



CHAPTER 8

Administration, Resource Management, and Support Activities

8.1 INTRODUCTION

In addition to the certification requirements described in Chapter 5, Metropolitan Planning Organization (MPO) staff conducts various ongoing administrative, data resource, and other support activities on an annual basis in order to maintain the critical functions of the MPO.

The activities described in this chapter are all funded with federal 3C planning funds and fall into the following categories:

- **Activities that support the ongoing functioning of the MPO:** These include ongoing work to provide materials in accessible formats and provide computer resource management, among other activities.
- **Activities that provide assistance to the MPO and its subcommittees:** These include ongoing work involved in supporting the Access Advisory Committee and MPO agenda setting, as well as coordination and participation in statewide and regional planning committees.
- **Activities that provide data resources support to municipalities in the region:** These include work conducted through the ongoing roadway safety audit, traffic data support, and transit data support tasks.

Each activity in this chapter includes a description of the purpose of the work, a general description of how the work is accomplished, and a summary of the anticipated FFY 2017 work products. The budget tables at the beginning of each project description 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 this chapter.

Table 8-1 summarizes the funding assigned to each of the activities in this chapter that were also in the previous FFY, a summary of the work products and/or progress made in the previous FFY, the funding proposed for each activity in the coming FFY, and the anticipated work products and/or progress in the coming FFY.

Although many of the activities in this chapter generally comprise the same type of tasks 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.

Table 8-1: FFY 2016/FFY 2017 Ongoing Administration, Resource Management, and Support Activities

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									
Computer Resources Management	Varies by Task	\$478,300	\$334,810	\$143,490	Provided maintenance and enhancements to CTPS's desktop and server computer systems; computer network back-up system; and peripheral devices, such as printers, plotters, and mass storage devices.	\$328,524	\$134,186	\$462,710	Tasks and work products generally remain the same from year to year. Changes in staff from FFY 2016 to FFY 2017 led to a reduction in the overall budget for these tasks.
Data Resources Management	Varies by Task	\$323,300	\$226,310	\$96,990	Provided maintenance and enhanced CTPS's database of standard reference GIS layers and GIS layers required to carry out particular projects. Updated databases with new versions of standard reference GIS layers released by MassGIS, the MassDOT Office of Transportation Planning, and other agencies. Created GIS maps, computer map files, tables of socioeconomic and travel-related data, and databases. Analyzed data.	\$206,241	\$84,239	\$290,480	Tasks and work products generally remain the same from year to year.
Access Advisory Committee Support	90024	\$85,900	\$60,130	\$25,770	Support AACT meetings, AACT Chair, and AACT Executive Board of Directors; distribute monthly reports on system-wide accessibility, MBTA The Ride service, and other materials; provide guidance on the AACT Memorandum of Understanding, AACT bylaws, and disability issues in general; coordinate AACT elections and other committee activities; support AACT membership; maintain AACT databases; coordinate briefings on MPO activities; produce meeting materials in accessible formats; coordinate forums on transit accessibility; and update AACT brochure.	\$-	\$89,130	\$89,130	Tasks and work products generally remain the same from year to year.
Provision of Materials in Accessible Formats	90028	\$68,400	\$47,880	\$20,520	Support the MPO and CTPS in the production of accessible materials in PDF and HTML formats for posting on the Boston MPO website, including meeting minutes, work scopes, memoranda, reports, and other public materials. Review accessibility requirements, current CTPS standards and processes, and work on implementing standards within memoranda and report templates.	\$61,564	\$25,146	\$86,710	Tasks and work products generally remain the same from year to year; however, the level of effort varies based on the specific work products and reports that the MPO produces each year that need to be made accessible.
Regional Model Enhancement	11244	\$740,400	\$518,280	\$222,120	Update regional model databases and computer programs that implement modeling procedures.	\$533,040	\$217,720	\$750,760	Continuation of model update activities and furtherance of advanced practice techniques.
Roadway Safety Audits	11150	\$13,800	\$9,660	\$4,140	Continue providing support to MassDOT for safety audits conducted in the Boston Region MPO.	\$14,520	\$-	\$14,520	Tasks and work products generally remain the same from year to year.

(Table 8-1 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
Traffic Data Support	90080	\$7,900	\$5,530	\$2,370	Continue to respond to data request needs.	\$5,964	\$2,436	\$8,400	Continue to respond to data request needs.
Transit Data Support	90040	\$10,800	\$7,560	\$3,240	Continue to respond to data request needs.	\$-	\$11,120	\$11,120	Continue to respond to data request needs.
UPWP Study Recommendation Tracking Database	20902	\$-	\$-	\$-	This activity is new in FFY 2017.	\$14,200	\$5,800	\$20,000	Develop approach for creating and maintaining the UPWP Study Recommendation Tracking Database. Start to produce initial reports for the MPO detailing the status and effectiveness of UPWP planning studies and tracking the recommendations from completed studies.
MAPC Activities									
MPO/MAPC Liaison and Support Activities	MAPC1	\$157,000	\$109,900.0	\$47,100	Interagency coordination, development of work scopes and agendas, and participation in advisory and corridor committees. Assistance to the MPO for MPO elections and support on public participation, TIP project evaluations, and attendance at relevant meetings.	\$109,900	\$47,100	\$157,000	Tasks and work products generally remain the same from year to year.
Unified Planning Work Program Support	MAPC3	\$10,000	\$7,000.0	\$3,000	Support in the UPWP development process and attendance at relevant meetings.	\$7,000	\$3,000	\$10,000	Tasks and work products generally remain the same from year to year.
Subregional Support Activities	MAPC2	\$157,000	\$109,900.0	\$47,100	Coordination and support of subregional groups including preparation of agendas, coordination with transportation agencies, review of transportation studies in subregions, and assistance in setting subregional transportation priorities.	\$130,900	\$56,100	\$187,000	Tasks and work products generally remain the same from year to year.
Land Use Data to Support Transportation Modeling	MAPC10	\$80,000	\$56,000.0	\$24,000	Continued work in support of the operational land use allocation model including data development and analysis, documentation, and mapping products to support advanced transportation modeling.	\$54,216	\$23,235	\$77,451	Continue work in support of the operational land use model.
TOTAL		\$2,132,800	\$1,492,960	\$639,840		\$1,466,069	\$699,212	\$2,165,281	

AACT = Access Advisory Committee to the MBTA. CTPS = Central Transportation Planning Staff. FFY = federal fiscal year. FHWA = Federal Highway Administration. FTA = Federal Transit Administration. GIS = Geographic Information System. MAPC = Metropolitan Area Planning Council. MassDOT = Massachusetts Department of Transportation. MBTA = Massachusetts Bay Transportation Authority. MPO = Metropolitan Planning Organization. PL = FHWA transportation planning funds. TIP = Transportation Improvement Program. UPWP = Unified Planning Work Program.

8.2 CTPS ACTIVITIES

This section provides details on the administration, resource management, and support activities undertaken by CTPS every FFY.

COMPUTER RESOURCE MANAGEMENT

Project ID Number	See Individual Tasks Below
FHWA 3C PL Funds	\$328,524
FTA Section 5303 Funds	\$134,186
FFY 2017 Total Budget	\$462,710

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

Purpose

In order to carry out its functions, the MPO staff (the Central Transportation Planning Staff [CTPS]), maintains state-of-the-practice computer resources.

Approach

The following subtasks are undertaken as part of computer resource management:

60405 System Administration and Computer Room Management

Manage and maintain hardware and software for all CTPS computer systems to ensure that staff has maximum access to the computing resources required for its work, including an intranet site. Increased emphasis will be given to the security and integrity of all hardware, software, and data resources. Plan, monitor, and maintain CTPS's server room and computing facilities.

60406 Boston Region MPO Website

Develop and maintain a website that provides information regarding the MPO's activities and reports, studies produced by MPO staff, a data catalogue, and several interactive mapping applications. Continue to improve the site's design, information provided, and accessibility of this communication tool to those who are visually impaired. The website plays a critical role in the MPO's public-participation program by

providing information and eliciting public comment. All announcements for MPO and Regional Transportation Advisory Council meetings and committee meetings, as well as their related materials, are posted on the website.

60430 Software Development

Develop computer software to support CTPS's analytical, administrative, and documentation requirements. Maintain and enhance software developed by CTPS and/or others when program maintenance is no longer available from the original vendor.

60465 Staff Assistance and Training

Assist staff in using computer resources; organize and distribute vendor-supplied documentation, and, where appropriate, provide written and online user guides for particular resources.

60470 Liaison with Other Agencies

Work with other public agencies, including the Metropolitan Area Planning Council (MAPC) and the Commonwealth's Office of Geographic Information (MassGIS), to encourage sharing of computer and data resources and techniques.

60475 Computing Resource Purchasing and Maintenance

Purchase and maintain CTPS's computing resources. These include in-house assets such as servers, desktop and laptop computers, tablet and handheld computers, mass-storage devices, networking and communications hardware, printers and plotters, system and application software, and consumable supplies. These also include out-of-house resources, such as software purchased as a service, cloud-based storage, and other cloud-based computing resources.

60492 Computer Resource Planning

Update the CTPS Five-Year Plan for Computer Resource Development in conjunction with developing the next CTPS budget.

FFY 2017 Anticipated Outcomes

Work on these tasks will continue as described above.

DATA RESOURCES MANAGEMENT

Project ID Number	See Individual Tasks Below
FHWA 3C PL Funds	\$206,241
FTA Section 5303 Funds	\$84,239
FFY 2017 Total Budget	\$290,480

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

Purpose

The Central Transportation Planning Staff (CTPS) provides travel data and analyses at regional, corridor, and site-specific levels to support transportation planning and decision-making.

Approach

The categories below comprise the variety of tasks encompassed by this work:

60130 Socioeconomic Data

CTPS's database of statistics from the US Census Bureau's decennial census and American Community Survey, and products derived from these sources, will be maintained and kept current.

60201, 60202 Response to Data Requests

Data will be processed or analyzed upon request to meet the needs of local, state, and federal agencies, as well as private institutions and firms. The 60201 project number is used for data requests handled by CTPS's Information Technology and Systems (IT&S) group; the 60202 number is used for data requests handled by all other groups.

60600 Geographic Information System/Database Management System (GIS/DBMS)

CTPS will continue to develop and enhance its GIS database. CTPS will coordinate data development and distribution with the Massachusetts Department of Transportation (MassDOT) and MassGIS in order to prevent duplication of effort, ensure data quality, and reduce costs. CTPS's GIS database will be made available to staff through ArcSDE, ArcMap layer files, Web services, and Web applications.

FFY 2017 Anticipated Outcomes

Databases of standard reference GIS data, socioeconomic data, Registry of Motor Vehicles (RMV) data, and travel data; GIS processing tools; tabular and spatial data analyses; Web service and Web applications; responses to data requests.

DIRECT SUPPORT

Project ID Number	90000
FHWA 3C PL Funds	\$155,000
FTA Section 5303 Funds	\$71,500
SPR Funds	\$12,500
MassDOT Section 5303 Funds	\$6,000
MBTA Funds	\$20,230
Massport Funds	\$250
FFY 2017 Total Budget	\$39,480

Note: FTA and FHWA funds include the MassDOT local match.
SPR = State Planning and Research Contract with MassDOT.

Purpose

Through this activity, the Central Transportation Planning Staff (CTPS) provides integral direct support for all CTPS projects and functions.

Approach

Computer Equipment

CTPS computer needs are programmed in the CTPS Five Year Plan for Computer Resource Development, as amended.

Consultants

Consultants are hired periodically to perform specialized, time-specific tasks as project work demands.

Printing

Project-specific printing costs, such as those for surveys, maps, reports, presentation boards, and other informational materials, are included in this budget.

Travel

Periodically, the US Department of Transportation and other organizations sponsor courses and seminars that enhance staff's ability to do project work; the costs of registration, travel, and lodging associated with attending such programs are direct-support expenditures. Mileage, tolls, and parking expenses associated with project work also are charged as direct-support expenditures. Additional project work, such as high-occupancy-vehicle (HOV) lane monitoring, is funded through this budget to cover rental vehicles and fuel costs.

Other

Various other expenditures may become necessary during the term of this Unified Planning Work Program (UPWP). Costs associated with postage for return mail, services for preparing and processing data for specific projects, and translations of MPO materials into other languages are direct-support expenditures. Other nonrecurring costs, such as software for specific project work, video-camera equipment for license-plate surveys, or traffic-counting equipment, also may be funded through this line item.

FFY 2017 Anticipated Outcomes

Direct costs include computer and general office equipment, professional consulting services, in-state project-related travel, out-of-state travel associated with staff attendance at professional and training conferences, and other costs deemed appropriate.

ACCESS ADVISORY COMMITTEE SUPPORT

Project ID Number	90024
FHWA 3C PL Funds	\$-
FTA Section 5303 Funds	\$89,130
FFY 2017 Total Budget	\$89,130

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

Purpose

MPO staff supports the Massachusetts Bay Transportation Authority (MBTA) in meeting Americans with Disabilities Act of 1990 (ADA) requirements by providing ongoing support to the Access Advisory Committee to the MBTA (AACT), a user group representing people with disabilities. AACT advises the MBTA on all accessibility matters relating to the use of the MBTA's systemwide fixed-route services and THE RIDE paratransit service for people with disabilities. It also ensures that users' ideas concerning accessible transportation are heard.

Approach

AACT is a member of the MPO's Regional Transportation Advisory Council, and MPO staff solicits input from AACT regarding the transportation-planning process. Staff provides a variety of support services (detailed below).

FFY 2017 Anticipated Outcomes

- Support regularly scheduled AACT Membership, AACT Executive Board, and other related meetings at which attendees advise and comment on projects being planned or implemented throughout the system for fixed route services, commuter rail, rapid transit, surface transit, and paratransit service
- Distribute monthly reports on system-wide accessibility, THE RIDE's service statistics, and other materials pertinent to AACT meeting agenda items
- Support the AACT Chairperson by attending special consultations and other meetings
- Support the activities of the AACT Executive Board of Directors
- Maintain awareness of and provide guidance on the AACT Memorandum of Understanding, AACT bylaws, and disability issues in general

- Coordinate AACT elections and other committee activities, as needed
- Prepare and distribute AACT meeting agendas and minutes, meeting announcements, correspondence, meeting calendars to post in THE RIDE vans, and updated AACT informational materials
- Produce and distribute orientation packets for new AACT members
- Track follow-up for members' requests for information
- Maintain AACT databases for mailings, attendance log, membership standing, AACT archives, supplies, and accessible-formatting equipment
- Coordinate briefings on MPO activities
- Produce meeting materials in accessible formats for AACT members and members of the public upon request
- Coordinate forums on transit accessibility
- Update the AACT brochure

PROVISION OF MATERIALS IN ACCESSIBLE FORMATS

Project ID Number	90028
FHWA 3C PL Funds	\$61,564
FTA Section 5303 Funds	\$25,146
FFY 2017 Total Budget	\$86,710

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

Purpose

The purpose of this program is to comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act as amended in 1998, and other policies and regulations governing accessibility standards. When the MPO ensures compliance with these policies and regulations, public outreach and engagement is enhanced because more stakeholders in the region can access our informational materials and reports.

Approach

As mentioned above, the MPO conducts its transportation-planning activities and public outreach process in accordance with the ADA, Section 508 of the Rehabilitation Act as amended in 1998, and other policies and regulations governing accessibility standards. In support of these standards, the MPO produces written and electronic materials in accessible formats. In addition to producing these materials, the MPO will continue to maintain a library of templates that incorporate accessibility guidelines and standards.

FFY 2017 Anticipated Outcomes

- Production of materials in accessible formats for public meetings and website postings, as requested
- Ongoing maintenance of accessible document templates
- Development of accessibility guidelines and standards for MPO products

REGIONAL MODEL ENHANCEMENT

Project ID Number	11244
FHWA 3C PL Funds	\$533,040
FTA Section 5303 Funds	\$217,720
FFY 2017 Total Budget	\$750,760

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

Purpose

Through this work program, the Central Transportation Planning Staff (CTPS) builds and maintains a state-of-the-practice regional travel-demand model to help assess the area's transportation needs and evaluate alternatives to improve the transportation system. The model is principally a simulation of travel behavior that emulates the millions of travel-behavior decisions that ultimately produce more than 16 million daily person-trips across the 164 municipalities in the modeled area. Metrics produced by the model are designed to aid in both policy planning and technical analysis, as well as in meeting federal reporting requirements. The model is also used by MPO member transportation agencies because it is an extremely robust tool that incorporates data from all the region's transportation agencies (public transportation) and transportation service providers (private transportation) that are within the Boston Region MPO area.

Approach

During federal fiscal year (FFY) 2015, CTPS and the Metropolitan Area Planning Council (MAPC) jointly developed a Cube Land software model implementation that covers all 101 communities in the MPO region, as well as 63 additional border communities. Cube Land is a land-use allocation model that allows users to project future land use patterns. MPO staff will use Cube Land to forecast land use allocation.

Also in FFY 2015, CTPS (under contract to the Massachusetts Department of Transportation [MassDOT]) refreshed the statewide travel model. This refresh included better linkage between the MPO's model and the statewide model.

The MPO's regional modeling software was converted to TransCAD version 7 in FFY 2015. This new version has improved analysis capabilities that will benefit CTPS. These capabilities include better methods for computing accessibility indexes, improved dynamic traffic assignments, the inclusion of traffic signal delays in the path-building and highway assignments, and improved transit assignments and transit capacity analysis.

FFY 2017 Anticipated Outcomes

MPO staff plan to pursue the following activities associated with the Boston Region MPO's travel demand model, the Cube Land land-use allocation model, and the statewide model:

- Continue to use the 2011 Massachusetts Travel Survey, the most recent Massachusetts Bay Transportation Authority (MBTA) user surveys, the most recent traffic counts, and the latest MBTA counts to maintain, update, and calibrate the model set.
- Continue to refine the in-house scenario-management program within the regional modeling software, TransCAD, which will make it easier for MPO staff to evaluate multiple scenarios.
- Use the linkage between the statewide and CTPS model sets to improve the CTPS model with a better way to estimate external-external travel through the region. This linkage will also allow for improvements in the forecasting of external transit usage (basically, commuter rail trips that begin outside of the MPO's 101 communities, but end within the 101 communities, or more specifically, downtown Boston).
- Use the statewide model linkage to enhance the CTPS model by improving the ability to predict and analyze traffic flow with bordering planning agencies, including the Central Massachusetts Regional Planning Commission and the Southeast Regional Planning and Economic Development District.
- Work toward the development of an activity-based model (ABM). TransCAD version 7 has several new capabilities for ABM development, including a population synthesizer tool and the ability to create trip tables from survey-based activity logs.
- Work toward the development of a parking choice model for the Boston core.
- Develop adequate model documentation.
- Provide technical support and training to model users.
- Build better linkage between the regional model set and the Environmental Protection Agency's (EPA's) Motor Vehicle Emissions Simulator (MOVES) software, which calculates vehicle emissions.
- Continue to test dynamic traffic assignment methods for use in the MPO model set. Current practice suggests that dynamic traffic assignment (DTA) helps planners understand traffic flows at a finer temporal and spatial resolution than other assignment methods.

The activities listed above support projects in this Unified Planning Work Program (UPWP) that rely on the regional model for travel forecasting and analysis, particularly analysis that supports the Long-Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP).

Additional regional model enhancement activities may include the following:

- Continue to improve the linkage between the regional travel demand model set and Cube Land, and examine the potential for using Cube Land for project level land use forecasting. MPO staff will coordinate with MAPC and consult with peers and colleagues—including those in other regions—to learn more about best practices and lessons learned based on their experiences with alternative modeling approaches.
- The Logan International Airport ground access model has been recently updated for the Massachusetts Port Authority (Massport). This revised model will be integrated into the regional model set.
- The truck model is in need of an update. During the current work program, methods for updating the model will be examined. The update will likely be a two-step process. Step one will be to use the matrix estimation process and a set of new vehicle classification counts to update the truck trip tables. Step two will be a more comprehensive examination of the truck trip generation and distribution process.
- Continue to work on the park-and-ride station choice model.

TRANSIT DATA SUPPORT: FFY 2017

Project ID Number	90040
FHWA 3C PL Funds	\$-
FTA Section 5303 Funds	\$11,120
FFY 2017 Total Budget	\$11,120

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

Purpose

The purpose of this program is to provide transit data and small-scale analyses of available data to interested parties, upon request.

Approach

By performing various planning studies for the Massachusetts Bay Transportation Authority (MBTA) and other entities, the Central Transportation Planning Staff (CTPS) has accumulated a large amount of transit ridership, revenue, and service data. This program allows CTPS to provide this data to interested parties throughout the federal fiscal year.

FFY 2017 Anticipated Outcomes

CTPS will respond to requests for data and small-scale studies from agencies, municipalities, members of the public, academic institutions, and other interested parties.

TRAFFIC DATA SUPPORT: FFY 2017

Project ID Number	90080
FHWA 3C PL Funds	\$5,964
FTA Section 5303 Funds	\$2,436
FFY 2017 Total Budget	\$8,400

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

Purpose

The purpose of this program is to perform various quick-response data gathering or data analysis tasks for public and private institutions throughout the federal fiscal year.

Approach

In the vast majority of requests for transportation planning and traffic engineering analysis, the amount of effort is significant; therefore, a specific scope of work is developed for these projects. Occasionally, public and private institutions and their consultants ask the Central Transportation Planning Staff (CTPS) to perform various quick-response analyses or to provide data. Accounting for these requests, which are expected to require less than two person-days each, is done under this general project description.

FFY 2017 Anticipated Outcomes

Work products will depend on the tasks requested by the MPO agencies, the general public, consultants, or other parties.

ROADWAY SAFETY AUDITS

Project ID Number	11150
FHWA 3C PL Funds	\$14,520
FTA Section 5303 Funds	\$-
FFY 2017 Total Budget	\$14,520

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

Purpose

This program supports Central Transportation Planning Staff (CTPS) participation in Roadway Safety Audits (RSAs).

Approach

An RSA, as defined by the Federal Highway Administration (FHWA), is a formal safety performance examination of an existing or future road or intersection by an independent audit team. The Massachusetts Department of Transportation (MassDOT) guidelines require an RSA to be conducted where Highway Safety Improvement Program (HSIP)-eligible crash clusters are present. The RSA examines the location to develop both short- and long-term recommendations to improve safety for vehicles, pedestrians, and bicyclists. These recommendations help communities identify safety improvements that can be implemented in the short-term, and determine if more substantial improvements also are needed as part of a larger, long-term improvement process.

Audit teams include MassDOT headquarters and district office staff, MassDOT consultants, and CTPS personnel, as requested. In the RSA process, the audit team: 1) reviews available crash data; 2) meets and communicates with local officials, planners, engineers, and other stakeholders; 3) visits the site to observe traffic operations and identify safety issues; and 4) develops and documents recommendations.

FFY 2017 Anticipated Outcomes

The anticipated outcome is participation in audit teams as requested by the MassDOT.

UPWP STUDY RECOMMENDATION TRACKING DATABASE

Project ID Number	20902
FHWA 3C PL Funds	\$14,200
FTA Section 5303 Funds	\$5,800
FFY 2017 Total Budget	\$20,000

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

Purpose

Annually track status of recommendations advanced through Unified Planning Work Program (UPWP) studies

Approach

Each year, the Central Transportation Planning Staff (CTPS) (staff to the Boston Region Metropolitan Planning Organization [MPO]) conducts planning studies that are programmed for funding through the UPWP. These studies address roadway, transit, pedestrian, and bicycle needs throughout the Boston Region MPO area. Ideas for the studies come from numerous sources, including:

- Public outreach
- Outreach to Metropolitan Area Planning Council subregions
- Meetings with the Regional Transportation Advisory Council (Advisory Council)
- Meetings with the UPWP Committee
- Meetings with the MPO
- Needs identified in the Long-Range Transportation Plan
- Needs that CTPS identifies throughout the region

CTPS performs these studies to further the goals and objectives of the MPO, which include increasing roadway safety, increasing the quality and quantity of pedestrian and bicycle infrastructure, increasing transit mode share, reducing congestion, and modernizing roadways to accommodate all users. Through these studies, MPO staff recommend short-, medium-, and long-term improvements.

Historically, the MPO board has requested updates on the status of these planning studies to determine their effectiveness—for example, to see if the Massachusetts Department of Transportation (MassDOT) and the municipalities are implementing recommendations from the studies or advancing them via projects that would lead to implementation.

Tracking recommendations from completed studies to identify their status in the MassDOT project development process would require resources to reference the MassDOT Highway Division project information database, to call municipalities to obtain project information, and to use Google Maps and/or site visits to identify recent improvements.

FFY 2017 Anticipated Outcome

We propose creating a database of previous UPWP planning studies that would house details of project contacts, proposed improvements, implementation status, milestones, funding, and issues affecting implementation progress. MPO staff would use the database to produce reports for the MPO board detailing topics such as the percentage of planning studies that have advanced to the MassDOT project information system or are in preliminary design. By updating the database every year, CTPS will have a timely and efficient way to inform the MPO about the status of recommendations from its planning studies.

8.3 MAPC ACTIVITIES

This section provides details on the administration, resource management, and support activities undertaken by MAPC every FFY.

MPO/MAPC LIAISON AND SUPPORT ACTIVITIES

Project ID Number	MAPC1
FHWA 3C PL Funds	\$109,000
FTA Section 5303 Funds	\$48,000
FFY 2017 Total Budget	\$157,000

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

Purpose

This project includes working with MPO members and staff to establish work priorities and meeting agendas. It also includes reporting to the Metropolitan Area Planning Council (MAPC) Executive Committee, MAPC Council members, MAPC subregions, and MAPC staff on MPO activities to ensure strong coordination of land use and transportation planning across the region.

Approach

Statewide and Regional Planning Committees

MAPC actively participates in statewide and regional planning committees and task forces to represent the interests of the region, with a particular focus on the critical links between land use and transportation. These committees include the Massachusetts Association of Regional Planning Agencies (MARPA) and Regional

Coordination Councils, as well as various Massachusetts Department of Transportation (MassDOT), Massachusetts Bay Transportation Authority (MBTA), or municipally led transportation planning groups, such as Go Boston 2030. MAPC will also be actively involved in regional transportation plans and programs related to land use and transportation. Advisory committees may change from year to year as studies are begun or completed, but participating in various advisory committees is an ongoing task.

Support of the Public Participation Process for Metropolitan Planning Documents

MAPC provides education and outreach on a wide variety of transportation-related and land-use-related topics in the region, with emphasis on outreach through the subregions to municipal officials. MAPC also supports the Central Transportation Planning Staff (CTPS) in its outreach to environmental justice and senior populations and to people with disabilities.

MPO Elections

Working with the MBTA Advisory Board, MAPC will coordinate and implement annual elections for municipal representatives in the MPO.

Transportation Improvement Program (TIP) Evaluation and Criteria

MAPC will advise CTPS about the land-use and economic-development aspects of the TIP evaluations. MAPC will provide updated TIP criteria and help to implement the comprehensive regional growth plan, MetroFuture. MAPC will research TIP projects and work with municipalities to advance TIP projects.

MPO Agenda Setting and Coordination

MAPC will work with CTPS and MassDOT to develop MPO meeting agendas and presentations.

FFY 2017 Anticipated Outcomes

Anticipated outcomes include interagency coordination; work scopes and agendas; participation in advisory and corridor committees; public participation and outreach; reports to the MAPC Executive Committee, MAPC Council members, MAPC subregions, and MAPC staff; MPO elections; TIP criteria update and project evaluations; and attendance at relevant meetings.

UNIFIED PLANNING WORK PROGRAM SUPPORT (MAPC)

Project ID Number	MAPC3
FHWA 3C PL Funds	\$7,000
FTA Section 5303 Funds	\$3,000
FFY 2017 Total Budget	\$10,000

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

Purpose

This Unified Planning Work Program (UPWP) task supports the Metropolitan Area Planning Council's (MAPC's) management and oversight of UPWP-funded planning studies, projects, and programs, which includes preparing updates and budget information in monthly reports to the Massachusetts Department of Transportation (MassDOT).

Approach

MAPC assists with the annual development of the UPWP and supports, in coordination with MassDOT and the Central Transportation Planning Staff (CTPS), the development of UPWP project ideas and specific work scopes. Through community liaison and subregional support activities, MAPC staff also helps communities identify and develop studies to be included in the UPWP.

FFY 2017 Anticipated Outcomes

MAPC staff will prepare UPWP project listings and monthly reports on UPWP activities. MAPC will provide assistance with the annual development of the UPWP and support for the development of specific project proposals and work scopes. Staff will also provide assistance to communities in identifying and developing studies to be included in the UPWP through community liaison and subregional support activities.

LAND USE DATA FOR TRANSPORTATION MODELING (MAPC)

Project ID Number	MAPC10
FHWA 3C PL Funds	\$51,051
FTA Section 5303 Funds	\$26,400
FFY 2017 Total Budget	\$77,451

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

Purpose

This program allows the Metropolitan Area Planning Council (MAPC) to support the MPO’s planning and decision-making by helping the Central Transportation Planning Staff (CTPS) develop and implement the land-use allocation model and to conduct analysis supporting transportation modeling and project evaluation.

Approach

Land-Use Allocation Model Development: MAPC will continue to participate in integrating a land-use allocation model with the regional transportation demand model, working closely with CTPS and the Massachusetts Department of Transportation (MassDOT).

Development Database: MAPC will continue to monitor development projects that are being planned across the region and update and/or add to the development database as necessary.

Population, Household, and Employment Projections: MAPC will continue development of an updated set of regional socioeconomic projections based on updated information about migration patterns, household formation, economic activity, and development patterns, with the intention of releasing a new set of regional forecasts in calendar year 2017.

FFY 2017 Anticipated Outcomes

Anticipated outcomes include an improved land-use allocation model, updated population and household projections, data development and analysis, documentation, and mapping products to support advanced transportation modeling.

SUBREGIONAL SUPPORT ACTIVITIES (MAPC)

Project ID Number	MAPC2
FHWA 3C PL Funds	\$139,000
FTA Section 5303 Funds	\$48,000
FFY 2017 Total Budget	\$187,000

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

Purpose

The Metropolitan Area Planning Council (MAPC) region consists of 101 cities and towns. The region is subdivided into eight geographic areas that are represented by subregional councils comprising municipal officials, business leaders, community based organizations, and other local participants. MAPC staff planners are assigned as coordinators to each of the subregional groups to assist members in developing an understanding of subregional and regional transportation and land-use issues.

Approach

Subregions are encouraged to recommend subregional projects and priorities for the Transportation Improvement Program (TIP), the Long-Range Transportation Plan (LRTP), and the Unified Planning Work Program (UPWP). Subregional coordinators and MAPC transportation staff report back to the MPO through formal and informal communications. MAPC subregional groups will continue to participate in local corridor advisory committees whenever these committees are appropriate vehicles for working on projects in their areas. The subregions will continue to advance Priority Development Area and Priority Preservation Area planning and mapping activities.

MAPC staff ensures timely discussions of transportation-related issues by placing the topics on meeting agendas, by leading and participating in the discussions, and by distributing appropriate documents and notices relating to region-wide and statewide transportation meetings.

FFY 2017 Anticipated Outcomes

Anticipated outcomes include preparation of monthly meeting agendas for transportation topics at subregional meetings, coordination with transportation agencies, reviews of transportation studies in subregions, support for subregional and corridor advisory committee meetings, and assistance in setting subregional transportation priorities. This project supports community involvement in the development of transportation-planning documents.



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