



## BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

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Stephanie Pollack, MassDOT Secretary and CEO and MPO Chair  
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### *WORK PLAN*

## 3C PLANNING AND MPO SUPPORT: FEDERAL FISCAL YEAR 2019

SEPTEMBER 20, 2018

### Proposed Action

The Boston Region Metropolitan Planning Organization (MPO) reviews this work plan.

### Project Identification

Project Number 9119

Client

Boston Region MPO

Project Supervisors

*Principal:* Annette Demchur

*Manager:* Alexandra Kleyman

Funding Source

MPO Planning Contract #105757, MPO §5303 Contract #102694, and subsequent MPO §5303 contract

### Schedule and Budget

Schedule: 12 months after work commences

Budget: \$570,171

Schedule and budget details are shown in Exhibits 1 and 2, respectively.

## Background

This work plan encompasses the following 3C activities, which support the federally mandated “continuing,” “cooperative,” and “comprehensive” transportation-planning process:

- Support the MPO and its committees, including maintaining compliance with federal transportation planning regulations that govern MPO activities
- Conduct the Public Participation Process, including communications activities (for example, email list and *TRANSREPORT* blog posts) and engagement activities (for example, subregional outreach and public meetings)
- Support the Regional Transportation Advisory Council (Advisory Council)
- Support the work of the MPO by designing and producing graphical products

## Objectives

There are four primary objectives of the 3C Planning and MPO Support program:

1. Support and facilitate the MPO’s operation
2. Plan and coordinate delivery of information to the MPO, agencies and other entities, and members of the public for decision making
3. Conduct the communication, management, and participation processes needed for success in this work
4. Maintain compliance with federal regulations and requirements

## Work Description

The work described here supports the program management, planning, coordination, and general administration of the 3C process and its certification activities.

### Task 1 Support the MPO and Its Committees

This task focuses on carrying out the day-to-day and ongoing operations of the MPO.

The MPO decision-making board typically meets twice a month. MPO staff will plan, attend, and provide support for these meetings (see details under Products of Task 1).

The MPO currently has three committees: Administration and Finance, Congestion Management Process, and Unified Planning Work Program. MPO staff will support the work of these committees by coordinating committee meetings, reviewing agendas and meeting materials, and attending and providing support to facilitate meetings.

*Products of Task 1*

- Accessible meetings and materials
- Print and/or electronic materials for MPO and committee meetings, including agendas, handouts, minutes, memoranda, reports, white papers, and flyers and posting these materials on the MPO's website for use by MPO members and members of the public
- Electronic archival of meeting materials
- Follow-up on requests and issues raised at MPO and committee meetings

**Task 2 Stay Current and in Compliance with MPO Regulations, Requirements, and Best Practices**

This task identifies the measures staff will take to comply with MPO regulations, requirements, and best practices.

*Subtask 2.1 Comply with Federal Regulations and Requirements*

MPO staff will keep informed of federal requirements and national best practices and incorporate them as appropriate. If needed, staff will prepare memoranda to notify the MPO of emerging developments.

*Products of Subtask 2.1*

- Memoranda about changes that are made in response to new regulations, guidance, or standards, as needed

*Subtask 2.2 Coordinate with Other MPOs*

The Boston region urbanized area (UZA) is served by multiple MPOs. This task involves working with staff from these neighboring MPOs to promote coordinated, comprehensive, and consistent transportation plans and programs for the broader metropolitan planning area. Transportation managers from Massachusetts MPOs convene on a regular basis (typically monthly). Furthermore, MPO staff will engage with staff from MPOs in other parts of the state (or country) to share best practices, coordinate planning activities, or participate in certification reviews.

*Products of Subtask 2.2*

- As necessary, memos to document best practices and processes that could be adopted in the Boston region

*Subtask 2.3 Engage in Professional Development Opportunities*

To adhere to federal guidance and best serve the MPO and its certification activities and planning practices, staff will continue to develop its expertise in current and emerging planning topics. MPO staff will continue to maintain their expertise and pursue professional development opportunities, in part, by participating in relevant and topical courses, seminars, training programs, and

workshops offered by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Transportation Research Board (TRB), Association of Metropolitan Planning Organizations (AMPO), Institute of Transportation Engineers (ITE), American Planning Association (APA), and other organizations.

### **Task 3 Plan and Conduct the Public Participation Program**

The MPO's Public Participation Program supports the MPO's commitment to include and engage the people of the Boston region in collaborative transportation planning.

MPO staff implement the Public Participation Program through various outreach strategies and media that are used to help people understand, follow, and participate in the MPO process, as discussed below and described in more detail in the MPO's *Public Participation Plan (PPP)*.

#### ***Subtask 3.1 Create Comprehensive Database for Maintaining and Tracking Input***

The goal of this subtask is to create an internal database that would allow staff to track input from stakeholders and the public better, and integrate it into our work.

##### ***Products of Subtask 3.1***

- Public input database

#### ***Subtask 3.2 Plan Public Engagement to Support the Certification Documents***

An important part of 3C planning and MPO support each year is planning the public outreach that will be conducted in support of the MPO's programs and activities. Major aspects of planning public outreach include:

- Review input from previous year's outreach and evaluate effectiveness of previous approaches
- Coordinate with Certification Activities program managers to understand and help plan priorities for the year and develop strategies for obtaining public input
- Coordinate with Certification Activities program managers to understand and help plan approaches for providing desired information about the regional transportation planning process to stakeholders
- Draft any necessary updates to the PPP based on new or revised outreach strategies

##### ***Products of Subtask 3.2***

- Detailed plan for public outreach to support certification documents and activities

- Updated and revised PPP

### *Subtask 3.3 Conduct Public Engagement to Support the Certification Documents*

Outreach in FFY 2019 will be based on the specific analysis of previous stakeholder input and the plan developed in Subtask 3.2. Following the development of a plan to conduct public outreach to support developing the certification documents, MPO staff will perform three tasks in support of the certification documents and other certification activities work:

1. Conduct engagement and public comment opportunities in various formats including:
  - Online engagement and solicitation of comments/input
  - Handouts, guidebooks, and videos
  - Meetings with Metropolitan Area Planning Council (MAPC) subregional groups
  - Open houses
  - Public meetings in municipalities with significant Transportation Improvement Program (TIP) projects
  - Public meetings involving transportation management agencies, regional coordinating councils, or chambers of commerce
  - Public meetings aimed at engaging traditionally underserved populations<sup>1</sup>
2. Document, process, and analyze stakeholder input by keeping track of public input in the database developed in Subtask 3.1 and communicating relevant input to program managers
3. Assist program managers in responding to public input, as necessary, including responding to comments during official public-comment periods

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<sup>1</sup> This subtask supports the public outreach staff in their work to assist and coordinate with program managers within the Certification Activities group to plan and conduct public-engagement meetings. Outreach and engagement work conducted by Certification Activities program managers is described in more detail in those specific work plans and is budgeted under that work.

*Products of Subtask 3.3*

- Handouts, as planned
- Other materials for outreach meetings, as planned
- Responses to public comments, as needed

*Subtask 3.4 Provide Communications to Support the Certification Documents*

The main communications work to support development of certification documents and other certification activities includes:

- Website updates
- *TRANSREPORT* blog posts
- Emails through MailChimp
- Twitter posts
- Coordination with MAPC communications through posting appropriate items in the MAPC Matters newsletter

*Products of Subtask 3.4*

- Communications products including website updates, blog articles, emails, and twitter posts

*Subtask 3.5 Other Public Outreach and Communications*

As staff time and budget allow, this subtask is for the planning and execution of additional public meetings and engagement opportunities that arise during the year.

Possible events that fall under this category include, but are not limited to:

- Events partnering with other transportation-focused organizations and stakeholder groups
- Participation in workshops or conferences related to regional transportation issues

The purpose of these events would be to allow for added coordination and outreach opportunities, as appropriate, that are outside of the regularly occurring certification activities.

#### **Task 4 Support the Regional Transportation Advisory Council**

The Regional Transportation Advisory Council (Advisory Council) is the MPO's citizen advisory committee, which comprises approximately 65 entities (among its members and "friends"). The Advisory Council serves as a broad-based forum for discussing regional transportation issues and providing input about MPO certification documents, reports, studies, policies, and decisions. MPO staff supports the Advisory Council and its membership of municipalities, transportation-interest groups, and public entities. Staff manages the Advisory Council's communications and helps to plan and administer its meetings. Staff also coordinates with Advisory Council leadership on member recruitment and elections.

The Advisory Council has several standing committees, and forms other committees as needed. The standing committees are Program, Nominating, and Membership. MPO staff will continue to provide ongoing support to these committees and will be responsible for committee notifications and communications, meeting planning, meeting materials, meeting minutes, correspondence, updating and maintaining an Advisory Council contact list and database, and implementing the decisions and guidance that stem from the meetings.

##### *Products of Task 4*

- Accessible meetings and materials
- Notices to Advisory Council members
- Meeting minutes and various correspondence
- Membership audit
- Updated contact list and database

#### **Task 5 General Graphics Support**

Under this task, MPO staff will support the work of the MPO by designing and producing maps, charts, illustrations, report covers, brochures, photographs, PowerPoint presentations, and other graphical products to enhance readers' understanding of our content through clear and engaging visual communications.

**Exhibit 1**

**ESTIMATED SCHEDULE**

**3C Planning and MPO Support: Federal Fiscal Year 2019**

Task	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Support the MPO and Its Committees												
2. Stay Current with Regulations and Pursue Professional Development Opportunities												
3. Plan and Conduct the Public Participation Program	A B C D											
4. Support the Regional Transportation Advisory Council												
5. General Graphics Support												

Products/Milestones

- A: Updated Internal Public Input Database
- B: Public Outreach Plan for FFY 2019
- C: Updated Public Participation Plan
- D: Materials for Fall/Winter Public Outreach



**Exhibit 2**  
**ESTIMATED COST**  
**3C Planning and MPO Support: Federal Fiscal Year 2019**

<b>Direct Salary and Overhead</b>	<b>\$570,171</b>
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Task	Person-Weeks							Direct Salary	Overhead (99.00%)	Total Cost
	M-1	P-5	P-4	P-3	P-2	P-1	Total			
1. Support the MPO and Its Committees	23.5	5.4	10.0	10.0	10.1	27.1	86.1	\$117,910	\$116,731	\$234,640
2. Stay Current with Regulations and Pursue Professional Development Opportunities	2.0	0.0	2.0	2.0	0.0	2.0	8.0	\$10,940	\$10,830	\$21,770
3. Plan and Conduct the Public Participation Program	5.0	2.0	5.0	4.0	34.2	28.4	78.6	\$91,317	\$90,403	\$181,720
4. Support the Regional Transportation Advisory Council	2.0	0.0	1.5	0.5	15.0	0.0	19.0	\$23,513	\$23,278	\$46,790
5. General Graphics Support	6.0	6.2	7.0	7.8	0.0	0.0	27.0	\$42,839	\$42,411	\$85,250
Total	38.5	13.6	25.5	24.3	59.3	57.6	218.7	\$286,518	\$283,653	\$570,171

<b>Other Direct Costs</b>	<b>\$0</b>
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<b>TOTAL COST</b>	<b>\$570,171</b>
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**Funding**

MPO Planning Contract #105757, MPO §5303 Contract #102694, and subsequent MPO §5303 contract