



CHAPTER 5

Certification Requirements

5.1 INTRODUCTION

The projects in this chapter are categorized as certification requirements because they include work that the Boston Region Metropolitan Planning Organization (MPO) must do to maintain its certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The projects also include activities that are necessary to comply with federal and state laws, such as the federal Clean Air Act Amendments and the Americans with Disabilities Act of 1990.

The budget tables for the individual projects in this chapter describe the salary and overhead costs associated with these projects. Any direct costs associated with the projects are included in the Direct Support budget table in Chapter 8, Administration, Resource Management, and Support Activities.

Table 5-1 summarizes the funding in FFY 2016 and FFY 2017 as well as the work progress and products for the ongoing programs conducted as part of the MPO's certification requirements. Although many of these programs generally comprise the same type of task from year to year, often there are variations in budgets that reflect greater or lesser emphasis in certain efforts. For example, MPO staff may undertake new or additional data collection and/or analysis under specific line items; the tasks undertaken as part of one line item in one year may be folded into an ongoing activity in a subsequent year; or, there simply may be fluctuations in staffing levels. Where appropriate, these differences are explained in the table.



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Table 5-1: FFY 2016/FFY 2017 Certification Requirements

Name	ID	FFY 2016 Total Funding	FFY 2016 FHWA PL Funds	FFY 2016 FTA Section 5303 Funds	FFY 2016 Work Progress and Products	FFY 2017 FHWA PL Funds	FFY 2017 FTA Section 5303 Funds	FFY 2017 Total Funding	FFY 2017 Planned Work Progress and Products
CTPS Activities									
3C Planning and MPO Support	Varies by Task	\$578,400	\$404,880	\$173,520	<p>Prepared meeting and information materials—including agendas, minutes, notices, document translations, memoranda, reports, correspondence, summaries, and website postings, as well as maps, charts, illustrations, and other visual materials—as needed.</p> <p>Continued to support the meetings and activities of the MPO board, the MPO committees, and the Regional Transportation Advisory Council.</p> <p>Conducted communications with the public, including publishing TRANSREPORT.</p> <p>Conduct planning to support compliance with federal requirements and guidance.</p>	\$433,121	\$176,909	\$610,030	Activities generally remain the same from year to year.
Long-Range Transportation Plan	10101	\$318,200	\$222,740	\$95,460	<p>Updated details and analyses in the Needs Assessment to supply the most current information to the MPO and the public.</p> <p>Prepared amendments to Charting Progress to 2040, the MPO's LRTP.</p> <p>Expanded the MPO's scenario-planning capabilities by using the regional travel demand model and various planning tools such as TREDIS and CubeLand to support the performance-based planning and programming process.</p> <p>Produced summaries of results from the transportation scenario analyses for the MPO.</p> <p>Reviewed and updated performance measures and prepared targets for the MPO's goals and objectives.</p> <p>Prepared memoranda on performance-based planning topics such as performance targets and guidelines for the LRTP system performance report.</p> <p>Planned LRTP system performance reports for monitoring measures-of-interest trends and tracking the MPO's performance-meeting targets.</p> <p>Conducted public outreach on all LRTP topics, including the Needs Assessment updates, scenario planning, and further development of performance measures and targets; reported the results to the MPO for use in all of its planning and programming</p>	\$197,232	\$95,559	\$292,791	<p>Continue to develop the MPO's performance based planning data and analysis to comply with FHWA rulemaking. Incorporate Green Line Extension changes into the LRTP.</p> <p>Continue to make amendments to the LRTP as needed, based on TIP development and amendments.</p> <p>Produce summaries of results from transportation scenario analyses for the MPO. Prepare LRTP system performance reports monitoring measures-of-interest trends and tracking the MPO's performance-meeting targets.</p> <p>Conduct public outreach on all LRTP topics, including Needs Assessment updates, scenario planning, and further development of performance measures and targets; report results to the MPO for use in all of its planning and programming.</p>

(Table 5-1 cont.)

Name	ID	FFY 2016 Total Funding	FFY 2016 FHWA PL Funds	FFY 2016 FTA Section 5303 Funds	FFY 2016 Work Progress and Products	FFY 2017 FHWA PL Funds	FFY 2017 FTA Section 5303 Funds	FFY 2017 Total Funding	FFY 2017 Planned Work Progress and Products
Transportation Improvement Program	10103	\$174,200	\$121,940	\$52,260	<p>Development of the FFY 2017 to FFY 2021 TIP.</p> <p>Outreach to municipalities in the region through TIP and UPWP workshops, MAPC subregional meetings, and correspondence with municipal TIP contacts and chief elected officials.</p> <p>Updates to the online TIP Interactive Database.</p> <p>Review of TIP project evaluation criteria.</p> <p>Preparation of TIP amendments and administrative modifications, as necessary.</p> <p>Analysis and reporting on performance measures and performance-based planning.</p>	\$117,036	\$47,804	\$164,840	Activities generally remain the same from year to year.
Unified Planning Work Program	10104	\$98,000	\$68,600	\$29,400	<p>Development of the FFY 2017 UPWP.</p> <p>Outreach to municipalities in the region through TIP and UPWP workshops and MAPC subregional meetings to develop study ideas for the UPWP.</p> <p>Outreach to the Regional Transportation Advisory Council to develop study ideas for the UPWP and to educate and inform the council about the UPWP products and process.</p>	\$87,472	\$35,728	\$123,200	Activities generally remain the same from year to year; however, in FFY 2017, MPO staff plans to make this position more involved in tracking the progress of studies conducted as part of the UPWP, and documenting in a database the implementation of recommendations that are made in studies.
Air Quality Conformity and Support Activities	10112	\$24,500	\$17,150	\$7,350	<p>Conducted air quality analyses, including greenhouse gas analyses, for projects to be considered for funding in the TIP, as well as for those to be considered for Congestion Management and Air Quality funding.</p> <p>Updated air quality emission factors using the latest emission factors software.</p> <p>Attended State Implementation Plan meetings for updates on state air quality legislation.</p> <p>Provided support to MassDOT on air-quality matters.</p>	\$20,547	\$8,393	\$28,940	Activities generally remain the same from year to year.
Boston Region MPO Title VI Reporting	11355	\$32,000	\$22,400	\$9,600	<p>Provided annual update to MassDOT.</p>	\$15,698	\$6,412	\$22,110	Activities vary from year to year, depending on MassDOT requirements.

(Table 5-1 cont.)

Name	ID	FFY 2016 Total Funding	FFY 2016 FHWA PL Funds	FFY 2016 FTA Section 5303 Funds	FFY 2016 Work Progress and Products	FFY 2017 FHWA PL Funds	FFY 2017 FTA Section 5303 Funds	FFY 2017 Total Funding	FFY 2017 Planned Work Progress and Products
Congestion Management Process	11123	\$92,200	\$64,540	\$27,660	<p>Technical memorandum: "Congestion Scans for the Expressways and Select Arterials in the Boston MPO Region"</p> <p>Technical memorandum: "Create Regional Economic Costs of Congestion criteria"</p> <p>Technical memorandum: "Transit Bus Performance Monitoring"</p> <p>Online dashboards: The Express Highway Performance Dashboard was updated to include all expressways in the MPO Model Region. The Arterial Performance Dashboard was updated to include additional arterials in the Boston Proper area.</p>	\$70,915	\$28,965	\$99,880	<p>Possible MBTA Bicycle Parking/MBTA Park and Ride Lot Monitoring data collection and analysis.</p> <p>Possible analysis of travel-time datasets from companies such as INRIX or Google.</p> <p>Possible updates to the Express-Highway Performance Dashboard and Arterial Performance Dashboard.</p>
Freight Planning Support	11145	\$46,000	\$46,000	\$0	<p>Report: "Trucks in the South Boston Waterfront" (FFY 2015 Freight Plan)</p> <p>Technical memorandum: "Rest Locations for Long-Distance Truck Drivers;" also data development and stakeholder outreach.</p>	\$51,200	\$0	\$51,200	<p>Possible follow-up work on rest locations if requested by stakeholders. Study region could be expanded or specific sites could be investigated. Data development and stakeholder outreach will continue.</p>
Transportation Equity/ Environmental Justice Support	11132	\$100,900	\$70,630	\$30,270	<p>Developed work on redefining disadvantaged populations for use in future TIP and LRTP analysis. Continued work to revise the disparate impact and disproportionate burden policy.</p> <p>Engaged in transportation needs assessment outreach to organizations and agencies familiar with the needs of environmental justice areas, and developed memoranda to document outreach activity results.</p> <p>Updated the transportation equity and environmental justice contact database. Surveyed contacts in the environmental justice database and conducted various demographic and socioeconomic analyses.</p> <p>Updated information on available TMA and private carrier transportation services.</p>	\$76,148	\$31,103	\$107,251	<p>Based on feedback received during the most recent Federal Certification Review, this program is planned to be enhanced and expanded in FFY 2017.</p>
TOTAL		\$1,464,400	\$1,038,880	\$425,520		\$1,069,369	\$430,873	\$1,500,242	

3C = Continuing, Comprehensive, and Cooperative transportation planning process. CTPS = Central Transportation Planning Staff. FFY = federal fiscal year. FHWA = Federal Highway Administration. FTA = Federal Transit Administration. LRTP = Long-Range Transportation Plan. MAPC = Metropolitan Area Planning Council. MassDOT = Massachusetts Department of Transportation. MBTA = Massachusetts Bay Transportation Authority. MPO = Metropolitan Planning Organization. PL = Federal Highway Administration transportation planning funds. TIP = Transportation Improvement Program. TMA = Transportation Management Association. TREDIS = Transportation Economic Development Impact System. UPWP = Unified Planning Work Program.



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5.2 CERTIFICATION REQUIREMENT ACTIVITIES

This section describes the certification requirement activities and plans that MPO staff conducts during the FFY.

3C PLANNING AND MPO SUPPORT

Project ID Number	See Individual Tasks Below
FHWA 3C PL Funds	\$433,121
FTA Section 5303 Funds	\$176,909
FFY 2017 Total Budget	\$610,030

Note: FTA and FHWA funds include the MassDOT local match

Purpose

The work described below consists of the 3C activities that support the federally mandated transportation-planning process that is continuing, comprehensive, and cooperative. This process creates numerous products and materials and furthers MPO operations and decision-making.

Approach

The activities included in this category of certification requirements are separated into the specific work areas detailed below.

SUPPORT TO THE MPO

Project ID 90011: Support to the MPO and Its Committees

Support to the MPO and its committees includes implementing MPO policies on planning and programming, planning and coordinating delivery of information for MPO decision-making, and supporting the work and operation of the MPO and its committees. It involves providing support for MPO meeting management and planning, delivering MPO communications, and implementing the MPO's public participation program. Some tasks related to MPO meetings, MPO committee meetings, Regional Transportation Advisory Council (Advisory Council) meetings, and other MPO-sponsored meetings include:

- Developing meeting agendas
- Preparing and distributing informational materials, including document postings on the MPO's website and via email
- Conducting meeting site selection and logistics planning
- Setting up audio/visual equipment for meetings
- Attending and recording meetings
- Completing meeting follow-up activities, such as maintaining the information flow for members of the MPO and the public, processing approved work scopes, preparing audio-recording files, and documenting meeting minutes

Technical and process support is provided to the MPO's Unified Planning Work Program (UPWP) Committee, Administration and Finance (A&F) Committee, Congestion Management Process (CMP) Committee, and other ad hoc committees that are formed as needed.

- The CMP Committee meets as needed throughout the year to discuss the federally required CMP. Activities include developing and reviewing its Transportation Improvement Program (TIP) Intersection Improvement Program and making recommendations to the MPO.
- The A&F Committee meets periodically to make recommendations to the MPO on the staff's operating budget, legal matters, and other administrative functions.
- The UPWP Committee meets as needed throughout the year to develop a UPWP for the upcoming federal fiscal year (FFY) and to monitor expenditures and the progress of studies and programs in the current fiscal year.
- The Advisory Council is the MPO's citizens' advisory committee. MPO staff provides operations support to this body and its subcommittees.

This work program also includes consultation with other entities and agencies involved with or interested in 3C planning activities, collaboration with other Massachusetts MPOs (with more detailed coordination with those in the Boston Region urbanized area), and communication with Metropolitan Area Planning Council (MAPC) subregional groups.

MPO support also includes conducting metropolitan transportation planning and implementing planning activities for the MPO. The goal of this work is to ensure compliance with federal regulations and requirements and to provide excellence in transportation planning processes, techniques, and outcomes. The work involves researching, analyzing, and reporting information on 3C planning topics, including those identified in federal reauthorization legislation, and issues related to other federal policies, regulations, and guidance. It also involves responding to federal recommendations or requirements for certification documents or MPO

certification, and incorporating new requirements into the MPO's 3C program. MPO staff will continue to implement Fixing America's Surface Transportation (FAST) Act requirements (see Chapter 2 and Chapter 3) as guidance from this federal legislation is communicated to the MPO, and staff will also be prepared to implement future legislation.

Other activities include the day-to-day oversight of 3C-program-related activities, reports on the progress of projects listed in the UPWP, collection and fielding of day to day comments and inquiries, and responses to requests for information and support.

Project ID 90021: Regional Transportation Advisory Council Support

The Advisory Council is the MPO's citizens' advisory committee. MPO staff provides operations support to this body and its subcommittees. This includes planning programs and meetings, scheduling speakers, and preparing and distributing agendas, meeting notices, informational packets, and meeting minutes. It also includes helping to conduct meetings; attending and making presentations at meetings; organizing and conducting field trips; soliciting new members; implementing and updating the bylaws; coordinating other activities, such as Advisory Council elections; and maintaining contact lists. MPO staff provides information, updates, and briefings on MPO activities, studies, and reports; requests and coordinates comments on MPO documents; and works with the Advisory Council and its committees as they conduct their programs, planning, and reviews.

Project ID 90025: TRANSREPORT

The MPO's newsletter, TRANSREPORT, is an important part of the MPO's public involvement program. MPO staff is responsible for soliciting, researching, and writing articles about MPO studies and activities. This work includes managing all aspects of the newsletter's production: writing and editing, layout, graphics, proofreading, and distribution via email and U.S. mail. MPO staff coordinates the development of articles by staff, MPO members, and other interested organizations.

MPO staff is responsible for the newsletter's distribution in an accessible format on the MPO website, electronic-transfer formats for email subscribers, and hard-copy format for the few recipients who request it. Once posted on the website, the newsletter can be translated into the languages (besides English) most frequently spoken in the region, using the website's Google Translate tool.

MPO staff stays current on newsletter software and styles with an eye to making improvements in the newsletter's visual appeal and ability to communicate.

Project ID 90026: Public Participation Process

MPO staff implements the MPO's Public Participation Program and coordinates and conducts MPO public outreach activities. These activities are opportunities to involve all members of the public, including:

- Local, regional, state, and federal officials and agencies
- Transportation, environmental, and social-service advocacy groups
- Senior citizens, minorities, people with low incomes, people with disabilities, people with limited English-language proficiency, youth, veterans, and people living in zero vehicle households
- Freight operators
- Transit service providers
- Other interested parties and other members of the general public

This program provides information to these parties and collects input from them for the MPO to use in its planning, decision-making, and development of certification documents, including programming the region's transportation funding. The program supplements the involvement of the Regional Transportation Advisory Council.

Communication is ongoing and conducted through a variety of means.

- The **MPO's website** is an important tool that provides and gathers information for MPO planning and programming. Highly visible and frequently updated News Flashes (in the form of Twitter tweets) are published on the MPO home page. These quickly read items promote news about MPO activities and information on how the public can be involved in MPO planning. Material on all MPO plans and programs is posted on the website. The MPO also hosts a public-information email address and comment tool on its website so that members of the public may request information and provide input. MPO staff monitors input from this address to coordinate responses and refer received comments to the appropriate recipient. The MPO also solicits input through web-based surveys.
- **Public meetings** are important in this process, and several types of meetings are planned and conducted each year. The MPO holds public information sessions three to four times a year, and conducts TIP-development and UPWP-development workshops in December and January. The MPO also holds workshops and special-issue forums throughout the year to gather input on MPO activities and on draft certification documents and other plans. MPO staff and MAPC collaborate on public involvement activities whenever possible. MPO and MAPC staffs hold timely and constructive discussions of MPO issues at MAPC subregional group meetings. Other types of collaboration involve hosting and cosponsoring special events. For example, MAPC dedicated its 2015 Winter Council Meeting to interactive activities related to the LRTP, and cosponsored the MPO's Transportation Equity Forum in 2014. This collaboration was very fruitful and will continue.

- **Subregional Outreach:** MPO staff members attend MAPC subregional group meetings to listen to and learn about community issues in the region and to answer questions about the MPO and its activities. This helps staff incorporate subregional issues and concerns into the development of MPO documents.

The MPO recently adopted an updated Public Participation Plan reflecting an improved Public Participation Program, and has been implementing improvements discussed in this plan. In FFY 2017, the MPO will continue refining this process, implementing tactics designed to break down barriers to participation for groups currently underrepresented in the planning process:

- Maintain frequent e-based communications, including press releases, public notices, and refreshed website newsflashes/Twitter tweets regarding ongoing planning products and MPO milestones and events
- Team with other entities to conduct joint programs and outreach
- Integrate the Title-VI-related Four Factor Analysis for guidance on providing materials in languages other than English
- Expand the MPO program to involve people in the region with limited English-language proficiency by translating critical documents (e.g., the Title VI Complaint Process and Form and notices of MPO-sponsored public-participation meetings) into the MPO languages of policy, including Spanish, Portuguese, and Chinese. If information is needed in another language, Boston Region stakeholders are encouraged to contact the MPO's Title VI Specialist.
- When planning meetings, take additional steps to understand the language and cultural needs of those who might attend
- Make it a standard practice to solicit comments on the Public Participation Program from meeting participants, and conduct periodic assessments of the effectiveness of public involvement activities
- Encourage public libraries to make MPO information publicly available
- Increase the MPO's use of graphic materials to provide information
- Offer more web-based surveys at timely points in the planning process
- Continue the quest for tools and practices to make outreach activities as interactive, engaging, and easily accessible as feasible
- Expand the use of Twitter and participation in the MPO website's Rich Site Summary (RSS) feed to enhance communication

Maintaining contact with members of the public requires continuous updates to the MPO's contact database and email lists. A significant part of the MPO's Public Participation Program involves keeping contact information current and

identifying and including new contacts, particularly those in or representing minority communities; persons with disabilities, low incomes, or limited English-language proficiency; the elderly; veterans; and youth.

The MPO's Public Participation Program also involves consultations as specified in federal guidance; arranging, upon request, for the provision of American Sign Language (ASL) and other language-interpretation services at meetings; and providing public participation support to MPO member entities.

OTHER 3C PLANNING SUPPORT ACTIVITIES

Project ID 90012: Professional Development

MPO staff maintains its technical expertise in part by participating in courses, programs, and workshops offered by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Transportation Research Board (TRB), the Association of Metropolitan Planning Organizations (AMPO), the Institute of Transportation Engineers (ITE), and other public and private organizations. Previous professional development endeavors have related to topics such as performance-based planning, traffic engineering issues and applications, regional modeling, bicycle/pedestrian issues, transit planning, public involvement, environmental justice, air quality, computer operations and maintenance, database applications, and other areas related to the provision of technical support services.

Project ID 90090: General Graphics

Graphics support will be provided to MPO staff and MPO agencies. This includes designing and producing maps, charts, illustrations, report covers, brochures, slides, and photographs; applying other visualization techniques; and creating other products that improve communication.

FFY 2017 Anticipated Outcomes

Staff will prepare materials—including agendas, minutes, notices, document translations, memoranda, reports, correspondence, summaries, and website postings, as well as maps, charts, illustrations and other visual materials—as needed; continue to support the MPO and its committees and the Regional Transportation Advisory Council; conduct communications with the public, including publishing TRANSREPORT; conduct planning to support compliance with federal requirements and guidance; engage in professional-development activities; and remain prepared for unforeseen issues as they arise.

Note: The above activities support all other projects in this UPWP in compliance with the 3C planning process. They foster the implementation of MPO policies, federal planning factors and guidance, and all applicable orders and requirements, including Executive Order 13166 (governing outreach to persons with limited English-language proficiency). These activities are supported by the Provision of Materials in Accessible Formats project.

LONG-RANGE TRANSPORTATION PLAN

Project ID Number	10101
FHWA 3C PL Funds	\$197,232
FTA Section 5303 Funds	\$95,559
FFY 2017 Total Budget	\$292,791

Note: FTA and FHWA funds include the MassDOT local match.

Purpose

Under the current federal transportation funding legislation, Fixing America’s Surface Transportation Act (FAST Act), a new Long-Range Transportation Plan (LRTP) must be produced every four years.

The LRTP guides transportation system investments for the Boston metropolitan region for at least the next 20 years. The MPO adopted its most recent LRTP, *Charting Progress to 2040*, in August 2015. This LRTP serves as the Boston Region MPO’s guiding document. It establishes regional goals and objectives that the MPO will use for future decision-making.

While the quadrennial LRTP document was endorsed in FFY 2015, the MPO’s continuing, comprehensive, and cooperative planning process—including its long-range planning activities—is ongoing. The MPO’s robust LRTP development program helps meet Moving Ahead for Progress in the 21st Century Act (MAP21) requirements, which include measuring and tracking performance of the region’s transportation system and the effectiveness of MPO programming in meeting regional goals. This program also supports scenario planning to generate data for decision-making.

Approach

LRTP Needs Assessment

The Needs Assessment has become a foundational resource for the MPO’s transportation planning work. Staff developed a Needs Assessment as part of *Charting Progress to 2040*; it is available to the public via the Needs Assessment application on the MPO’s website. In FFY 2017, staff will continue to update the Needs Assessment with new information as it becomes available. Staff also will perform additional analyses to keep the Needs Assessment current, and will use this information for future studies, reports, and deliberations. The updated information will be made available to

the public via the website. Data from the Needs Assessment will support two of the MPO's initiatives: its scenario planning activities and its performance-based planning practice.

In FFY 2017, staff will use output from the Needs Assessment to develop and analyze land use and transportation options and scenarios. This information also will be used to review performance measures, continue to set MPO performance targets, evaluate progress toward them, and track other indicators of interest.

The LRTP and Performance-Based Planning

The MPO adopted its goals, objectives, and an initial set of performance measures in FFY 2015 as part of developing *Charting Progress to 2040*, which were used for scenario planning and evaluating LRTP projects and programs. In FFY 2015, the MPO also initiated the development of performance targets, which are specific levels of performance the MPO desires to achieve within a certain time frame. The Transportation Improvement Program (TIP) and LRTP programs work together to support the MPO's performance-based planning program.

In FFY 2017, the MPO will expand its performance-based planning practice as components of the LRTP and TIP programs. Staff will review the MPO's performance measures developed in FFYs 2015 and 2016 under the LRTP program. This review may result in fine-tuning of the existing set of performance measures. Additional updates or measures may be made based on Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) guidance, new Massachusetts Department of Transportation (MassDOT) measures, or emerging data sources. Staff will use the MPO goals, objectives, and performance measures to continue to develop a set of targets for the MPO's performance-based planning. The MPO will use the performance measures to track how well TIP-implemented projects and programs are helping to meet the region's targets and goals.

In the Boston Region MPO, the LRTP and the TIP will each include a performance report that describes progress towards targets and the trends of non-target indicators of interest. The LRTP will report progress at the systems and project levels, as applicable, and will include a full assessment of progress made toward the region's goals. The TIP will report on project-level performance and the results of system-level analysis, as applicable. Each LRTP will provide an opportunity to review and document progress in meeting performance goals and, if needed, make adjustments to the LRTP to meet those goals.

In the future, the MPO will review and possibly revise the performance measures and further develop the targets. LRTP program work will include pre-planning for data needs to support performance-based planning. Staff will continue to coordinate internally and externally, as needed, to understand data availability, determine future data needs, and set a plan for meeting those needs.

The LRTP and Scenario Planning

In 2015, the MPO began the ongoing practice of using model-based planning tools and off-model processes to generate forecasts and information about regional conditions and future needs as part of *Charting Progress to 2040* and continued it in 2016. These tools assess the effects of potential options for changes to the transportation network. The MPO plans to use this information to make policy and capital-investment decisions. Throughout the year, staff will build on its previous work and identify one or more opportunities to explore options and compare various alternative scenarios to better understand impacts on transportation, air quality, climate change, mode shift, the economy, and land use. Using these tools will provide additional and more substantive answers to various planning questions.

Some of this work also may explore policy-related implications. In this way, the LRTP program serves as an ongoing resource for current information, insights, and analysis for all those involved in managing and improving the regional transportation network.

Laying the Groundwork for the Next LRTP

Prior to the next LRTP endorsement year, staff will research, plan, coordinate with interested parties, and review priorities. Through ongoing performance based planning and scenario planning, MPO staff will generate information that will help guide the investment strategies for the next LRTP.

The LRTP program plays an important role in keeping the MPO abreast of current state-of-the-practice methods of communication and planning tools and approaches.

In collaboration with the Metropolitan Area Planning Council (MAPC), the MPO will explore effective ways to gather information, understand the region's needs, and analyze transportation and land-use options. As part of FFY 2017 activity, staff will research best practices in metropolitan transportation planning and other facets of planning.

LRTP Amendments

If any changes are made to regionally significant projects in the FFY 2017 TIP, an amendment to the LRTP might be required. Staff will prepare the informational materials for MPO decision-making and follow MPO procedures for informing and involving the public.

FFY 2017 Anticipated Outcomes

- Update details and analyses in the current Needs Assessment to supply the most current information to the MPO and the public.
- Prepare amendments to *Charting Progress to 2040*, as needed.
- Expand the MPO's scenario-planning capabilities by using the regional travel demand model set and various planning tools such as TREDIS and CubeLand to support the performance-based planning and programming process.

- Produce summaries of results from transportation scenario analyses for the MPO.
- Continue to update performance measures and prepare targets for the MPO's goals and objectives.
- Prepare memoranda on performance based planning topics such as performance targets and guidelines for the LRTP system performance report.
- Prepare LRTP system performance reports monitoring measures-of-interest trends and tracking the MPO's performance-meeting targets.
- Conduct public outreach on all LRTP topics, including Needs Assessment updates, scenario planning, and further development of performance measures and targets; report results to the MPO for use in all of its planning and programming.
- Address comments or changes from the FHWA and the FTA or changes to the State Implementation Plan (SIP).

TRANSPORTATION IMPROVEMENT PROGRAM

Project ID Number	10103
FHWA 3C PL Funds	\$117,036
FTA Section 5303 Funds	\$47,804
FFY 2017 Total Budget	\$164,840

Note: FTA and FHWA funds include the MassDOT local match.

Purpose

The Boston Region MPO's Transportation Improvement Program (TIP) presents a multiyear, financially constrained program of planned investments in the metropolitan area's transportation system. Although federal regulations require the TIP to be updated every four years, Massachusetts and its MPOs are committed to producing annual updates.

Approach

Development of the FFYs 2018–2022 TIP

MPO staff coordinates the collection of TIP project-funding requests, evaluates the requests, proposes programming of current and new projects based on anticipated funding levels, supports the MPO in its decision-making about programming and in developing a draft document, and facilitates public review of the draft document before the MPO endorses the final TIP.

Outreach and Compilation of the Universe of Projects

MPO staff communicates with the 101 cities and towns in the region through TIP and Unified Planning Work Program (UPWP) workshops, Metropolitan Area Planning Council (MAPC) subregional meetings, and correspondence with municipal TIP contacts and chief elected officials to gather existing and new TIP funding requests. MPO staff compiles the projects into a Universe of Projects list for the MPO.

Based on the list of project-funding requests, MPO staff will compile and update information on each project for the TIP Interactive Database. Data inputs and updates will consist of mapping the project boundaries, inventorying pavement condition, documenting the extent of bicycle and pedestrian accommodations, computing crash rates, documenting traffic volumes and the severity of congestion,

calculating greenhouse gas (GHG) impacts, and compiling information on Title VI/ non-discrimination populations. The TIP Interactive Database integrates frequently updated information from the MPO, the Massachusetts Department of Transportation (MassDOT) divisions, municipal TIP contacts, members of the general public, and MPO staff in order to inform TIP evaluations.

Project Evaluation

The MPO uses TIP project evaluation criteria to identify projects that will help the region attain the vision, goals, and objectives established by the LRTP. The MPO's evaluation criteria enhance decision-making for transportation projects in the region by establishing a transparent, inclusive, and data-driven process. The evaluation results are posted on the MPO website to allow project proponents to review the ratings and provide feedback.

MPO staff seeks to review the project evaluation criteria annually. In FFY 2016, the MPO updated the evaluation criteria based on the new goals and objectives of the LRTP, *Charting Progress to 2040*. These updates helped align the MPO's goals, objectives, and performance measures with TIP investment decisions.

Staff Recommendation

Staff develops a recommendation that proposes how to prioritize the MPO's Regional Target funding. MPO staff prepares a First-Tier List of Projects using the results of the evaluation ratings and project-readiness information. Staff then develops recommendations, giving strong consideration to the First Tier List of Projects while also balancing equity of investments across the region and accounting for cost (to comply with the fiscal-constraint requirement).

In addition to preparing a recommendation, MPO staff also prepares and presents the Statewide Infrastructure Items and Bridge Programs and the capital programs for the Massachusetts Bay Transportation Authority (MBTA), the Cape Ann Transportation Authority (CATA), and the MetroWest Regional Transit Authority (MWRTA) for the MPO's consideration.

TIP Document Preparation and Endorsement

Staff prepares a draft TIP that maintains compliance with federal regulations and requirements for a 30day public review and comment period. During the public comment period, MPO staff compiles and summarizes comments on the draft TIP and relays the comments to the MPO for consideration before endorsing the final TIP document.

Amendments and Administrative Modifications

In a typical year, various projects experience cost or schedule changes that require an amendment or administrative modification to the TIP. MPO staff manages all public review processes regarding TIP amendments and administrative modifications, including posting TIP materials on the website.

For these actions, MPO staff collects information on the project(s) involved, the change(s) needed, and the reason(s) for the change(s). Staff prepares draft TIP tables that reflect the proposed changes and indicate their rationale. Staff briefs the MPO on the proposed changes to the TIP. The MPO reviews, discusses, and takes appropriate action regarding public review of the proposed changes. Staff also compiles and summarizes comments on the proposed amendment. MPO staff relays public comments to the MPO for its consideration prior to endorsement of the TIP amendment. Staff estimates that there will be as many as six amendments and/or administrative modifications to the FFYs 2017–2021 TIP during FFY 2017.

For more information on the TIP development process and the administrative modifications and amendments procedures, refer to Chapter 2 of the TIP, available online here: <http://bosmpo.ctps.org/tip>.

Implementing Performance-Based Planning

The FFYs 2018–2022 TIP will continue to report on the MPO’s implementation of its performance-based planning program and the results of tracking trends in the region. Chapter 4 of the TIP document reports on the progress of performance-based planning. This chapter tracks trends for safety and system preservation measures and establishes baselines for measures of other goal areas, such as capacity management and mobility. It also demonstrates that the MPO investments through the TIP are making progress toward these goals and also to Clean Air/Clean Communities, Transportation Equity, and Economic Vitality. The FFYs 2018–2022 TIP will seek to further develop the performance-based planning process by establishing baselines, monitoring trends, and setting targets.

FFY 2017 Anticipated Outcomes

The FFYs 2018–2022 TIP, as well as amendments and administrative modifications to the FFYs 2017–2021 TIP, will be prepared as described above. The interactive TIP database for tracking projects will be maintained and enhanced to support the development and tracking of performance measures. The performance-based planning process will expand the tracking of performance measures and initiate the discussion of setting targets.

UNIFIED PLANNING WORK PROGRAM

Project ID Number	10104
FHWA 3C PL Funds	\$87,472
FTA Section 5303 Funds	\$35,728
FFY 2017 Total Budget	\$123,200

Note: FTA and FHWA funds include the MassDOT local match.

Purpose

The Unified Planning Work Program (UPWP), a 3C (continuing, cooperative, and comprehensive) transportation-planning process, prioritizes federal funding for transportation planning work that will be implemented in the 101-municipality area of the Boston region.

The UPWP has two main purposes:

- Provide budget information to federal and state officials about the expenditure of federal funds for transportation-planning projects being carried out by the Boston Region MPO
- Provide information to government officials, local communities, and the general public about surface-transportation-planning projects expected to take place in the Boston Region MPO area

The UPWP document includes descriptions and budgets for work that MPO staff will conduct during the upcoming federal fiscal year, including both 3C-funded work for the MPO and work that is funded by state agencies or other entities. The UPWP also provides supplementary information about other transportation-planning activities in the region that are not funded by the MPO or conducted by MPO staff. The federal government requires that the UPWP comply with federal regulations and address the focus areas recommended by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

Work on the UPWP is ongoing and is under way year-round. This work program element focuses the development of the federal fiscal year (FFY) 2018 UPWP and support for the MPO and its UPWP Committee in monitoring FFY 2017 UPWP implementation and in considering adjustments and amendments.

An integral part of developing the UPWP is engaging the public throughout the process. Some of the public outreach process for the UPWP is covered as part of the 3C Planning and MPO Support program.

The Metropolitan Area Planning Council (MAPC) also provides content for the UPWP, which details MAPC's 3C-funded projects. MAPC's participation is funded through its allocation of federal transportation-planning funding.

Approach

MPO staff prepares materials for and coordinates all phases of this work, including soliciting, evaluating, and recommending ideas for planning studies and technical assistance programs; conducting background research; preparing budgets and project descriptions; coordinating document development with the MPO's UPWP Committee; responding to federal guidance; and preparing draft and final documents.

MPO staff members are responsible for coordinating public participation in the UPWP process, distributing the draft UPWP, preparing the final UPWP, and making administrative modifications and amendments as needed. MPO staff also prepares quarterly reports on the implementation of the UPWP.

FFY 2017 Anticipated Outcomes

- Amendments and administrative modifications to the FFY 2017 UPWP, as necessary, see Chapter 1, Table 1-2, for details on the process and requirements for amendments and administrative modifications to the UPWP
- Development of, and public outreach for, the FFY 2018 UPWP, with details related to certification requirements and other administration activities, ongoing/continuing work programs, and new studies
- Planning for relevant meetings, including the MPO's subcommittee
- Quarterly implementation reports for the FFY 2017 UPWP
- Other information materials as needed

AIR QUALITY CONFORMITY AND SUPPORT ACTIVITIES

Project ID Number	10112
FHWA 3C PL Funds	\$20,547
FTA Section 5303 Funds	\$8,393
FFY 2017 Total Budget	\$28,940

Note: FTA and FHWA funds include the MassDOT local match.

Purpose

1. To ensure that the MPO's plans, programs, and projects comply with the Clean Air Act Amendments (CAAA) of 1990 and to secure federal funding for the Boston Region MPO's transportation system
2. To provide ongoing support services for the MPO regarding air-quality matters and maintain technical expertise in air-quality and climate-change matters, including conformance with federal air-quality requirements and the state's climate-change policies

Approach

Air-Quality Conformity Determinations

Under the CAAA, states must monitor emissions from transportation vehicles and other sources to determine whether ambient emissions levels exceed health-based allowable levels of air pollutants. Areas in which the emissions exceed the allowable levels are designated as nonattainment areas. For these, the state must develop a State Implementation Plan (SIP) that establishes emissions budgets and shows how the plan would reduce emissions in the area sufficiently to comply with national ambient air-quality standards. MPOs with nonattainment areas must complete air-quality conformity determinations to demonstrate the conformity of transportation plans, programs, and projects with the Massachusetts SIP. Typically, a conformity determination is performed annually for the Transportation Improvement Program (TIP) and every four years for a new Long-Range Transportation Plan (LRTP). However, a conformity determination may be required if an LRTP amendment is undertaken during the year. This program covers the tasks needed to demonstrate that an MPO's federally funded transportation programs meet conformity requirements.

The Boston Region MPO area had previously been classified as a nonattainment area for ozone, but it was reclassified as an attainment area under the new 2008 ozone standard. Because the reclassification resulted from a new standard, a maintenance plan was not required, and the area was not classified as a maintenance area. A maintenance area is an area that had been reclassified from nonattainment to attainment; it is an area for which a maintenance plan has been approved as part of the Massachusetts SIP. As an attainment area, the MPO is not required to demonstrate that the LRTP and TIP conform to national standards for the two pollutants that form ozone: volatile organic compounds (VOCs) and nitrogen oxides (NOx). A new ozone standard was recently proposed and released for public comment by the United States Environmental Protection Agency (EPA), and the Boston Region MPO area might again be classified as a nonattainment area if this standard is approved; however, this might not occur within the 2017 UPWP year. If the MPO area is reclassified as a nonattainment area, conformity determinations for ozone will be required.

The city of Boston and surrounding cities and towns were classified as a maintenance area for carbon monoxide (CO). However, as of April 1, 2016, the twenty-year maintenance period expired and conformity is not required for this area. The city of Waltham, however is classified as attainment with a limited maintenance plan in place and projects in this city still must comply with certain requirements. The MPO must still show that, it is complying with transportation control measure requirements outlined in the Massachusetts SIP.

Other Air-Quality Support

This ongoing Air-Quality Conformity and Support Activities program supports the MPO's expertise in air-quality and climate-change matters, as well as the MPO's response to changing requirements for planning, analysis, and reporting. This includes initiatives known today, as well as the ability to participate in issues that might emerge during the year. This program also supports implementation of air-quality-related transportation programs and projects, and it includes consultation, research, and coordination between the MPO and federal, state, local, and private entities.

FFY 2017 Anticipated Outcomes

Conformity Determinations

These determinations will be performed and presented as noted below. They include a detailed analysis of air-quality impacts (CO and carbon dioxide [CO₂]) of the projects in the FFYs 2018–2022.

TIP, any changes to the LRTP, and any work required for implementing GreenDOT (the state's comprehensive environmental responsibility and sustainability policy). MPO staff will also complete analysis of VOCs and NOx emissions.

- A systemwide conformity determination will be prepared if there are changes to regionally significant projects in the LRTP and the TIP.

- A detailed project-level analysis will be conducted for each project to receive Congestion Mitigation and Air Quality Program funding in the TIP and for any projects that will help meet the GreenDOT initiative.

Support to the Massachusetts Department of Transportation (MassDOT) (including the Highway Division, the Office of Transportation Planning, and the Massachusetts Bay Transportation Authority [MBTA]) and Massport

Activities will include analysis of transportation-control measures (TCMs), park-and-ride facilities, and proposed high-occupancy-vehicle (HOV) projects throughout the Boston Region MPO area, as well as evaluation of emerging and innovative highway and transit clean-air activities.

Support for Climate-Change Initiatives

Activities will include integrating concerns about climate change and opportunities for emissions reduction into the MPO's planning process relative to the regional travel-demand model set, the TIP, project specific work products, the LRTP, the Congestion Management Process, the Unified Planning Work Program (UPWP), and performance measures. Staff will work with MassDOT to implement its GreenDOT policy and comply with the Department of Environmental Protection (DEP)'s Global Warming Solutions Act Requirements for the Transportation Sector and MassDOT. Staff will also confer with agencies and organizations concerned about climate-change issues to inform actions in the MPO region.

Mobile-Source Element of the SIP

The Massachusetts DEP is required to submit a SIP to the EPA documenting strategies and actions to bring Massachusetts into compliance with air-quality standards. Central Transportation Planning Staff (CTPS) support will include:

- Support for amendments or revisions to the Memorandum of Understanding between the MPO and the DEP
- Support to regional, local, and private entities, and to the agencies involved in monitoring, updating, and revising the mobile-source section of the SIP
- Data collection and analysis to measure regional air-quality conditions, support development of MOVES2014 emission factors, validate emissions inventories and budgets, and evaluate the air-quality impacts of policies regarding long-term growth, transportation, and land use
- Coordination with the DEP to develop statewide regulations and programs concerning transportation and air quality
- Support to regional, local, and private entities
- Providing data and recommendations to MPO agencies regarding funding and the implementation of transportation programs and projects with air-quality benefits

BOSTON REGION MPO TITLE VI REPORTING

Project ID Number	11355
FHWA 3C PL Funds	\$15,698
FTA Section 5303 Funds	\$6,412
FFY 2017 Total Budget	\$22,110

Note: FTA and FHWA funds include the MassDOT local match.

Purpose

This program's objective is to develop a report documenting Title VI-related activities undertaken by the MPO during the past year. The report will show the MPO's full compliance with the requirements of both the Federal Transit Administration (FTA) Title VI Circular C 4702.1B and the Federal Highway Administration (FHWA) Title VI/Nondiscrimination Program.

Approach

Title VI of the federal Civil Rights Act prohibits discrimination based on race, color, and national origin, including individuals with limited English-language proficiency (LEP), in programs and activities that receive federal financial assistance. The FTA and the FHWA require the MPO to develop programs that ensure compliance with Title VI. This is accomplished by reaching out to protected populations and involving them in MPO planning and decision-making, which includes development of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Long-Range Transportation Plan (LRTP). In addition to the populations given protection under Title VI, FHWA's Title VI/Nondiscrimination Program prohibits discrimination based on a person's sex, age, disability/handicap, and income status.

FFY 2017 Anticipated Outcomes

The MPO will comply with FTA and FHWA Title VI requirements by preparing and submitting reports on the implementation of its nondiscrimination programs, as required. The MPO will provide updates on Title VI-related activities to determine the equity of TIP spending, as required by the Massachusetts Department of Transportation (MassDOT). The MPO also will continue consulting and coordinating with the MassDOT Office of Diversity and Civil Rights (ODCR) to achieve best practices in this area.

CONGESTION MANAGEMENT PROCESS

Project ID Number	11123
FHWA 3C PL Funds	\$70,915
FTA Section 5303 Funds	\$28,965
FFY 2017 Total Budget	\$99,880

Note: FTA and FHWA funds include the MassDOT local match.

Purpose

The MPO's Congestion Management Process (CMP) is a federally mandated requirement that seeks to monitor congestion, mobility, and safety needs; it also recommends appropriate strategies for reducing congestion. The CMP is developed in an integrated manner along with the MPO's certification documents—the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and the Unified Planning work Program (UPWP)—to ensure cohesive strategy evaluation and implementation.

Approach

In the Boston Region MPO area, the CMP follows federal guidelines and recommendations from the MPO's CMP Committee to fulfill the following activities:

- Set goals, objectives, and performance measures
- Identify congested locations
- Determine the causes of congestion
- Develop alternative strategies to mitigate congestion
- Evaluate the strategies' potential for efficacy
- Recommend the strategies that best address the causes and impacts of congestion
- Coordinate with and support development of the LRTP, TIP, and UPWP
- Create needs priorities for planning studies

Depending upon CMP Committee recommendations, monitoring and analysis will continue for highways, arterial roads, park-and-ride lots, freight movements, and bicycle and pedestrian facilities. CMP activities will include using electronic travel-time and speed data to monitor roadways, identifying existing conditions, and recommending appropriate improvements in accordance with federal guidelines.

FFY 2017 Anticipated Outcomes

CMP activities will include monitoring, assessing needs, and recommending strategies for multimodal facilities and services, including:

- Using electronic travel-time and speed data to monitor MPO arterials and freeways
- Mapping and tabulating electronic data for analysis and performance evaluation
- Coordinating with the MPO's certification activities (LRTP, TIP, and UPWP)
- Supporting the CMP Committee of the MPO

FREIGHT-PLANNING SUPPORT: FFY 2017

Project ID Number	11145
FHWA 3C PL Funds	\$51,200
FTA Section 5303 Funds	\$-
FFY 2017 Total Budget	\$51,200

Note: FTA and FHWA funds include the MassDOT local match.

Purpose

As part of its FFY 2014 UPWP, the Boston Region MPO established a formal freight-planning program. The goals for MPO freight planning are to:

- Fulfill the Boston Region MPO's freight-planning needs
- Complement state and other official planning efforts
- Study specific freight-related issues
- Fulfill new analysis requirements of the current federal surface transportation legislation
- Address the lack of freight data for the MPO region, including developing enhanced technical capabilities for MPO staff to use in estimating freight demand

Approach

The freight analysis within the framework of this program will be ongoing and conducted on a multiyear basis. In September 2013, MPO staff proposed a Freight Planning Action Plan, which presented possible studies for one or more of the MPO's freight-planning goals.¹

The MPO's FFY 2016 freight-planning activities included analyzing the adequacy of rest locations for long-distance truck drivers in Massachusetts, and collecting freight data to support MPO model development. The MPO will look to the Freight Planning Action Plan to determine future activities for the MPO's freight-planning program. In its freight-planning activities, MPO staff will incorporate input from stakeholders who represent the freight-shipping community in the Boston region to learn about obstacles and transportation needs for freight movement.

¹ Proposed Freight Planning Action Plan for the Boston Region MPO: Meeting the Goals and Addressing the Issues, memorandum, Boston Region MPO, September 12, 2013.

FFY 2017 Anticipated Outcomes

Potential issues to study are documented in the FFY 2013 Freight Planning Action Plan. MPO staff will collect data, conduct analysis, and develop recommendations and documentation as appropriate for the study topics.

TRANSPORTATION EQUITY/ENVIRONMENTAL JUSTICE SUPPORT

Project ID Number	11132
FHWA 3C PL Funds	\$76,148
FTA Section 5303 Funds	\$31,103
FFY 2017 Total Budget	\$107,250

Note: FTA and FHWA funds include the MassDOT local match.

Purpose

The purpose of this program is to foster awareness and consideration of transportation equity and the transportation needs of environmental justice (EJ) populations in MPO planning and programming. This program is instrumental in maintaining compliance with federal and state requirements and guidelines regarding civil rights. It also seeks to stimulate participation of low-income, minority, elderly, and limited English-language proficient (LEP) populations in the MPO's planning process.

Approach

Gathering Input and Supporting Participation in Transportation Planning

Gathering input and generating participation in transportation planning from low income, minority, elderly, and LEP populations will be accomplished in several ways.

One approach is through continued outreach to these populations, primarily by attending regularly scheduled meetings held by the state's newly formed Regional Coordinating Councils (RCCs), which work in areas that include MPO EJ populations. (The mission of the RCCs is to identify and address paratransit, human services, and community transportation service gaps at the multi-municipality level.)

RCCs have been formed, under the direction of the Massachusetts Department of Transportation (MassDOT), in response to recommendations made in the Executive Order 530: Community, Social Service, and Paratransit Transportation Commission Report to Governor Deval Patrick. RCCs are voluntary advisory bodies that provide a forum for open discussion, information exchange, and decision-making about regional transportation priorities. Their capture areas range from two communities to as many as several dozen communities.

In FFY 2017, MPO staff will continue to gather information on transportation gaps and needs in each RCC area through the RCC coordination process. Staff also will inform the RCCs about MPO activities and provide technical support, if feasible. Attending the RCC meetings will give staff an opportunity to foster working relationships with community advocates and promote direct participation in the Regional Transportation Advisory Council and other MPO planning and programming activities.

Staff will speak to individuals living in EJ areas and community organizations serving EJ areas to identify transportation needs and solicit ideas for transportation and program improvements. Information gathered through these initiatives (targeting low-income, minority, LEP, and elderly populations, as well as persons with disabilities and zero-vehicle households) will be analyzed and presented to the MPO, which will use the information to plan activities.

Staff will work with the Metropolitan Area Planning Council (MAPC) to develop joint outreach activities to reach EJ and Title VI populations.

Staff will use results of the MPO's Title VI four factor analysis process to guide decisions on materials to translate and to make other recommendations regarding MPO outreach (for more information on the Boston MPO's Title VI work, see the Boston Region MPO Title VI Reporting project description).

Supporting the Transportation Improvement Program (TIP) and the Long-Range Transportation Plan (LRTP) Development

Staff will support TIP and LRTP development by adopting EJ definitions for the TIP and LRTP, evaluating projects, and conducting LRTP analysis of benefits and burdens. Staff also will support the LRTP Needs Assessment on an ongoing basis.

Supporting and Coordinating with Other Agencies

Staff will continue to support Federal Transit Administration (FTA) programs that target minority and low-income populations, elderly individuals, and people with disabilities in the region. For example, MPO staff will continue to help MassDOT publicize its Community Transit Grant Program solicitation, and will evaluate that program's grant applications. MPO staff will continue to coordinate with MassDOT's Office of Diversity and Civil Rights (ODCR) to ensure consistency of MPO Title VI-related processes, procedures, and activities.

Conducting Special Studies

As budget permits, staff will conduct special studies and analyses during the year and report results to the MPO via technical memoranda. This year, staff plans to study emergency evacuation and transportation infrastructure vulnerabilities of Transportation Equity Program households. As budget allows, staff will review and inventory current community planning initiatives for the transportation needs of vulnerable populations. This process will help staff understand which agencies or organizations are addressing this topic. Staff will summarize plans that are in place or

under development and identify geographic or programmatic planning gaps. Another possible study would involve analyzing the transportation options available to elderly MPO-area residents.

FFY 2017 Anticipated Outcomes

- Continue MPO outreach to minority, low-income, and LEP communities by attending monthly RCC meetings, conducting surveys, and holding an MPO sponsored meeting
- Prepare a summary of issues, gaps in service, and transportation priorities obtained from RCCs for use in planning and programming discussions
- Monitor developments at the U.S. Department of Transportation regarding civil rights, Title VI, and EJ; participate in workshops, conferences, and seminars, as appropriate; and use this knowledge to inform MPO activities
- Prepare meeting summaries and other updates for the MPO
- Support the Community Transit Grant Program solicitation for projects, and help to evaluate applicant proposals
- Complete EJ analyses as needed
- Produce additional maps, tables, and technical memoranda