

**MASSDOT - HIGHWAY DIVISION**  
Project Initiation Form

Proponent: \_\_\_\_\_ Title: \_\_\_\_\_

Municipality/Organization: \_\_\_\_\_

PIF completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

**Part I – General Information**

Project Location: \_\_\_\_\_

**Project Need:** Briefly restate the primary project need or goal as developed in the Project Need Form (e.g. rehabilitate a roadway, improve safety at an intersection, reduce corridor congestion, improve pedestrian facilities, or provide bike accommodation).

**Regional Benefit:** Describe any regional benefits that would be realized should the Project Need be met.

**Part II – Project Costs and Responsibilities**

**Estimated Costs:** Provide available cost estimates or estimated cost ranges in current-year dollars and attach any cost estimate work sheets or summaries.

Estimated Construction Costs:		Estimated Other Costs:	
Construction Items:	_____	Planning/Design:	_____
Contingencies (10%):	_____	Right-of-way:	_____
Other Constr. Costs (10%):	_____	Environmental Mitigation:	_____
<b>Total Construction Cost:</b>	_____	<b>Total Other Costs:</b>	_____

**Anticipated Funding Program:**

STP	_____	CMAQ	_____	HSIP	_____
TAP	_____	NHPP	_____	HPP	_____
NFA	_____	Other	_____		_____

Indicate all potential sources of funding that may apply to the project

Project Responsibilities:	MassDOT	Community	Other (specify)
Project Management			
Design			
Permitting			
Right of Way			

**Part III: Project Description**

**A. Proposed Improvements to Facility**

**1. Scope of Work:** Describe the proposed improvements including limits of work, length of the project, major improvements, proposed cross-section, improvements to secondary assets, and related work. The description of proposed improvements to secondary assets should include improvements to curbing, sidewalks, traffic signals, signs, lighting, landscaping, drainage, walls, etc. The scope of work for a multi-use path should also identify at-grade crossing treatments.

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**2. Proposed pavement rehabilitation:** Describe the proposed rehabilitation methods that are being considered. Keep in mind that the final pavement improvements will be identified through the development of a pavement design submitted as part of the project design process.

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**3. Pedestrian Accommodations:** Describe how the improvements are addressing pedestrian accommodation according to ADA/AAB requirements, through improving existing facilities, improving safety and traffic calming, as well as proposing new or expanded facilities.

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**4. Bicycle Accommodations:** Describe how the improvements are addressing bicycle accommodation through improving existing facilities, as well as proposing new or expanded facilities.

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**5. Design Exceptions:** Identify whether any exceptions to MassDOT design criteria are anticipated.

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**6. Alternatives Analysis:** Identify any alternatives that have been considered. Attach any pertinent information related to that analysis.

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**7. Retention of Existing Infrastructure:** Identify efforts to retain/preserve existing Infrastructure, e.g. reuse of curbing, sidewalk, minimized/targeted vertical or horizontal geometric changes, etc. ● GreenDOT

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**8. Potential Impacts to Utilities:** Identify any anticipated impacts or complications the proposed improvements will have on utilities.

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**B. Mobility Improvements**

1. Describe how the proposed improvements will impact mobility. Include any traffic analysis, including LOS (Level of Service) data, if available. ● GreenDOT

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2. Identify whether the proposed improvements will impact connectivity or access along the corridor or to facilities. If this is a new connections, include existing and proposed travel times. ● GreenDOT

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3. Identify how the project will impact mobility for pedestrians, bicyclists and transit users. ● GreenDOT

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**C. Safety and Security Improvements**

1. Describe any improvements that are expected to reduce the crash potential. Provide any highway safety analysis that has been completed.

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2. Describe any improvements that are expected to improve safety for other multi-modal users such as pedestrians, bicyclists, persons with disabilities, transit riders, trucks, school children, etc. ● GreenDOT

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3. If the project is on a designated evacuation route or NHS corridor, how will the project impact the route?

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**D. Economic Development - Problem, Need, or Opportunity**

1. Describe any improvements that improve a business district, business related elements or support proposed economic development opportunities.

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2. Identify improved access to services, industry clusters or job creation in the project area. Include the number of jobs to be created, if available. ● GreenDOT

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3. Identify how the improvements reflect Smart Growth Development and Sustainable Development Principles. ● GreenDOT

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**E. Environmental Impacts and Improvements**

Describe any improvements or impacts to the resources. Consider any storm water improvements and changes in impervious area. Identify any anticipated permitting that could be problematic.

1. Wetland(s):

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2. Water Supply Watershed(s):

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3. Storm Water Improvements/Impaired Waterbodies:

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4. Priority Habitat(s):

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5. Historic/Cultural/Scenic Resource(s):

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6. Air Quality and Greenhouse Gases: Will the improvements impact greenhouse gases through construction methods, operational modifications, and changes in connectivity, access, or travel behavior.

● GreenDOT

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7. Hazardous Materials: Is it anticipated that the proposed work will involve handling hazardous materials within the project limits or on any adjacent properties?

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**F. Community Effects**

1. Identify how much right of way is anticipated to complete the project, including fee takings, permanent and temporary easements.

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2. Describe how the project will improve/impact the neighborhood with respect to access to services, jobs, and public transit.

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3. Describe any effect the improvements will have on the existing housing stock or potential for new housing development.

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4. Identify any improvements that involve community planning and equitable sharing of benefits/burden or are particularly targeted within an Environmental Justice area.

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**G. Transportation Enhancements**

1. Identify any transportation enhancements, such as pedestrians, bicyclists and transit accommodations, education; landscaping; scenic/historic acquisition, beautification, preservation, programs, or facilities; outdoor advertising management; archeological planning and research; environmental mitigation or wildlife mortality reduction efforts.

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2. Are the proposed enhancement elements supported by the MPO?

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**H. Planning and Public Outreach and Support**

1. Describe any additional Public Outreach that has occurred since the PNF was submitted. Include any public informational meetings, local mailings, workshops, planning documents, etc., where the proposed improvements were specifically presented to abutters, businesses and/or the general public. Include information on meeting dates, attendance, concerns, and support.

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2. Were there any special needs that needed to be accommodated to fully engage the public with respect to public outreach?

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**I. Maintenance**

1. Identify any improvements that involve particular long-term or ongoing maintenance implications.

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2. Identify any improvements that will improve the environmental sustainability of the facility related to operation and maintenance.

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**Thank you for completing this form. Please submit the PIF to the Regional MPO/RPA and the MassDOT Highway Division District office.**