways and highways, public transportation, bicycles, pedestrians, connections to air, ferry, and railroads.

One of the key responsibilities of the Cape Cod MPO is to set priorities for surface transportation improvement projects within the region for State and Federal funding. By law, every metropolitan area in the United States with a population of more than 50,000 people must have a designated MPO in order to qualify for receipt of federal highway and transit funds.¹ Also by law, each urbanized area with a population over 200,000 is designated as a Transportation Management Area (TMA).² MPOs with TMA status have certain transportation planning, programming, and congestion management.

Purpose and Intent

This handbook serves as a quick reference guide to help transportation professionals, elected officials, and the public understand the activities and responsibilities of Cape Cod Metropolitan Planning Organization (MPO).

Membership of the Cape Cod MPO

The MPO is made up of eleven voting members that meet five to ten times annually. The membership is outlined in the following table. A map of regional representatives is shown on the following page.

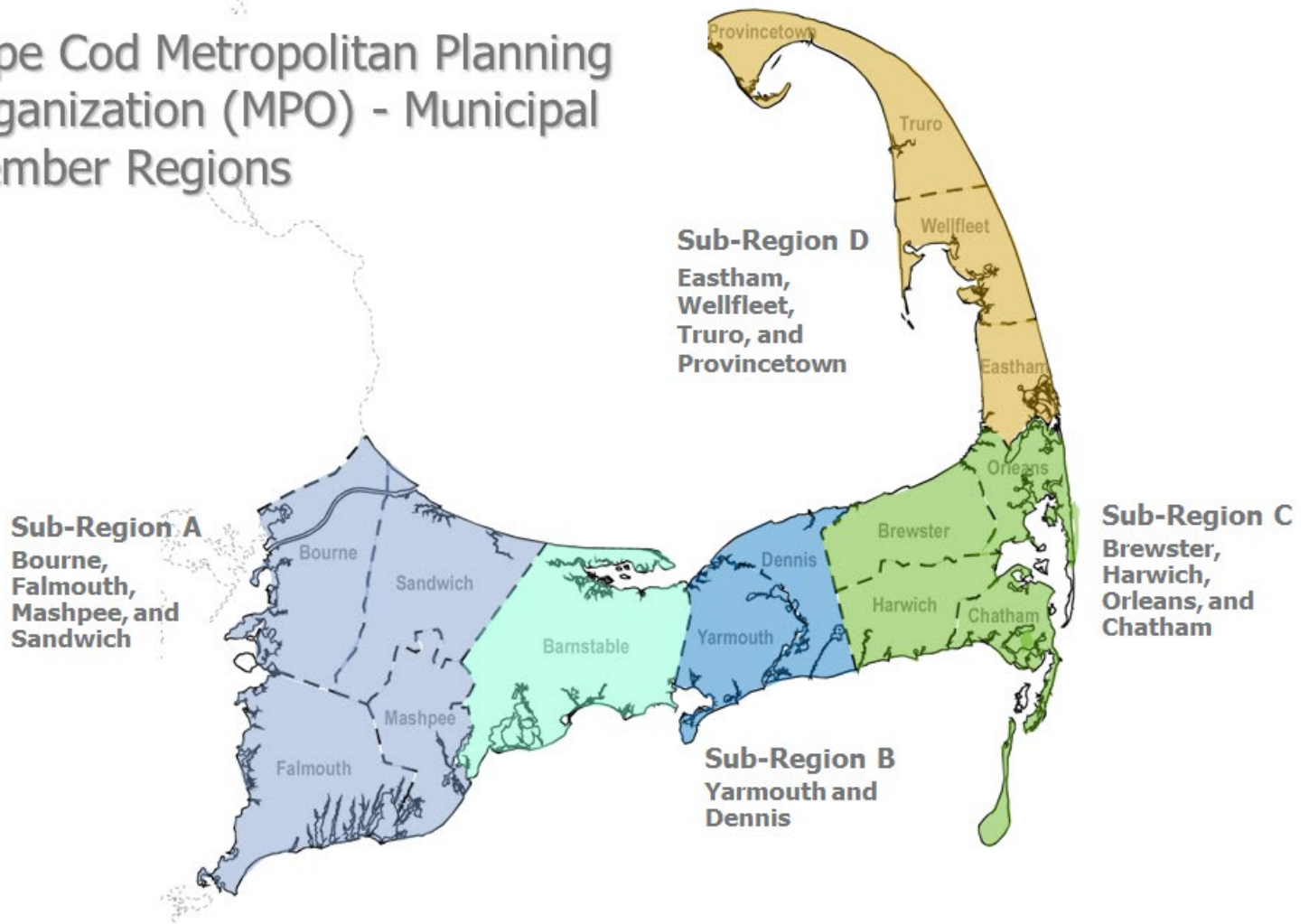
Agency/Region	MPO Signatory
Massachusetts Department of Transportation (MassDOT)	Stephanie Pollack
MassDOT Highway Division	Jonathan L. Gulliver
Cape Cod Regional Transit Authority (CCRTA)	Robert Lawton
Cape Cod Commission (CCC)	Harold Mitchell
Barnstable County Commissioners	Mark Forest
Mashpee Wampanoag Tribe	Jason Steiding
Town of Barnstable	Dan Santos
Sub-region A (Bourne, Falmouth, Mashpee, and Sandwich)	Judith MacLeod-Froman
Sub-region B (Dennis and Yarmouth)	Sheryl McMahon
Sub-region C (Brewster, Chatham, Harwich, and Orleans)	Kevin Galligan
Sub-region D (Eastham, Wellfleet, Truro, and Provincetown)	Robert Weinstein

The MPO also includes Ex-Officio Members: Federal Highway Administration, Federal Transit Administration, Army Corps of Engineers, National Park Service/Cape Cod National Seashore, the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority, and the Chair of the Cape Cod Joint Transportation Committee serve as non-voting members of the MPO.

The staff of the Cape Cod Commission, Cape Cod Regional Transit Authority, Massachusetts Department of Transportation, along with staff of the local towns, participates in the process through preparation of the documents for MPO action.



Cape Cod Metropolitan Planning Organization (MPO) - Municipal Member Regions



MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

Established in 2009, the Massachusetts Department of Transportation (MassDOT) is responsible for transportation planning as well as construction and operation of transportation infrastructure for the Commonwealth of Massachusetts. The organization oversees four divisions: Highway, Rail & Transit, Aeronautics and the Registry of Motor Vehicles, as well as the Office of Planning and Programming.

The MassDOT mission is to deliver excellent customer service to people who travel in the Commonwealth, and to provide our nation's safest and most reliable transportation system in a way that strengthens our economy and quality of life. A seven-member Board of Directors appointed by the Governor with expertise in transportation, finance and engineering oversees the organization. MassDOT is administered by a Secretary of Transportation, appointed by the Governor to serve as Chief Executive Officer.

MassDOT has two voting representatives on the Cape Cod MPO: one representing the MassDOT Secretary/Chief Executive Officer and the other representing the MassDOT Highway Division Administrator. The officials may designate another official from within their respective agency to regularly represent the agency. As the implementing agency an affirmative vote is required by the MassDOT representatives to endorse federal certification documents.

CAPE COD REGIONAL TRANSIT AUTHORITY

The Cape Cod Regional Transit Authority (CCRTA) is one of 15 Regional Transit Authorities within the Commonwealth of Massachusetts and has been providing public transportation services since 1976 to residents and visitors as well as consumers of state agencies and human service organizations for all 15 Cape Cod communities. The CCRTA mission is to provide excellent customer service through efficient, reliable, safe, and affordable transit options to all of our customers and communities. The CCRTA Board has representatives from the fifteen towns of Barnstable County.

CAPE COD COMMISSION

The Cape Cod Commission (CCC) is the regional planning and regulatory authority for Barnstable County. The CCC representatives consist of the fifteen towns and a County Commissioner, a Minority Representative, an American Indian Representative, and a Governor's Appointee. The CCC mission is to keep a special place special and to protect the unique values and quality of life on Cape Cod by coordinating a balanced relationship between environmental protection and economic progress.

The CCC carries out this mission by leading, supporting, and enforcing the development of regional plans, policies, regulations, and infrastructure to guide and manage growth, and by supporting the 15 Cape Cod towns with professional and cost-effective planning and technical support services. The CCC staff also serves as staff to the Cape Cod MPO.

BARNSTABLE COUNTY COMMISSIONERS

The three Barnstable County Commissioners are elected at large and serve four-year staggered terms. Responsibilities include direction of county agencies (including the CCC), preparation of budgets for submission to the Assembly of Delegates, care of county property and finances, proposing ordinances to the Assembly of Delegates, and appointment of the County Administrator.

MASHPEE WAMPANOAG TRIBE

The Mashpee Wampanoag Tribe is one of two federally recognized tribes of Wampanoag people in Massachusetts. Recognizing the importance of their representation and participation in regional transportation planning, a Mashpee Wampanoag Tribal representative was added to the Cape Cod MPO following their federal recognition as a tribe in 2007. The Tribe currently consists of more than 1,400 enrolled members and is led by the Mashpee Wampanoag Tribal Council. The Tribal Chairman of the Mashpee Wampanoag Tribal Council serves as the representative on the Cape Cod MPO, but may designate an official from within the Mashpee Wampanoag Tribe to regularly represent the Mashpee Wampanoag Tribe.

TOWN OF BARNSTABLE

The largest town on Cape Cod, the Town of Barnstable, is represented by one of the eleven voting members on the Cape Cod MPO. The Barnstable Town Council, a thirteen member elected body is the legislative and policy-making branch of town government. The council develops, adopts and enacts policies and ordinances, which it believes promote and enhance the general welfare of the town. The President of the Barnstable Town Council serves as the representative to the Cape Cod MPO, but may designate an official from within the Town of Barnstable to regularly represent the Town of Barnstable.

SUB-REGION REPRESENTATIVES

The interests of the local officials and the public in the other 14 towns on Cape Cod are heard through four sub-region representatives. The sub-region representatives are elected to a three-year term by the selectmen in their respective sub-region. Sub-region representatives may select another selectman or town official to serve as an alternate in his/her absence.

CAPE COD JOINT TRANSPORTATION COMMITTEE

The Cape Cod MPO has established a committee of technical professionals known as the Cape Cod Joint Transportation Advisory Committee (CCJTC) to serve as the transportation advisory group to the MPO. The CCJTC members consist of representatives of the fifteen towns of Barnstable County: Barnstable, Bourne, Brewster, Chatham, Dennis, Eastham, Falmouth, Harwich, Mashpee, Orleans, Provincetown, Sandwich, Truro, Wellfleet, Yarmouth, and a Bicycle Representative.

In addition, attendance and participation are encouraged by representatives of other groups, who are non-voting, but whose input in the process is important including MassDOT; the Cape Cod Commission; the CCRTA; the Barnstable County Commissioners; the Assembly of Delegates; the Mashpee Wampanoag Tribe the Association to Preserve Cape Cod; and any other individuals who may assist the CCJTC in its role of making recommendations to the Cape Cod MPO such as elected officials, members of the public, representatives of the public and private institutions, and representatives of major transportation providers.

MPO Responsibilities

MPOs are responsible for meeting federal policy requirements, developing a long-range transportation plan, and reviewing and prioritizing transportation improvement alternatives with the State and public transportation operators. In addition, MPOs may also develop long-range capital plans, coordinate transit services and projects, and carry out a variety of other activities pursuant to State law.

Transportation alternatives such as regional roadways, freight movement systems, transit system changes, airports, waterways, and bike and pedestrian access ways are examined through a regional transportation planning process, where projects are analyzed and presented to decision making bodies for vetting and appropriation.

By federal law, MPO plans and TIPs must consider all modes of transportation. They must provide for the “development and integrated management and operation of transportation systems and facilities” (including accessible pedestrian walkways and bicycle transportation facilities) that will function as an intermodal transportation system at the metropolitan level and “as an integral part of an intermodal transportation system for the State and the United States.” The process for developing plans and TIPs must be “continuing, cooperative, and comprehensive”.

MPO Work Products

Federal law requires all MPOs to develop and adopt three federal certification documents –the Regional Transportation Plan (RTP), the annual Unified Planning Work Program (UPWP) and the Transportation Improvement Program (TIP). These three documents work together with the RTP setting up a long-term regional plan, the UPWP providing the framework for the analysis of potential transportation improvements, and the TIP prioritizing transportation improvement projects to be constructed in the next four years.



REGIONAL TRANSPORTATION PLAN (RTP)

The Regional Transportation Plan (RTP) identifies the major transportation investments, and improvements that are projected to be accomplished during the next twenty (20) years. It is the long-range view of transportation based on existing system data and needs. Through the RTP effort, the Cape Cod MPO strives to assess the existing transportation system and its federal aid components—whether transit, highway, pedestrian, or other—and endeavors to improve the transportation system and its connections for better mobility for residents, commuters, and visitors.

The RTP sets the long-range framework for the region, not only through specific projects, but also through the consensus on general direction and policies. The RTP development process is a very important time for the public to communicate ideas for improving general issues that need to be addressed.

Transportation improvement programs and regionally significant projects (costing more than 10 million) are included in the plan to identify long-term capital investments and strategies that will help address future transportation demand. The RTP must be “financially constrained” meaning the total amount of expected costs cannot exceed the total amount of expected revenues.

The RTP is updated every four years and amended as need if significant changes occur in the interim. Once the Cape Cod MPO approves the RTP, they submit it for review by state and federal authorities.

UNIFIED PLANNING WORK PROGRAM (UPWP)

The Unified Planning Work Program (UPWP) identifies planning studies and tasks related to the transportation planning on Cape Cod that will be completed in the next year. These studies and tasks include data collection, development of the required MPO documents (RTP, UPWP and TIP), and planning studies (such as corridor studies, travel surveys, and safety studies). This plan is developed annually.

The UPWP is developed each year at public meetings of the CCJTC and Cape Cod MPO for the federal fiscal year that begins on October 1. Input on potential planning studies is sought from local officials and the public at these meetings.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Program (TIP) details and includes all federally-funded transportation improvement projects in the region that are scheduled to occur in the next five (5) years. The TIP must be “financially constrained” and must include a description of the project with details on the cost and sources of revenue.

Projects listed in the TIP come out of priorities identified in the RTP and often follow planning studies from the UPWP. The TIP includes both “highway” and transit projects. “Highway” projects include all projects related to the roadway infrastructure as intersection improvements, bridge repair, and multi-use path construction. Transit projects support Cape Cod Regional Transit Authority (CCRTA) services and include projects such as bus purchases.

The TIP is developed each year at public meetings of the CCJTC and Cape Cod MPO. The CCJTC votes on a recommended TIP to be presented to the Cape Cod MPO where it is ultimately endorsed.

The RTP, UPWP, and TIP, along with other major studies or documents under development, are included on the CCJTC and MPO meeting agendas. CCC staff presents drafts of these documents for recommendation to the CCJTC and to the MPO for endorsement. All documents are available on the Cape Cod Commission website (<http://www.capecodcommission.org/>).

Title VI and Environmental Justice

The Civil Rights Act of 1964, together with related statutes and regulations, provides that “no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The law requires that any agency receiving Federal funding comply with Title VI.

Title VI bars intentional discrimination as well as disparate impact discrimination (e.g., a neutral policy or practice that has a disparate impact on protected groups). Subsequent federal nondiscrimination statutes prohibit discrimination based on race, color, national origin, economic status, disability

and sex in the provision of benefits and services in programs and activities receiving federal funds.

As a sub-recipient of Federal funding, the MPO is required to establish a Title VI/nondiscrimination program that provides robust public outreach and participation to ensure that it actively seeks to engage underserved populations, including minorities, low-income community members, and people with limited English proficiency in the transportation planning process.

Federal Executive orders also address environmental justice in minority and low-income populations. Environmental Justice focuses on enhanced public involvement and an analysis of the distribution of benefits and impacts during project planning and development. As part of its Title VI program the MPO is required to identify and address as appropriate disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on underserved populations and provide increased opportunity for involvement to ensure effective participation.

More information about the MPO's Title VI/Nondiscrimination program is provided in the Public Participation Plan.

CAPE COD COMMISSION

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