
Memorandum

To: PACTS Municipal Managers, Transit Agency Directors
Cc: PACTS Policy Board & PACTS Regional Transportation Advisory Committee
Jennifer Grant, Claire Winter, MaineDOT
From: Aubrey Miller, Senior Transportation Program Manager, GPCOG
Date: June 3, 2026
Subject: Candidates for the 2027-2029 MaineDOT Work Plan and 2027-2030 PACTS TIP
– **Supplemental Materials Due August 1**

To project sponsors who submitted Notice of Intent by June 1:

- Thank you for your submission! As noted in the memo dated April 21, 2026, you must submit supplemental materials to GPCOG staff (transportation@gpcog.org) by August 1. Details regarding the required materials are below.

To other municipal managers and transit agency directors:

- Please review this information in preparation for submitting projects for consideration in future MaineDOT Work Plan and PACTS Transportation Improvement Program (TIP) funding cycles.

Supplemental Materials

The supplemental materials are intended to demonstrate project “readiness”—that is, the project’s deliverability and feasibility within a fiscally constrained timeline. Per the criteria described by MaineDOT staff in their presentations to the PACTS Regional Transportation Advisory Committee and PACTS Policy Board in May, as well as recommendations contained in the region’s [Transportation Access Analysis and Action Plan](#), the requirements are shown in Table 1 (for projects being submitted for preliminary engineering funding) and Table 2 (for projects being submitted for construction funding).

Table 1: Requirements for Projects Being Submitted for Preliminary Engineering Funding

Requirement	Details
Cost Estimate	<i>It is assumed that project sponsors already submitted a planning level construction cost estimate with the Notice of Intent.</i>
Documentation of Formal Municipal/Agency Support	<u>For projects with the following impacts</u>, a project-specific <u>council/board vote</u> in support of the project is required: • Reduction or increase of highway capacity or any significant change to mobility; any other reconfiguration of lanes. • Changes to stop condition or intersection controls. • Any change of access or closures. <u>For other projects</u>, a <u>letter of support</u> from official staff (e.g., city/town manager) is sufficient.
Documentation of Commitment to the Local Match (Vote Now, Budget Later)	A formal <u>council/board vote</u> committing to the local match is required. <i>If the project is funded in the MaineDOT Work Plan, the local match must be added to the <u>municipal budget in the spring</u> after Work Plan release.</i>
Documentation of Public Involvement	Documentation of some form of <u>public involvement</u>, such as a public meeting, is required <u>for projects with the following scopes</u>: • New traffic control, lane reconfiguration or significant change to mobility, changes to stop condition or intersection controls.
Documentation of Traffic Modeling and Engineering Analysis	Traffic modeling and engineering analysis are required <u>in specific scenarios</u> (e.g., roundabout, lane additions/reductions) as outlined in MaineDOT's Traffic Modeling Guidebook. When required, modeling and analysis must be submitted to MaineDOT for review ahead of MaineDOT Work Plan candidate submission.
Identification of Potential Unintended Consequences ⁱ	A brief narrative describing how the project sponsor has considered the potential for unintended consequences, as well as how to address them, is required. See the endnote for additional information.

Table 2: Requirements for Projects Being Submitted for Construction Funding

Requirement	Details
Documentation of PDR Complete	The documentation of <u>PDR (Preliminary Design Report) Complete</u> must indicate that: • Design and estimate are finalized • All design decisions have been made, and all involved parties are accepting of final design • If there are ROW impacts, there has been a public process
Documentation of Formal Municipal/Agency Support	<u>For projects with the following impacts</u>, a project-specific <u>council/board vote</u> in support of the project is required: • Reduction or increase of highway capacity or any significant change to mobility; any other reconfiguration of lanes. • Changes to stop condition or intersection controls. • Any change of access or closures. <u>For other projects</u>, a <u>letter of support</u> from official staff (e.g., city/town manager) is sufficient.
Documentation of Commitment to the Local Match (Vote Now, Budget Later)	A formal <u>council/board vote</u> committing to the local match is required. <i>If the project is funded in the MaineDOT Work Plan, the local match must be added to the <u>municipal budget in the spring</u> after Work Plan release.</i>
Documentation of Public Involvement	Documentation of some form of <u>public involvement</u>, such as a public meeting, is required <u>for all projects</u> being submitted for construction funding.
Municipal-State Agreement	<i>If the project is funded in the MaineDOT Work Plan, the project sponsor should expect to execute a municipal-state agreement in the spring after Work Plan release.</i>
Identification of Potential Unintended Consequences ⁱⁱ	A brief narrative describing how the project sponsor has considered the potential for unintended consequences, as well as how to address them, is required. See the endnote for additional information.

Please refer to [MaineDOT's Project Readiness presentation](#) and region's [Transportation Access Analysis and Action Plan](#) for additional information on these requirements.

Next Steps

Project sponsors must submit all required supplemental materials by **August 1**. Following review of those materials, GPCOG will submit a prioritized list of projects to MaineDOT by **August 30**.

ⁱ The region's [Transportation Access Analysis and Action Plan](#) explains that regional plans and project applications often focus on the benefits of transportation investments while leaving adverse environmental, social, or economic impacts poorly defined. As a result, a project may have unintended consequences—affecting communities or causing harm that the project owner did not foresee. Some projects may advance certain goals while actively hindering progress on others. These unintended consequences of investments may be unfairly borne by some communities.

The [Transportation Access Analysis and Action Plan](#) recommends that project sponsors identify potential unintended consequences early in project development. Below is a sample of potential unintended consequences:

- Transit projects:
 - Localized traffic, air quality, or noise impacts at station areas
 - Full or partial property acquisition, which may lower tax base
 - Direct displacement and relocation of residents or businesses
 - Indirect displacement resulting from higher property values and higher rents
- Roadway improvement projects:
 - Degradation in air quality, either temporarily during construction or permanently after construction
 - Higher ambient noise levels in a community
 - Changes in visual quality or scenic vistas
 - Changes in local accessibility and travel patterns

ⁱⁱ See previous endnote.