



# BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

Richard A. Davey, MassDOT Secretary and CEO and MPO Chairman  
Karl H. Quackenbush, Executive Director, MPO Staff

## MEMORANDUM

**DATE** November 7, 2013  
**TO** Boston Region Metropolitan Planning Organization  
**FROM** Karl H. Quackenbush  
CTPS Executive Director  
**RE** Work Plan for: Access Advisory Committee Support

### Action Required

Review

### Project Identification

Unified Planning Work Program Classification

Certification Activities

CTPS Project Number

90024

### Client

Boston Region Metropolitan Planning Organization

### CTPS Project Supervisors

*Principal:* Pam Wolfe

*Manager:* Janie Guion

### Funding

MPO Planning Contract #78890

MPO §5303 Contract #78922

## Impact on MPO Work

This work is supported by the MPO on behalf of the MBTA and will be carried out in conformance with the priorities established by the MPO.

## Background

For many years, the MPO has assisted the MBTA in meeting Americans with Disabilities Act (ADA) requirements by providing staff and funding for the ongoing support of the Access Advisory Committee to the MBTA (AACT).

AACT is an outgrowth of an advisory group called the Special Needs Advisory Committee (SNAC), which was established in 1975 to provide advice and recommendations to the MBTA on improving accessible transportation services in the Boston area for individuals with disabilities and for seniors. SNAC was initially a subcommittee, and later an independent member, of the Joint Regional Transportation Committee (JRTC), which is now the Regional Transportation Advisory Council (RTAC).

Over time, SNAC, and later AACT, entered into several legal agreements with the MBTA in conformance with Section 504 of the federal Rehabilitation Act of 1973 and subsequent federal legislation, including the Americans with Disabilities Act (ADA) of 1990. These agreements gave AACT the right to participate more fully in the MBTA's evaluation and decision-making processes. Today, in addition to being a voting member of RTAC, AACT has a vote on the MBTA committee that selects THE RIDE contractors. AACT also advises the MBTA on all accessibility matters relating to the use of the MBTA fixed-route services and THE RIDE paratransit services by people with disabilities.

## Objectives

The purpose of this work scope is to support the activities of AACT, which in turn supports the MBTA in meeting the requirements of ADA. The objectives of the work of AACT are:

1. To create a forum where people with disabilities can voice their ideas and concerns
2. To keep the disability community informed of issues relating to THE RIDE program and services, other MBTA services, and other relevant matters related to transportation accessibility, such as station designs and evacuation procedures
3. To monitor accessibility in the MBTA system, track the performance of THE RIDE, and give feedback on these matters to the MBTA

4. To identify accessibility problems in both the fixed-route and paratransit systems and to work on solutions

## Work Description

The MPO staff works to support AACT by coordinating the activities and communication of AACT and the AACT Board of Directors, and by providing general information and assistance to AACT members and other individuals with disabilities.

### Task 1 Support AACT Membership Meetings

AACT holds monthly meetings of its members, which are also open to the public. These meetings provide a forum for the disability community to learn about MBTA services and programs that affect persons with disabilities and to give feedback to the MBTA.

In support of these AACT membership meetings, the staff completes the following activities:

- Work with the AACT chair and board members to identify issues to be discussed
- Manage logistics for each meeting, including arranging for speakers, scheduling a room, ensuring proper room and audio equipment setups, and scheduling sign language interpreter services
- Prepare agendas, notices, flyers, meeting minutes, and other materials for the meetings. These are prepared in print, electronic, audio, and Braille formats and are distributed by US Postal Service or email
- Maintain a database of AACT members and interested parties for distributing information
- Support the AACT chair in managing meetings, including recording the meetings, taking attendance, taking notes, helping to ensure compliance with the bylaws, and passing the microphone

#### *Products of Task 1*

Meeting notifications and materials for monthly AACT membership meetings

### Task 2 Support AACT Board of Directors

AACT's board of directors meets monthly to discuss issues of concern to the disability community, topics for presentation to and discussion with the AACT members, AACT organizational matters, and information gathered at meetings with transportation agencies and committees and the MBTA executive staff.

In support of the monthly AACT board meetings, the staff completes the following activities:

- Represents or accompanies board members at meetings of other entities to assist with note taking, listen to the discussion, or deliver a comment
- Prepares correspondence to transmit AACT comments to the MBTA, express concerns, and make requests for actions important to AACT members regarding accessibility, and other correspondence, as needed, for program planning and follow-up
- Plans special events
- Coordinates activities of special committees of AACT's Board of Directors
- Serves as a resource to board members for information on federal and state regulations regarding accessibility requirements

*Products of Task 2*

- Meeting notifications and materials for monthly meetings of AACT's Board of Directors
- Correspondence

**Task 3 Provide Support for Disability Forum**

In November 2013, AACT will hold a Disability Forum. Staff will support the work of the Planning Committee for the forum by assisting with committee meeting logistics, coordination, and follow-up; producing an attendees' booklet; creating and distributing invitations to interested parties; developing informational flyers; planning forum logistics; preparing banners and name tags; and coordinating activities during the forum.

*Products of Task 3*

Correspondence, meeting notes, flyers, and other materials needed to support the Disability Forum

**Task 4 Provide Information to the Disability Community and Assist Constituents**

The staff provides additional support to AACT members and other individuals in the disability community in a variety of ways, including:

- Serving as AACT's liaison to the MBTA on a variety of issues
- Gathering information from various departments at the MBTA and other organizations and agencies for dissemination to AACT members and the disability community

- Forwarding information to AACT members electronically or by mail in audio, print, and Braille formats
- Mailing AACT information packets to prospective members
- Receiving complaints and relaying them to the AACT chair or the MBTA for resolution
- Answering questions and providing information

### *Products of Task 3*

Copies of informational materials produced in electronic, print, Braille, and audio formats

### **Task 5 Support Mobility Assistance Program**

The staff participates in the interagency committee that reviews and provides recommendations on applications from local agencies, such as councils on aging, for grants for the purchase of accessible vans funded by the federal Mobility Assistance Program.

### **Estimated Schedule**

The tasks presented in this work program will be completed throughout the 12 months of FFY 2014. The proposed schedule, by task, is shown in Exhibit 1.

### **Estimated Cost**

The total cost of this project is estimated to be \$85,700. This includes the cost of 47.5 person-weeks of staff time and overhead at the rate of 97.42 percent. A detailed breakdown of estimated costs is presented in Exhibit 2.

KQ/PW/pw

**Exhibit 1**  
**ESTIMATED SCHEDULE**  
**Access Advisory Committee Support**

Task	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Support AACT Membership Meetings												
2. Support AACT Board of Directors												
3. Provide Support for Disability Forum	A											
4. Provide Information and Assistance to Disability Community												
5. Support Mobility Assistance Program	□											

Products/Milestones

A: Disability Forum

**Exhibit 2**  
**ESTIMATED COST**  
**Access Advisory Committee Support**

<b>Direct Salary and Overhead</b>	<b>\$85,700</b>
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Task	Person-Weeks						Direct Salary	Overhead (97.42%)	Total Cost
	M-1	P-4	P-3	P-2	Temp	Total			
1. Support AACT Membership Meetings	0.2	1.0	0.2	29.6	1.2	32.2	\$29,094	\$28,343	\$57,437
2. Support AACT Board of Directors	0.2	0.0	0.5	9.1	0.0	9.8	\$9,065	\$8,831	\$17,896
3. Provide Support for Disability Forum	0.1	0.6	0.0	2.6	0.0	3.3	\$3,270	\$3,186	\$6,456
4. Provide Information and Assistance to Disability Community	0.0	0.0	0.0	2.0	0.0	2.0	\$1,801	\$1,754	\$3,555
5. Support Mobility Assistance Program	0.0	0.0	0.0	0.2	0.0	0.2	\$180	\$175	\$356
Total	0.5	1.6	0.7	43.5	1.2	47.5	\$43,410	\$42,290	\$85,700

<b>Other Direct Costs</b>	<b>\$0</b>
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<b>TOTAL COST</b>	<b>\$85,700</b>
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**Funding**

MPO Planning Contract #78890

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