

# Appendix A: Complaint Procedures

## BOSTON REGION METROPOLITAN PLANNING ORGANIZATION TITLE VI AND CIVIL RIGHTS NONDISCRIMINATION COMPLAINT PROCEDURE

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance either directly or via contract. Executive Order 13166 provides for equal access to services and benefits for individuals with limited English proficiency (LEP). Language access is deemed to be covered under Title VI in terms of national origin.

An additional executive order and several related federal statutes further define populations that are protected from discrimination. Executive Order 12898 is concerned with environmental justice for minority and low-income populations. The Americans with Disabilities Act (ADA) protects the rights of persons with disabilities. The rights of women and the elderly are protected under other federal statutes.

The Massachusetts Public Accommodation Law, M.G.L. c 272 §§92a, 98, and 98a and the Governor's Executive Order 526, section 4 provide protections to prevent discrimination on the basis of religion, veteran status, ancestry, sexual orientation, or gender identity or expression, in addition to the categories cited above.

The Boston Region Metropolitan Planning Organization (MPO) maintains the following procedure for receiving, investigating, addressing, and tracking Title VI and other discrimination complaints.

### *1. Submittal of Complaints*

A written complaint may be filed by any individual who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation by the Boston Region MPO on the basis of race, color, national origin, language, gender, age, disability, income, religion, military service, ancestry, sexual orientation, or gender identity or expression. Such complaint must be filed no later than 180 calendar days after the date the person believes the discrimination occurred.

Written complaints shall be submitted to:

Mr. Richard A. Davey, Chair  
Boston Region Metropolitan Planning Organization  
State Transportation Building  
10 Park Plaza, Suite 2150  
Boston, MA 02116-3968

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as completely as possible the facts of and circumstances surrounding the alleged discrimination and shall include the following information:

- Name, address, and phone number of the complainant
- A written statement of the complaint, including the following details:
  - Basis of alleged discrimination (for example, race, color, national origin, or language)
  - Detailed description of the alleged discriminatory act(s)
  - Nature of the incident(s) that led complainant to feel discrimination was a factor
  - Date(s) on which the alleged discriminatory event or events occurred
  - Name(s) of alleged discriminating individual(s), if applicable
- Other agencies (state, local, or federal) where the complaint is also being filed
- Complainant's signature and date

In the case where a complainant is unable or incapable of providing a written statement and has no designee to do so, a verbal complaint of discrimination may be made through the Boston Region MPO executive director. Verbal complaints may be submitted (either in person, by telephone at 617- 973-7100 or via a recording) to the executive director. The executive director will ensure that the verbal allegations are converted to a written allegation and that the complainant has the opportunity to review, revise, and approve the written document before it is processed. In cases where the complainant is assisted in converting an oral complaint into a written complaint, the complainant is required to sign the written complaint to confirm that it accurately reflects their allegations.

Written complaints may also be submitted to:

MassDOT Director of Civil Rights  
 10 Park Plaza, Suite 4160  
 Boston, MA 02116

Departmental Office of Civil Rights  
 U.S. Department of Transportation  
 1200 New Jersey Ave.  
 Washington D.C. 20590

## 2. *Review of Complaint*

Upon receipt of the complaint, the MPO chair shall appoint the Boston Region MPO executive director and other MPO staff to review it. This review may include the collection of additional information from the complainant and/or the alleged discriminating party (or parties). Upon completion of the review, the executive director shall report to the MPO chair or the chair's designee. This report may include recommendations for possible action to address the complaint.

Recommendations may include:

- Forwarding the complaint to a responsible implementing agency
- Identifying remedial actions available to provide redress

- Identifying improvements to the MPO's processes relative to Title VI, environmental justice, and other populations covered by this procedure

The MPO chair or the chair's designee shall refer the matter to the MPO's Administration and Finance Committee, which shall meet to discuss the complaint and the staff report.

### 3. *Responding to Complaints*

The Administration and Finance Committee shall develop a proposed response to the complaint, recommending a course of action, and submit it to the MPO for discussion and approval. The MPO chair shall decide on a response to the complaint and inform the MPO of the response.

The MPO chair shall issue a written response to the complainant. This response shall be issued no later than 60 days after the date on which the chair received the complaint. If more time is required, the chair shall notify the complainant of the estimated time frame for completing the review and response.

If a complaint concerns agencies other than the Boston Region MPO, MPO staff will seek permission from the complainant to forward his/her complaint to appropriate individuals at those agencies.

### 4. *Appeals*

The complainant may appeal the chair's response to the complaint. Appeals must be in writing and shall be submitted to either of the following no later than 30 days after the date of the written response:

MassDOT Director of Civil Rights  
10 Park Plaza, Suite 4160  
Boston, MA 02116

Departmental Office of Civil Rights  
U.S. Department of Transportation  
1200 New Jersey Ave.  
Washington D.C. 20590

In the case where a complainant is unable or incapable of providing a written appeal and has no designee to do so, a verbal appeal to a complaint-of-discrimination decision may be made through the executive director. Verbal appeals may be submitted (either in person, by telephone at 617-973-7100, or via a recording) to the executive director. The executive director will ensure that the verbal appeal is converted to a written appeal and that the complainant has the opportunity to review, revise, and approve the written document before it is processed. In cases where the complainant is assisted in converting an oral appeal into a written appeal, the complainant is required to sign the written appeal to confirm its accuracy.



These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel. These procedures are part of an administrative process that does not include punitive damages or compensatory remuneration for the complainant.

MPO staff will forward complaints and responses to those complaints to the Massachusetts Department of Transportation's (MassDOT) Office of Civil Rights.

The MPO shall maintain a list of complaints, lawsuits, and investigations alleging discrimination on the basis of race, color, or national origin. The list shall include filing date(s), allegation summaries, status of the investigation, lawsuit or complaint, and actions taken by the MPO. The list of complaints, investigations and resolutions will be forwarded to MassDOT's Office of Civil Rights. A summary of all civil rights compliance review activities conducted over the latest three-year period shall be maintained.

**BOSTON REGION METROPOLITAN PLANNING ORGANIZATION**  
**Consent/Release Form for Discrimination Complaints**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

As a complainant, I understand that the MPO may need to disclose my name during the course of the complaint review process to persons other than those conducting the review, in order for the review to be thorough. I am also aware of the obligation of the MPO to honor requests under the Freedom of Information Act: I understand that it may be necessary for the MPO to disclose information, including personally identifying details, which it has gathered as part of the investigation of my complaint. In addition, I understand that as a complainant I am protected by MPO policies and practices from intimidation or retaliation in response to my having taken action or participated in action to secure rights protected by nondiscrimination statutes and regulations that are enforced by the MPO.

**Please check one:**

**I GIVE CONSENT** and authorization to the MPO to reveal, insofar as required for an effective investigation, my identity to persons at the organization identified by me in my formal complaint. I also authorize the MPO to discuss, receive, and review materials and information about me with appropriate administrators or witnesses for the purpose of investigating this complaint. In doing so, I have read and understand the information at the beginning of this form. I also understand that the information received will be used for authorized civil rights compliance activities only. I further understand that I am not required to sign this release, and do so voluntarily.

**I DENY CONSENT** and authorization to the MPO to reveal, in the course of its investigation of my discrimination complaint, my identity to persons at the organization identified by me in my formal complaint, other than those who will be conducting the investigation. I also deny consent to the MPO to disclose any information contained in this complaint to any witnesses I have mentioned in the complaint. In doing so, I understand that I am not authorizing the MPO to discuss, receive, and review materials and information about me from the same. In doing so, I have read and understand the information at the beginning of this form. I also understand that my decision to deny consent may impede the investigation of my complaint and may result in an unsuccessful resolution of my case.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please **sign and submit** complaint form, consent form, and any additional information to:

Mr. Richard A. Davey, Chair  
Boston Region Metropolitan Planning Organization  
State Transportation Building  
10 Park Plaza, Suite 2150  
Boston, MA 02116-3968

# DISCRIMINATION COMPLAINT AGAINST THE BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

If you need assistance completing this form, please contact CTPS at  
(617) 973-8495

## **Complainant Contact Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## **Complaint**

Date of alleged incident: \_\_\_\_\_

Decision, document, statement, or other act  
that you believe was discriminatory: \_\_\_\_\_  
\_\_\_\_\_

If you believe that one or more MPO employees discriminated  
against you, name of employee(s), if known: \_\_\_\_\_  
\_\_\_\_\_

Basis of alleged discrimination:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Race            | <input type="checkbox"/> Age              | <input type="checkbox"/> Ancestry                      |
| <input type="checkbox"/> Color           | <input type="checkbox"/> Disability       | <input type="checkbox"/> Sexual orientation            |
| <input type="checkbox"/> National origin | <input type="checkbox"/> Income           | <input type="checkbox"/> Gender identity or expression |
| <input type="checkbox"/> Language        | <input type="checkbox"/> Religion         | <input type="checkbox"/> Other: _____                  |
| <input type="checkbox"/> Gender          | <input type="checkbox"/> Military service |  |

Describe the nature of the incident. Explain what happened and the allegedly discriminatory action(s). Indicate who was involved. Include how other people were treated differently, if present, or how you believe others would have been treated differently if they had been present. Attach any written or graphic material or other information pertaining to the complaint.  
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List names and contact information of anyone who may have knowledge of the alleged discrimination.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

How do you think this issue can be resolved?

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In the course of conducting a thorough complaint review process, it may become necessary to disclose your name to persons other than those conducting the review. To allow this, sign, date, and submit the consent/release form, enclosed for your convenience.

This discrimination complaint form must also be signed and dated below.

*I certify that to the best of my knowledge the information I have provided is accurate and the events and circumstances occurred as I have described them.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachments:  Yes  No

Please submit complaint form, consent/release form, and any additional information to:

Mr. Richard A. Davey, Chair  
Boston Region Metropolitan Planning Organization  
State Transportation Building  
10 Park Plaza, Suite 2150  
Boston, MA 02116-3968

# Appendix B—Boston Region MPO Language-Assistance Plan (February 2014)

## B.1 INTRODUCTION

On August 11, 2000, President Clinton signed Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency.” This Executive Order requires federal agencies to examine the services they provide, identify those whose potential users could include persons with limited English proficiency, and develop and implement a system to provide those services in such a way that LEP persons have meaningful access to them.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of national origin and, in consideration of Executive Order 13166, requires that recipients of federal funds assess and address the needs of LEP individuals seeking assistance. The US Department of Transportation (USDOT) developed guidance titled Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons to ensure that people in the United States are not excluded from participation in DOT-assisted programs and activities because they face challenges communicating in English. This guidance clarifies funding recipients’ responsibilities to provide meaningful access for LEP people under existing law by describing the factors recipients should consider in fulfilling their responsibilities to LEP persons.

The Boston Region Metropolitan Planning Organization’s Language-Assistance Plan has been developed based on DOT guidance, which identifies the following four factors to consider when determining reasonable steps for ensuring that LEP people have meaningful access<sup>3</sup> :

- Factor 1: The number and proportion of LEP persons eligible to be served by or likely to encounter a program, activity, or service of the recipient or grantee
- Factor 2: The frequency with which LEP individuals come in contact with the program
- Factor 3: The nature and importance of the program, activity, or service provided by the recipient to people’s lives
- Factor 4: The resources available to the recipient, and their costs

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<sup>3</sup> FTA C4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients, October 1, 2012, p Chap. III.7.

### B.1.1 Boston Region MPO Policy

It is the policy of the Boston Region MPO that people with limited English proficiency be neither discriminated against nor denied meaningful access to and participation in the programs and services provided by the MPO. The MPO has developed this plan ensure that it employs appropriate strategies to assess needs for language services; and to implement language services that provide meaningful access to the planning process and to published information without placing undue burdens on the MPO's resources.

### B.2 DETERMINATION OF NEED

The MPO used the aforementioned four factors identified by USDOT to determine reasonable steps for providing meaningful access to the MPO's activities for people LEP. These factors are described below.

#### *Factor 1: Number and Proportion of LEP People in the Boston Region MPO Area*

According to the USDOT's definition, people are considered to have LEP if they speak English "not well" or "not at all." However, FTA's definition includes those who speak English "less than very well". FTA's definition is used in this analysis as it sets the upper bounds on the LEP population.

Data from the 2008–2012 five-year ACS public-use micro data sample (PUMS)<sup>4</sup> were used to analyze the number of LEP persons five years of age and older in the Boston Region MPO. According to the ACS Summary file, 10.5% of this population (301,878 of the MPO area population of 2,865,258 who are five years of age and older) in the MPO region are considered to have limited English proficiency as they speak English "less than very well." The largest proportion of LEP persons speak Spanish (34.2%), followed by Chinese (14.4%), and Portuguese (12.4%). Altogether, LEP speakers of these three languages represent almost two-thirds (61%) of the MPO's LEP population five years old and older. LEP populations meeting the US Department of Transportation's definition of LEP "safe harbor" thresholds (5% of the population or 1,000 individuals, whichever is less) include speakers of the languages in the following

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<sup>4</sup> Geographic detail for this dataset is limited to the Public Use Micro data Area (PUMA). Each PUMA, with the exception of those overlaying the City of Boston, is made up of one or more municipalities and has a total population of at least 100,000. Boston is comprised of five PUMAs. The PUMA boundaries do not all nest within the limits of the Boston Region MPO. For those PUMAs that lie only partially within the MPO limits, the statistics were factored down in proportion to the percentage of the PUMA's 2010 five-year-and-older population residing in the MPO portion of the PUMA.



table. Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English may be entitled to language assistance under Title VI of the Civil Rights Act of 1964. Figures B1–B-7 (at the end of the appendix) show the distribution of those with limited-English proficiency and the distribution of speakers of the top six languages.

**TABLE B.1**  
**Non-English Safe Harbor Languages in the Boston Region MPO<sup>a</sup>**

<b>Languages Spoken</b>	<b>Total LEP</b>	<b>Pct. LEP Population</b>	<b>Pct. MPO Population</b>
Spanish	103,147	34.2%	3.6%
Chinese	43,614	14.4	1.5
Portuguese	37,400	12.4	1.3
French Creole	19,061	6.3	0.7
Vietnamese	16,186	5.4	0.6
Russian	12,281	4.1	0.4
Italian	7,956	2.6	0.3
Arabic	7,534	2.5	0.3
French	6,302	2.1	0.2
Korean	5,296	1.8	0.2
Greek	4,315	1.4	0.2
Mon-Khmer, Cambodian	2,915	1.0	0.1
Albanian	2,888	1.0	0.1
Japanese	2,416	0.8	0.1
Armenian	1,856	0.6	0.1
Polish	1,821	0.6	0.1
Hindi	1,768	0.6	0.1
Gujarati	1,607	0.5	0.1
Amharic	1,402	0.5	0.0
Punjabi	1,398	0.5	0.0
Persian	1,247	0.4	0.0
Tamil	1,140	0.4	0.0
Bengali	1,076	0.4	0.0
Tagalog	1,057	0.4	0.0
Other Languages	16,195	5.4	0.6
<b>Total</b>	<b>301,878</b>	<b>100.0%</b>	<b>10.5%</b>

a Population that is five years of age and older.

b Includes those who self-identify as speaking English “less than very well,” “not well,” and “not at all.”

### *Factor 2: Frequency of Contact*

The MPO has infrequent and unpredictable contact with LEP individuals, partly because of the nature of MPO programs and activities. The most frequent avenues for contact are the MPO website, flyers, and other announcements that are emailed to individuals and organizations, identified through the MPO's transportation equity program.

Other likely occasions for contact with non-English-speaking people are events like the MPO's public workshops, open houses, and transportation equity forums. The MPO has been making a concerted effort to identify and reach out to minority and LEP populations. Demographic maps are used to identify areas in which public outreach meetings may be needed to include LEP populations and determine the languages into which outreach materials might be translated.

To date, language interpreters have not been requested for any MPO meetings or events. The MPO will continue to monitor such requests to help inform future needs.

### *Factor 3: The Importance of the Service Provided by the Program*

The MPO plans, and programs capital transportation funds for future transportation projects in the region. While the MPO is not a direct transportation-service provider, and denial or delay of access to the MPO's programs and activities would not have immediate or life-threatening implications for a person with LEP, transportation improvements resulting from the MPO's activities have an impact on the mobility and quality of life for all residents.

Input from all stakeholders is critical to the MPO's process, so it invests considerable effort in inclusive public outreach. The MPO encourages and helps the public to understand the transportation planning process and provides many opportunities for the public to participate and comment through a variety of activities, which are described fully in the MPO's Public Participation Plan.

Three major documents and their related planning initiatives—an annual Unified Planning Work Program, a four-year Transportation Improvement Program, and a 20-plus-year Long-Range Transportation Plan—also are important to the planning process, and offer opportunities for the public to comment on the use of federal funds that are programmed

As a result of the regional transportation planning process, selected projects receive approval for federal funding and progress through project planning, design, and construction under the responsibility of local jurisdictions or state transportation agencies. These state and local organizations have their own

policies in place to ensure opportunities for people with LEP to participate in the process that shapes where, how, and when a specific project is implemented.

Some MPO documents and outreach materials are of vital importance to the public for understanding and participating in the transportation planning process. To accommodate LEP individuals, the MPO routinely translates these into the three languages most widely spoken by LEP individuals: Spanish, Chinese, and Portuguese. Documents currently identified as vital are:

- MPO Notice to Title VI Beneficiaries
- MPO complaint procedures and form
- Summaries of key materials: a description of the MPO transportation-planning process and the certification documents, LRTP, TIP, and UPWP
- Meeting notices and flyers: generally prepared for out-of-Boston MPO meetings, and all MPO-sponsored meetings, workshops, forums, and other similar input-sessions

#### *Factor 4: Resources Available to the Recipient*

The cost of providing interpreters at meetings is high; however, although the MPO has advertised the availability of interpreters, none have been requested to date. The MPO's current policy is to provide these services whenever they are requested.

Based on the number and type of meetings for which written materials need to be translated, the MPO has budgeted sufficient funds to translate vital documents into the three languages most widely spoken by LEP individuals (see section B.3.2 below). The budget also includes sufficient funds to translate documents into other languages, as needed, for public outreach or to accommodate requests. To date, only a few individuals have made such requests.

Although the MPO has been able to provide services with existing resources thus far, the region is dynamic and continues to attract diverse ethnic and cultural populations. Therefore, the MPO will continue to monitor the need for translating publications and documents and for interpretation at meetings/events, based on factors one through three of the four-factor analysis and the number of requests received, and will determine whether the current policy needs to be adjusted because of resource constraints.

## **B.3 PLAN IMPLEMENTATION**

### **B.3.1 Oral Language Assistance**

Notices for all MPO meetings state that translation services (including American Sign Language) are available at public meetings upon request. The current

number of residents with limited English proficiency in the Boston region, and their infrequent interaction with the MPO, have resulted in the MPO's rarely needing to provide language services. However, engaging the diverse population within the region is important, and the MPO takes the following measures to ensure meaningful access for the LEP population in the Boston region.

Key staff at the MPO office will utilize language identification "I speak" cards, developed by the US Census Bureau, when first encountering an LEP individual. On these cards appears the phrase "Mark this box if you read or speak [name of language]" in 38 different languages. Government and non-government agencies use these cards to identify the primary language of LEP individuals when face to face. To assist LEP individuals who might come to the MPO offices, language identification cards are available at the front desk, along with a list of staff members who are able and willing to serve as translators.

MPO staff that interact frequently with the public are familiar with the resources necessary to engage translators for meetings and use phone translators for one-on-one communication.

### B.3.2 Written Language Assistance

The MPO's public involvement activities seek to promote respect, provide opportunities for meaningful involvement, be responsive to participants, provide a predictable process, open new avenues of communication, and attract new constituencies. The MPO provides press releases for its workshops on the LRTP and TIP. Language interpreters will be provided upon request at public meetings. Press releases announcing public review of the certification documents or their amendments are placed in the *El Mundo* and *La Semana* (the region's two major Spanish-language newspapers).

The MPO's Transportation Equity Program includes outreach to areas with relatively high concentrations of people who may be limited in their ability to speak or understand English. The MPO regularly contacts representatives of community ethnic and cultural organizations as part of the transportation equity outreach process. These individuals have been resources for identifying the needs of LEP populations and informing their communities about MPO programs and activities.

As indicated above, the MPO currently translates vital documents into Spanish, Chinese, and Portuguese, the three primary non-English languages in the region. Material is translated into other languages, as needed, when outreach meetings or forums are conducted in areas where MPO demographic maps indicate the presence of LEP populations.

MPO staff that interact frequently with the public are familiar with the resources necessary to obtain written translations of materials whenever necessary.

### **B.3.3 MPO Website**

Google Translate is available on the MPO website, which contains considerable information on the regional transportation-planning process and the MPO's programs and activities. Google Translate allows visitors to translate any page of text into the following additional languages: simplified and traditional Chinese, French, Italian, Portuguese, Russian, Spanish, and Vietnamese. To meet accessibility requirements for individuals with low or no vision, MPO documents are posted as PDF files and in HTML, which can be read using Google Translate.

Vital documents posted on the website are formally translated into Spanish, Chinese, and Portuguese.

## **B.4 MONITORING AND UPDATING THE PLAN**

The MPO will monitor the region's changing language needs and update language-assistance services when appropriate. The MPO will track the number of requests (by language) for language assistance in its programs and activities and will look for ways to expand participation of LEP people. If the need for language-assistance services warrants, the MPO will revise its language-access plan.

## **B.5 TRAINING STAFF**

The *CTPS Nondiscrimination Handbook* describes a training program that is being developed to train MPO staff about the treatment and accommodation of those protected under various civil rights laws and regulations, including minority and LEP individuals. This training will be developed and implemented in collaboration with the MassDOT Office of Diversity and Civil Rights, the Massachusetts Office of Diversity, the Massachusetts Commission for the Deaf and Hard of Hearing, and the Massachusetts Commission for the Blind. Although key staff already know how to provide timely and reasonable language assistance to LEP populations, future training for all staff will include this information.

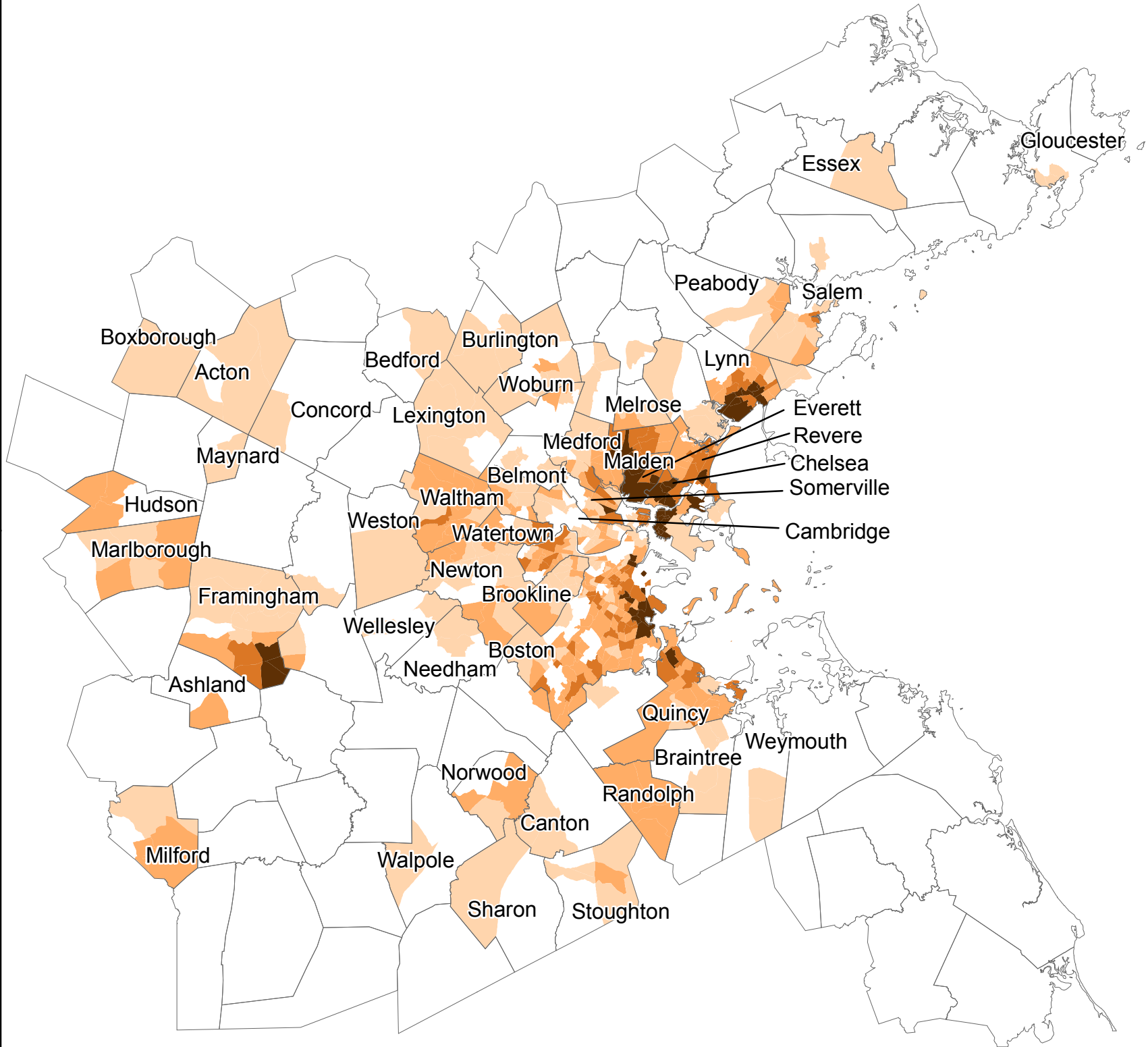
For face-to-face interactions with LEP individuals, training will include language identification "I speak" cards, developed by the US Census Bureau. The phrase "Mark this box if you read or speak [name of language]" appears on these cards in 38 different languages. These are kept at the front desk for use by the

receptionist or any other staff member who needs to identify the primary language of an LEP individual. Also available is a list of staff members who speak languages other than English and are able and willing to serve as translators. Staff that have most frequent contact with the public through MPO and other public meetings, are taught to use phone translation services, how to engage translators for meetings, and obtain written translations.

The *CTPS Nondiscrimination Handbook* provides MPO staff with information about all types of accommodations and establishes protocols for using them.

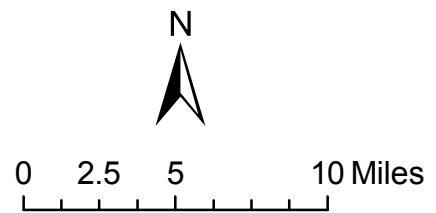
Geographic units in this map are U.S. census tracts from the 2010 Census.

Residents with limited English proficiency are defined for Federal Transit Administration Title VI purposes as persons aged five and older whose ability to speak English was self-identified as "well," "not well," or "not at all" in the 2012 American Community Survey (ACS) five-year summary file.



**Percent with Limited English Proficiency**

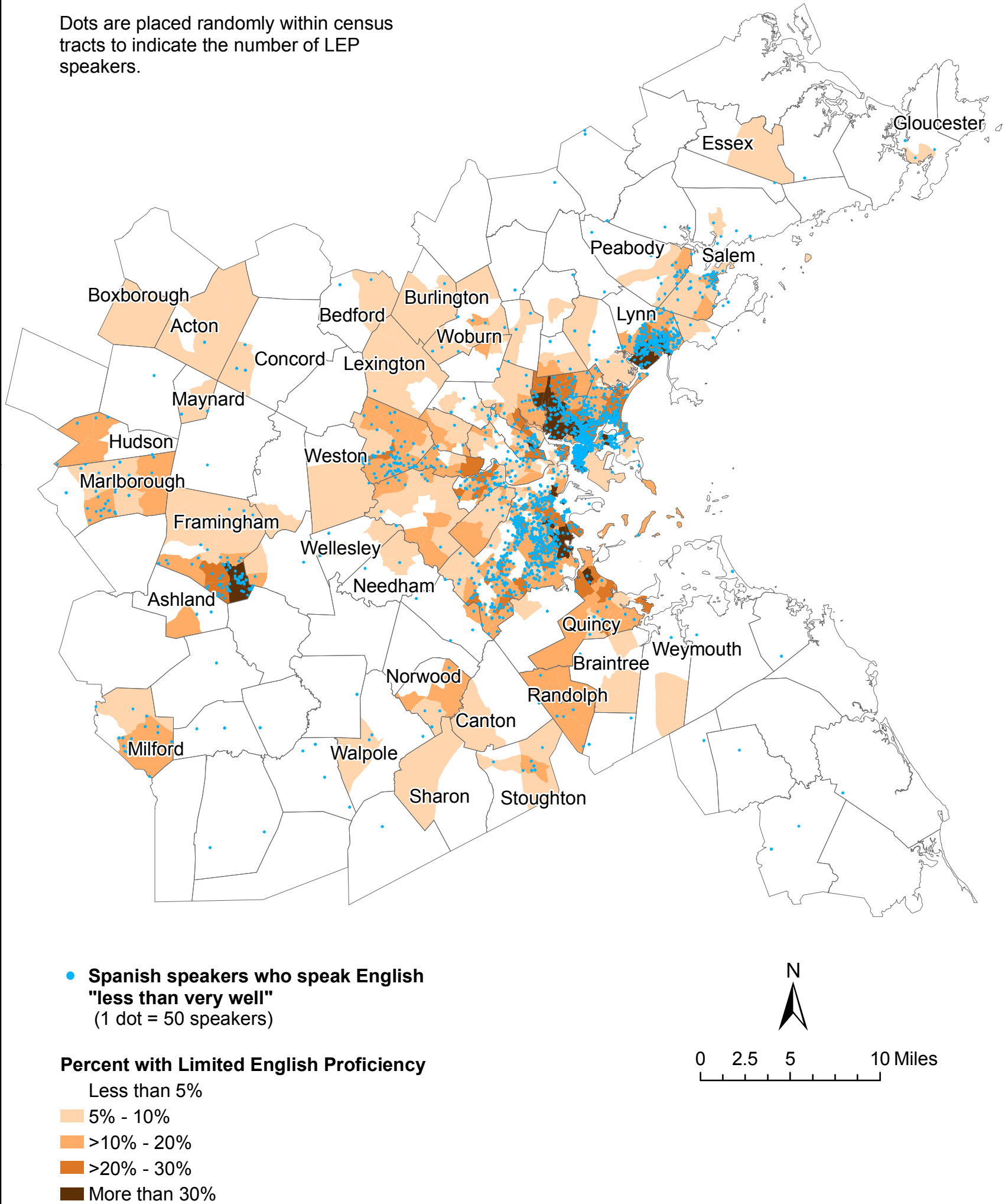
- Less than 5%
- 5% - 10%
- >10% - 20%
- >20% - 30%
- More than 30%



Geographic units in this map are U.S. census tracts from the 2010 Census.

Residents with limited English proficiency are defined for Federal Transit Administration Title VI purposes as persons aged five and older whose ability to speak English was self-identified as "well," "not well," or "not at all" in the 2012 American Community Survey (ACS) five-year summary file.

Dots are placed randomly within census tracts to indicate the number of LEP speakers.

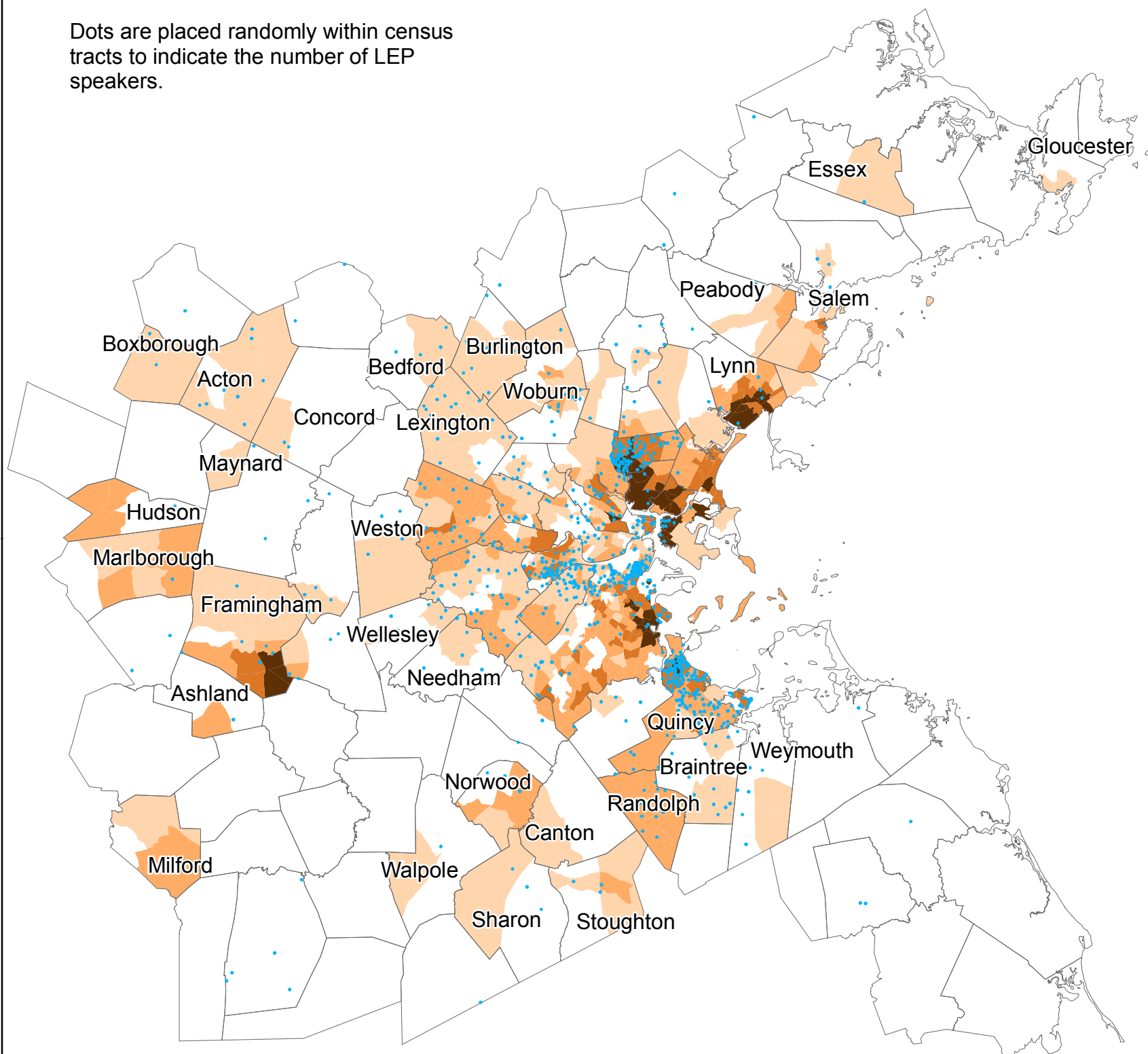




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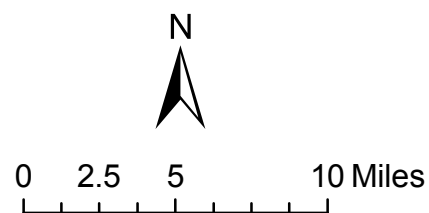
Dots are placed randomly within census tracts to indicate the number of LEP speakers.



● Chinese speakers who speak English "less than very well" (1 dot = 50 speakers)

**Percent with Limited English Proficiency**

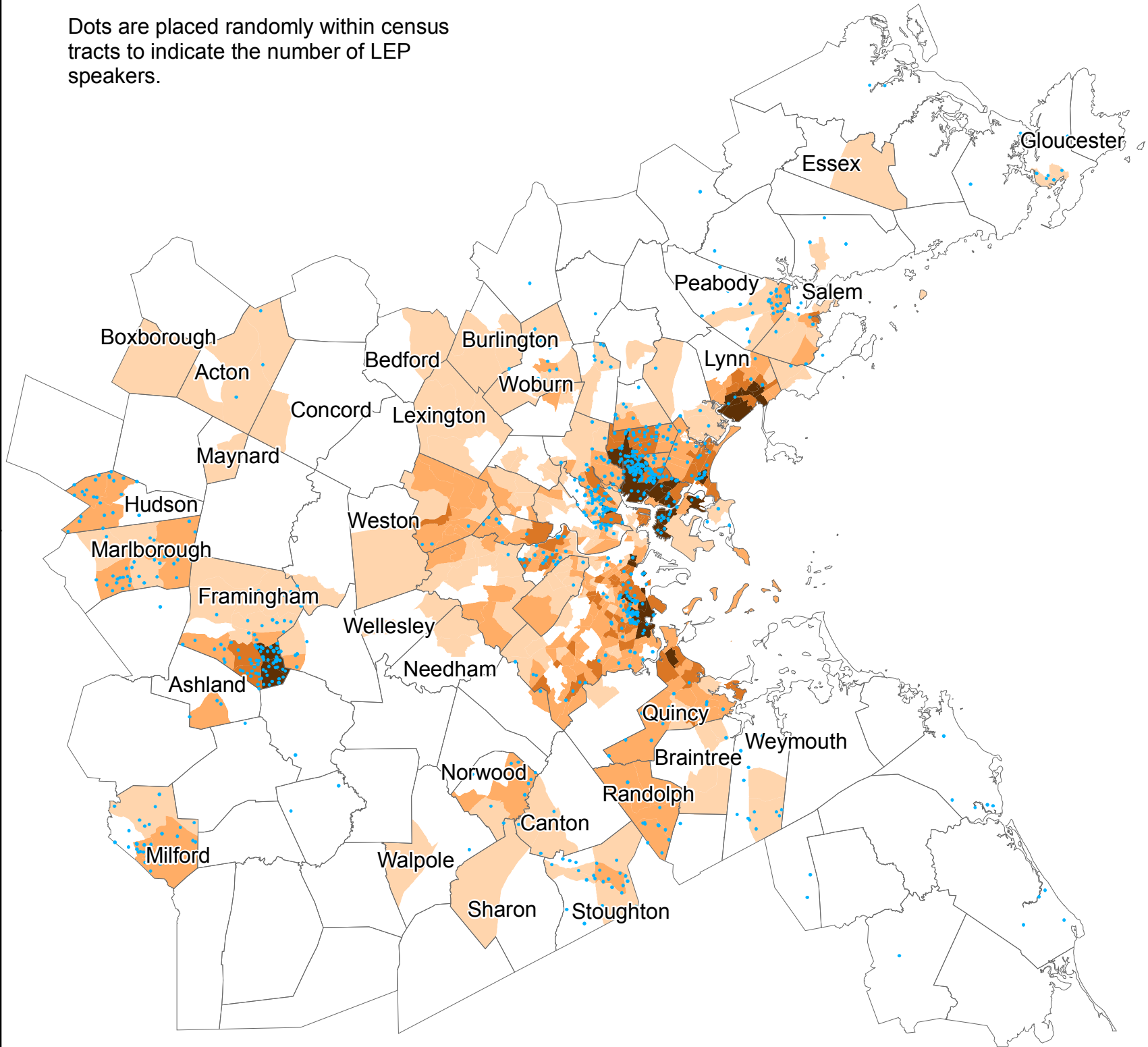
- Less than 5%
- 5% - 10%
- >10% - 20%
- >20% - 30%
- More than 30%



Geographic units in this map are U.S. census tracts from the 2010 Census.

Residents with limited English proficiency are defined for Federal Transit Administration Title VI purposes as persons aged five and older whose ability to speak English was self-identified as "well," "not well," or "not at all" in the 2012 American Community Survey (ACS) five-year summary file.

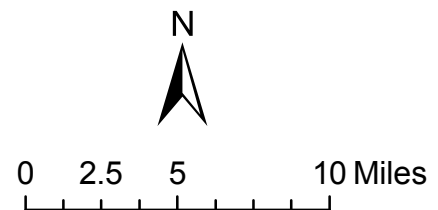
Dots are placed randomly within census tracts to indicate the number of LEP speakers.



● Portuguese speakers who speak English "less than very well" (1 dot = 50 speakers)

**Percent with Limited English Proficiency**

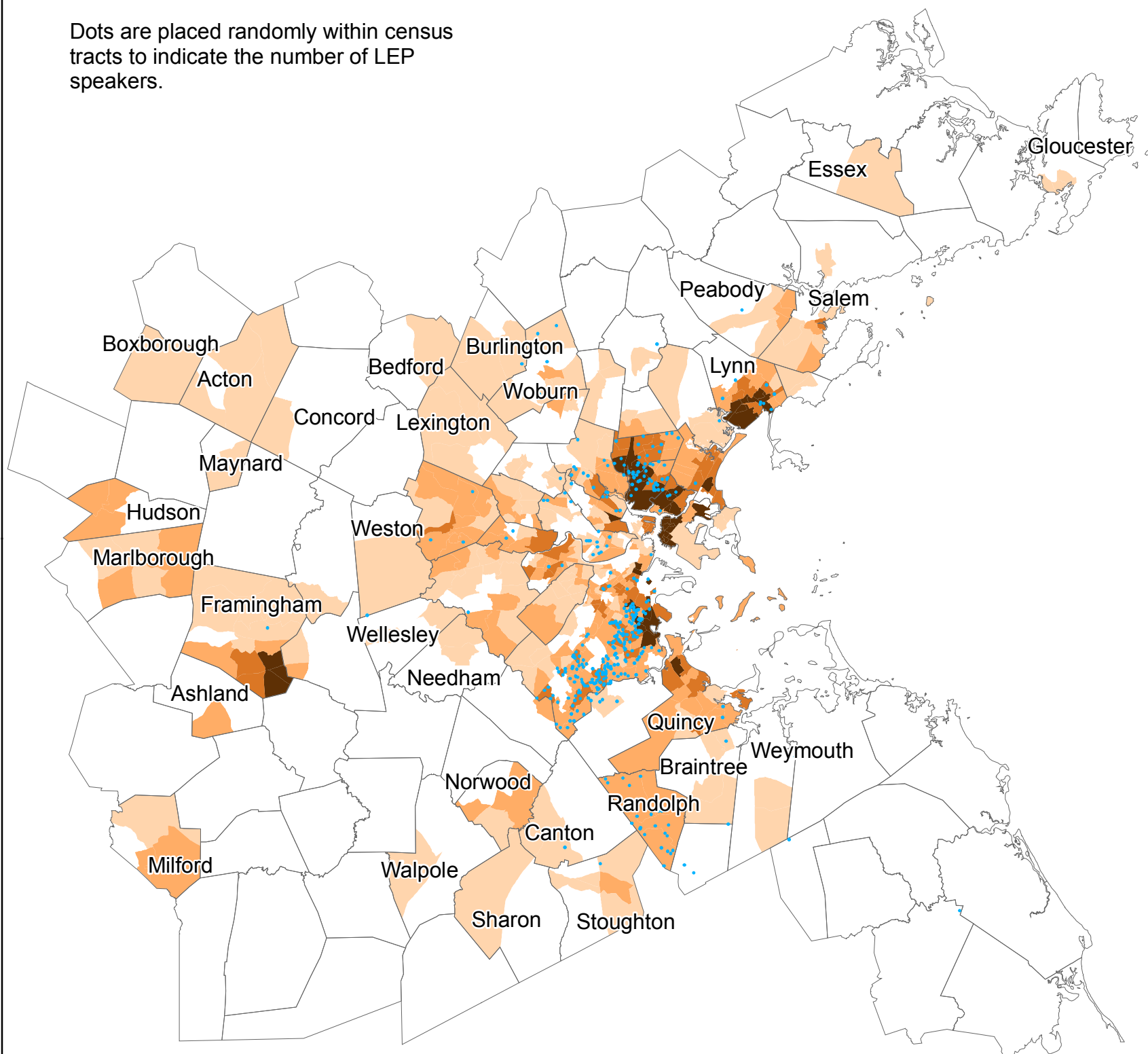
- Less than 5%
- 5% - 10%
- >10% - 20%
- >20% - 30%
- More than 30%



Geographic units in this map are U.S. census tracts from the 2010 Census.

Residents with limited English proficiency are defined for Federal Transit Administration Title VI purposes as persons aged five and older whose ability to speak English was self-identified as "well," "not well," or "not at all" in the 2012 American Community Survey (ACS) five-year summary file.

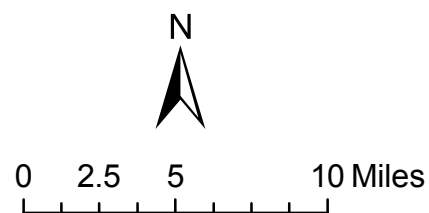
Dots are placed randomly within census tracts to indicate the number of LEP speakers.



• French Creole speakers who speak English "less than very well"  
(1 dot = 50 speakers)

**Percent with Limited English Proficiency**

- Less than 5%
- 5% - 10%
- >10% - 20%
- >20% - 30%
- More than 30%

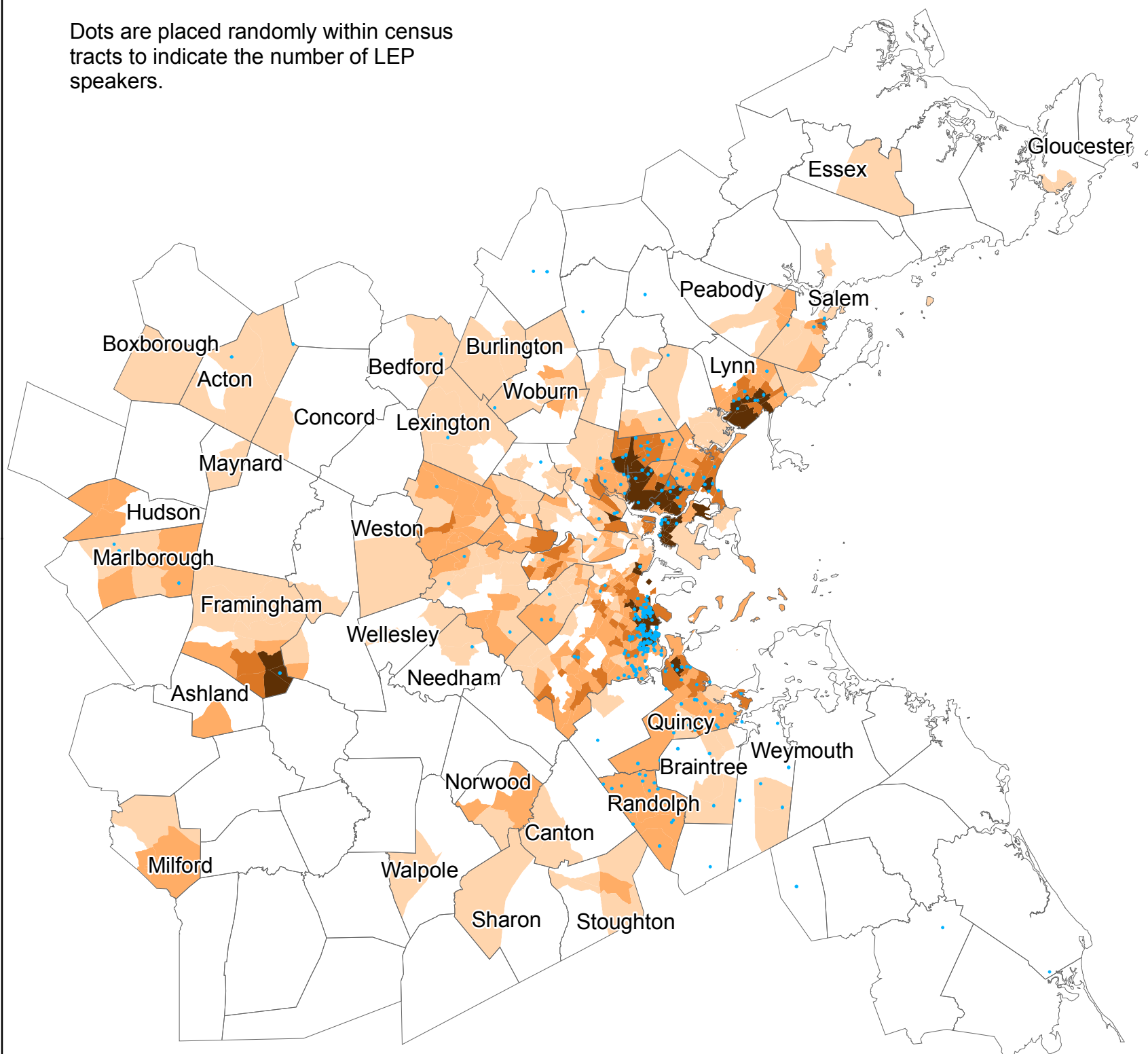


**FIGURE B-5**  
**Limited English**  
**Proficiency:**  
**French Creole Speakers**

Geographic units in this map are U.S. census tracts from the 2010 Census.

Residents with limited English proficiency are defined for Federal Transit Administration Title VI purposes as persons aged five and older whose ability to speak English was self-identified as "well," "not well," or "not at all" in the 2012 American Community Survey (ACS) five-year summary file.

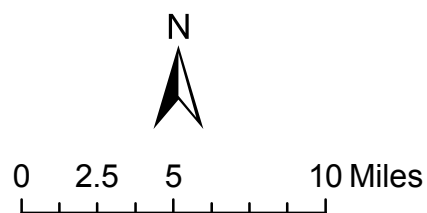
Dots are placed randomly within census tracts to indicate the number of LEP speakers.



• Vietnamese speakers who speak English "less than very well"  
(1 dot = 50 speakers)

**Percent with Limited English Proficiency**

- Less than 5%
- 5% - 10%
- >10% - 20%
- >20% - 30%
- More than 30%



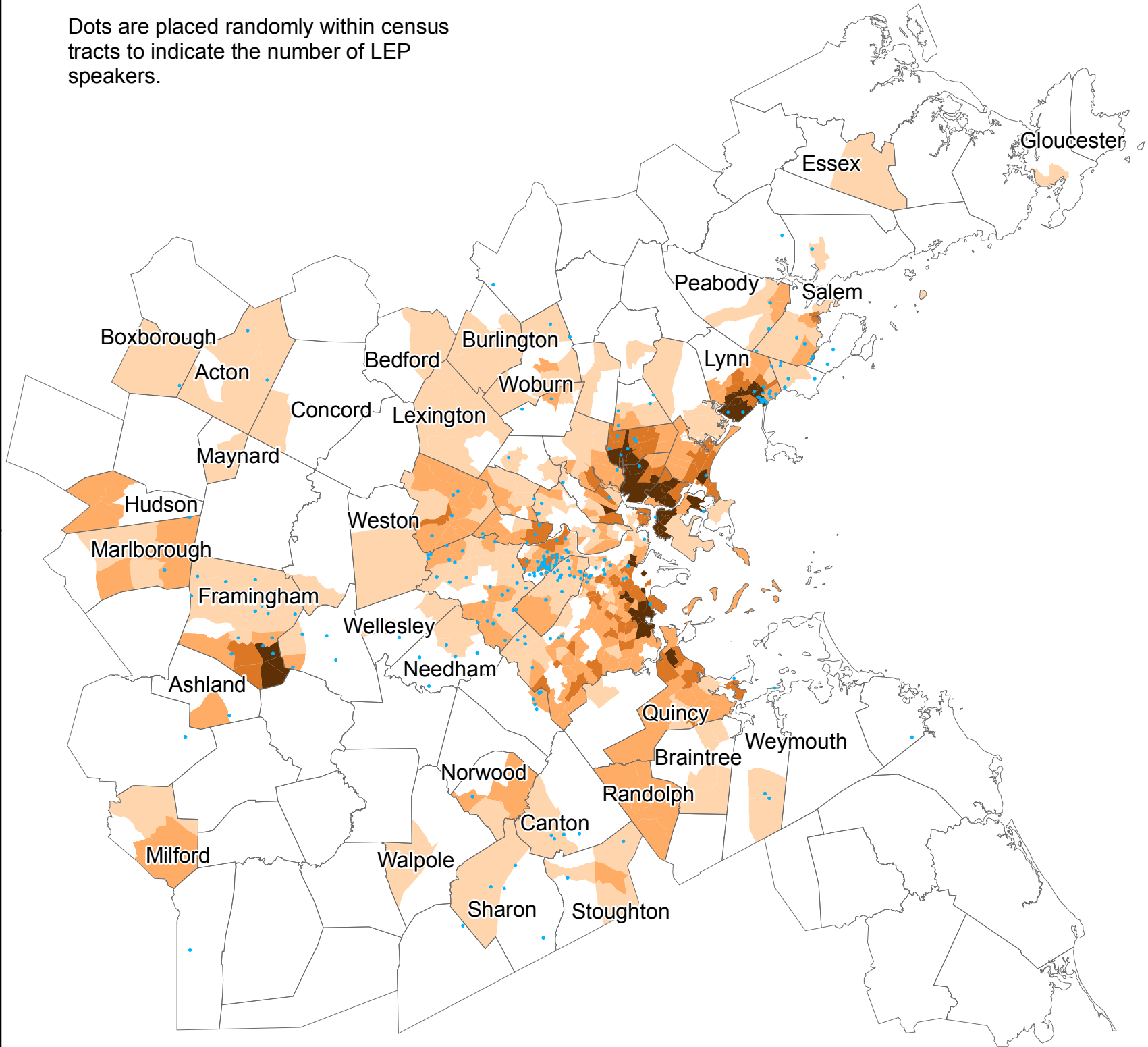
**FIGURE B-6**  
**Limited English**  
**Proficiency:**  
**Vietnamese Speakers**



Geographic units in this map are U.S. census tracts from the 2010 Census.

Residents with limited English proficiency are defined for Federal Transit Administration Title VI purposes as persons aged five and older whose ability to speak English was self-identified as "well," "not well," or "not at all" in the 2012 American Community Survey (ACS) five-year summary file.

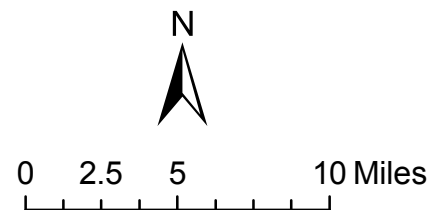
Dots are placed randomly within census tracts to indicate the number of LEP speakers.



● Russian speakers who speak English "less than very well" (1 dot = 50 speakers)

**Percent with Limited English Proficiency**

- Less than 5%
- 5% - 10%
- >10% - 20%
- >20% - 30%
- More than 30%



# Appendix C—Boston Region MPO Draft Public Participation Plan



**PUBLIC  
PARTICIPATION  
PLAN**

**BOSTON REGION MPO  
REVIEW DRAFT**

**June 2014**

# DRAFT Public Participation Plan

*For the Boston Region Metropolitan Planning Organization*

**Project Manager**

Pam Wolfe

**Project Principal**

Elizabeth M. Moore

**Graphics**

[Graphics Contributor]

**Cover Design**

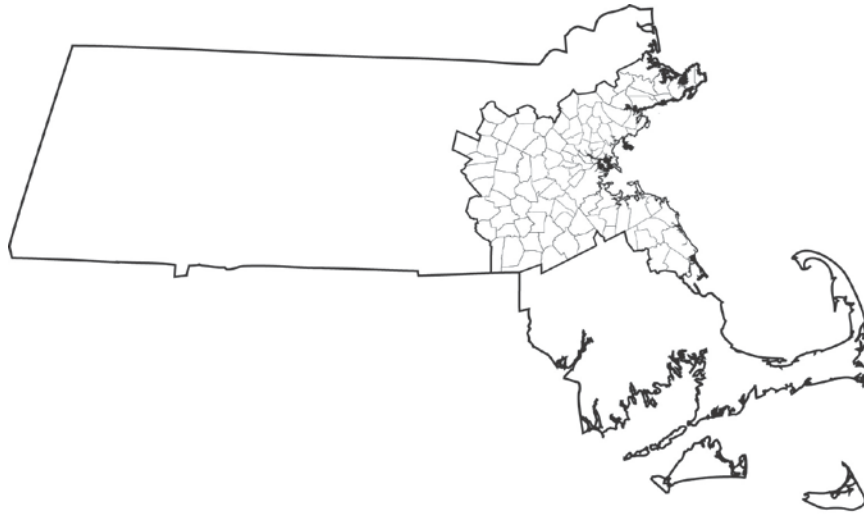
[Cover Designer]

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Central Transportation Planning Staff  
Directed by the Boston Region Metropolitan Planning Organization. The MPO is composed of state and regional agencies and authorities, and local governments.

June 2014





To request additional copies of this document or copies in an accessible format, contact:

Central Transportation Planning Staff  
State Transportation Building  
Ten Park Plaza, Suite 2150  
Boston, Massachusetts 02116

(617) 973-7100  
(617) 973-8855 (fax)  
(617) 973-7089 (TTY)

[ctps@ctps.org](mailto:ctps@ctps.org)  
[www.bostonmpo.org](http://www.bostonmpo.org)

## ABSTRACT

This draft public participation plan documents the Boston Region Metropolitan Planning Organization's (MPO) Public Participation Program, which comprises the various outreach activities that the MPO engages in to ensure that all members of the public—including populations that are described as traditionally underserved by the transportation system and/or have lacked access to the decision-making process—are given the opportunity to participate in the metropolitan transportation planning process that shapes the Boston region.

This plan provides information about the outreach activities in which the MPO engages, and the ways in which various federal civil rights mandates are incorporated into outreach activities to ensure inclusive participation. The plan includes in-depth descriptions of the various ways the public may be involved, the transportation planning and programming processes, and MPO meetings and activities. Also covered is the annual public engagement schedule for the MPO's three certification documents: Long-Range Transportation Plan, Transportation Improvement Program, and Unified Planning Work Program.

This draft plan is an update to the MPO's previous public participation plan, *Be Informed, Be Involved*. It was developed using information obtained through a public survey and research on other MPO public outreach activities, and it reflects recent changes in information and communication technologies. Following review and approval of this draft by the MPO, it will be released for a 45-day public review process. Then, public comments will be incorporated and a final Plan will be presented to the MPO for endorsement in October, 2014.

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# Chapter 1—Introduction

The purpose of this Public Participation Plan (the Plan) is to describe the Boston Region Metropolitan Planning Organization's (MPO) Public Participation Program (the Program), which comprises the various outreach activities that the MPO engages in to ensure that all members of the public—including populations that have been underserved by the transportation system and/or have lacked access to the decision-making process—are given the opportunity to participate in the metropolitan transportation planning process that shapes the Boston region. The Plan guides the MPO's efforts to offer early, continuous, and meaningful opportunities for the public to help identify social, economic, and environmental impacts of proposed transportation policies, projects, and initiatives.

The Plan incorporates federal and state requirements (listed in Appendix A) for encouraging and ensuring community participation and is modeled on MassDOT's Public Participation Plan.

# Chapter 2—The Boston Region MPO's, Vision, Function, and Structure

In accordance with federal laws and regulations, Metropolitan Planning Organizations are established in urbanized areas across the nation to implement the federally required continuing, comprehensive, and cooperative (3C) transportation planning process. To be *continuing*, MPO work is conducted on an ongoing basis; to be *comprehensive*, the work covers all transportation modes, populations, and areas of the region, and addresses their individual needs; and to be *cooperative*, the work is performed in close communication and consultation with all of the region's municipalities and a broad base of agencies, organizations, and interest groups.

## 2.1 PURPOSE OF THE MPO

The purpose of the MPO is to decide how to allocate federal funds for transit, roadway, bicycle, and pedestrian projects in the region it represents. The MPO also is responsible for setting the region's transportation vision, goals and objectives, and for completing the long- and short-range planning needed to program federal transportation funds.

Nationwide, there are more than 380 MPOs that conduct transportation planning in urbanized areas of more than 50,000 people. Each MPO has five core functions:

- Establish and manage a fair and impartial setting for effective regional decision making in the metropolitan area
- Identify and evaluate alternative transportation-improvement options and other information needed for MPO decision making through planning studies that are described in the MPO's Unified Planning Work Program (UPWP)
- Prepare and maintain a Long-Range Transportation Plan (LRTP) for the metropolitan area, with (at least) a 20-year horizon, that fosters: mobility and access for people and goods; efficient system performance and preservation; and a good quality of life, among other goals
- Develop a Transportation Improvement Program (TIP), the short-range (four-year) program of capital improvements needed to implement the LRTP and make other investments to achieve the area's goals
- Involve the general public by offering all interested persons, including affected constituencies, opportunities to participate in all the decision-making functions of the MPO, including those listed above

The end products of the MPO's work are represented in studies, reports, technical memoranda, data on transportation issues in the region, and the three federally required certification documents discussed above: the LRTP, TIP, and UPWP. Because each MPO in the country must produce these three major documents in order to be certified by the federal government as eligible to program federal transportation funds, they are called "certification" documents.

These functions and other responsibilities of MPOs are described in federal laws and associated regulations. Transportation planning requirements and specifically the 3C process described earlier, date to the Federal-aid Highway Act of 1962, and are regularly revised. The most recent federal transportation legislation is Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21).

## 2.2 THE BOSTON REGION MPO

Although all MPOs operate under the same federal guidance, there is great variability among MPOs, based on the geographic and political characteristics of the state and region in which they are located. Each is free to establish its own

membership structure and define many other aspects of how it accomplishes its work. The following sections discuss the framework of Boston Region MPO specifically.

## 2.2a The Boston Region MPO's Central Vision

The MPO's central vision, as stated in the MPO's Long-Range Transportation plan, *Paths to a Sustainable Region*, both anticipates the future and responds to current needs. This vision has evolved over many years' engagement in metropolitan transportation planning—a process that includes technical analyses and other studies of transportation needs, as well as soliciting and incorporating the public's views. Its central vision guides the MPO in all of its work, and paints a picture of the desired, future-state for the region and its transportation network:

The Boston region will continue to be a major economic, educational, and cultural hub of New England. It will maintain its high quality of life based on its lively commercial and business enterprises, the strength of its institutions, and its healthy and pleasant environment, all supported by its well-maintained transportation system. Notably, looking ahead, an ongoing transformation will be taking place in the region's communities. Increasingly, they will be places in which people can have access to safe, healthy, efficient, and varied transportation options and find jobs and services within easy reach of affordable housing. The transportation options will include the transit, bicycle, and pedestrian modes, among others, and will reduce environmental impacts, improving air and environmental quality. The role of the region's transportation system in making the envisioned future possible will be a result of attentive maintenance, cost-effective management, and strategic investments in the system by the Boston Region MPO.

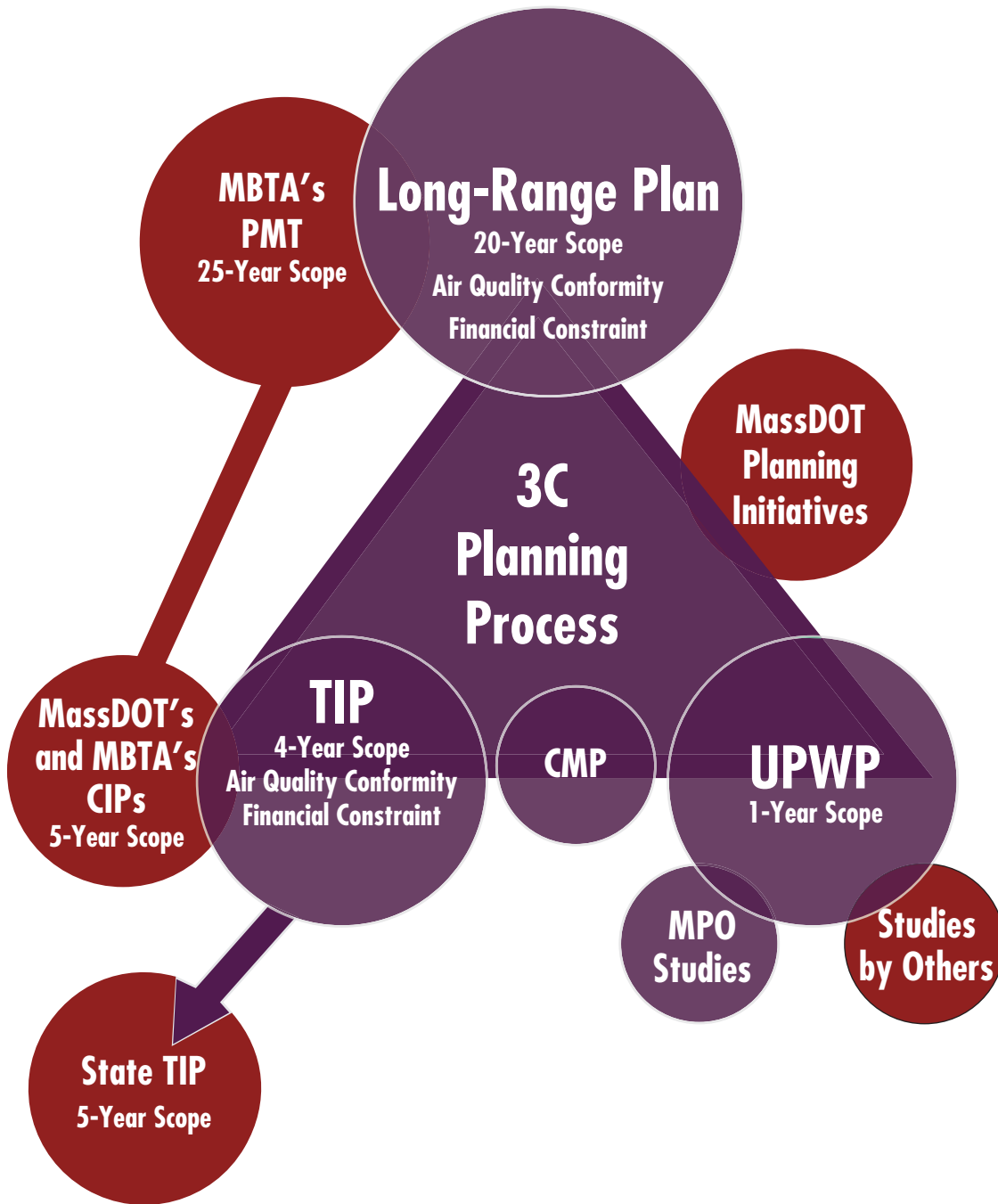
## 2.2b Work of the Boston Region MPO

As discussed above, the Boston Region MPO is responsible for carrying out the federally required 3C planning process and accomplishing core MPO functions, including development of the three certification documents—the LRTP, TIP, and UPWP.

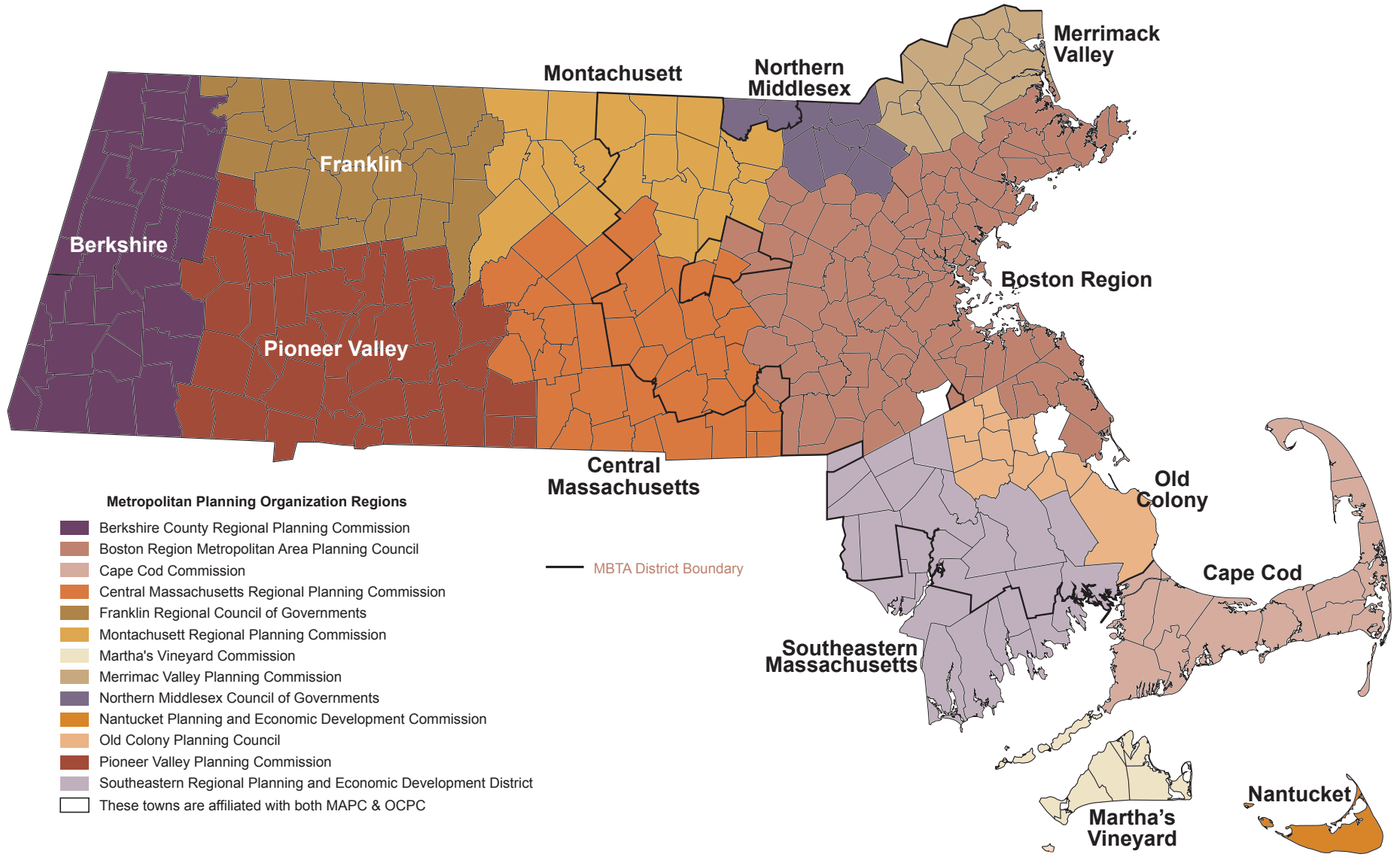
Figure 1 below depicts how these documents are interrelated and how they connect to other documents developed by the MPO (purple) and by state and regional agencies (red), such as the Massachusetts Bay Transportation Authority (MBTA).



**FIGURE 1**  
**Relationship of MPO Certification Documents**  
**to Other Transportation Planning Documents**



**FIGURE 2**  
**Metropolitan Planning Organization Regions**



In addition to the work described above, the Boston Region MPO coordinates transportation planning with the four other MPOs in the Boston Urbanized Area: the Merrimack Valley, Northern Middlesex, Old Colony, and Southeastern Massachusetts metropolitan planning organizations. This work is accomplished through periodic meetings of the MPOs in the Urbanized Area. In addition, all MPOs in Massachusetts meet with MassDOT and the federal transportation agencies approximately monthly to coordinate on statewide and MPO transportation planning activities.

## 2.2c Composition the Boston Region MPO

A board of 22 state, regional, and municipal members who work cooperatively to make decisions about regional planning and funding priorities comprises the Boston Region MPO. The MPO region encompasses 101 municipalities and approximately 1,205 square miles, stretching from Boston to Ipswich in the north, Duxbury in the south, and to approximately Interstate 495 in the west. It is home to more than three million people and approximately two million jobs. The diverse communities in the MPO area range from relatively rural communities, such as Dover, to the urban centers of Boston and Cambridge. Transportation planning must take into account demographic, cultural, environmental, and mobility diversity.

A Memorandum of Understanding (MOU, last updated July 7, 2011, see Appendix 2) establishes the MPO's membership, composition, structure, committees, processes for developing its certification documents, voting rules, and more.

### *Current Membership*

- Currently, the MPO's membership includes the following voting members:
- Massachusetts Department of Transportation (MassDOT, three votes)
- Massachusetts Bay Transportation Authority (MBTA)
- MBTA Advisory Board
- Massachusetts Port Authority (Massport)
- Metropolitan Area Planning Council (MAPC)
- Regional Transportation Advisory Council
- The City of Boston (two votes)
- Twelve other municipalities from the region, which are elected for three-year terms
  - Four at-large municipalities (two cities and two towns)
  - Eight municipalities (no city or town designation), each from one of the eight MAPC subregions

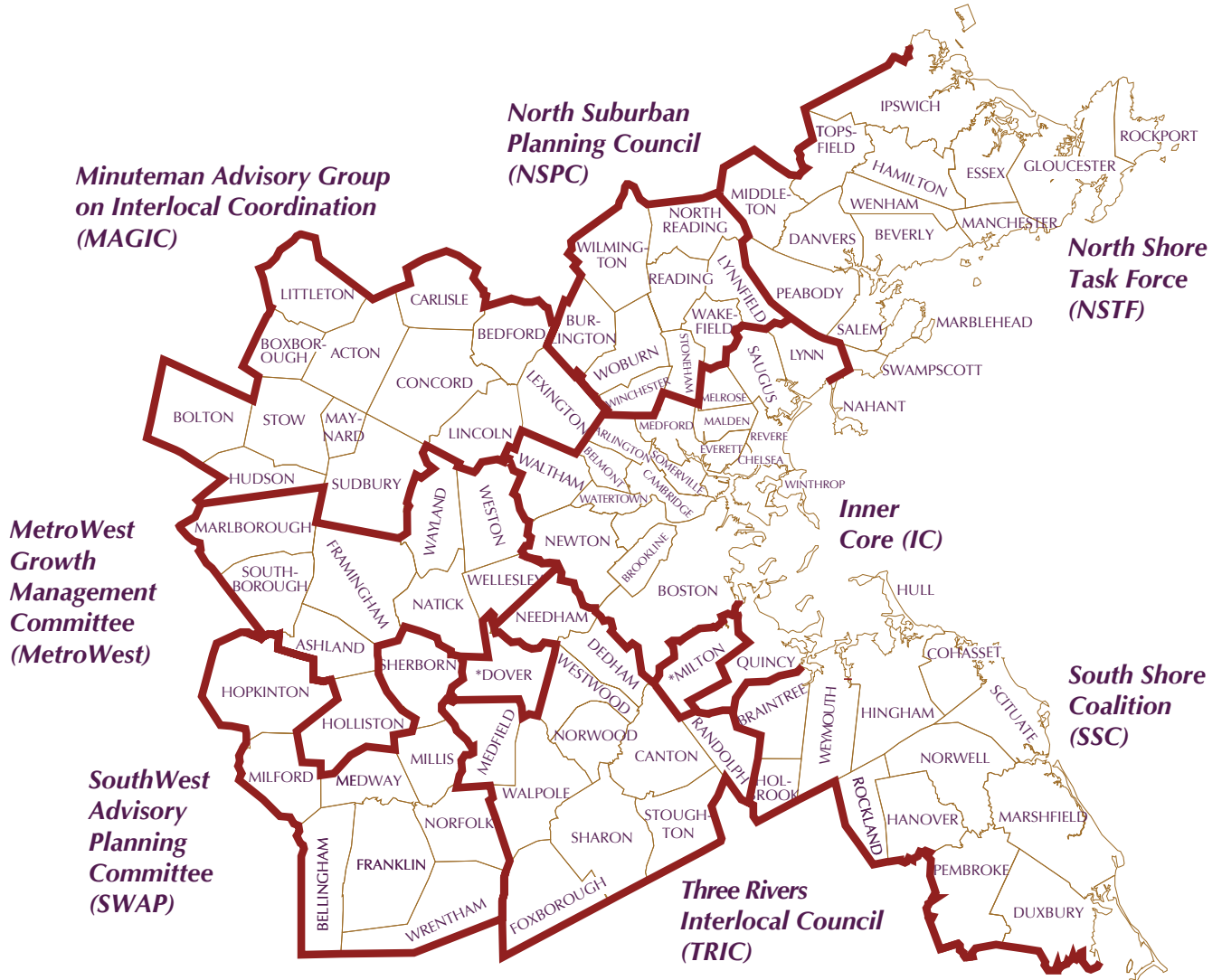
- The agency representatives serve as ex officio members, and the municipal members are elected; each year, a portion of the 12 elected members are chosen by the chief elected officials of all municipalities in the region; the MAPC and the MBTA Advisory Board jointly administer the election

The MPO board also includes two nonvoting members:

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)

The MPO is chaired by the state Secretary of Transportation (or his designee); the vice-chair is currently the Executive Director of MAPC (or his designee).

**FIGURE 3**  
**Boston Region MPO Area and MAPC Subregions**



\*Communities in more than one subregion: Dover is in TRIC and SWAP; Milton is in Inner Core and TRIC.

### *MPO Staff: the Central Transportation Planning Staff*

Created in 1974, the Central Transportation Planning Staff (CTPS) serves as a comprehensive, multimodal transportation planning staff to the MPO. As such, it is responsible for carrying out the work of the 3C transportation planning process under the direction of the MPO. This includes authoring planning studies and other analyses that are identified in the UPWP, producing the certification documents, and developing and maintaining technical tools, such as a travel demand model set, that help the MPO conduct its work.

### *MPO Committees*

Currently, the MPO has three standing committees that it relies on to fulfill specific functions. The MPO Chair appoints representatives to the committees from among MPO members. Each of the committees reviews issues within its area of responsibility and makes recommendations to the MPO for necessary actions.

- Administration and Finance Committee (A&F)—Reviews the MPO's operating budget, staffing, and spending
- Congestion Management Process (CMP) Committee—Discusses congestion in the region and makes recommendations of certain improvements to traffic flow that would reduce congestion and improve mobility and air quality
- UPWP Committee—Works with staff on recommendations for developing the UPWP, which includes selecting studies to be funded. The committee also reviews the MPO's quarterly financial reports, as well as progress reports of the various planning studies underway

## **Chapter 3—The MPO's Approach to Public Participation**

The Boston Region MPO firmly believes that meaningful public participation should be integral to the organization's transportation planning work. Public participation improves decision making by helping to illuminate many of the social, economic, and environmental benefits and drawbacks of transportation decisions.

As indicated in the introduction to this document, the MPO's Program comprises activities the MPO undertakes and materials it produces to facilitate consultation

on its planning and programming with all interested parties and members of the public. The Plan is the document (with text and graphics) that explains the Program and provides information about how to become involved in the MPO's transportation decision-making process through Program activities.

### 3.1 FEDERAL REQUIREMENTS FOR PUBLIC PARTICIPATION

As discussed above, public participation is one of the five core functions of an MPO. Federal metropolitan transportation planning rules require MPO public participation plans to:

- Define details about how the MPO provides opportunities to be involved in its planning process, including methods used and the goals set
- Establish strategies for outreach to all interested parties, including the general public and particular groups (such as “representatives of the disabled”)
- Undergo periodic reviews and updates, along with involvement of the public, who are provided (at least) a 45-day review and comment period before the updated plan is adopted by the MPO

Other federal legislation, such as the Americans with Disabilities Act (ADA), and Title VI of the Civil Rights Act of 1964, also have public participation requirements that MPOs must implement to ensure access to the planning process for protected populations (please see Appendix 1 for a list of federal legislation). To meet these requirements, the MPO takes steps to include people with disabilities, minority and low-income populations, and those with limited English proficiency (LEP), as discussed throughout this Plan.

### 3.2 UPDATING THE PUBLIC PARTICIPATION PLAN

As indicated above, MPOs develop and update their public participation programs and plans in consultation with members of the public and other interested parties. Staff performs updates as needed, to reflect changes in federal guidance, requirements and regional needs, and improvements in the state of the practice.

The Boston Region MPO approved its previous public participation plan, *Be Informed, Be Involved* in 2007 and revised it in 2010 and 2012. This document (which is an updated version of *Be Informed, Be Involved*) reflects changing public participation requirements and practices. Prior to beginning this update, staff sought input from the public through meetings and a survey to gain insight into ways the public likes to be ‘informed and involved.’ Staff also researched other MPOs to study the innovative and effective practices they currently use.

Please see Appendix 3 for a full discussion of the survey and research on other MPO practices.

Using the results of the outreach and research discussed above, as well as general awareness of changing communication techniques and technologies, in-house problem solving, and federal guidance, staff identified areas where updates to the MPO's Program would be beneficial and recommended a number of specific actions and practices that will be adopted, and which are discussed throughout this updated Plan.

To ensure that the Program continues to evolve and reflect the most current and effective methods, MPO staff will adopt a regular, frequent and more rigorous process for gathering data and evaluating the MPO's outreach practices, both quantitatively and qualitatively. Quantitative techniques include tracking the level of attendance at events, number of comments received, and use of the website. Qualitative measures include soliciting feedback from members of the public through surveys (both online and at meetings) about their satisfaction with process and outcome, and sense of fair treatment.

### **3.3 MPO PUBLIC PARTICIPATION VISION AND GUIDELINES**

The MPO's vision for public participation in the region is to hear, value, and consider—throughout its planning and programming work—the views of and feedback from the full spectrum of the public, and use this input in its decision making.

In order to accomplish its vision, the MPO has established a number of public participation guidelines, which have been updated to reflect the insights gained through its recent research. The MPO makes every effort to:

- Provide a predictable, easy-to-understand process
- Offer information that is clear, concise, current, and easily available
- Make great use of visualization techniques to enhance understanding
- Cast a wide and inclusive net to invite participation of interested parties and the general public: bolster outreach to minority, low-income, elderly, and youth communities, the LEP population, and persons with disabilities
- Respond to participants' interests, views, and need for information
- Arrange convenient, timely, and meaningful opportunities for involvement



- Respect the views offered by members of the public; utilize these opinions, and other information offered, in programming and planning
- Promote respect among all participants
- Create a framework that encourages constructive contributions by members of the public to the work and decisions made by the MPO
- Allow flexibility in the Program
- Remain open to adopting new avenues of communication
- Explore strategies for connecting with people who do not use or don't have ready access to computers
- Maximize effectiveness by coordinating with partner agencies and their outreach activities
- Embrace, as feasible, new technologies with which to engage the public in an interactive way

### **3.4 OPPORTUNITIES FOR PUBLIC PARTICIPATION**

The MPO's activities and programs—presentations, discussions; various venues for meetings and forums; information on the MPO website; flyers; emails, other notification media, etc.—are designed to meet the preferences and needs of the public.

#### **3.4a How to Be Informed**

Primary among the MPO's outreach strategies is its website, which provides comprehensive information about all of the MPO's work and planning activities, including:

- Studies, statistical reports, technical memoranda, and other documents related to metropolitan transportation planning process
- Information about structure and composition of the MPO
- MPO meeting agendas and minutes
- Contact information for project managers of the MPO's major programs

- News Flashes that highlight MPO activities, programs, and results of MPO studies and reports—to capitalize on News Flashes' prominent location on the website (the home page) the MPO recently has increased their frequency and scope of topics covered
- *TRANSREPORT*, the MPO's bi-monthly, web-based newsletter, which covers timely MPO activities and transportation issues around the region—this is distributed via email to approximately 2,500 recipients, including public libraries, which can print it to make available to all visitors
- A comment section on the website, where people can express their views to the MPO and receive a response from staff
- Online surveys to collect public input periodically on important issues—going forward, staff will regularly evaluate potential for additional surveys

To improve access to, and the appeal of, information on the website, staff will explore the possibility of using an RSS<sup>1</sup> feed to notify interested parties of updated content on the MPO website. To the same end, staff also will use more graphics, including text boxes, relationship and flow charts, and other visualization techniques. MPO staff has developed an internal *CTPS Nondiscrimination Handbook* that details the practices that staff follow to make the MPO website, and all documents posted on it, accessible.

To ensure web access for people with low or no vision, who use screen readers, all documents are posted in both PDF and HTML. In addition, the MPO makes every effort to make data presented in tables fully navigable by a screen reader and provides alternative text to describe those tables, figures, and images that cannot be read by a screen reader.

To make information more accessible for people with limited English proficiency, the website features a translation function for languages other than English, including Chinese (simplified and traditional), French, Italian, Portuguese, Russian, and Spanish. In addition, vital documents are professionally translated into the three most frequently spoken languages other than English in the MPO region (Spanish, Chinese, and Portuguese), and these translated versions are posted on the website. Staff will reevaluate annually whether additional MPO documents should be identified as “vital documents,” to be translated into the languages of policy. Documents currently defined as vital include:

- MPO Notice to Title VI Beneficiaries

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<sup>1</sup> RSS (Rich Site Summary) is a format for delivering regularly changing web content.

- MPO compliant procedures and form
- Summaries of key materials: a description of the MPO transportation-planning process and the certification documents, LRTP, TIP, and UPWP
- Meeting notices: generally prepared for out-of-Boston MPO meetings, and all MPO-sponsored meetings, workshops, forums, and other similar input-sessions

Audio recordings of MPO meetings are posted on the website so that those who cannot attend meetings can listen to the discussions at any time. These recordings also provide easy access to meeting content for individuals with low or no vision or with low literacy.

The MPO utilizes various other tools to keep the public informed, including an extensive email list with almost 3,000 contacts, MPOinfo, through which it sends information to interested individuals and entities. The MPO also has email lists for Transportation Equity, Access Advisory Committee to the MBTA (AACT), the Advisory Council, and interested parties. In general, notices sent via the email lists focus on major MPO milestones, such as certification document amendments or announcements of public comment periods. The MPO staff also has begun sending News Flashes to email list recipients.

MPO staff take comments and respond to questions from individuals who contact them via telephone or email. Individuals with low or no vision or with low literacy will be informed on the website and at meetings that they may submit comments via a recording or staff transcription of their spoken remarks.

For those who are not connected to email or the internet, staff work with public libraries, requesting that they post and/or distribute MPO information.

### **3.4b How to Be Involved**

The MPO hosts a number of meeting and event types at which the public can learn about current MPO activities. Among these are the meetings of the MPO itself, meetings of MPO committees, and various public participation opportunities. One purpose of these meetings is to present and discuss information, solicit feedback, or gather input from the public on specific topics or plans, in order to inform transportation planning and programming decisions for the region. The other primary purpose is to provide an open and constructive context in which those decisions are made by MPO members.

#### *MPO and MPO Committee Meetings*

The MPO typically meets on the first and third Thursday of each month at 10:00 AM. Most meetings are at the State Transportation Building, 10 Park Plaza, in

Boston; however, once a quarter, the MPO convenes its meeting off site in one of the MPO municipalities.

MPO meetings follow the general process below, which includes opportunities for public comment:

- The Chair (the Secretary of Transportation or his designee) leads the meetings, recognizing speakers, and managing the flow of discussion
- Agendas include a public-comment time, in which any member of the public will be recognized to speak and present information
- At the discretion of the chair, members of the public also may be recognized to speak during discussions of other agenda items

The three MPO standing committees, UPWP, CMP, and A&F meet as needed. As with MPO meetings, these committee meetings usually are at the State Transportation Building, either before or after an MPO meeting. However, when necessary, committee meetings may be held off site in conjunction with an MPO meeting. Committee meetings are also open to the public.

To extend the public's ability to provide input to the MPO, staff will research, and if possible, create a mechanism for submitting public comments on MPO agenda items in advance of meetings.

### *Regional Transportation Advisory Council*

The Regional Transportation Advisory Council (Advisory Council) is an independent transportation public advisory committee that is an active and voting member of the MPO. The primary function of the Advisory Council is to advise the MPO on transportation policy and planning. Advisory Council meetings provide an ongoing avenue for public participation that invites informed involvement. The Advisory Council's members are municipalities, professional organizations, transportation advocacy groups, and state and regional agencies. The chair of the Advisory Council is elected by its members.

The Advisory Council provides advice to the MPO on a broad range of issues and may discuss topics that do not always exactly track those of the MPO meetings. Advisory Council meetings are designed to foster broad-based and robust discussions on transportation issues and topics related to planning and programming. Meetings are held each month, generally on the second Wednesday, at 3:00 PM in the State Transportation Building, 10 Park Plaza, Boston.

Advisory Council meetings adhere to the same general process as MPO meetings. Although the agendas do not routinely include a specific item for public comment, at the discretion of the Chair, members of the public who are not Advisory Council members are allowed to speak and ask questions.

To improve the public participation opportunities offered by the Advisory Council, MPO staff will work with the Advisory Council to hold jointly-sponsored programs and forums on timely transportation topics; solicit the Advisory Council's views and ideas on specific, MPO-defined topics; and support the Advisory Council's membership outreach to low-income, minority, and LEP populations, persons with disabilities, and other traditionally underrepresented populations.

### *MPO-Sponsored Meetings*

As part of its Program, the MPO sponsors a variety of public-engagement opportunities, convened and managed by MPO staff. The purpose of these meetings is to provide information about MPO work underway and gather information and views from members of the public. Therefore, they are designed for as much interaction as possible among all in attendance.

The MPO often holds public meetings in areas with high concentrations of minority, low-income, and/or LEP populations to facilitate their inclusion. In addition, staff consult with personnel in host municipalities to learn about particular cultural or language issues that should be recognized and respected when planning and operating the meeting (for example, dates of community celebrations or observations and/or cultural preferences or restrictions).

### Workshops:

MPO staff schedule workshop-type meetings in public venues in municipalities all throughout the MPO region. These workshops are set to coincide with the public review of the draft certification documents, typically in May or June every year. Other MPO documents and programs also may be discussed.

Often the workshops include brief presentations followed by question-and-answer sessions. Subsequently, there are opportunities for one-on-one interaction between members of the public and MPO staff. Workshop formats may follow an exhibit-style format, with tables, staffed by program managers, set up for each major topic on the agenda. Participants are invited to move from topic to topic as their interest guides. Materials may be in any number of communications vehicles: print, large print, web based, PowerPoint slides, table-top display boards, maps, etc.

### General Information Sessions

The MPO staff regularly conducts informational meetings at its offices in the State Transportation Building in Boston, which is a central location for the region. The Program's practice is to hold these quarterly.

Session topics include current MPO activities, such as development of the certification documents and updates on other MPO ongoing programs, but also may include detailed presentations and discussions about the results of MPO studies and reports. The format generally consists of presentations by program and project managers, followed by questions and answers. Staff is available after the presentations for individual follow-up discussion with meeting participants.

### TIP and UPWP Information Sessions

MPO staff conduct some public meetings (still open to all) whose topics are geared to persons who prepare their municipality's or other entity's official inputs to the TIP and UPWP development processes. Staff make presentations on the current year's certification document process and discuss any changes from previous years, followed by questions and answers. After the presentations, staff are available for a roll-up-the-sleeves style working session with individual participants.

### Forums

MPO staff collaborate with other entities to convene regional forums on important topics. Forums are focused on issues of interest to particular constituencies and generally feature a panel of expert speakers with time for questions and answers; sometimes followed by breakout sessions in which small groups of participants may have more intimate discussions. The purpose is to foster communication and cooperation among disparate entities that deal with the issue under discussion, and to look for new solutions to existing problems. These meetings usually are held at the State Transportation Building.

### Special Topic Discussions

The MPO occasionally brings together agencies and other entities to seek their input on specialized aspects of important topics in the metropolitan transportation planning process. Past special topic discussions dealt with transportation-equity and environmental issues.

### *Other Opportunities for Public Participation*

In addition to the meeting opportunities discussed above, the MPO provides a number of other ways for the public to be involved in the planning process:

### Surveys

From time to time, the MPO conducts surveys to learn the views of members of the public on targeted topics. Respondents submit their ideas via survey tools on the MPO website. Staff present the survey results to the MPO.

### Public Information Email

Members of the public can submit questions, comments, and ideas to the MPO and its staff via this email address. Staff reply to these queries and use information provided, as applicable. This email address is listed on meeting flyers and other MPO outreach materials.

### Website Comments

The MPO website houses a general comment section that viewers can reach from any page on the site. Using this function, members of the public are invited to submit a comment on any topic. Comments are directed to the appropriate staff-level program manager, who will respond to the comments and use this input, as appropriate. Comments submitted during a formal comment period for a document under review, and their associated staff responses, are summarized and reported to the MPO.

### MAPC Subregion Meetings and Coordinated Activities

The Metropolitan Area Planning Council has divided the municipalities in its area (which coincides exactly with the Boston Region MPO area) into eight subregions. The subregions convene their member municipalities regularly to discuss topics related to land use, urban and community planning, issues of general interest to local and regional planners, and transportation. MAPC and MPO staff attend meetings as needed to discuss pertinent MPO activities, schedules, and issues and to gather the subregions' and their municipalities' views and priorities.

In order to provide additional opportunities for public engagement, MPO staff will look for ways to collaborate with MAPC on specially targeted public outreach activities.

### MPO "Invite Us Over"

MPO staff asks transportation advocacy groups, professional organizations, transportation-equity organizations, and other such groups to invite staff to attend their regularly scheduled meetings to discuss transportation issues that are important to them. MPO staff make presentations, answer questions, and gather comments at these meetings. Staff will work to increase the number of "Invite-Us-Over" speaker events in order to bolster the MPO's visibility and heighten the effectiveness of such events as an outreach strategy.

### 3.4c Notice of MPO Activities

The MPO provides notification of meetings through the calendar on its website. MPO, MPO Committee, and Regional Transportation Advisory Council meeting agendas and materials are posted on the MPO's website a week in advance of the meeting, except in cases of emergency or other constrained circumstances.

MPO-sponsored meetings and sessions also are posted on the website calendar, and usually include a flyer announcing the day, time, and location of the gathering and the topics to be discussed. These flyers are translated into the three most commonly spoken languages other than English in the MPO region: Spanish, Portuguese, and Chinese. Links to related documents may be included under the meeting's entry.

Meeting notifications also are provided in the *TRANSREPORT* calendar section. Flyers (as described above) are sent via the MPOinfo, Transportation Equity, and AACT email lists, as well as to Advisory Council members and contact lists of other interested parties.

### 3.4d Access to MPO and MPO-Sponsored Meetings

The MPO works to make all meetings accessible to all members of the public, regardless of their transportation alternatives, mobility limitations, or language skills. The *CTPS Nondiscrimination Handbook* described earlier also contains protocols to ensure physical access to meeting venues.

#### *Transportation and Physical Access*

All MPO-sponsored meetings are held in locations that are accessible to people with disabilities and are near public transportation.

To ensure accessibility for persons with disabilities, locations for meetings held outside the State Transportation Building are selected through a process that includes an on-site review of the meeting facilities. As part of this review, staff use an accessibility checklist with a list of physical characteristics that are necessary to accommodate individuals with a variety of mobility limitations.

#### *Language Access*

When selecting meeting venues, staff consult the MPO's Language Assistance Plan (LAP), which was developed as part of the Title VI program. The LAP identifies location of LEP populations; provides information regarding languages into which materials may need to be translated, based on the meeting location; and describes the language services that will be provided.



### 3.4e Recent Opportunities for Public Involvement

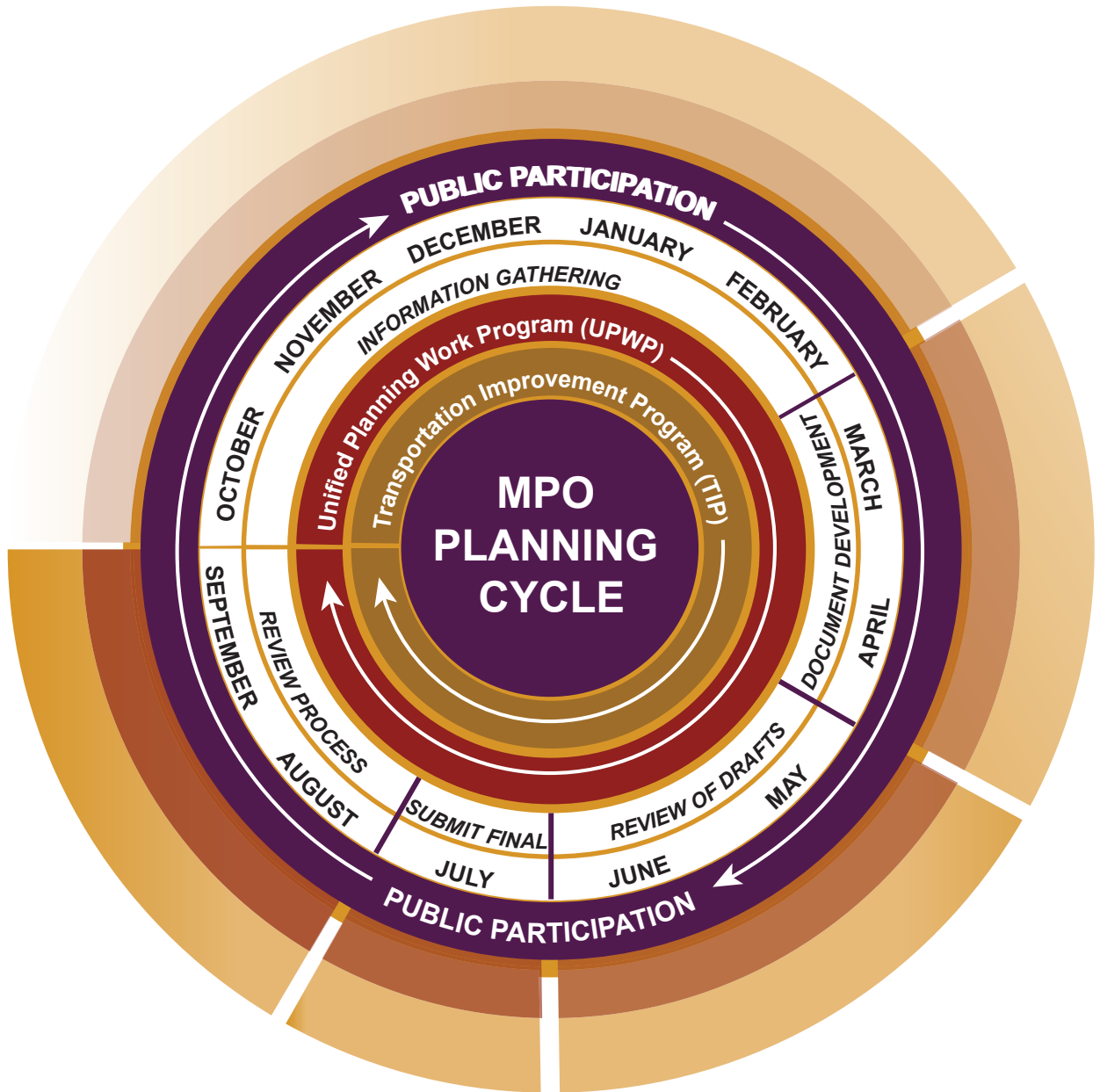
In keeping with FTA Title VI requirements, the MPO has prepared a summary of all public-involvement meetings since the last triennial Title VI Program submission. This summary, found in Appendix 4, includes MPO-sponsored public meetings and forums that were held specifically for the purpose of public participation, and MPO meetings that were held outside of Boston.

Not listed are the regularly scheduled Boston meetings of the MPO, the three MPO standing committees, the Advisory Council, and AACT (which is funded and staffed by the MPO). All of these meetings are open to the public and provide opportunities for public input, as discussed above.

## Chapter 4—Public Participation Schedule and the Transportation Planning Process

Work for the metropolitan transportation planning process is underway all year. This includes developing the certification documents and the other programs and studies conducted as part of the process. Development of the certification documents follows established cycles as depicted in Figure 4. Public outreach to support this work follows the same cycles. The MPO makes the public aware of the details of each year's public participation timeframes at the beginning of the federal fiscal year to assure predictability for those who wish to participate in the transportation planning process. Public participation opportunities for other MPO programs, such as Transportation Equity, and some studies occur throughout the year, as needed.

**FIGURE 4**  
**MPO Planning Cycle for Development of Annual Documents**  
**and Public Participation**



## 4.1 PUBLIC PARTICIPATION SCHEDULE FOR THE TIP AND UPWP

At the beginning of each federal fiscal year, the MPO develops and posts its schedule of certification activities, laying out its plans for developing the certification documents due in that year and for conducting the other planning work scheduled to be accomplished.

The development of the TIP and UPWP typically move forward in tandem on the following schedule:

### **October:**

- MPO staff reviews and updates evaluation criteria for TIP projects and the emphasis areas used to help evaluate new UPWP studies. The development program for the documents—the approach to data collection, analyses to be conducted, and steps and activities to inform and involve the public—also is formulated.

### **November–January:**

- MPO staff discusses the upcoming document development activities and schedules and any changes to the selection criteria with members of the public through various activities:
- Briefing the Regional Transportation Advisory Council
- Attending Metropolitan Area Planning Council subregional monthly meetings
- Conducting information sessions on the TIP, UPWP, and other topics

### **February:**

- MPO staff receives information on new TIP projects and develops ideas for possible studies to be included in UPWP universes.
- Staff begins the process evaluating the TIP projects criteria and UPWP study proposals
- The MPO's UPWP Committee begins to discuss the UPWP study proposals

### **March:**

- Staff completes evaluations of TIP projects and potential UPWP studies
- Feedback from project proponents is collected and incorporated
- MassDOT specifies the amount of federal funding that will be available for projects in the TIP for the next four federal fiscal years and for studies in the UPWP in the next year:
  - Staff prepares a first-tier list of highway projects as a resource for preferred projects for programming considerations

- Staff prepares a recommendation about how to allocate the TIP target highway program (the money available to the MPO for funding projects)
- Staff develops a UPWP budget and recommendation for new studies
- Staff generally conducts two information sessions in March to discuss the TIP and UPWP proposals and schedule for development of the final documents

**April:**

- Staff presents its recommendations for programming UPWP funds to the UPWP Committee
- Staff presents its recommendations for programming TIP funds to the MPO

**April through Mid-May:**

- The UPWP Committee reviews the staff recommendation and the budget and makes its own recommendation to the MPO
- The MPO discusses the staff recommendations and comments on both the TIP and the UPWP and releases draft documents for a 30-day public review and comment period

**Mid-May to Mid-June:**

- The public review for the draft documents is conducted; the MPO holds two or three workshops and two information sessions to discuss the draft TIP and UPWP documents with members of the public; and gathers feedback and input
- All comments are reviewed and considered by the MPO and necessary changes are made to the documents.

**End of June:**

- The MPO endorses a final version of both documents; after they are finalized, documents are submitted to the federal agencies for their review and approval

**October 1:**

- The approved documents go into effect at the beginning of the federal fiscal year

## 4.2 PUBLIC PARTICIPATION SCHEDULE FOR CHANGES TO CERTIFICATION DOCUMENTS

The certification documents are dynamic—they can be modified or amended to reflect changes made throughout the course of a typical federal fiscal year, for

example: revisions to project scopes; changes in cost; new project schedules; new projects added or programmed projects removed. These changes are made through the processes of administrative modification or amendment.

For the TIP, consistent with federal guidelines, if a project is valued at \$5 million or less, the threshold for defining a change to the project as an amendment is a change of \$500,000 or more. The threshold for projects valued at greater than \$5 million is 10 percent or more of the project value. Changes below these thresholds may be considered administrative modifications. Any changes to the LRTP generally are considered amendments. Changes to the UPWP are infrequent; however, the addition or deletion of an MPO-funded study or program likely would trigger an amendment.

Amendments to any of the three certification documents—LRTP, TIP, and UPWP—follow the same public process, as described below.

#### **4.2a Amendments to Certification Documents**

When the MPO considers amending one of its certification documents it votes to do so at an MPO meeting. The proposed draft amendment then is posted on the MPO's website and a 30-day public comment period begins.

The Advisory Council and affected municipalities and constituencies are notified of pending amendments to inform them about the proposed changes, when and where decisions will be made, and how they can provide comments. The MPO informs members of the public by posting notices of pending amendments on the MPO website and distributes the notices through its email lists. The MPO also informs TIP Contacts and proponents of affected projects.

In extraordinary circumstances, such as an unforeseen regulatory requirement or funding deadline, the MPO may vote to shorten the 30-day public comment period by as much as 15 days. In emergency circumstances, such as the need to take immediate action to protect public safety or take advantage of an extraordinary funding opportunity, the comment period may be waived.

A public comment period will be extended an additional 15 days if a proposed amendment is significantly altered during the initial public comment period. An additional comment period of 30 days will be scheduled if a significant alteration occurs after the close of the initial public comment period.

Public comments are collected by MPO staff, and relayed to the MPO in both a summary form and in full text, as submitted. MPO members consider these

comments as they decide what action to take regarding the proposed amendment.

#### **4.2b Administrative Modification of Certification Documents**

Changes to a certification documents that do not rise to the level of an amendment may be addressed through an administrative modification. The MPO may decide to make an administrative modification without issuing a public comment period, though one may be scheduled, at the MPO's discretion. If one is scheduled, public notification follows the same process that is used for amendments.

#### **4.3 PUBLIC PARTICIPATION SCHEDULE FOR LONGER-TIME-HORIZON PLANNING ACTIVITIES**

There are many activities at the MPO that have longer or less predictable time horizons. The public participation schedules for these events are, therefore, tailored to the specific event and its timing.

##### **4.3a The Long-Range Transportation Plan**

The Long-Range Transportation Plan is updated every four years, although some LRTP work is underway all year, every year. The most significant public participation takes place during the fourth year, leading up to endorsement of the LRTP update. Although the public participation schedule is different for the LRTP, it follows the same general sequence used for the TIP and UPWP, and if possible public participation activities for the LRTP are coordinated with TIP and UPWP outreach.

##### **4.3b Federal Recertification Reviews**

Federal recertification reviews also are conducted every four years. At this time, the federal transportation agencies evaluate the programs and activities of the MPO to determine whether they are in keeping with the required 3C process. If so, the federal agencies certify that the MPO is operating as it should. A recertification review is conducted, typically over the course of a work week, in a series of public sessions. Members of the public are invited to attend and participate. They also are invited to submit written comments before and during the review sessions. The federal agencies may contact certain parties to hear their views on MPO programming and operations, including public participation. The material prepared for the recertification review and the report of the federal agencies is posted on the MPO's website. The most recent recertification review was conducted in July 2010.

### 4.3c The Transportation Equity Program

The MPO's Transportation Equity program is ongoing all year long. This program is the MPO's method of consulting with low-income and minority residents, and with groups representing their interests, and those of the elderly, youth, and persons with limited English proficiency in order to identify the transportation needs of these populations and promote their involvement in the planning process.

The program focuses on outreach to organizations serving environmental-justice areas in the region and their umbrella organizations. These organizations and other community contacts are involved in, and knowledgeable about, the transportation issues and needs of their areas. Contacts include social-service organizations, community-development corporations, regional employment boards, civic groups, business and labor organizations, transportation advocates, environmental groups, and environmental-justice and civil-rights groups.

The MPO also has begun communicating with the Statewide Mobility Management Program and its Regional Coordinating Council. The MPO's process for working with these organizations consists of conducting surveys, holding forums to facilitate inter-organizational communication and problem solving, holding regional and local meetings, and sharing information.

Transportation equity is also a frequent topic at MPO workshops and information sessions. In addition to soliciting public feedback at these events, staff conducts surveys to seek input from persons living in environmental-justice neighborhoods and from the transportation-equity contacts.

### 4.3d Development of the Public Participation Program and Plan

The MPO reviews the Program's progress and effectiveness on an ongoing basis, and updates both the Program and Plan accordingly. Updates are performed as needed to reflect changes in federal guidance, requirements and regional needs, and improvements in the state of the practice, and occur in consultation with members of the public and other interested parties.

Outreach for this update of the Plan was conducted in the spring of 2013 in tandem with MPO outreach of the draft TIP and UPWP; and discussions were held at two public workshops and two "Be Informed, Be Involved Sessions." In addition, the MPO conducted surveys through its email lists, contact lists, *TRANSREPORT*, and website. As discussed elsewhere in this document, information from the public outreach helped guide the recommendations for change that are reflected in this draft Plan.

After the MPO reviews this draft Plan, staff will incorporate MPO comments and request approval to begin a 45-day public-review period. Subsequently, the draft Plan will be posted on the MPO website and presented to the Advisory Council. Staff will then conduct public meetings and a web-based survey to gather additional public input. At the end of the public-comment period, staff will incorporate feedback received and finalize the updated Program and Plan for MPO endorsement.



# Appendix A—Federal Public Participation Mandates

## A.1 TITLE 23, SECTION 450 CODE OF FEDERAL REGULATION (CFR)

### A.1a §450.316 Interested Parties, Participation, and Consultation

The federal regulations concerning public participation in metropolitan transportation planning decision making are specified in Title 23, Section 450.316, of the Code of Federal Regulations (CFR). These regulations require that public-involvement processes be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement; they leave the choice of methods for facilitating participation to the discretion of each MPO. The regulations specify that public participation processes must provide:

- Adequate notice of involvement opportunities and time for review and comment at key decision points
- Early and continuing opportunities for public involvement
- Timely information on transportation issues and decision-making processes
- Visualization techniques to describe the proposed plans and studies
- Reasonable access to technical and policy information
- Electronically accessible public information on the Web
- Public meetings at convenient and accessible locations and convenient times
- Procedures for demonstrating explicit consideration of and responses to public input
- A process for soliciting and considering the needs of traditionally underserved populations
- Periodic review and evaluation of the participation process

- A public-review period of 45 calendar days, which includes written comment on public participation procedures in the development of the Long-Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP) before new procedures and any major revisions to existing procedures are adopted
- Coordination with the statewide transportation-planning public-involvement and consultation processes

#### **A.1b §450.318**

This section specifies the public participation requirements for MPO planning studies and project development.

#### **A.1c §450.322**

This section specifies the public participation requirements for the development and content of the MPO's LRTP.

#### **A.1d §450.324**

This section specifies the public participation requirements for the development and content of the MPO's TIP.

#### **A.1e §450.334**

This section specifies that MPOs certify at least every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- 23 USC 134, 49 USC 5303 regarding metropolitan transportation planning
- Nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 USC. 7504, 7506 (c) and (d)) and 40 CFR part 93
- Title VI of the Civil Rights Act of 1964, as amended (42 USC. 2000d-1) and 49 CFR part 21
- 49 USC. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity
- Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects

- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts
- Americans with Disabilities Act of 1990 (42 USC. 12101 et seq.) and 49 CFR parts 27, 37, and 38
- Older Americans Act, as amended (42 USC. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance
- Section 324 of title 23 USC. regarding the prohibition of discrimination based on gender
- Section 504 of the Rehabilitation Act of 1973 (29 USC. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities

## **A.2 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

The Americans with Disabilities Act of 1990 states that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” Therefore, ADA requires that locations for public participation activities, as well as the information presented, must be accessible to persons with disabilities.

## **A.3 TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Title VI of the Civil Rights Act of 1964, together with related statutes and regulations, provides that “no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The entire institution, whether educational, private or governmental, must comply with Title VI and related federal civil rights laws, not just the program or activity receiving federal funds.

FTA C 4702.1B (2012), Title VI Requirements and Guidelines for Federal Transit Administration Recipients, provides guidance on promoting inclusive public participation. This circular recommends seeking out and considering the viewpoints of minority, low-income, and LEP populations when conducting public outreach and involvement activities. It identifies the following effective practices for fulfilling the inclusive public participation requirement:

- Schedule meetings at times and locations, that are convenient and accessible for minority and LEP communities
- Employ different meeting sizes or formats
- Coordinate with community- and faith-based organizations, educational institutions, and other organizations to implement public-engagement strategies to reach out specifically to members of the affected minority and/or LEP communities
- Consider radio, television, or newspaper ads on stations and in publications that serve LEP populations (could also include audio programming on podcasts)
- Provide opportunities for public participation through means other than written communication, such as personal interviews, or audio and video recording devices

#### **A.4 ENVIRONMENTAL JUSTICE**

Executive orders and regulations regarding environmental justice (EJ) also include public participation mandates for recipients of federal funds and their subrecipients.

##### **A.4a Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994**

This executive order states that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.” Traditionally underserved groups such as low-income and minority populations must be identified and given increased opportunity for involvement in order to ensure effective participation.

##### **A.4b Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, 2000**

This executive order requires that recipients of federal financial aid ensure that their programs and activities that are normally provided in English are accessible to persons with limited English proficiency.

#### **A.4c FTA Circular 4703.1, Environmental Justice Policy Guidance for Federal Transit Administration Recipients, 2012**

The purpose of this circular is to provide recipients and subrecipients of FTA financial assistance with guidance in order to incorporate EJ principles into their plans, projects, and activities. The circular identifies full and fair participation by all potentially affected communities in the transportation decision-making process as one of the guiding principles of EJ. The circular provides strategies and techniques for public engagement that are intended to help recipients and subrecipients identify the needs and priorities of EJ populations to inform the planning process and help balance the benefits and burdens of transportation decisions.

**MEMORANDUM OF UNDERSTANDING RELATING TO  
THE COMPREHENSIVE, CONTINUING AND  
COOPERATIVE  
TRANSPORTATION PLANNING PROCESS IN THE  
BOSTON METROPOLITAN AREA**

**Approved by the Boston Region Metropolitan Planning Organization  
July 7, 2011**

**Massachusetts Department of Transportation  
Massachusetts Bay Transportation Authority  
Advisory Board to the MBTA  
Massachusetts Port Authority  
Metropolitan Area Planning Council  
City of Boston  
City of Newton  
City of Somerville  
Town of Bedford  
Town of Braintree  
Town of Framingham  
Town of Hopkinton**

**Effective November 1, 2011**

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# **MEMORANDUM OF UNDERSTANDING RELATING TO THE COMPREHENSIVE, CONTINUING AND COOPERATIVE TRANSPORTATION PLANNING PROCESS IN THE BOSTON METROPOLITAN AREA**

## **1. INTRODUCTION**

WHEREAS, the Massachusetts Department of Transportation (MassDOT), formerly the Executive Office of Transportation and Construction, has the statutory responsibility, under Chapter 25 of the Acts of 2009, An Act Modernizing the Transportation Systems of the Commonwealth, to conduct comprehensive planning for and to coordinate the activities and programs of the state transportation agencies and, under Chapter 161A of the General Laws, to prepare the capital investment program and plans of the MBTA in conjunction with other transportation plans and programs; and its Highway Division, formerly the Massachusetts Highway Department, has the statutory responsibility under this Chapter for the construction, maintenance and operation of state roads and bridges, and also has the responsibility under this Chapter for the ownership, administration, control, operation, and responsibility for maintenance, repair, reconstruction, improvement, rehabilitation, finance, refinance, use, and policing of the Massachusetts Turnpike and the Metropolitan Highway System in the vicinity of Boston and the surrounding metropolitan area; and

WHEREAS, the Massachusetts Bay Transportation Authority (“MBTA”) under the provisions of Chapter 161A of the General Laws, has the statutory responsibility to design and construct transit development projects, to determine the character and extent of services and facilities to be furnished, as well as to operate the public transportation system for the area constituting the MBTA; and

WHEREAS, the Advisory Board to the MBTA (“Advisory Board”) established under Chapter 161A of the General Laws is composed of the chief elected official, or designee, from each of the 175 cities and towns within the MBTA district, and is the body authorized by statute to review and advise the MBTA on its annual operating budget and the Program for Mass Transit; and

WHEREAS, the Metropolitan Area Planning Council (“MAPC”) comprises representatives from each of the 101 cities and towns in the Boston Metropolitan Region, gubernatorial appointees, and representatives of various state, regional, and City of Boston agencies; has statutory responsibility for comprehensive regional planning under MGL Chapter 40B; is the designated Economic Development District under Title IV of the Public Works and Economic Development Act of 1965; and promotes smart growth and regional collaboration in order to implement the current regional plan, *MetroFuture: Making a Greater Boston Region*; and

WHEREAS, the Massachusetts Port Authority (“Massport”) has the statutory responsibility, under St. 1956, c. 465 (Appendix to Chapter 91 of the General Laws), to plan, construct, own, and operate transportation and related facilities (including Logan



*Boston Region MPO Memorandum of Understanding*

Airport, Hanscom Field, Black Falcon Cruise Terminal, and the Conley Terminal), as may be necessary for the development and improvement of commerce in Boston and the surrounding metropolitan area; and

WHEREAS, the municipalities in the Region, including the City of Boston, as the central city in the Region, and all other municipal governments, have an essential role in transportation planning and programming decisions; and

WHEREAS, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); or its successors and Federal Highway Administration (“FHWA”) / Federal Transit Administration (“FTA”) joint planning regulations (23 CFR Part 450 and 49 CFR Part 613) require metropolitan areas to have a comprehensive, continuing, and cooperative transportation planning process (“3-C”) that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods;

WHEREAS, the Objectives of the 3-C Process are:

- a comprehensive, continuing, and cooperative transportation planning process resulting in plans, programs and operations consistent with the planning objectives of the metropolitan area.
- comprehensive, including the effective integration of the various stages and levels of transportation planning and programming for the entire Region and examining all modes so as to assure a balanced planning effort. There is simultaneous analysis of various related non-transportation elements, such as land use, economic and residential development, demographics, sustainability, and equity within a total planning process.
- continuing, affirming the necessity to plan for the short and long range needs of the regional transportation system, emphasizing the iterative character of the progression from systems planning to project planning, programming, operations and implementation. Frequent updating and re-evaluation of data and plans is necessary.
- cooperative, requiring effective coordination among public officials at all levels of government, and inviting the wide participation of all parties, public or private, at all stages of the transportation planning process. A key objective of the process is to resolve issues and controversies by providing a forum for negotiation and consensus building. At the same time, the process is not intended to operate, and cannot operate, to dilute the ultimate authority or responsibility of those state, regional, or local public officials who, pursuant to statute or under contract, review and/or implement transportation plans, programs, and projects.

- intermodal, and are intended to help provide the Boston region with the ability to maintain, manage and operate a multimodal transportation system that provides a high level of mobility and safety for people and freight, consistent with fiscal and environmental resources;

WHEREAS, in response to the FHWA/FTA Transportation Planning Certification Review Final Report of April 2004; and

WHEREAS, the Signatories recognize that transportation planning and programming must be conducted as an integral part of and consistent with the comprehensive planning and development process, and that the process must involve the fullest possible participation by state agencies, regional entities, local governments, private institutions and other appropriate groups;

NOW, THEREFORE, the Signatories hereto jointly agree as follows:

## **2. COMPOSITION AND ROLES OF THE BOSTON REGION METROPOLITAN PLANNING ORGANIZATION (MPO)**

The Boston Region MPO consists of the following entities:

- Massachusetts Department of Transportation, with three representatives appointed by the Secretary, at least one of which is from its Highway Division
- Massachusetts Bay Transportation Authority
- Advisory Board to the MBTA
- Massachusetts Port Authority
- Metropolitan Area Planning Council
- City of Boston, with two representatives
- Twelve other municipalities elected from the Boston Region:
  - four at-large (two cities and two towns), and
  - eight (no city or town designation) from, respectively, each of the eight Metropolitan Area Planning Council subregional groups, and
- The Regional Transportation Advisory Council

In addition, the Federal Highway Administration and the Federal Transit Administration are ex-officio, non-voting members.

Each elected municipality shall be represented by its chief elected official or their designee. The terms of office of the elected municipalities shall be three-years, except, in the initial implementation phase, for six members who will have one four year term (as specified in the Updated MPO Membership election Process, dated 6/30/11). The 101 municipalities of the Boston Region will elect the elected municipalities. Permanent member entities of the MPO are not eligible to run for an elected membership.

**A. Officers**

The Chair of the Boston Region MPO shall be the Secretary of MassDOT or the Secretary's designee. The Vice Chair shall be a municipal representative or an official of one of the two regional agencies and shall be elected to a one-year term by the MPO members by majority vote. This election shall take place at the first meeting after the election of Boston Region MPO elected municipal representatives.

The Chair or his/her official designee shall: set agenda with the advice and input of the Vice Chair; call meetings; preside at meetings; and disseminate timely information to members. The Vice Chair or his/her official designee shall preside at meetings in the absence of the Chair or his/her official designee.

**B. Records**

The Central Transportation Planning Staff (CTPS) shall be the official custodian of the Boston Region MPO records. These records will be prepared and maintained by the CTPS, and shall be accessible in a central location.

**C. Municipal Membership**

The City of Boston is a permanent member. The process for nominating and electing the twelve other municipal members shall be approved by the Boston Region MPO to fulfill the objective of having a diverse membership. The municipal nomination and election process shall be administered by MAPC working jointly with the Advisory Board to the MBTA.

Election procedures should allow all municipalities an opportunity to be elected to the Boston Region MPO. Any changes to the election procedures shall be presented to the Boston Region MPO for approval.

**D. The Regional Transportation Advisory Council (Advisory Council)**

To accomplish the objectives of the 3-C process, the Boston Region MPO has established a special advisory committee, known as the Regional Transportation Advisory Council (Advisory Council). The Boston Region MPO shall support the Advisory Council by providing financial and staff support through the Boston Region MPO staff. The members of the Boston Region MPO shall support the Advisory Council individually by rendering institutional support and also by attending the Advisory Council meetings, as practical.

In setting policy and work priorities for said staff, the Boston Region MPO shall be advised by the Advisory Council and, subject to overall work priorities, shall

provide information and analysis to the Advisory Council to assist the Advisory Council in advising on issues arising out of the 3-C process.

The principal mission of the Advisory Council is to foster broad and robust participation in the transportation planning process by bringing together concerned citizens, community-based organizations, Environmental Justice populations, business and institutional leaders, representatives of cities and towns, and state agencies.

The Advisory Council will best serve the Boston Region MPO and the public by acting as a primary mechanism for public input to the transportation planning process. To accomplish the Advisory Council mission, the Boston Region MPO acknowledges that:

- the Advisory Council is defined as a principal public outreach and education arm of the Boston Region MPO;
- The Chair of the Advisory Council will also chair any Public Participation Committee of the Boston Region MPO; and
- The Advisory Council shall assist with the implementation of the public participation plan in cooperation with the agencies and staffs as designated in the Unified Planning Work Program (UPWP).

Boston Region MPO staff will provide ongoing support to the Advisory Council Chair to:

- Implement the Public Participation Plan and
- Further educate members of the public regarding activities of the Boston Region MPO and critical transportation issues generally.

Any additional specific revised functions, duties, and membership of the Advisory Council, proposed by the Boston Region MPO, shall be determined in cooperation with the Advisory Council.

**E. Voting Rules**

Votes of the Boston Region MPO on all certification documents and amendments to these documents shall be a two-thirds majority vote of those present and voting, provided that a quorum, at least twelve member representatives, is present. Other votes will be by majority, and require a quorum.

### **3. FUNCTIONS AND ROLES OF THE BOSTON REGION MPO AND ITS COMMITTEES**

#### **A. Overview**

The Boston Region MPO shall perform all functions as required by federal or state law including jointly adopting an annual unified transportation planning work program for the region, as well as such transportation plans, programs and conformity determinations as may from time to time be required of the Boston Region MPO by federal and state laws and regulations.

The Boston Region MPO shall be the forum for cooperative decision making by principal elected officials of general purpose governments in the Boston region, and shall endeavor to provide the federal government the views of “responsible local officials” of the Region where called for under federal law with respect to the initiation of certain transportation programs and projects.

In the resolution of basic regional transportation policy, the Boston Region MPO shall seek and consider the advice of the Advisory Council. In so doing, the Boston Region MPO shall provide the Advisory Council with information and analysis in the form of reports, briefings, and discussion concerning their plans, programs, and priorities so that the Advisory Council can carry out its functions in a timely fashion.

In addition to the advice of the Advisory Council, the MPO shall seek the involvement of members of the public and the many entities and organizations with interests and views relative to the Boston Region’s planning and programming. To facilitate this, the Boston Region MPO will post on its website, at least 48 hours in advance of meetings, all materials related to meeting action items, unless waived by unanimous consent of the Boston Region MPO. The Boston Region MPO will also meet quarterly at locations outside of the City of Boston.

The Boston Region MPO will consider geographic and demographic equity a goal when approving all certification documents. This means that after other factors, such as need, are used in evaluating and selecting projects, a final view toward geographic and demographic balance and fairness over the span of the document will be applied.

#### **B. Planning and Programming**

The Boston Region MPO is responsible for planning and programming financial resources for a multi-modal transportation system for the Boston region by conducting the federal metropolitan planning process (3C Process) for the region, as referenced in Section 1 of this Memorandum. This includes preparation of the fiscally constrained certification documents (Long-Range Transportation Plan, Unified Planning Work Program, and Transportation Improvement Program), and

the Congestion Management Program and other studies supporting MPO decision-making.

The Unified Planning Work Program identifies the transportation planning studies conducted in the region, along with their funding amounts and sources, during a given federal fiscal year.

The Long Range Transportation Plan is the comprehensive transportation planning document for the MPO. It defines transportation visions, establishes goals and policies, and allocates projected revenue to regionally significant programs and projects.

The Transportation Improvement Program lists projects programmed and expected to be funded over the immediate four-year period. It is developed annually.

The Signatories agree to the arrangements outlined in Section 4 for the allocation of federal and state funds. Nothing in this document shall preclude the Boston Region MPO's ability to use the provisions of SAFETEA-LU (and successors) to transfer funds between highway and transit uses.

**C. Establishment of Committees and Task Forces**

The Boston Region MPO shall appoint committees it determines necessary and task forces to accomplish its business and assign duties to them.

**D. Central Transportation Planning Staff (CTPS)**

The Boston Region MPO agencies shall contribute resources in the form of funds, staff, and other contributions, to support a unified inter-agency transportation planning staff, known as the Central Transportation Planning Staff ("CTPS"), to assist in carrying out the Region's 3-C process under the policy control of the Boston Region MPO.

CTPS shall provide planning services to the Boston Region MPO. From time to time, other parties may provide additional resources through the state planning program and through other resources. All work undertaken for the Boston Region MPO shall be in an approved UPWP. All work funded through federal financing for metropolitan transportation planning under 23 USC 104(f) and 49 USC 5338(g)(1) shall be approved by the Boston Region MPO in accordance with applicable rules provided that the cities and towns shall have a substantial role in the development of the UPWP particularly in the activities specified for metropolitan planning funds.

Since CTPS is not an agency, the Boston Region MPO retains a fiduciary agent for all of the Boston Region MPO's financial resources. MAPC is currently the fiduciary agent. While the CTPS staff shall be defined legally as employees of the fiduciary agent, they shall be administered according to policies established by the Boston Region MPO subject to applicable federal, state and local laws and regulations and to the availability of funds.

At any time during which the fiduciary agent is a member of the Boston Region MPO, the role and actions of the fiduciary agent are distinguished from its role and actions as a policy member of the Boston Region MPO in that the fiduciary agent shall be limited to implementing actions of the Boston Region MPO subject to the applicable federal, state and local laws, and regulations and to the availability of funds.

The Boston Region MPO shall indemnify and hold the fiduciary agent harmless from liabilities occurring out of actions taken under its normal administration of the Boston Region MPO's activities. The Boston Region MPO and the fiduciary agent shall enter into an agreement detailing the financial and legal obligations of each party as determined by the Boston Region MPO.

All work not subject to federal transportation rules governing metropolitan planning funds must be approved by the Boston Region MPO for inclusion in the UPWP. CTPS may be selected by the sponsoring agency or other parties to deliver transportation planning services using these funds. The Boston Region MPO shall approve such requests provided it determines that: 1) CTPS has sufficient resources to complete such work in a capable and timely manner; and 2) by undertaking such work, CTPS neither delays completion nor reduces the quality of other work in the UPWP.

#### **4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

##### **A. Overview**

The Boston Metropolitan Region, made up of urban, suburban and rural communities, requires a balanced approach to transportation investment. The Boston Region MPO shall endorse annually a multi-year spending plan for federal highway and transit funding. This Transportation Improvement Program (TIP) shall reflect a multi-modal transportation program that responds to the needs of the region.

The TIP shall be the result of a cooperative, open, and informed process that balances local, regional, and state input and priorities and applies established Boston Region MPO policies and priorities in a fiscally constrained document. TIP development and programming shall be in full compliance with federal regulations and guidance. The TIP may include projects and programs addressing needs on the Interstate and National Highway Systems, repair of deficient bridges, support of inter- and intra-regional mobility, community projects, multi-modal facilities, bicycle and pedestrian infrastructure, transportation enhancements, clean air and mobility, operations and management, and all forms of transit. The state, regional, and municipal members of the Boston Region MPO shall work in a unified, timely, and cooperative manner to develop and establish priorities for the TIP.

The Boston Region MPO shall maintain two lists of unfunded projects: a First Tier Projects list and a Universe of Projects list. These lists shall be compiled by the Boston Region MPO for information purposes and shall be included annually in an appendix to the TIP.

**B. Establishment of Financial Constraint and Development of TIP Targets**

Development of the statewide federal aid and non-federal aid highway funding estimate shall be cooperative and shall be discussed with a statewide group representing regional planning agencies and other MPOs; currently the Massachusetts Association of Regional Planning Agencies (MARPA) is this group.

An initial step in the financial constraint and TIP target development process shall be timely transmission to MARPA of federal funding information on obligation authority. In each TIP year, the state will propose its priorities for non-High Priority Projects, mega-projects, statewide infrastructure, change orders, planning, statewide CMAQ expenditures, and other items as needed. The estimated cost of these will be subtracted from the estimates of federal obligation authority of the state to show the estimated amount available for federal funding for MPO targets in the state. This amount and the state match for this funding will be allocated among the MPOs based on the MARPA formula. The Boston Region MPO share of available federal and non-federal aid has provided the Boston Region MPO with 42.97% of available funds since 1991. This will be termed the TIP Target. The resulting targets, federal and state funding levels, and projects and programs and their cost estimates will be discussed with the Boston Region MPO and other members of MARPA at a meeting early in the TIP development process of each year. Boston Region MPO Staff shall accompany MAPC to these MARPA consultation meetings. The state will be responsible for explaining the derived targets and providing additional information as requested.

The Boston Region MPO shall use these numbers as the estimate of available funding. The Boston Region MPO's portion of federal and non-federal aid will be programmed in its constrained TIP and MassDOT shall seek to advertise projects in the region in that amount.

**C. Prioritization Criteria**

The Boston Region MPO has developed criteria to be used to evaluate projects considered for programming. These criteria are a means to inform the MPO's decisions for all elements of the TIP. These criteria are consistent with and advance the visions and policies adopted for the latest Long-Range Transportation Plan. The criteria shall be reviewed each year and updated and improved as needed.

MassDOT and other member entities implementing federally-funded transportation projects shall consider MPO priorities when setting their priorities.



**D. Transit**

It is the responsibility of the Boston Region MPO, working with the MBTA, MassDOT Rail and Transit Division, and other transit providers in the region, to coordinate regional transit planning and funding with other transportation modes within the Boston region. This work shall be conducted in full compliance with federal and state regulations. It shall include programming for all federally-funded transit modes and programs, including the federal Job Access and Reverse Commute and New Freedom Programs.

The MBTA's authorizing legislation directs that every five years the MBTA shall prepare and submit to the Massachusetts General Court its Program for Mass Transportation (PMT), a long-range, fiscally unconstrained plan that outlines a vision for regional mass transit and a process for prioritizing infrastructure investments. Implementation of this plan is through the five-year fiscally constrained Capital Investment Program (CIP), which is updated annually.

Boston Region MPO regulatory requirements call for development every four years of a 25-year fiscally constrained Long-Range Transportation Plan (LRTP) that defines a comprehensive plan and vision for the region's surface transportation network. Implementation of the LRTP with federal transportation funds is through the Boston Region MPO's fiscally constrained TIP.

The Boston Region MPO and MassDOT and the MBTA will coordinate the parallel planning activities of the PMT/CIP and the LRTP/TIP and provide consistency between planned outcomes. This includes mutual consideration of visions and priorities articulated in each entity's transportation planning documents and project selection process. The MassDOT Rail and Transit Division will coordinate RTA investment with the MPO when setting priorities for programming.

**E. Highway, Bridge, Bicycle, and Pedestrian**

The TIP shall contain the Boston region's portion of all federal and state aid for each of the TIP's four federal fiscal years. It shall be prepared in accordance with federal regulation. It shall include programming for all roadway, bridge, bicycle, pedestrian projects and programs in the region, including costs for the Central Artery/Tunnel and the Accelerated Bridge Program. It shall include projects and programs that address the needs of truck and rail freight movement in the region.

**1. Central Artery/Tunnel Project**

The Boston Region MPO shall detail future federal aid payments for the Central Artery/Tunnel Project through FFY 2014 or until federal aid obligations to the project have been met.

**2. Accelerated Bridge Program**

The Boston Region MPO shall be informed of the commitments to Accelerated Bridge Program funding. All bridges leveraging federal aid via this program shall be listed in the appropriate TIP element. There shall continue to be a section in the TIP that details the amount of federal aid returning to the federal government for payment on this program until such time as full obligation repayment is received.

### **3. Road and Bridge Program**

The Boston Region MPO shall have the ability to program projects for federal and non-federal aid. The ability to include non-federal funds in a TIP does not in any respect imply the application of federal standards, regulations or related requirements to state-funded projects, programs or initiatives. The fiscal year shall be from October 1st to September 30th for both federal and non-federal aid.

MassDOT Highway Division shall be responsible for administering the road and bridge elements of the TIP, which includes meeting the requirements for implementing them. These requirements include acquiring right of way, obtaining necessary permits and completing design review before or during the federal fiscal year in which projects are programmed so that they can be advertised in the federal fiscal year in which they are programmed.

## **F. Improvement of TIP-Related Information**

### **1. Overview**

All members of the Boston Region MPO recognize the importance of delivering timely, accurate and reliable information on projects and on the levels of transportation funding expected to be available to the region. This information is critical for the development of the financially constrained TIP. This information also provides a valuable resource for planning by the cities and towns in the region as future funding levels help inform local decision making about whether, or when, to invest local resources in project design and development.

At the same time, the Boston Region MPO recognizes that funding levels may be affected by circumstances beyond its control, such as changes in state or federal authorizations or appropriations; increased need for emergency or security-related expenditures; legislative requirements; or other unanticipated events. While the Boston Region MPO recognizes these contingencies may affect funding, it nonetheless needs to deliver a regional transportation program based on good project information and a realistic assessment of available funds.

## **2. TIP Project Information and Dissemination**

The implementing agencies shall keep the Boston Region MPO informed of project status on a regular basis to support MPO planning and programming and to enable the Boston Region MPO to notify project sponsors of the outstanding issues that could cause the project to be deferred to a subsequent fiscal year. At least quarterly and on request, the implementing agencies shall submit this information to the Boston Region MPO Chair and staff for coordination and for distribution to the MPO members. This information shall include project status and other issues of interest to the MPO members and shall be compiled from all available resources, including municipalities, regional entities, state transportation agencies, and other sources. Boston Region MPO members shall provide needed and relevant information to Boston Region MPO staff for dissemination to the full Boston Region MPO. Staff shall utilize appropriate and up-to-date information systems for maintaining, processing, analyzing, and reporting information.

At the end of the federal fiscal year, the state agencies shall offer a full summary of how projects fared in the previous fiscal year before asking the Boston Region MPO to vote on the new TIP.

Boston Region MPO staff shall have primary responsibility for informing local governments regarding transportation funding and for collecting local input to the Boston Region MPO. All members of the Boston Region MPO, however, shall have a role in informing local governments about transportation aid and the programming process and in considering local input to the Boston Region MPO.

The Boston Region MPO shall discuss and decide on the TIP development process for the upcoming TIP in the first quarter of each federal fiscal year. The process shall be documented in the TIP Development Memorandum to the MPO. The process shall provide for the collection of current information about projects to be considered for programming; review and possible revision of TIP project-selection criteria; application of the criteria in project evaluations; and maintenance of certain lists of projects, such as the set in use at the signing of this Memorandum of Understanding, the “First Tier” set of projects. (The First Tier Project List is in addition to the set of programmed projects and serves as the first resource pool from which to identify projects for programming. This list is comprised of projects that earn a high score based on the evaluation criteria but that might not meet fiscal-constraint standards or immediate-readiness factors.)

## **5. OPERATIONS PLAN**

The Boston Region MPO shall adopt a revised operations plan, which shall detail the operations of the transportation planning system and the preparation of all certification documents for the Boston Region MPO. The Boston Region MPO shall be responsible for fully complying with all federal and state regulations governing the 3-C transportation planning process in the Boston metropolitan area.

The plan should, at a minimum, address the following functional areas:

- Administration and Finance;
- Programming;
- Policy; and
- Technical Products

## **6. REVIEW OF THIS DOCUMENT**

This document shall be reviewed every year, beginning in April, by the Signatories. Upon execution of this Memorandum of Understanding and in an effort to enhance municipal understanding of the Boston Region MPO process, the Boston Region MPO shall circulate this document to the municipalities of the Boston Region MPO. Proposed amendments will be circulated to the public prior to consideration by the Boston Region MPO.

## **7. EFFECT OF MEMORANDUM**

This Memorandum follows from: the Memorandum dated January 1973 and its Supplement dated March 1974; the Memorandum dated June 1976 and its Supplement dated May 1984; and the Memorandum dated November 1982; the Memorandum dated January 1997; and the Memorandum dated December 2001. However, in the event of any conflicts between this Memorandum and any previous Memoranda, this Memorandum shall prevail.

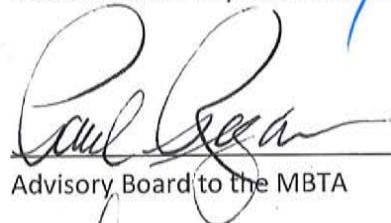
This Memorandum shall be effective as of November 1, 2011. Elected Municipal Signatories as of the date of the approval of this Memorandum shall serve in the new appropriate at-large or subregional designations established by this memorandum, until the end of their current term.

**MEMORANDUM OF UNDERSTANDING RELATING TO THE COMPREHENSIVE, CONTINUING, AND COOPERATIVE TRANSPORTATION PLANNING PROCESS IN THE BOSTON METROPOLITAN AREA**

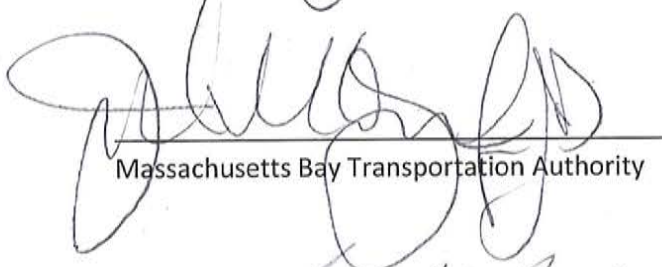
EXECUTED on the third day of November 2011, by member-entity representatives or designees.

  
Massachusetts Department of Transportation


  
Metropolitan Area Planning Council

  
Advisory Board to the MBTA

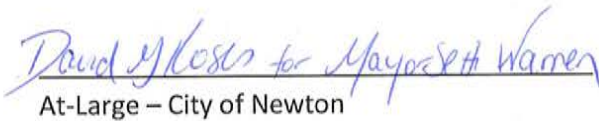
  
City of Boston

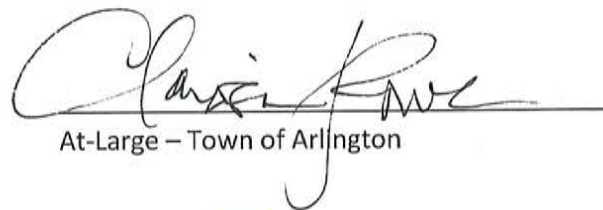
  
Massachusetts Bay Transportation Authority

  
Massachusetts Port Authority

  
Regional Transportation Advisory Council

  
At-Large – City of Everett

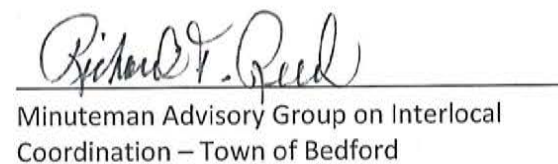
  
At-Large – City of Newton

  
At-Large – Town of Arlington

  
At-Large – Town of Lexington

  
Inner Core – City of Somerville

  
MetroWest Growth Management Committee –  
Town of Framingham

  
Minuteman Advisory Group on Interlocal  
Coordination – Town of Bedford



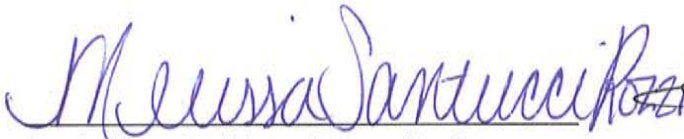
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North Shore Task Force – Town of Beverly



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North Suburban Planning Council – City of  
Woburn



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South Shore Coalition – Town of Braintree



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SouthWest Advisory Planning Committee –  
Town of Medway



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Three Rivers Interlocal Council – Town of  
Norwood



# Appendix C—Research Conducted by MPO Staff

This appendix contains information about public-participation research conducted by MPO staff, and ideas for potential changes to the MPO's Public Participation Program (the Program) and Public Participation Plan (the Plan), which stemmed from that research. Also included is a discussion of the MPO's current public-participation practices, along with the full set of possible changes that were considered for the update to the Plan.

## C.1 RESEARCH ON PUBLIC PARTICIPATION NEEDS AND PRACTICES

MPO staff recently completed two types of research to gain a more in-depth understanding of the public's needs regarding its involvement in the transportation-planning process, and to uncover interesting ideas that the MPO could consider incorporating into its Plan in the future.

## C.2 PUBLIC PARTICIPATION SURVEY

Staff designed a survey to gather information from the public about the effectiveness of the MPO's current outreach program, and collect ideas about how it might be improved. The survey comprised both multiple-choice and open-ended questions.

### C.2a Survey Questions

Below are the questions that were included in the survey:

What are your preferred methods for receiving MPO news? (Check all that apply.)

- MPO website
- Email from MPO Info
- TRANSREPORT* E-Newsletter
- Newspaper legal notice
- Public meeting
- Other (please specify)

What are your preferred methods of providing input to the MPO? (Check all that apply.)

- Public meeting
- Website
- Email
- Printed comment card



- Letter to MPO Chair
- Other (please specify)

If you have provided comments to the MPO in the past, do you feel that your voice has been heard?

- Not Applicable
- Yes
- No
- Sometimes

Why do you feel that way?

What aspects of the MPO would you like more information about? (Check all that apply.)

- MPO membership
- MPO visions and policies
- Project/study selection process
- How to be involved
- Funding sources
- Civil rights provisions
- Other (please specify)

What can the MPO do to raise awareness and improve its outreach program?

How did you learn about this survey?

- MPO website
- Email from MPOinfo
- TRANSREPORT E-Newsletter
- Public meeting
- Other (please specify)

The survey was available online and in print format; it was distributed via MPOinfo, the MPO's email list, and in print at Metropolitan Area Planning Council (MAPC) subregion meetings and MPO outreach events during May and June 2013. MPO staff organized and analyzed the 74 surveys received.

## C.2b Survey Responses

Below is a summary of the survey responses, with the number of replies in parentheses. For the multiple-choice questions (numbers 1 through 4 and 6), there were several choices that respondents selected repeatedly. For the one open-ended question (number 5), we present the most often-stated responses, as well as some other interesting suggestions.

- 1) Respondents' top-three preferred methods of getting MPO news: through MPOinfo (58), *TRANSreport* (27), and the website (21). The next highest answer was "public meeting" (9).
- 2) The top-three preferred methods of providing input to the MPO: email (52), and public meeting (32) or through the website (32). The next highest answer was "letter to MPO chair" (11).
- 3) About one-third of respondents who had made prior comments to the MPO felt that their voices were heard. Approximately 60 percent of respondents felt heard "sometimes." Nearly 10 percent believed that their voices were not heard.
- 4) The top-four topics about which respondents would like more information: project/study selection process (46), MPO visions and policies (33), funding sources (24), and how to be involved (21). The next highest answer was "civil rights provisions" (6).
- 5) The top-two suggestions for ways the MPO could raise awareness and improve its outreach program: A) getting more media exposure (8), and B) having a presence through social media (8). The next most frequently mentioned methods were MPO website improvements (4) and informational packets/emails (4).
- 6) Other interesting and feasible ideas suggested by respondents to this question include:
  - Work or partner with other organizations to disseminate information and solicit involvement
  - Increase and target outreach to community groups and community leaders
  - Share interagency mailing lists
  - Make information and notices more timely and interesting
  - Conduct more surveys
  - Provide short education pieces and executive summaries of the long reports
  - Use more graphics to communicate ideas
  - Learn from successful public-participation models, such as MAPC
  - Provide clear and easy ways to give input from the website's home page
  - Make the website more interactive and easy to navigate

- 7) The primary way that respondents learned about the survey was through email from the MPO (42). The second-largest number of respondents (20) checked “other,” indicating that they learned about the survey through various means not specified in the survey question, such as a forwarded email or through news from another organization.

These results emphasize the importance of email and the website in public involvement. They also indicate preferences for information in succinct formats and for quick, interactive ways to exchange information (such as surveys).

### **C.3 RESEARCH OF OTHER MPO PUBLIC PARTICIPATION PRACTICES**

#### **C.3a Research Approach**

In July and August 2013, MPO staff conducted research on the public-participation programs and plans of five MPOs that are somewhat comparable to the Boston Region MPO in size and characteristics, including:

- Miami-Dade MPO
- Metropolitan Transportation Commission, which serves the San Francisco Bay area
- Delaware Valley Regional Planning Commission, which serves the Greater Philadelphia region
- New York Metropolitan Transportation Council
- Puget Sound Regional Council, which serves the Puget Sound region, including the city of Seattle

The purpose of the research was to learn what public-participation methods these MPOs use, and to examine the kinds of information they include in their plans and how they present it.

#### **C.3b Public-Involvement Methods and Techniques**

This research identified some interesting ways that the selected MPOs communicate and consult with agencies, officials, and all other interested parties. Below are listed some of those methods, some of which the Boston Region MPO currently uses or may wish to use in its updated Program. We include notes on these practices, their characteristics, and functions in parentheses.

##### *Gatherings for Discussion*

- In-person, traditional-style gatherings, such as meetings and workshops (timely topics for discussion with members of the general public; public education and input gathering)

- Special forums (topic specific, on timely issues or topics of regional or MPO interest; public education and input gathering)
- Citizens' Advisory Committees, which may be regional or subregional (long-term, consistent and informed involvement on many issues; input gathering)
- Working Groups (topic/task-specific, to provide on-going, expert or informed views on particular topics; input gathering)
- Special Topic Discussions (topic specific single event with targeted invited participants, to gauge the views of target participants; public education and input gathering)
- Speakers' Bureau (MPO members and staff available to speak at meetings of outside entities; education and input gathering)

#### *Media Used for Information and Notices*

- Press releases and public notices; coordination with the media (topic specific information; public education and requests for action)
- Flyers on transit vehicles (information nuggets; requests for action)
- Informational kiosk at transit station (general and topic-specific information; public education)
- Social media: Facebook (information nuggets; requests for action)
- YouTube (general and topic-specific information and information nuggets)
- Twitter (information nuggets; requests for action)
- Rich Site Summary or "RSS" Feeds (information nuggets)
- Cable TV coverage of meetings (general information)

#### *Media Used for Interaction*

- MPO website with special pages to give information, gather comments, take surveys (general and topic-specific information; public education, input gathering, requests for action)

- Various instruments for taking surveys and gathering input, such as “MindMixer” (web-based tool designed to engage the public through the use of technology rather than physical meetings)
- Agenda item pre-meeting comment tool (allows members of the public to submit written comments on specific agenda items with a web-based tool; input gathering)

### *Miscellaneous*

- Collaborating with other agencies’ public-participation staffs
- Reaching out to newspaper editorial boards
- Briefing reporters
- Ongoing use of process-evaluation tools

### *Outreach to Protected Populations*

Through its research on other MPOs, staff also found interesting approaches to reaching protected populations that the Boston MPO could incorporate into its own Plan:

- Preparing summaries of important documents that can be easily translated into the major languages spoken in the region
- Translating the Plan into the major languages spoken
- Using audio recording devices to collect oral comments at public meetings
- Translating a glossary of transportation terms
- Posting on the MPO website an already-translated notification of the availability of translation services

### *Structure and Content of Public-Participation Plans*

The MPOs studied utilize various types of information in their public-participation plans, including the topics below.

- The CMP, Air Quality processes, Transportation Enhancements, and other MPO programs
- Procedures and schedules for providing input into the certification documents
- Federal and state regulations and guidance for public-involvement activities
- Processes for developing their plan, including meetings and public-comment periods

- Lists of public-involvement techniques that would be applied in various situations
- Information about how to find MPO-provided data resources
- Information about how the MPO coordinates with other agencies
- Descriptions of MPO committees and their responsibilities
- Links to the MPOs' Title VI, Environmental Justice, and Language Access plans
- Appendices
  - Glossaries of transportation terms, including acronyms
  - Contact information for MPO staff
  - MPO policies on using social media
  - Details about outreach activities that coincide with specific MPO activities
  - MPO policies about documenting and responding to public comments or requests for public records
  - Results of consultations with other agencies

MPOs also sometimes prepare companion documents to their public-participation plans. One example is a citizen guide that explains topics of general importance, such as background on the MPO, and information about funding sources and document-development processes. Also, some MPOs prepare annual reports highlighting MPO achievements.

### *Graphics and Styles of Public-Participation Plans*

An MPO's public-participation plan is itself a tool that can encourage transportation stakeholders to learn about and interact with the MPO; therefore, the plan content should be informative, clear, and visually appealing. MPO staff analyzed public-participation plan designs along with their content, and found that plans were made more communicative through the use of the following graphics and styles:

- Text boxes to highlight important information succinctly
- Tables to organize and present information clearly and with minimal wording
- Figures showing relationships (such as between transportation stakeholders), steps in decision-making processes, and schedules

## C.4 RECOMMENDATIONS FOR UPDATING PUBLIC PARTICIPATION PROGRAM AND PLAN

The MPO's current Plan, *Be Informed, Be Involved*, includes:

- General information on the Boston Region MPO Area, including demographics, geography, and the regional transportation system
- Background information on the MPO, including a description of its regulatory foundations and membership
- An explanation of the metropolitan transportation-planning process and certification documents
- Details on the Program, including:
  - A discussion of its objectives
  - Specified participants
  - Ways to be informed and involved
  - MPO processes for conducting public outreach
  - Specific steps for document development
  - Specific steps for amending and modifying documents
  - Information about how the MPO evaluates its Program

Staff has analyzed all aspects of the current Plan to identify areas that need improvement. Below, we present the identified areas and ideas for updating both the Program and Plan. These ideas have come from the research discussed above, as well as through observations of current practice, and recommendations from the federal agencies and the Massachusetts Department of Transportation (MassDOT).

## C.5 ISSUES RELATED TO THE CURRENT PUBLIC PARTICIPATION PROGRAM

The MPO's current Program utilizes a mix of outreach practices and techniques, which have proved effective with all of the interested parties the MPO consults with, listens to, and strives to keep informed. Using results of the research discussed above, awareness of changing practices, and in-house problem solving, staff identified areas where changes in the MPO's Program would be beneficial

Accordingly, staff recommended that the MPO consider changes to its Program that would:

- Respond to the most contemporary thinking in Title VI accommodations and accessibility for persons with disabilities and limited English proficiency
- Make participating easier and more satisfying for the public and more useful for the MPO
- Continue activities that broaden the community of participants in the MPO's planning processes
- Provide clear and concise information about the Program and MPO activities; make information readily understood
- Make information easily available
- Keep information about the MPO current
- Keep the Plan up to date
- Use more graphics to communicate
- Continue to connect with persons who do not use or have ready access to computers
- Maximize effectiveness through coordinating with partner agencies and their outreach activities
- Continue to actively explore innovative venues for reaching people, providing information, and gathering input

## C.5a Practices and Techniques for Public Outreach

### *Current Practices and Techniques*

The MPO's current public-outreach practices include:

- Web-based communication (web pages on 3C documents and programs; TRANSreport; the MPO meeting calendar; comment button on the MPO main page; comment links from document pages; News Flashes; surveys; interactive data bases, data resources, and applications)
- Meeting-based discussions (MPO and committee meetings; the Regional Transportation Advisory Council; general information sessions; TIP and UPWP information sessions; workshops; coordination with MAPC)



subregions; special forums; special topic discussions; interagency consultations; Invite-Us-Over program)

- Email-based notices (MPOinfo; MPOmedia; TRANSreport mailing list; TEcontacts; TIPcontacts; publicinformation@ctps; public libraries)

### *Ideas for Improving Practices and Techniques*

Through the update to its Program, the MPO sees opportunities to allow or encourage the public to engage with MPO documents, information, and decision-making processes in an interactive way. Based on the survey results, staff's research, and considering MPO resources, there are a number of ways the MPO could enhance its Program:

- Request the Advisory Council to co-sponsor programs and forums on timely MPO topics: solicit the council's views and ideas on specific, MPO-defined topics, and support the Advisory Council's membership outreach to low-income, minority, and LEP populations and persons with disabilities
- Develop a more frequent and rigorous process for gathering data to evaluate the effectiveness of the MPO's Program
- Research the possibility and feasibility of creating create a mechanism for the public to submit comments on MPO agenda items in advance of meetings
- Make resources and information for people with limited English proficiency more prominent on the website
- Conduct more Web-based surveys throughout the year
- Develop a "user group" list of individuals/entities/organizations that will forward MPOinfo notices to their email lists and press releases to transportation bloggers
- Use more graphics, including text boxes, relationship and flow charts, and other visuals within documents, presentations, and on the website
- Build short press releases from the News Flashes to increase the amount of news sent to MPOmedia and MPOinfo
- Explore the possibility of using tools to track media usage (publication) of MPO press releases

- Coordinate with MassDOT's media office to seek help in increasing the publication rate of MPO press releases
- Increase the frequency and scope of the News Flashes:
  - Present more information about how the MPO functions
  - Focus more on the MPO-funded work underway or recently completed
  - Include news about topics to be discussed at upcoming MPO meetings and Regional Transportation Advisory Council meetings
  - Provide more information on projects' and studies' selection process, MPO goals and objectives, funding, and how to be involved
- Ask MAPC to collaborate on specially targeted public outreach activities, and explore possibilities for working in teams
- Increase the visibility of MPO's "Invite-Us-Over" speaker events through which organizations can invite a representative from the MPO to attend and speak at one of their meetings
- Reach out to public libraries to improve active cooperation for posting and distributing MPO information
- Explore the possibility of an RSS feed to notify interested parties of updated content on the MPO website

### **C.5b Outreach to Protected Populations**

#### Current Outreach to Protected Populations

Since the current Plan was written, the MPO has adopted many outreach practices related to: Title VI, ADA, and other civil rights executive orders, regulations, and guidance that prohibits discrimination and facilitates the full participation of all, particularly populations that are considered to be "traditionally underserved" by former public outreach practices. Although these processes are now a part of the Program, they have not been documented in the Plan.

### **C.5c Improving Outreach to Protected Populations**

MPO practices are, for the most part, consistent with those recommended by MassDOT, whose public-participation plan was recently approved (and commended) by the Federal Highway Administration; however, there are several additional practices that staff have explored that could enhance the ability of the MPO to reach populations that have traditionally been hard to engage, such as

people with limited English proficiency. As a result, staff recommends the MPO add the following practices to its Program:

For all MPO and MPO-sponsored meetings:

- Increase the number of languages into which meeting notices—and any other vital materials associated with meetings—are translated from two to three (Spanish, Portuguese and Chinese) as a matter of policy, and post them on the website
- Translate materials for specific public outreach efforts into language(s) spoken in the geographic area of the meeting location, as identified through analysis or consultation with local community leader(s)
- Consult with local community leader(s) to learn about cultural issues in the vicinity of a meeting venue and respond to these with sensitivity
- Make an effort to provide at least two weeks' notice for MPO-sponsored meetings or events

As a matter of general practice:

- Regularly update the MPO's Title VI Four Factor Analysis (an analysis of language needs in the area) and reevaluate whether other languages should be added to those into which vital documents are regularly translated.
- Reevaluate annually whether additional MPO documents should be identified as vital documents, for translation into the languages of policy. Vital documents currently include:
  - MPO Notice to Title VI Beneficiaries (posted on website, made into a board to be displayed at MPO meetings, and posted visibly near the MPO front desk)
  - MPO-compliant procedures and form
  - Summaries of key materials: a description of the MPO transportation-planning process and the certification documents, LRTP, TIP, and UPWP
  - Meeting notices (generally prepared for out-of-Boston MPO meetings, and all MPO-sponsored meetings, workshops, forums, and other similar input-sessions)
- Update annually the internal list of staff who speak languages other than English and who could assist limited English proficient individuals who may be seeking information at the MPO office

- Increase the number of large-print versions of key meeting materials (such as the agenda, project summaries, TIP Tables) that staff currently bring to meetings from two to three
- Continue to expand the MPO's Transportation Equity database to reach more minority, low-income, and other traditionally underserved populations and organizations
- Post an already-translated notification of the availability of translation services on the MPO website
- Use an audio recording device to collect oral comments from persons with low literacy, or no or low vision

## C.6 ISSUES RELATED TO THE CURRENT PUBLIC PARTICIPATION PLAN

The format and structure of the current MPO Plan has become outdated, as communication styles and methods of obtaining information have changed. Today, many people prefer visiting a website and reading on their computers, smart phones, or other mobile devices. If they want some section of the material in hard copy, they print it themselves. Because good graphics communicate information effectively and quickly, they value information presented in graphical form.

### C.6a Format and Function of the Plan

#### *Current Drawbacks*

The MPO's current Plan, *Be Informed, Be Involved*, was intended to be read as a printed booklet that would provide the reader with all the information necessary to understand the MPO Program, along with ways to be informed and be involved. Although primarily text based, the current Plan utilizes photographs, maps, and other graphics as visualization tools to help understand the Program and its activities.

The Plan is posted in PDF and HTML on the MPO website, and staff prepares a small number of printed copies of this document to take to outreach sessions.

Several aspects of the current Plan are outdated or underperforming; for example, the current Plan is:

- A large booklet: Today's trend is to rely on Web-based information, and avoid printing or archiving hard-copy documents
- Text-heavy, which can make it hard to find information
- Static and vulnerable to becoming out of date

### *Ideas for Improvements*

Most agencies and organizations use their websites as their primary method of communication. At the Boston Region MPO, the website already houses information about almost every aspect of the MPO and serves as an interactive, multi-dimensional communications vehicle with constantly growing and evolving capabilities for gathering, housing, and distributing information. The website is a powerful tool, which the MPO should use to maximum advantage to accomplish public-participation goals.

Staff suggests two main ideas for improving the format and function of the Plan:

- First: In addition to a printed document (which will be posted as a PDF), create a web-based format for the Plan. The public participation page on the website would provide a portal through which the public could link to other web pages to get information about the Program in an easy-to-use format.
- The public participation web page would include the major public participation topic areas with links to further information about public involvement, as well as to topics found on other parts of the website. Viewers could go to the public participation page to learn how to be 'informed and involved,' and from there go directly to the MPO planning document or program that interests them. This approach would fully embed the Program in all MPO activities and products.
- Second: Present much more public participation related information in graphical form to facilitate quick and easy access to (at times) complex information and processes.

These two concepts would address the current Plan drawbacks listed above and inform the public in a way that:

- Reflects contemporary standards and preferences for presenting and accessing information
- Provides links anywhere in the MPO website, interactively directing readers to greater detail on topics that interest them
- Offers an organizational framework for those seeking information specifically about public participation; and reduces redundancy by linking to Program information already on the website rather than repeating it in a static publication-participation plan

- Presents more up-to-date material, as individual web pages may be easily amended
- Ensures accessibility for people with no or low vision, because text on the MPO's web pages is in a format that can be read by screen readers, and all graphics are accompanied by alternative text

In addition, staff suggests these visual improvements, which would enhance web-based Plan content:

- Briefer text
- Text boxes for highlighting important information
- Tables for organizing and presenting material with few words
- Greater use of graphics to explain the MPO and its processes

Plan information and graphics presented on the web could be transformed into modular marketing materials to replace the current booklet format. In this form, topics could be updated individually to stay current, without reproducing the entire booklet.

## **C.7 SUMMARY OF SUGGESTIONS FOR PUBLIC-PARTICIPATION PROGRAM AND PLAN UPDATE**

The following table summarizes the suggestions presented above. Items in the table are coded by suggestion type:

- A = Activity
- F = Format and function
- T = Title VI or other civil rights practices

**Table C.1**  
**Summary of Suggestions for the Public-Participation Program and Plan Update**

<b>Key: A = Activity; F = Format and function; T = Title VI or other civil rights practices.</b>				
<b>Type/ Number</b>	<b>Suggestion</b>	<b>Explanation; Purpose</b>	<b>Implementation</b>	<b>Frequency</b>
A. 1	Seek to partner with the Advisory Council to sponsor forums on MPO/ RTAC defined topics and questions	The Advisory Council is a primary arm of public involvement for the MPO; to generate useful public input to the MPO for its decision making	Plan special Advisory Council/ MPO forums in collaboration with MPO; seek involvement of a broad set of Advisory Council and MPO-related participants	At least one a year
A. 2	Collaborate with MAPC on specially targeted public outreach events	Invite MAPC to partner with the MPO in one or two major outreach events per year; to reach a broader set of participants; improve effectiveness of MPO outreach; incorporate new techniques	Work with MAPC (and possibly other partners) to plan one or two forums or special topic discussions	One or two events per year
A. 3	Conduct more evaluations of public-participation program effectiveness	Important to know how well the Program is performing and where improvements are needed	Implement a more rigorous program of data collection and a regular schedule for evaluations	Data collection, ongoing; evaluations, annually
A. 4	Post more News Flashes; cover more topics	Use the website and News Flashes as the initial media for MPO news and convert them to other media for broad distribution; to interest and inform the public	Prepare News Flashes related to major actions at MPO, Advisory Council and AACT meetings; invite participation; feature MPO-funded products	Ongoing
A. 5	Send more press releases on MPO activities	Use the MPO's News Flashes as the basis for short press releases; to increase opportunities for media coverage and public participation	Expand News Flash text into press release format and distribute through MPOmedia	Ongoing
A. 6	Encourage forwarding of email notices and News Flash postings	Sensitize recipients to importance of forwarding MPO notices and updates; to expand distribution of MPO notices to involve new parties	Incorporate text into all MPOinfo messages that encourages recipients to forward notices	Ongoing
A. 7	Track publication of MPO news	Explore which organizations are publishing MPO news; to gauge effectiveness and know where there are gaps in outreach	Research cost of tracking publication of MPO news; if feasible, plan and implement a program	Ongoing

<b>Key: A = Activity; F = Format and function; T = Title VI or other civil rights practices.</b>				
<b>Type/ Number</b>	<b>Suggestion</b>	<b>Explanation; Purpose</b>	<b>Implementation</b>	<b>Frequency</b>
A. 8	Seek help from MassDOT media office	MassDOT is in frequent contact with the media and may have useful ideas for MPO communications; to improve publication of MPO news	Meet with MassDOT media office	Early each fiscal year, coinciding with MPO public outreach for new documents
A. 9	Work with public libraries to encourage them to make MPO information available	The MPO no longer mails printed materials unless specifically requested; to elicit public library support in printing and posting notices and <i>TRANSREPORT</i>	Conduct outreach to regional consortiums of public libraries, explaining the work of the MPO and the role libraries could play in the public-information and participation process	One-time initial outreach to libraries; Ongoing communication
A. 10	Use an RSS feed	Research using an RSS feed to alert parties of new News Flash postings; attract more interest; share more information	Staff will research using RSS feed	Initial research, and if promising, a trial period before implementation
A. 11	Facilitate and accept public comment before MPO meetings	Solicit comment (possibly through links on the calendar page for each MPO meeting) in advance of meetings; to use the website to collect input and bring it directly into MPO meetings	Collect comments prior to MPO meeting and submit to Chair for reading into the record during public-comment time	With every MPO meeting (bi-monthly, usually)
A. 12	Create more surveys on the MPO website	Use surveys more frequently to gather public input; to increase website use as a tool for public input	Identify survey topics based on upcoming MPO planning and decision making	Approximately four per year
A. 13	Update website for improved LEP accessibility	Post MPO vital documents and accessibility statement more prominently; to facilitate LEP and other Title-VI-related persons' access to MPO information and processes	Review and implement	One update
A. 14	Use more graphics	Improve communication through graphical representation of processes and information; to communicate more clearly and facilitate translation	Convert narratives in Plan to graphics	For initial Program and Plan updates and as future practice
A. 15	Increase use of MPO's "Invite Us Over" speaker program	Promote work of the MPO and offer Staff's participation at an organization's meeting; to provide a participant-	Consider creating a spot on the MPO's website listing topics and personnel to be contacted to schedule a presentation/	Ongoing



<b>Key: A = Activity; F = Format and function; T = Title VI or other civil rights practices.</b>				
<b>Type/ Number</b>	<b>Suggestion</b>	<b>Explanation; Purpose</b>	<b>Implementation</b>	<b>Frequency</b>
		convenient venue and format and reach new and members of the public	discussion at a regularly scheduled meeting of an organization	
F. 1.	Have the website function as an online alternative to the printed public participation plan and an easy point of access to other MPO content on the website	Break the information in the Plan into basic components and use the Public Involvement webpage as a portal to access each; to give the public more direct access to information, to better keep the Plan current and dynamic, and use contemporary methods	Prepare topic modules for revised Public Involvement webpage	Reorganization and to post material will be one-time project; updating will be ongoing
F. 2.	Prepare topic modules as meeting handouts and easily updated informational materials	Create individual topic pieces for each of the major Program components; these will be easy to update and use individually, as needed	Prepare topic materials	Creating materials will be a one-time project; updating will be ongoing
F. 3	Present most key information in graphical form	Graphical depictions of MPO processes and other information will be created to post on the website and use at MPO-sponsored meetings; to support clarity and simplicity of information, facilitate communication with LEP populations	Prepare graphics and tables to explain MPO processes and other information; these can be translated for LEP populations	Design will be one-time project; updating will be ongoing
T. 1	Translate the vital MPO documents	Regulations require vital documents be identified and translated into the languages indicated by the Four Factor Analysis	Translate vital documents into the languages of policy for posting on the website; use the Four Factor Analysis to determine other languages, based on the location for MPO or MPO-sponsored meetings	Initial translation of vital documents will be one-time project; annual update of documents and translations will be conducted each September; translation of meeting notices and document summaries will be done as needed
T. 2	Conduct a triennial Four-Factor Analysis and apply results to MPO ongoing meeting and outreach planning	See above	Develop a protocol for using the Four Factor Analysis for ongoing operations	Reviews for translations will be conducted in planning for each meeting
T. 3	Consult with local leaders on language needs and cultural	Conversations with local leader(s) in vicinity of a planned meeting can provide	Ask a local leader when planning a meeting outside of the STB	Ongoing, for each meeting outside of STB

<b>Key: A = Activity; F = Format and function; T = Title VI or other civil rights practices.</b>				
<b>Type/ Number</b>	<b>Suggestion</b>	<b>Explanation; Purpose</b>	<b>Implementation</b>	<b>Frequency</b>
	issues for each MPO-sponsored meeting outside of the State Transportation Building	insights on particular needs that would facilitate public participation; to encourage and facilitate participation by all members of the public		
T. 4	Use audio recording devices to collect oral comments	People with low or no vision or low literacy may be encouraged to make comments if they could be submitted orally; to facilitate public participation	Provide this capability at each MPO and MPO-sponsored meeting	Ongoing, for each meeting
T. 5	Post translations of meeting and other notifications on website	Posting translated versions of notices would eliminate a step for an LEP person seeking opportunities to participate; to facilitate participation by LEP persons	Standardly post translations of meeting notifications (in the three primary languages other than English) on the website	Ongoing, for each meeting outside of STB
T. 6	Make large-format versions of key meeting materials available	Support accessibility of information provided at public meetings; to facilitate participation	Implement a standard practice of bringing three copies of large-format documents to meetings	Ongoing

AACT Access Advisory Committee to the MBTA. LEP limited English [language] proficiency. MAPC Metropolitan Area Planning Council. MassDOT Massachusetts Department of Transportation. MPO Metropolitan Planning Organization. P3 Public-Participation Program and Plan. RSS Rich Site Summary [feeds]. RTAC Regional Transportation Advisory Council. STB State Transportation Building.

## Appendix D—MPO-Sponsored Meetings and MPO Meetings Outside of Boston

Date	Location	EJ and/or LEP Community	Type of Meeting	Topics Discussed
8-Feb-11	Peabody	No	TIP-Building Workshop	TIP development
10-Feb-11	Saugus	No	Regional Transportation Needs Assessment Workshop	MPO's draft needs assessment, Transportation needs
15-Feb-11	Needham	No	Regional Transportation Needs Assessment Workshop	MPO's draft needs assessment, Transportation needs
15-Feb-11	Framingham	Yes	TIP-Building Workshop	TIP development
16-Feb-11	Boston (2/ Park Plaza)	Yes	TIP-Building Workshop	TIP development
16-Feb-11	Boston (2/ Park Plaza)	Yes	Regional Transportation Needs Assessment Workshop	MPO's draft needs assessment, Transportation needs
22-Feb-11	Hingham	No	TIP-Building Workshop	TIP development
23-Feb-11	Boston	Yes	Transportation Equity Special Topic Discussion	Transportation needs of low income and minority residents in the region
21-Apr-11	Boston	Yes	MPO Structure Workshop	MPO's MOU, MPO membership
27-Apr-11	Lynn	Yes	MPO Structure Workshop	MPO's MOU, MPO membership
2-May-11	Framingham	Yes	MPO Structure Workshop	MPO's MOU, MPO membership
15-Jun-11	Boston (2/ Park Plaza)	Yes	MPO Structure Workshop	MPO's MOU, MPO membership
21-Jun-11	Waltham	Yes	MPO Structure Workshop	MPO's MOU, MPO membership
22-Jun-11	Braintree	No	MPO Structure Workshop	MPO's MOU, MPO membership
26-Jul-11	Boston	Yes	Environmental Special Topic Discussion on LRTP	Consultation among MPO and state and federal environmental agencies on LRTP

<b>Date</b>	<b>Location</b>	<b>EJ and/or LEP Community</b>	<b>Type of Meeting</b>	<b>Topics Discussed</b>
3-Aug-11	Boston (2/ Park Plaza)	Yes	MPO Open House	Draft LRTP, Draft FFYs 2012-15 TIP, Draft FFY 2012 UPWP, Livability Program
24-Aug-11	Boston	Yes	General Workshop	Draft LRTP, Draft FFYs 2012-15 TIP
31-Aug-11	Bedford	No	General Workshop	Draft LRTP, Draft FFYs 2012-15 TIP
7-Sep-11	Norwood	No	General Workshop	Draft LRTP, Draft FFYs 2012-15 TIP
12-Oct-11	Boston	Yes	Candidates Forum	Meet candidates for MPO municipal members election
12-Jan-12	Winchester	No	TIP-Building Workshop	TIP development
18-Jan-12	Canton	No	TIP-Building Workshop	TIP development
25-Jan-12	Boston (2/ Park Plaza)	Yes	MPO Open House	Introduction to MPO, TIP development, UPWP development
1-Mar-12	Beverly	No	Regular MPO Meeting (Outside Boston)	MPO topics typical of regular meetings
15-May-12	Melrose	No	General Workshop	Draft FFYs 2013-16 TIP and FFY 2013 UPWP
22-May-12	Randolph	Yes	General Workshop	Draft FFYs 2013-16 TIP and FFY 2013 UPWP
23-May-12	Boston (2/ Park Plaza)	Yes	General Workshop	Draft FFYs 2013-16 TIP and FFY 2013 UPWP
6-Jun-12	Woburn	No	General Workshop	Draft Amendment to LRTP
7-Jun-12	Lexington	No	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
12-Jun-12	Boston (2/ Park Plaza)	Yes	General Workshop	Draft Amendment to LRTP
20-Sep-12	Newton	No	Regular MPO Meeting (Outside Boston)	MPO topics typical of regular meetings
6-Dec-12	Norwood	No	Regular MPO Meeting (Outside Boston)	MPO topics typical of regular meetings
11-Dec-12	Quincy	Yes	TIP and UPWP Building Workshop	TIP and UPWP development

<b>Date</b>	<b>Location</b>	<b>EJ and/or LEP Community</b>	<b>Type of Meeting</b>	<b>Topics Discussed</b>
13-Dec-12	Everett	Yes	TIP and UPWP Building Workshop	TIP and UPWP development
16-Jan-13	Boston (2/ Park Plaza)	Yes	Be Informed, Be Involved	Planning Schedule, Needs around Region, UPWP and TIP Development
7-Mar-13	Braintree	No	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
29-May-13	Lynn	Yes	General Workshop	Draft FFYs 2014-17 TIP and FFY 2014 UPWP, Transportation needs of EJ residents, Public Participation Plan
30-May-13	Framingham	Yes	General Workshop	Draft FFYs 2014-17 TIP and FFY 2014 UPWP, Transportation needs of EJ residents, Public Participation Plan
5-Jun-13	Boston (2/ Park Plaza)	Yes	General Workshop	Draft FFYs 2014-17 TIP and FFY 2014 UPWP, Transportation needs of EJ residents, Public Participation Plan
6-Jun-13	Woburn	No	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
16-Jul-13	Norwood	No	General Workshop	Proposed Canton Interchange Project, Amendment Two of LRTP
17-Oct-13	Framingham	Yes	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
3-Dec-13	Dedham	No	TIP and UPWP Development, Be Informed/Be Involved	TIP and UPWP development, Transportation needs
5-Dec-13	Franklin	No	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
11-Dec-13	Chelsea	Yes	TIP and UPWP Development, Be Informed/Be Involved	TIP and UPWP development, Transportation needs
7-Jan-14	Boston (2/ Park Plaza)	Yes	Be Informed, Be Involved	TIP and UPWP development, Transportation priorities

<b>Date</b>	<b>Location</b>	<b>EJ and/or LEP Community</b>	<b>Type of Meeting</b>	<b>Topics Discussed</b>
14-Jan-14	Boston	Yes	Human Services and Equity in Transportation Forum	Human Services and Equity in Transportation
6-Mar-14	Melrose	No	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
5-Jun-14	Salem	Yes	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
12-Jun-14	Reading	No	TIP and UPWP Workshop	Draft FFYs 2015-2018 TIP and FFY 2015 UPWP, Transportation needs
17-Jun-14	Boston (2/ Park Plaza)	Yes	TIP and UPWP Workshop	Draft FFYs 2015-2018 TIP and FFY 2015 UPWP, Transportation needs
18-Jun-14	Randolph	Yes	TIP and UPWP Workshop	Draft FFYs 2015-2018 TIP and FFY 2015 UPWP, Transportation needs

**Appendix D: MPO Memorandum of  
Understanding and Advisory  
Council Bylaws**

**MEMORANDUM OF UNDERSTANDING RELATING TO THE  
COMPREHENSIVE, CONTINUING AND COOPERATIVE  
TRANSPORTATION PLANNING PROCESS IN THE BOSTON  
METROPOLITAN AREA**

**Approved by the Boston Region Metropolitan Planning Organization  
July 7, 2011**

**Massachusetts Department of Transportation**

**Massachusetts Bay Transportation Authority**

**Advisory Board to the MBTA**

**Massachusetts Port Authority**

**Metropolitan Area Planning Council**

**City of Boston**

**City of Newton**

**City of Somerville**

**Town of Bedford**

**Town of Braintree**

**Town of Framingham**

**Town of Hopkinton**

**Effective November 1, 2011**



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**Memorandum of Understanding Relating to the  
Comprehensive, Continuing and Cooperative  
Transportation Planning Process in the  
Boston Metropolitan Area**

**1. INTRODUCTION**

WHEREAS, the Massachusetts Department of Transportation (MassDOT), formerly the Executive Office of Transportation and Construction, has the statutory responsibility, under Chapter 25 of the Acts of 2009, An Act Modernizing the Transportation Systems of the Commonwealth, to conduct comprehensive planning for and to coordinate the activities and programs of the state transportation agencies and, under Chapter 161A of the General Laws, to prepare the capital investment program and plans of the MBTA in conjunction with other transportation plans and programs; and its Highway Division, formerly the Massachusetts Highway Department, has the statutory responsibility under this Chapter for the construction, maintenance and operation of state roads and bridges, and also has the responsibility under this Chapter for the ownership, administration, control, operation, and responsibility for maintenance, repair, reconstruction, improvement, rehabilitation, finance, refinance, use, and policing of the Massachusetts Turnpike and the Metropolitan Highway System in the vicinity of Boston and the surrounding metropolitan area; and

WHEREAS, the Massachusetts Bay Transportation Authority ("MBTA") under the provisions of Chapter 161A of the General Laws, has the statutory responsibility to design and construct transit development projects, to determine the character and

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extent of services and facilities to be furnished, as well as to operate the public transportation system for the area constituting the MBTA; and

WHEREAS, the Advisory Board to the MBTA (“Advisory Board”) established under Chapter 161A of the General Laws is composed of the chief elected official, or designee, from each of the 175 cities and towns within the MBTA district, and is the body authorized by statute to review and advise the MBTA on its annual operating budget and the Program for Mass Transit; and

WHEREAS, the Metropolitan Area Planning Council (“MAPC”) comprises representatives from each of the 101 cities and towns in the Boston Metropolitan Region, gubernatorial appointees, and representatives of various state, regional, and City of Boston agencies; has statutory responsibility for comprehensive regional planning under MGL Chapter 40B; is the designated Economic Development District under Title IV of the Public Works and Economic Development Act of 1965; and promotes smart growth and regional collaboration in order to implement the current regional plan, *MetroFuture: Making a Greater Boston Region*; and

WHEREAS, the Massachusetts Port Authority (“Massport”) has the statutory responsibility, under St. 1956, c. 465 (Appendix to Chapter 91 of the General Laws), to plan, construct, own, and operate transportation and related facilities (including Logan Airport, Hanscom Field, Black Falcon Cruise Terminal, and the Conley Terminal), as may be necessary for the development and improvement of commerce in Boston and the surrounding metropolitan area; and

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WHEREAS, the municipalities in the Region, including the City of Boston, as the central city in the Region, and all other municipal governments, have an essential role in transportation planning and programming decisions; and

WHEREAS, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); or its successors and Federal Highway Administration (“FHWA”) / Federal Transit Administration (“FTA”) joint planning regulations (23 CFR Part 450 and 49 CFR Part 613) require metropolitan areas to have a comprehensive, continuing, and cooperative transportation planning process (“3-C”) that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods;

WHEREAS, the Objectives of the 3-C Process are:

- a comprehensive, continuing, and cooperative transportation planning process resulting in plans, programs and operations consistent with the planning objectives of the metropolitan area.
- Comprehensive, including the effective integration of the various stages and levels of transportation planning and programming for the entire Region and examining all modes so as to assure a balanced planning effort. There is simultaneous analysis of various related non-transportation elements, such

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as land use, economic and residential development, demographics, sustainability, and equity within a total planning process.

- Continuing, affirming the necessity to plan for the short and long range needs of the regional transportation system, emphasizing the iterative character of the progression from systems planning to project planning, programming, operations and implementation. Frequent updating and re-evaluation of data and plans is necessary.
- Cooperative, requiring effective coordination among public officials at all levels of government, and inviting the wide participation of all parties, public or private, at all stages of the transportation planning process. A key objective of the process is to resolve issues and controversies by providing a forum for negotiation and consensus building. At the same time, the process is not intended to operate, and cannot operate, to dilute the ultimate authority or responsibility of those state, regional, or local public officials who, pursuant to statute or under contract, review and/or implement transportation plans, programs, and projects.
- Intermodal, and are intended to help provide the Boston region with the ability to maintain, manage and operate a multimodal transportation system that provides a high level of mobility and safety for people and freight, consistent with fiscal and environmental resources;

WHEREAS, in response to the FHWA/FTA Transportation Planning Certification Review Final Report of April 2004; and

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WHEREAS, the Signatories recognize that transportation planning and programming must be conducted as an integral part of and consistent with the comprehensive planning and development process, and that the process must involve the fullest possible participation by state agencies, regional entities, local governments, private institutions and other appropriate groups;

NOW, THEREFORE, the Signatories hereto jointly agree as follows:

**2. COMPOSITION AND ROLES OF THE BOSTON REGION METROPOLITAN PLANNING ORGANIZATION (MPO)**

The Boston Region MPO consists of the following entities:

- Massachusetts Department of Transportation, with three representatives appointed by the Secretary, at least one of which is from its Highway Division
- Massachusetts Bay Transportation Authority
- Advisory Board to the MBTA
- Massachusetts Port Authority
- Metropolitan Area Planning Council
- City of Boston, with two representatives
- Twelve other municipalities elected from the Boston Region:
  - four at-large (two cities and two towns), and

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- eight (no city or town designation) from, respectively, each of the eight Metropolitan Area Planning Council subregional groups, and
- The Regional Transportation Advisory Council

In addition, the Federal Highway Administration and the Federal Transit Administration are ex-officio, non-voting members.

Each elected municipality shall be represented by its chief elected official or their designee. The terms of office of the elected municipalities shall be three-years, except, in the initial implementation phase, for six members who will have one four year term (as specified in the Updated MPO Membership election Process, dated 6/30/11). The 101 municipalities of the Boston Region will elect the elected municipalities. Permanent member entities of the MPO are not eligible to run for an elected membership.

**A. Officers**

The Chair of the Boston Region MPO shall be the Secretary of MassDOT or the Secretary's designee. The Vice Chair shall be a municipal representative or an official of one of the two regional agencies and shall be elected to a one-year term by the MPO members by majority vote. This election shall take place at the first meeting after the election of Boston Region MPO elected municipal representatives.

The Chair or his/her official designee shall: set agenda with the advice and input of the Vice Chair; call meetings; preside at meetings; and disseminate timely information to members. The Vice Chair or his/her official designee

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shall preside at meetings in the absence of the Chair or his/her official designee.

**B. Records**

The Central Transportation Planning Staff (CTPS) shall be the official custodian of the Boston Region MPO records. These records will be prepared and maintained by the CTPS, and shall be accessible in a central location.

**C. Municipal Membership**

The City of Boston is a permanent member. The process for nominating and electing the twelve other municipal members shall be approved by the Boston Region MPO to fulfill the objective of having a diverse membership. The municipal nomination and election process shall be administered by MAPC working jointly with the Advisory Board to the MBTA.

Election procedures should allow all municipalities an opportunity to be elected to the Boston Region MPO. Any changes to the election procedures shall be presented to the Boston Region MPO for approval.

**D. The Regional Transportation Advisory Council (Advisory Council)**

To accomplish the objectives of the 3-C process, the Boston Region MPO has established a special advisory committee, known as the Regional Transportation Advisory Council (Advisory Council). The Boston Region MPO shall support the Advisory Council by providing financial and staff support through the Boston Region MPO staff. The members of the Boston



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Region MPO shall support the Advisory Council individually by rendering institutional support and also by attending the Advisory Council meetings, as practical.

In setting policy and work priorities for said staff, the Boston Region MPO shall be advised by the Advisory Council and, subject to overall work priorities, shall provide information and analysis to the Advisory Council to assist the Advisory Council in advising on issues arising out of the 3-C process.

The principal mission of the Advisory Council is to foster broad and robust participation in the transportation planning process by bringing together concerned citizens, community-based organizations, Environmental Justice populations, business and institutional leaders, representatives of cities and towns, and state agencies.

The Advisory Council will best serve the Boston Region MPO and the public by acting as a primary mechanism for public input to the transportation planning process. To accomplish the Advisory Council mission, the Boston Region MPO acknowledges that:

- the Advisory Council is defined as a principal public outreach and education arm of the Boston Region MPO;
- The Chair of the Advisory Council will also chair any Public Participation Committee of the Boston Region MPO; and

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- The Advisory Council shall assist with the implementation of the public participation plan in cooperation with the agencies and staffs as designated in the Unified Planning Work Program (UPWP).

Boston Region MPO staff will provide ongoing support to the Advisory Council Chair to:

- Implement the Public Participation Plan and
- Further educate members of the public regarding activities of the Boston Region MPO and critical transportation issues generally.

Any additional specific revised functions, duties, and membership of the Advisory Council, proposed by the Boston Region MPO, shall be determined in cooperation with the Advisory Council.

**E. Voting Rules**

Votes of the Boston Region MPO on all certification documents and amendments to these documents shall be a two-thirds majority vote of those present and voting, provided that a quorum, at least twelve member representatives, is present. Other votes will be by majority, and require a quorum

**3. FUNCTIONS AND ROLES OF THE BOSTON REGION MPO AND ITS COMMITTEES**

**A. Overview**

The Boston Region MPO shall perform all functions as required by federal or state law including jointly adopting an annual unified transportation planning

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work program for the region, as well as such transportation plans, programs and conformity determinations as may from time to time be required of the Boston Region MPO by federal and state laws and regulations.

The Boston Region MPO shall be the forum for cooperative decision making by principal elected officials of general purpose governments in the Boston region, and shall endeavor to provide the federal government the views of “responsible local officials” of the Region where called for under federal law with respect to the initiation of certain transportation programs and projects.

In the resolution of basic regional transportation policy, the Boston Region MPO shall seek and consider the advice of the Advisory Council. In so doing, the Boston Region MPO shall provide the Advisory Council with information and analysis in the form of reports, briefings, and discussion concerning their plans, programs, and priorities so that the Advisory Council can carry out its functions in a timely fashion.

In addition to the advice of the Advisory Council, the MPO shall seek the involvement of members of the public and the many entities and organizations with interests and views relative to the Boston Region’s planning and programming. To facilitate this, the Boston Region MPO will post on its website, at least 48 hours in advance of meetings, all materials related to meeting action items, unless waived by unanimous consent of the Boston Region MPO. The Boston Region MPO will also meet quarterly at locations outside of the City of Boston.

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The Boston Region MPO will consider geographic and demographic equity a goal when approving all certification documents. This means that after other factors, such as need, are used in evaluating and selecting projects, a final view toward geographic and demographic balance and fairness over the span of the document will be applied.

### **B. Planning and Programming**

The Boston Region MPO is responsible for planning and programming financial resources for a multi-modal transportation system for the Boston region by conducting the federal metropolitan planning process (3C Process) for the region, as referenced in Section 1 of this Memorandum. This includes preparation of the fiscally constrained certification documents (Long-Range Transportation Plan, Unified Planning Work Program, and Transportation Improvement Program), and the Congestion Management Program and other studies supporting MPO decision-making.

The Unified Planning Work Program identifies the transportation planning studies conducted in the region, along with their funding amounts and sources, during a given federal fiscal year.

The Long Range Transportation Plan is the comprehensive transportation planning document for the MPO. It defines transportation visions, establishes goals and policies, and allocates projected revenue to regionally significant programs and projects.

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The Transportation Improvement Program lists projects programmed and expected to be funded over the immediate four-year period. It is developed annually.

The Signatories agree to the arrangements outlined in Section 4 for the allocation of federal and state funds. Nothing in this document shall preclude the Boston Region MPO's ability to use the provisions of SAFETEA-LU (and successors) to transfer funds between highway and transit uses.

**C. Establishment of Committees and Task Forces**

The Boston Region MPO shall appoint committees it determines necessary and task forces to accomplish its business and assign duties to them.

**D. Central Transportation Planning Staff (CTPS)**

The Boston Region MPO agencies shall contribute resources in the form of funds, staff, and other contributions, to support a unified inter-agency transportation planning staff, known as the Central Transportation Planning Staff ("CTPS"), to assist in carrying out the Region's 3-C process under the policy control of the Boston Region MPO.

CTPS shall provide planning services to the Boston Region MPO. From time to time, other parties may provide additional resources through the state planning program and through other resources. All work undertaken for the Boston Region MPO shall be in an approved UPWP. All work funded through federal financing for metropolitan transportation planning under 23 USC 104(f) and 49 USC 5338(g)(1) shall be approved by the Boston Region MPO

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in accordance with applicable rules provided that the cities and towns shall have a substantial role in the development of the UPWP particularly in the activities specified for metropolitan planning funds.

Since CTPS is not an agency, the Boston Region MPO retains a fiduciary agent for all of the Boston Region MPO's financial resources. MAPC is currently the fiduciary agent. While the CTPS staff shall be defined legally as employees of the fiduciary agent, they shall be administered according to policies established by the Boston Region MPO subject to applicable federal, state and local laws and regulations and to the availability of funds

At any time during which the fiduciary agent is a member of the Boston Region MPO, the role and actions of the fiduciary agent are distinguished from its role and actions as a policy member of the Boston Region MPO in that the fiduciary agent shall be limited to implementing actions of the Boston Region MPO subject to the applicable federal, state and local laws, and regulations and to the availability of funds.

The Boston Region MPO shall indemnify and hold the fiduciary agent harmless from liabilities occurring out of actions taken under its normal administration of the Boston Region MPO's activities. The Boston Region MPO and the fiduciary agent shall enter into an agreement detailing the financial and legal obligations of each party as determined by the Boston Region MPO.

All work not subject to federal transportation rules governing metropolitan planning funds must be approved by the Boston Region MPO for inclusion in the UPWP. CTPS may be selected by the sponsoring agency or other parties to deliver transportation planning services using these funds. The Boston Region MPO shall approve such requests provided it determines that: 1) CTPS has sufficient resources to complete such work in a capable and timely manner; and 2) by undertaking such work, CTPS neither delays completion nor reduces the quality of other work in the UPWP.

#### **4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

##### **A. Overview**

The Boston Metropolitan Region, made up of urban, suburban and rural communities, requires a balanced approach to transportation investment. The Boston Region MPO shall endorse annually a multi-year spending plan for federal highway and transit funding. This Transportation Improvement Program (TIP) shall reflect a multi-modal transportation program that responds to the needs of the region.

The TIP shall be the result of a cooperative, open, and informed process that balances local, regional, and state input and priorities and applies established Boston Region MPO policies and priorities in a fiscally constrained document. TIP development and programming shall be in full compliance with federal regulations and guidance. The TIP may include projects and programs addressing needs on the Interstate and National Highway Systems, repair of deficient bridges, support of inter- and intra-

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regional mobility, community projects, multi-modal facilities, bicycle and pedestrian infrastructure, transportation enhancements, clean air and mobility, operations and management, and all forms of transit. The state, regional, and municipal members of the Boston Region MPO shall work in a unified, timely, and cooperative manner to develop and establish priorities for the TIP.

The Boston Region MPO shall maintain two lists of unfunded projects: a First Tier Projects list and a Universe of Projects list. These lists shall be compiled by the Boston Region MPO for information purposes and shall be included annually in an appendix to the TIP.

**B. Establishment of Financial Constraint and Development of TIP Targets**

Development of the statewide federal aid and non-federal aid highway funding estimate shall be cooperative and shall be discussed with a statewide group representing regional planning agencies and other MPOs; currently the Massachusetts Association of Regional Planning Agencies (MARPA) is this group.

An initial step in the financial constraint and TIP target development process shall be timely transmission to MARPA of federal funding information on obligation authority. In each TIP year, the state will propose its priorities for non-High Priority Projects, mega-projects, statewide infrastructure, change orders, planning, statewide CMAQ expenditures, and other items as needed. The estimated cost of these will be subtracted from the estimates of federal obligation authority of the state to show the estimated amount available for



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federal funding for MPO targets in the state. This amount and the state match for this funding will be allocated among the MPOs based on the MARPA formula. The Boston Region MPO share of available federal and non-federal aid has provided the Boston Region MPO with 42.97% of available funds since 1991. This will be termed the TIP Target. The resulting targets, federal and state funding levels, and projects and programs and their cost estimates will be discussed with the Boston Region MPO and other members of MARPA at a meeting early in the TIP development process of each year. Boston Region MPO Staff shall accompany MAPC to these MARPA consultation meetings. The state will be responsible for explaining the derived targets and providing additional information as requested.

The Boston Region MPO shall use these numbers as the estimate of available funding. The Boston Region MPO's portion of federal and non-federal aid will be programmed in its constrained TIP and MassDOT shall seek to advertise projects in the region in that amount.

### **C. Prioritization Criteria**

The Boston Region MPO has developed criteria to be used to evaluate projects considered for programming. These criteria are a means to inform the MPO's decisions for all elements of the TIP. These criteria are consistent with and advance the visions and policies adopted for the latest Long-Range Transportation Plan. The criteria shall be reviewed each year and updated and improved as needed.

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MassDOT and other member entities implementing federally-funded transportation projects shall consider MPO priorities when setting their priorities.

**D. Transit**

It is the responsibility of the Boston Region MPO, working with the MBTA, MassDOT Rail and Transit Division, and other transit providers in the region, to coordinate regional transit planning and funding with other transportation modes within the Boston region. This work shall be conducted in full compliance with federal and state regulations. It shall include programming for all federally-funded transit modes and programs, including the federal Job Access and Reverse Commute and New Freedom Programs.

The MBTA's authorizing legislation directs that every five years the MBTA shall prepare and submit to the Massachusetts General Court its Program for Mass Transportation (PMT), a long-range, fiscally unconstrained plan that outlines a vision for regional mass transit and a process for prioritizing infrastructure investments. Implementation of this plan is through the five-year fiscally constrained Capital Investment Program (CIP), which is updated annually.

Boston Region MPO regulatory requirements call for development every four years of a 25-year fiscally constrained Long-Range Transportation Plan (LRTP) that defines a comprehensive plan and vision for the region's surface transportation network. Implementation of the LRTP with federal

transportation funds is through the Boston Region MPO's fiscally constrained TIP.

The Boston Region MPO and MassDOT and the MBTA will coordinate the parallel planning activities of the PMT/CIP and the LRTP/TIP and provide consistency between planned outcomes. This includes mutual consideration of visions and priorities articulated in each entity's transportation planning documents and project selection process. The MassDOT Rail and Transit Division will coordinate RTA investment with the MPO when setting priorities for programming.

**E. Highway, Bridge, Bicycle, and Pedestrian**

The TIP shall contain the Boston region's portion of all federal and state aid for each of the TIP's four federal fiscal years. It shall be prepared in accordance with federal regulation. It shall include programming for all roadway, bridge, bicycle, pedestrian projects and programs in the region, including costs for the Central Artery/Tunnel and the Accelerated Bridge Program. It shall include projects and programs that address the needs of truck and rail freight movement in the region.

**1. Central Artery/Tunnel Project**

The Boston Region MPO shall detail future federal aid payments for the Central Artery/Tunnel Project through FFY 2014 or until federal aid obligations to the project have been met.

2. **Accelerated Bridge Program**

The Boston Region MPO shall be informed of the commitments to Accelerated Bridge Program funding. All bridges leveraging federal aid via this program shall be listed in the appropriate TIP element. There shall continue to be a section in the TIP that details the amount of federal aid returning to the federal government for payment on this program until such time as full obligation repayment is received.

3. **Road and Bridge Program**

The Boston Region MPO shall have the ability to program projects for federal and non-federal aid. The ability to include non-federal funds in a TIP does not in any respect imply the application of federal standards, regulations or related requirements to state-funded projects, programs or initiatives. The fiscal year shall be from October 1st to September 30th for both federal and non-federal aid.

MassDOT Highway Division shall be responsible for administering the road and bridge elements of the TIP, which includes meeting the requirements for implementing them. These requirements include acquiring right of way, obtaining necessary permits and completing design review before or during the federal fiscal year in which projects are programmed so that they can be advertised in the federal fiscal year in which they are programmed.

**F. Improvement of TIP-Related Information**

**1. Overview**

All members of the Boston Region MPO recognize the importance of delivering timely, accurate and reliable information on projects and on the levels of transportation funding expected to be available to the region. This information is critical for the development of the financially constrained TIP. This information also provides a valuable resource for planning by the cities and towns in the region as future funding levels help inform local decision making about whether, or when, to invest local resources in project design and development.

At the same time, the Boston Region MPO recognizes that funding levels may be affected by circumstances beyond its control, such as changes in state or federal authorizations or appropriations; increased need for emergency or security-related expenditures; legislative requirements; or other unanticipated events. While the Boston Region MPO recognizes these contingencies may affect funding, it nonetheless needs to deliver a regional transportation program based on good project information and a realistic assessment of available funds.

**2. TIP Project Information and Dissemination**

The implementing agencies shall keep the Boston Region MPO informed of project status on a regular basis to support MPO planning and programming and to enable the Boston Region MPO to notify

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project sponsors of the outstanding issues that could cause the project to be deferred to a subsequent fiscal year. At least quarterly and on request, the implementing agencies shall submit this information to the Boston Region MPO Chair and staff for coordination and for distribution to the MPO members. This information shall include project status and other issues of interest to the MPO members and shall be compiled from all available resources, including municipalities, regional entities, state transportation agencies, and other sources. Boston Region MPO members shall provide needed and relevant information to Boston Region MPO staff for dissemination to the full Boston Region MPO. Staff shall utilize appropriate and up-to-date information systems for maintaining, processing, analyzing, and reporting information.

At the end of the federal fiscal year, the state agencies shall offer a full summary of how projects fared in the previous fiscal year before asking the Boston Region MPO to vote on the new TIP.

Boston Region MPO staff shall have primary responsibility for informing local governments regarding transportation funding and for collecting local input to the Boston Region MPO. All members of the Boston Region MPO, however, shall have a role in informing local governments about transportation aid and the programming process and in considering local input to the Boston Region MPO.

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The Boston Region MPO shall discuss and decide on the TIP development process for the upcoming TIP in the first quarter of each federal fiscal year. The process shall be documented in the TIP Development Memorandum to the MPO. The process shall provide for the collection of current information about projects to be considered for programming; review and possible revision of TIP project-selection criteria; application of the criteria in project evaluations; and maintenance of certain lists of projects, such as the set in use at the signing of this Memorandum of Understanding, the “First Tier” set of projects. (The First Tier Project List is in addition to the set of programmed projects and serves as the first resource pool from which to identify projects for programming. This list is comprised of projects that earn a high score based on the evaluation criteria but that might not meet fiscal-constraint standards or immediate-readiness factors.)

### **5. OPERATIONS PLAN**

The Boston Region MPO shall adopt a revised operations plan, which shall detail the operations of the transportation planning system and the preparation of all certification documents for the Boston Region MPO. The Boston Region MPO shall be responsible for fully complying with all federal and state regulations governing the 3-C transportation planning process in the Boston metropolitan area.

The plan should, at a minimum, address the following functional areas:

- Administration and Finance;

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- Programming;
- Policy; and
- Technical Products

### **6. REVIEW OF THIS DOCUMENT**

This document shall be reviewed every year, beginning in April, by the Signatories. Upon execution of this Memorandum of Understanding and in an effort to enhance municipal understanding of the Boston Region MPO process, the Boston Region MPO shall circulate this document to the municipalities of the Boston Region MPO. Proposed amendments will be circulated to the public prior to consideration by the Boston Region MPO.

### **7. EFFECT OF MEMORANDUM**

This Memorandum follows from: the Memorandum dated January 1973 and its Supplement dated March 1974; the Memorandum dated June 1976 and its Supplement dated May 1984; and the Memorandum dated November 1982; the Memorandum dated January 1997; and the Memorandum dated December 2001. However, in the event of any conflicts between this Memorandum and any previous Memoranda, this Memorandum shall prevail.

This Memorandum shall be effective as of November 1, 2011. Elected Municipal Signatories as of the date of the approval of this Memorandum shall serve in the new appropriate at-large or subregional designations established by this memorandum, until the end of their current term.



Adopted 5/8/2002 and Amended 10/ 14/2009

BYLAWS OF THE REGIONAL TRANSPORTATION  
ADVISORY COUNCIL

Article I - NAME

The organization will be known as the Regional Transportation Advisory Council, referred to as the Advisory Council.

Article II - PURPOSE

The Regional Transportation Advisory Council advises the Boston Metropolitan Planning Organization on transportation policy and planning. The Advisory Council provides a forum for broad public participation in the transportation planning process.

Article III - MEMBERSHIP

Membership shall consist of a broad and balanced spectrum of providers and users of any form of transportation. Individuals are welcome to participate in all meetings of the Advisory Council, but membership is limited to public and private organizations and governmental units, including state agencies and municipalities.

Member entities shall designate in writing one representative and up to two alternates. Representatives and alternates should be empowered by the entities they represent to cast votes on matters before the Advisory Council. Entities may be admitted to membership by vote of the existing members. Continuing membership shall depend on active participation, defined as attendance at the majority of council meetings in a federal fiscal year. As used herein, the term "member" refers to an entity, and the terms "representative" and "alternate" refer to individuals designated by a member entity.

All members of the Boston Metropolitan Planning Organization shall be non-voting members of the Advisory Council.

## Article IV - Officers

The Officers shall be a Chairman and a Vice Chairman.

The Chairman shall be the primary contact for the Advisory Council, shall set agendas and call and preside at the meetings.

As provided in the Boston MPO's Memorandum of Understanding of December 13, 2001: The Advisory Council is an ex-officio, non-voting member of the Boston MPO and the Chairman representing the Advisory Council, will attend and participate in Boston MPO meetings; The Chairman shall be a voting member of the Transportation Planning and Programming Committee of the Boston Metropolitan Planning Organization; the Chairman will also chair the standing Public Participation Committee of the Boston MPO and the Chairman or his/her designee shall have the opportunity to be represented on all committees appointed by the Boston MPO and shall have full voting rights on these committees,

The Vice Chairman shall serve in the absence of the Chairman and shall replace the Chairman in case of a vacancy in that office. The Vice Chairman shall actively participate in meetings of the Transportation Planning and Programming Committee of the Boston MPO and will vote only in the absence of the Chairman of the Advisory Council. The Vice Chairman will actively participate in meetings of the Boston MPO in the absence of the Chairman of the Advisory Council.

## Article V - MEETINGS

The Advisory Council will meet monthly as determined by the Chairman with at least seven days notice of the time and agenda provided to the representatives. Special meetings may be called by the Chairman with seven days notice. All meetings are open to the public.

The conduct of the meetings shall be governed by Roberts Rules of Order, however, parliamentary discretion shall be vested in the Chairman. The Chairman shall recognize all attendees wishing to be heard, and shall grant the floor, except in the discussion of a motion on the floor, where the Chairman shall have discretion.

## Article VI - QUORUM

One third of the voting members shall constitute a quorum. A simple majority of members present and voting is necessary for passage of all motions.

## Article VII - MOTIONS

Motions will be accepted only if moved and seconded by voting members' designated representatives or alternates participating in a representative's absence.

## Article VIII - VOTING

Each voting member shall have one vote, to be cast by its designated representative, or in case of absence, by an alternate.

## Article IX - COMMITTEES

The Chairman shall appoint committees to assist in carrying out the business of the Advisory Council. Reports by committees shall be submitted to the Chairman for report to the Council. The Chairman shall publish a list of existing committees and their membership in November. The following committees will be established, as well as other committees deemed appropriate by the Chairman of the Advisory Council, with members appointed by the Chairman unless otherwise provided by these bylaws.

An Executive Committee shall consist of the Chairman, the Vice Chairman, the immediate past Chairman, and Chairs of all Standing committees. The Executive Committee shall be authorized to act in place of the full Advisory Council on any matters arising between Council meetings that require immediate action. Any actions so taken shall be reported to the Advisory Council at its next meeting. In the case of officer vacancies, the Executive Committee shall nominate replacements for election at the next occurring Advisory Council meeting, and the Executive Committee nominees shall serve until those elections.

A Membership Committee shall be chaired by the Vice Chairman of the Advisory Council and shall include at least one representative each from a citizen advocacy organization, a municipality, and a state agency. The membership committee should assess the breadth of representation on an ongoing basis and report annually to the Chairman changes that should be made in Council membership, if any.

Committees shall be appointed by the Chairman to review and offer recommendations on each of the following plans and programs: the Regional Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program.

A Nominating Committee shall be appointed by the Chairman prior to yearly elections of officers, and shall be chaired by the immediate past Chairman of the Advisory Council. Nominating Committee membership shall include at least one representative each from a citizen advocacy organization, a non-MPO member municipality, and a non-MPO member state agency.

#### Article X - ELECTIONS

The Nominating Committee shall recommend candidates for Chairman and Vice Chairman in August. Nominations from the floor, when duly seconded, will be accepted. Elections shall be held in September, and the Officers terms shall begin in October.

#### Article XI - AMENDMENTS

These bylaws may be amended by a two-thirds majority vote of members present and voting at a meeting of the Advisory Council. Specific notice of the proposed amendment shall be provided to members at least seven days in advance of the meeting, in order to have representation available to vote at the meeting.

## **Appendix E: Boston Region MPO Notice Samples**



# Be Informed, Be Involved Sessions

## Boston Region Metropolitan Planning Organization (MPO)

We invite you to help develop plans for transportation planning and spending in the Boston region by attending the following public-dialogue sessions:

### MPO Be Informed, Be Involved Sessions

**Tuesday, January 7, 2014**

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**12:30–2:00 PM and 5:30–7:00 PM (2 sessions)**

State Transportation Building  
10 Park Plaza, Suite 2150  
Boston, MA 02116

- Accessible by the Orange and Silver Lines (Tufts Medical Center); the Green Line (Boylston or Arlington Station); and MBTA bus Routes 43 and 55
- Photo ID required for access to building

These discussions support development of the:

- **Transportation Improvement Program (TIP)** This document identifies the highway and transit projects in the Boston region that will receive federal funding during the next four years (federal fiscal years 2015–2018).
- **Unified Planning Work Program (UPWP)** This document identifies the federally funded transportation planning studies that will be conducted in the region during federal fiscal year 2015.

You can view the current TIP and UPWP documents at [www.bostonmpo.org](http://www.bostonmpo.org).

MPO staff will discuss the background, steps, and schedule for developing the next TIP and UPWP documents. We also will gather your ideas about transportation priorities; and explain how and when we need your additional input.

In addition to discussing the TIP and UPWP, MPO staff will provide an opportunity for you to hear briefings and give feedback on MPO work currently underway, planned or recently completed.

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MPO meeting sites are accessible to people with disabilities and are near public transportation. Upon request (preferably two weeks in advance of the meeting), every effort will be made to provide accommodations such as assistive listening devices, materials in accessible formats and in languages other than English, and interpreters in American Sign Language and other languages. Please contact the MPO staff at **617.973.7100 (voice)**, **617.973.7089 (TTY)**, **617.973.8855 (fax)**, or [publicinformation@ctps.org](mailto:publicinformation@ctps.org).



# **Sesiones: Esté informado e Involúcrese**

## **Boston Region Metropolitan Planning Organization (MPO)**

### **Organización para la Planeación Metropolitana de la Región de Boston**

Queremos invitarle a participar en el desarrollo de los proyectos de planeación y gastos de transporte en la región de Boston, asistiendo a las siguientes sesiones públicas de diálogo:

## **Sesiones del MPO: Esté informado e Involúcrese**

### **Martes, 7 de enero de 2014**

#### **12:30–2:00 PM y 5:30–7:00 PM (2 sesiones)**

Edificio Estatal del Transporte (State Transportation Building)  
10 Park Plaza, Suite 2150  
Boston, MA 02116

- Puede usar las líneas Naranja y Plateada (Centro Médico Tufts); la línea Verde (Estaciones Boylston o Arlington); y las rutas 43 y 55 de los buses del MBTA
- Se requiere una identificación con foto para ingresar al edificio

Estas discusiones ayudan al desarrollo de:

- **Programa de Mejoramiento del Transporte (TIP)** Este documento identifica los proyectos de tránsito y autopistas en la región de Boston, que recibirán financiamiento federal durante los próximos cuatro años. (Años fiscales federales 2015–2018).
- **Programa de Trabajo de Planeación Unificado (UPWP)** Este documento identifica los estudios de planeación de transporte financiados con recursos estatales, que serán llevados a cabo en la región durante el año fiscal 2015.

Usted puede ver los documentos TIP y UPWP visitando [www.bostonmpo.org](http://www.bostonmpo.org).

Personal del MPO discutirá los fundamentos, los pasos y la programación en que se desarrollarán los próximos documentos TIP y UPWP. También reuniremos sus ideas acerca de la prioridades de transporte; y explicaremos como y cuando necesitaremos algún aporte adicional.

Además de discutir el TIP y el UPWP, el personal del MPO le brindará la oportunidad de escuchar información y dar su retroalimentación acerca de trabajos que el MPO se encuentra realizando actualmente, que ha planeado o que ha completado recientemente.

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Los lugares en que las reuniones del MPO se realizan son accesibles para personas con discapacidades y se encuentran cerca de rutas de transporte público. Con la debida solicitud (dos semanas antes de la reunión preferiblemente), realizaremos todo lo posible para brindarle las facilidades que necesite como dispositivos para escucha asistida, materiales en formatos accesibles y en idiomas diferentes al inglés, así como intérpretes de lenguaje americano de señas y otros idiomas. Por favor contacte al personal del MPO al **617.973.7100 (voz)**, **617.973.7089 (TTY)**, **617.973.8855 (fax)**, o [publicinformation@ctps.org](mailto:publicinformation@ctps.org).



# Reuniões Informe-se, Envolve-se

## Boston Region Metropolitan Planning Organization (MPO)

### Organização de Planejamento Metropolitano da Região de Boston

Convidamos a você para que compareça e nos ajude a desenvolver os planos de gastos no transporte da região de Boston nas seguintes reuniões de diálogo:

## Reuniões Informe-se, Envolve-se da MPO

### Terça-feira, 7 de janeiro de 2014

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#### 12h30–14h00 e 17h30–19h00 (2 sessões)

State Transportation Building  
10 Park Plaza, Suite 2150  
Boston, MA 02116

- Acesso pelas linhas Laranja e Prata (Tufts Medical Center); Linha Verde (Boylston ou Arlington Station); e Linhas de ônibus 43 e 55
- É necessário documento de identidade com foto para a entrada no prédio

Os temas desenvolvidos serão:

- **O Programa de Melhoria no Transporte (Transportation Improvement Program, TIP)** Este documento identifica os projetos de rodovias e tráfego na região de Boston que irão receber financiamento federal durante os próximos quatro anos (anos fiscais federais 2015 a 2018). Este documento identifica os projetos de rodovias e tráfego na região de Boston que irão receber financiamento federal durante os próximos quatro anos (anos fiscais federais 2015 a 2018).
- **Programa de Trabalho de Planejamento Unificado (Unified Planning Work Program, UPWP)** Este documento identifica os estudos de planejamento de transporte financiados pelo governo federal a serem conduzidos no ano fiscal federal de 2015.

É possível acessar os atuais documentos TIP e UPWP através da página [www.bostonmpo.org](http://www.bostonmpo.org).

Os funcionários da MPO falarão a respeito da situação atual, das etapas seguintes e do cronograma do desenvolvimento dos próximos documentos TIP e UPWP. Colheremos também suas ideias a respeito das prioridades no transporte; e explicaremos como e quando enviar novas sugestões.

Além de falar sobre o TIP e o UPWP, os funcionários da MPO darão a oportunidade de saber mais e opinar a respeito das obras atuais, planejadas e completas recentemente pela MPO.

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Os locais de reunião da MPO possuem acesso para portadores de deficiências e são próximos ao transporte público. São aceitos pedidos (preferivelmente feitos com duas semanas de antecedência à data da reunião), e todo o esforço possível será feito para oferecer acomodações tais como aparelhos auditivos, materiais em formatos acessíveis e em outras línguas além do inglês, e intérpretes da língua de sinais Norte-Americana e de outras línguas ou linguagens. Por favor, entre em contato com os funcionários da MPO através dos número **617.973.7100 (voz)**, **617.973.7089 (TTY)**, **617.973.8855 (fax)**, ou do e-mail [publicinformation@ctps.org](mailto:publicinformation@ctps.org).





## 信息发布与互动研讨会

**Boston Region Metropolitan Planning Organization (MPO)**

**波士顿大都市区规划组织(MPO)**

为帮助我们制定波士顿地区的交通规划和交通开支计划，  
我们邀请您参加以下公众对话研讨会：

### **MPO**信息发布与互动研讨会

**2014 年 1 月 7 日，星期二**

下午**12:30 - 2:00** 和 下午**5:30 - 7:00** （两场会议）

马萨诸塞州波士顿 Park Plaza街10号  
马萨诸塞州交通大厦 2150室

State Transportation Building  
10 Park Plaza, Suite 2150  
Boston, MA 02116

- 您可乘坐地铁橙色线、银色线（塔夫茨医学中心站下车Tufts Medical Center）、绿色线（博伊尔斯顿站或阿灵顿站下车Boylston or Arlington Station），也可乘坐MBTA巴士43路和55路
- 进入大厦需出示有照片的身份证

会议将讨论以下内容：

- **交通改善计划（TIP）** 该计划针对波士顿地区公路和公交项目，并将获得四年联邦政府资金（联邦2015-2018财政年度）。
- **统一规划工作项目（UPWP）** 该项目针对2015财政年度在波士顿区域开展由联邦政府出资的交通规划研究。

您可登录 [www.bostonmpo.org](http://www.bostonmpo.org) 查看当前的TIP和UPWP文件。

MPO工作人员将讨论制定下一步TIP和UPWP项目计划的背景、步骤和实施日程。我们也将收集您认为需要优先考虑的交通建设项目；会上我们还将向您解释我们征集意见的方式和时机。

除了参与讨论TIP和UPWP项目外，您还有机会听取MPO工作简报，介绍我们近期完成的工作，目前正在进行的任务以及未来规划。欢迎您届时提出宝贵意见。

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MPO会议地点距离公交站点很近，并且具备无障碍通行条件。根据您的要求（最好在会议前两周），我们将尽力做好各种准备为您提供帮助，如助听设备，其他语种会议材料，无障碍型会议材料，美国手语及其他语言翻译等。请通过电话**617.973.7100**（语音）、**617.973.7089**（电传打字机）、传真**617.973.8855**，或发送邮件至[publicinformation@ctps.org](mailto:publicinformation@ctps.org) 与MPO工作人员联系。

## MPO Public Outreach

**You can provide input into the future of transportation in the Boston region at upcoming public workshops.**

**Please attend and share your views.**

Staff from the Boston Region Metropolitan Planning Organization (MPO) will answer questions and gather comments about two important regional transportation planning documents that will be available for public review and comment in May and June.

- The draft federal fiscal years 2014–17 Transportation Improvement Program (TIP)
- The draft federal fiscal year 2014 Unified Planning Work Program (UPWP)

The TIP establishes the list of highway and transit projects in the Boston region that will receive federal funding. The UPWP establishes the list of transportation planning studies to be conducted in the region.

The MPO is also seeking input on:

- The transportation needs of minority and low-income communities in the region and of the elderly, persons with disabilities, and persons with limited English proficiency.
- The MPO's Public Participation Plan and the MPO's process for gathering public input.

The documents can all be reviewed at [www.bostonmpo.org](http://www.bostonmpo.org).



## Workshop Information

### Wednesday, May 29

5:30 – 7:00 PM

Lynn City Hall, Room 302

- 3 City Hall Square, Lynn
- Accessible via the MBTA's Newburyport/Rockport commuter rail line (Lynn Station), MBTA bus Routes 429, 431, 435, and MBTA Express bus Routes 426, 455, and 459

### Thursday, May 30

5:30 – 7:00 PM

Framingham Town Hall, Nevins Hall

- 150 Concord Street, Framingham
- Accessible via the MBTA's Framingham/Worcester commuter rail line (Framingham Station) and several MWRTA bus routes (see [www.mwrta.com](http://www.mwrta.com) or call 508.935.2222 for MWRTA details).

### Wednesday, June 5

12:30 – 2:00 PM and 5:30 – 7:00 PM

(two sessions)

State Transportation Building, Suite 2150

- 10 Park Plaza, Boston, MA.
- Accessible via the Orange and Silver lines (Tufts Medical Center), the Green Line (Boylston or Arlington Station), and MBTA bus Routes 43 and 55.
- A photo ID is required for access to the building.

Meeting locations are accessible to people with disabilities and are near public transportation. Upon request (preferably two weeks in advance of a meeting), every effort will be made to provide accommodations such as assistive listening devices, materials in accessible formats and in languages other than English, and interpreters of American Sign Language and other languages. Please contact the MPO staff at 617.973.7100 (voice), 617.973.7089 (TTY), 617.973.8855 (fax), or [publicinformation@ctps.org](mailto:publicinformation@ctps.org).

## Difusión Pública de la MPO

**Usted puede aportar al futuro del transporte en la región Boston en los próximos talleres públicos.**

**Por favor concorra y comparta sus opiniones**

El Personal de La Organización de Planeamiento Metropolitano de la Región Boston (MPO-siglas en Inglés-) responderá preguntas y recabará comentarios acerca de dos importantes documentos de planeamiento de transporte regional que estarán disponibles para revisión y comentario públicos en Mayo y Junio.

- Anteproyecto de los Años Federales Fiscales (FFY–siglas en Inglés-) 2014-2017 del Programa de Mejoramiento de Transporte (TIP –siglas en Inglés-)
- Anteproyecto del Año Federal Fiscal 2014 del Programa de Trabajo de Planeamiento Unificado (UPWP– siglas en Inglés-)

El TIP establece la lista de los proyectos de carretera y de tránsito que recibirán financiación federal. El UPWP establece la lista de los estudios de planeamiento de transporte que se conducirán en la región.

**La MPO también está buscando sus opiniones acerca de:**

- Las necesidades de transporte de las minorías y comunidades de bajos recursos en la región, y de los ancianos, personas con discapacidades, y personas con conocimiento limitado del idioma Inglés.
- El Plan de Participación Pública de la MPO y el proceso de la MPO para recolectar opiniones públicas.

Todos los documentos pueden ser revisados en [www.bostonmpo.org](http://www.bostonmpo.org).



## Información de Talleres

### **Miércoles, 29 de Mayo**

5:30 – 7:00 PM

Lynn City Hall, Sala 302

- 3 City Hall Square, Lynn
- Accesible vía las líneas de Riel de pasajeros de Newburyport/Rockport de la MBTA (Estación Lynn), autobús Rutas 429, 431, 435 de la MBTA y Rutas de Autobús Expreso de la MBTA 426, 455, y 459

### **Jueves, 30 de Mayo**

5:30 – 7:00 PM

Framingham Town Hall, Nevins Hall

- 150 Concord Street, Framingham
- Accesible vía las Líneas de Riel de pasajeros de Framingham/Worcester de la MBTA (Estación Framingham) y varias rutas de autobús de la MWRTA (diríjase a [www.mwrta.com](http://www.mwrta.com) o llame al 508.935.2222 para detalles de la MWRTA).

### **Miércoles, 5 de Junio**

12:30 – 2:00 PM y 5:30 – 7:00 PM (dos sesiones)

Edificio de Transporte del Estado, sala 2150

- 10 Park Plaza, Boston, MA.
- Accesible vía las Líneas Naranja y Plateada (Centro Médico de Tufts), la Línea Verde (Estaciones de Boylston o Arlington), y rutas 43 y 55 de autobús de la MBTA.
- Se requiere de una identificación con foto para acceder al edificio.



Los lugares de reunión son accesibles para las personas con discapacidad, y están cerca del transporte público. A petición (preferiblemente dos semanas antes de la reunión), se hará todo lo posible para proporcionar ajustes, tales como los dispositivos de ayuda auditiva, los materiales en formatos accesibles y en otros idiomas que no sean el Inglés, y los intérpretes de Lenguaje de Señas Americano y de otros idiomas. Por favor póngase en contacto con el personal de MPO al 617.973.7100 (voz), 617.973.7089 (TTY), 617.973.8855 (fax), o [publicinformation@ctps.org](mailto:publicinformation@ctps.org)

## Chamado ao Público MPO

**Você pode opinar a respeito do futuro do transporte na região de Boston nas próximas reuniões públicas.**

### Por favor, compareça e opine.

Os funcionários da Organização de Planejamento Metropolitano da Região de Boston (Boston Region Metropolitan Planning Organization - MPO) responderão perguntas e registrarão comentários a respeito de dois importantes documentos de planejamento do transporte regional que estarão disponíveis ao público para divulgação e comentários em maio e junho:

- O projeto federal para os anos fiscais de 2014–17 do Programa de Melhoria do Transporte (Transportation Improvement Program - TIP)
- O projeto federal para o ano fiscal de 2014 do Programa de Trabalho de Planejamento Unificado (Unified Planning Work Program - UPWP)

O TIP estabelece a lista de projetos de rodovias e trânsito na região de Boston que receberão financiamento federal. O UPWP estabelece a lista de estudos de planejamento de transporte que serão conduzidos na região.

### A MPO também busca opiniões a respeito:

- Das necessidades de transporte de comunidades minoritárias e de baixa renda na região, e, de idosos, pessoas com deficiências e de pessoas com conhecimento limitado da língua inglesa.
- Do Plano de Participação Pública MPO e do processo de coleta das opiniões do público pela MPO.

Os documentos podem ser acessados através da página [www.bostonmpo.org](http://www.bostonmpo.org).



## Informações Sobre as Reuniões

### Quarta-feira, 29 de maio

17h30 – 19h00

Lynn City Hall, Sala 302

- 3 City Hall Square, Lynn
- Acessível pela linha de trens urbanos MBTA Newburyport/ Rockport (Estação Lynn), linhas de ônibus MBTA 429, 431, 435, e linhas de ônibus expressos MBTA 426, 455 e 459

### Quinta-feira, 30 de maio

17h30 – 19h00

Framingham Town Hall, Nevins Hall

- 150 Concord Street, Framingham
- Acessível pela linha de trens urbanos MBTA Framingham/ Worcester (Estação Framingham) e diversas linhas de ônibus MWRTA (consulte [www.mwrta.com](http://www.mwrta.com) ou ligue para 508.935.2222 para obter informações sobre as linhas MWRTA).

### Quarta-feira, 5 de junho

12h30 – 14h00 e 17h30 – 19h00

(duas sessões)

State Transportation Building, Suite 2150

- 10 Park Plaza, Boston, MA.
- Acessível pelas linhas Laranja (Orange) e Prata (Silver) (Tufts Medical Center), pela linha Verde (Green) (Estação Boylston ou Arlington), e linhas de ônibus MBTA 43 e 55.
- Uma identidade com foto é necessária para ter acesso ao prédio.

Os locais de reunião têm acesso para pessoas com deficiências e são próximos ao transporte público. Caso seja requisitado (preferivelmente com duas semanas de antecedência à data da reunião), todo o esforço será feito para oferecer acomodações tais como aparelhos para auxílio de audição, materiais em formatos acessíveis e em outras línguas além do inglês, e intérpretes da Língua Americana de Sinais e de outras linguagens. Por favor, contate os funcionários da MPO pelos números 617.973.7100 (voz), 617.973.7089 (TTY), 617.973.8855 (fax), ou pelo email [publicinformation@ctps.org](mailto:publicinformation@ctps.org).

# Appendix F—Boston Region MPO Public Meeting Summary



**Table C.1**  
**Summary of Suggestions for the Public-Participation Program and Plan Update**

<b>Key: A = Activity; F = Format and function; T = Title VI or other civil rights practices.</b>				
<b>Type/ Number</b>	<b>Suggestion</b>	<b>Explanation; Purpose</b>	<b>Implementation</b>	<b>Frequency</b>
A. 1	Seek to partner with the Advisory Council to sponsor forums on MPO/ RTAC defined topics and questions	The Advisory Council is a primary arm of public involvement for the MPO; to generate useful public input to the MPO for its decision making	Plan special Advisory Council/ MPO forums in collaboration with MPO; seek involvement of a broad set of Advisory Council and MPO-related participants	At least one a year
A. 2	Collaborate with MAPC on specially targeted public outreach events	Invite MAPC to partner with the MPO in one or two major outreach events per year; to reach a broader set of participants; improve effectiveness of MPO outreach; incorporate new techniques	Work with MAPC (and possibly other partners) to plan one or two forums or special topic discussions	One or two events per year
A. 3	Conduct more evaluations of public-participation program effectiveness	Important to know how well the Program is performing and where improvements are needed	Implement a more rigorous program of data collection and a regular schedule for evaluations	Data collection, ongoing; evaluations, annually
A. 4	Post more News Flashes; cover more topics	Use the website and News Flashes as the initial media for MPO news and convert them to other media for broad distribution; to interest and inform the public	Prepare News Flashes related to major actions at MPO, Advisory Council and AACT meetings; invite participation; feature MPO-funded products	Ongoing
A. 5	Send more press releases on MPO activities	Use the MPO's News Flashes as the basis for short press releases; to increase opportunities for media coverage and public participation	Expand News Flash text into press release format and distribute through MPOmedia	Ongoing
A. 6	Encourage forwarding of email notices and News Flash postings	Sensitize recipients to importance of forwarding MPO notices and updates; to expand distribution of MPO notices to involve new parties	Incorporate text into all MPOinfo messages that encourages recipients to forward notices	Ongoing
A. 7	Track publication of MPO news	Explore which organizations are publishing MPO news; to gauge effectiveness and know where there are gaps in outreach	Research cost of tracking publication of MPO news; if feasible, plan and implement a program	Ongoing

Key: A = Activity; F = Format and function; T = Title VI or other civil rights practices.				
Type/ Number	Suggestion	Explanation; Purpose	Implementation	Frequency
A. 8	Seek help from MassDOT media office	MassDOT is in frequent contact with the media and may have useful ideas for MPO communications; to improve publication of MPO news	Meet with MassDOT media office	Early each fiscal year, coinciding with MPO public outreach for new documents
A. 9	Work with public libraries to encourage them to make MPO information available	The MPO no longer mails printed materials unless specifically requested; to elicit public library support in printing and posting notices and <i>TRANSREPORT</i>	Conduct outreach to regional consortiums of public libraries, explaining the work of the MPO and the role libraries could play in the public-information and participation process	One-time initial outreach to libraries; Ongoing communication
A. 10	Use an RSS feed	Research using an RSS feed to alert parties of new News Flash postings; attract more interest; share more information	Staff will research using RSS feed	Initial research, and if promising, a trial period before implementation
A. 11	Facilitate and accept public comment before MPO meetings	Solicit comment (possibly through links on the calendar page for each MPO meeting) in advance of meetings; to use the website to collect input and bring it directly into MPO meetings	Collect comments prior to MPO meeting and submit to Chair for reading into the record during public-comment time	With every MPO meeting (bi-monthly, usually)
A. 12	Create more surveys on the MPO website	Use surveys more frequently to gather public input; to increase website use as a tool for public input	Identify survey topics based on upcoming MPO planning and decision making	Approximately four per year
A. 13	Update website for improved LEP accessibility	Post MPO vital documents and accessibility statement more prominently; to facilitate LEP and other Title-VI-related persons' access to MPO information and processes	Review and implement	One update
A. 14	Use more graphics	Improve communication through graphical representation of processes and information; to communicate more clearly and facilitate translation	Convert narratives in Plan to graphics	For initial Program and Plan updates and as future practice
A. 15	Increase use of MPO's "Invite Us Over" speaker program	Promote work of the MPO and offer Staff's participation at an organization's meeting; to provide a participant-	Consider creating a spot on the MPO's website listing topics and personnel to be contacted to schedule a presentation/	Ongoing

<b>Key: A = Activity; F = Format and function; T = Title VI or other civil rights practices.</b>				
<b>Type/ Number</b>	<b>Suggestion</b>	<b>Explanation; Purpose</b>	<b>Implementation</b>	<b>Frequency</b>
		convenient venue and format and reach new and members of the public	discussion at a regularly scheduled meeting of an organization	
F. 1.	Have the website function as an online alternative to the printed public participation plan and an easy point of access to other MPO content on the website	Break the information in the Plan into basic components and use the Public Involvement webpage as a portal to access each; to give the public more direct access to information, to better keep the Plan current and dynamic, and use contemporary methods	Prepare topic modules for revised Public Involvement webpage	Reorganization and to post material will be one-time project; updating will be ongoing
F. 2.	Prepare topic modules as meeting handouts and easily updated informational materials	Create individual topic pieces for each of the major Program components; these will be easy to update and use individually, as needed	Prepare topic materials	Creating materials will be a one-time project; updating will be ongoing
F. 3	Present most key information in graphical form	Graphical depictions of MPO processes and other information will be created to post on the website and use at MPO-sponsored meetings; to support clarity and simplicity of information, facilitate communication with LEP populations	Prepare graphics and tables to explain MPO processes and other information; these can be translated for LEP populations	Design will be one-time project; updating will be ongoing
T. 1	Translate the vital MPO documents	Regulations require vital documents be identified and translated into the languages indicated by the Four Factor Analysis	Translate vital documents into the languages of policy for posting on the website; use the Four Factor Analysis to determine other languages, based on the location for MPO or MPO-sponsored meetings	Initial translation of vital documents will be one-time project; annual update of documents and translations will be conducted each September; translation of meeting notices and document summaries will be done as needed
T. 2	Conduct a triennial Four-Factor Analysis and apply results to MPO ongoing meeting and outreach planning	See above	Develop a protocol for using the Four Factor Analysis for ongoing operations	Reviews for translations will be conducted in planning for each meeting
T. 3	Consult with local leaders on language needs and cultural	Conversations with local leader(s) in vicinity of a planned meeting can provide	Ask a local leader when planning a meeting outside of the STB	Ongoing, for each meeting outside of STB

<b>Key: A = Activity; F = Format and function; T = Title VI or other civil rights practices.</b>				
<b>Type/ Number</b>	<b>Suggestion</b>	<b>Explanation; Purpose</b>	<b>Implementation</b>	<b>Frequency</b>
	issues for each MPO-sponsored meeting outside of the State Transportation Building	insights on particular needs that would facilitate public participation; to encourage and facilitate participation by all members of the public		
T. 4	Use audio recording devices to collect oral comments	People with low or no vision or low literacy may be encouraged to make comments if they could be submitted orally; to facilitate public participation	Provide this capability at each MPO and MPO-sponsored meeting	Ongoing, for each meeting
T. 5	Post translations of meeting and other notifications on website	Posting translated versions of notices would eliminate a step for an LEP person seeking opportunities to participate; to facilitate participation by LEP persons	Standardly post translations of meeting notifications (in the three primary languages other than English) on the website	Ongoing, for each meeting outside of STB
T. 6	Make large-format versions of key meeting materials available	Support accessibility of information provided at public meetings; to facilitate participation	Implement a standard practice of bringing three copies of large-format documents to meetings	Ongoing

AACT Access Advisory Committee to the MBTA. LEP limited English [language] proficiency. MAPC Metropolitan Area Planning Council. MassDOT Massachusetts Department of Transportation. MPO Metropolitan Planning Organization. P3 Public-Participation Program and Plan. RSS Rich Site Summary [feeds]. RTAC Regional Transportation Advisory Council. STB State Transportation Building.

## Appendix D—MPO-Sponsored Meetings and MPO Meetings Outside of Boston

Date	Location	EJ and/or LEP Community	Type of Meeting	Topics Discussed
8-Feb-11	Peabody	No	TIP-Building Workshop	TIP development
10-Feb-11	Saugus	No	Regional Transportation Needs Assessment Workshop	MPO's draft needs assessment, Transportation needs
15-Feb-11	Needham	No	Regional Transportation Needs Assessment Workshop	MPO's draft needs assessment, Transportation needs
15-Feb-11	Framingham	Yes	TIP-Building Workshop	TIP development
16-Feb-11	Boston (2/ Park Plaza)	Yes	TIP-Building Workshop	TIP development
16-Feb-11	Boston (2/ Park Plaza)	Yes	Regional Transportation Needs Assessment Workshop	MPO's draft needs assessment, Transportation needs
22-Feb-11	Hingham	No	TIP-Building Workshop	TIP development
23-Feb-11	Boston	Yes	Transportation Equity Special Topic Discussion	Transportation needs of low income and minority residents in the region
21-Apr-11	Boston	Yes	MPO Structure Workshop	MPO's MOU, MPO membership
27-Apr-11	Lynn	Yes	MPO Structure Workshop	MPO's MOU, MPO membership
2-May-11	Framingham	Yes	MPO Structure Workshop	MPO's MOU, MPO membership
15-Jun-11	Boston (2/ Park Plaza)	Yes	MPO Structure Workshop	MPO's MOU, MPO membership
21-Jun-11	Waltham	Yes	MPO Structure Workshop	MPO's MOU, MPO membership
22-Jun-11	Braintree	No	MPO Structure Workshop	MPO's MOU, MPO membership
26-Jul-11	Boston	Yes	Environmental Special Topic Discussion on LRTP	Consultation among MPO and state and federal environmental agencies on LRTP

<b>Date</b>	<b>Location</b>	<b>EJ and/or LEP Community</b>	<b>Type of Meeting</b>	<b>Topics Discussed</b>
3-Aug-11	Boston (2/ Park Plaza)	Yes	MPO Open House	Draft LRTP, Draft FFYs 2012-15 TIP, Draft FFY 2012 UPWP, Livability Program
24-Aug-11	Boston	Yes	General Workshop	Draft LRTP, Draft FFYs 2012-15 TIP
31-Aug-11	Bedford	No	General Workshop	Draft LRTP, Draft FFYs 2012-15 TIP
7-Sep-11	Norwood	No	General Workshop	Draft LRTP, Draft FFYs 2012-15 TIP
12-Oct-11	Boston	Yes	Candidates Forum	Meet candidates for MPO municipal members election
12-Jan-12	Winchester	No	TIP-Building Workshop	TIP development
18-Jan-12	Canton	No	TIP-Building Workshop	TIP development
25-Jan-12	Boston (2/ Park Plaza)	Yes	MPO Open House	Introduction to MPO, TIP development, UPWP development
1-Mar-12	Beverly	No	Regular MPO Meeting (Outside Boston)	MPO topics typical of regular meetings
15-May-12	Melrose	No	General Workshop	Draft FFYs 2013-16 TIP and FFY 2013 UPWP
22-May-12	Randolph	Yes	General Workshop	Draft FFYs 2013-16 TIP and FFY 2013 UPWP
23-May-12	Boston (2/ Park Plaza)	Yes	General Workshop	Draft FFYs 2013-16 TIP and FFY 2013 UPWP
6-Jun-12	Woburn	No	General Workshop	Draft Amendment to LRTP
7-Jun-12	Lexington	No	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
12-Jun-12	Boston (2/ Park Plaza)	Yes	General Workshop	Draft Amendment to LRTP
20-Sep-12	Newton	No	Regular MPO Meeting (Outside Boston)	MPO topics typical of regular meetings
6-Dec-12	Norwood	No	Regular MPO Meeting (Outside Boston)	MPO topics typical of regular meetings
11-Dec-12	Quincy	Yes	TIP and UPWP Building Workshop	TIP and UPWP development

<b>Date</b>	<b>Location</b>	<b>EJ and/or LEP Community</b>	<b>Type of Meeting</b>	<b>Topics Discussed</b>
13-Dec-12	Everett	Yes	TIP and UPWP Building Workshop	TIP and UPWP development
16-Jan-13	Boston (2/ Park Plaza)	Yes	Be Informed, Be Involved	Planning Schedule, Needs around Region, UPWP and TIP Development
7-Mar-13	Braintree	No	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
29-May-13	Lynn	Yes	General Workshop	Draft FFYs 2014-17 TIP and FFY 2014 UPWP, Transportation needs of EJ residents, Public Participation Plan
30-May-13	Framingham	Yes	General Workshop	Draft FFYs 2014-17 TIP and FFY 2014 UPWP, Transportation needs of EJ residents, Public Participation Plan
5-Jun-13	Boston (2/ Park Plaza)	Yes	General Workshop	Draft FFYs 2014-17 TIP and FFY 2014 UPWP, Transportation needs of EJ residents, Public Participation Plan
6-Jun-13	Woburn	No	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
16-Jul-13	Norwood	No	General Workshop	Proposed Canton Interchange Project, Amendment Two of LRTP
17-Oct-13	Framingham	Yes	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
3-Dec-13	Dedham	No	TIP and UPWP Development, Be Informed/Be Involved	TIP and UPWP development, Transportation needs
5-Dec-13	Franklin	No	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
11-Dec-13	Chelsea	Yes	TIP and UPWP Development, Be Informed/Be Involved	TIP and UPWP development, Transportation needs
7-Jan-14	Boston (2/ Park Plaza)	Yes	Be Informed, Be Involved	TIP and UPWP development, Transportation priorities

<b>Date</b>	<b>Location</b>	<b>EJ and/or LEP Community</b>	<b>Type of Meeting</b>	<b>Topics Discussed</b>
14-Jan-14	Boston	Yes	Human Services and Equity in Transportation Forum	Human Services and Equity in Transportation
6-Mar-14	Melrose	No	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
5-Jun-14	Salem	Yes	Regular MPO Meeting (outside Boston)	MPO topics typical of regular meetings
12-Jun-14	Reading	No	TIP and UPWP Workshop	Draft FFYs 2015-2018 TIP and FFY 2015 UPWP, Transportation needs
17-Jun-14	Boston (2/ Park Plaza)	Yes	TIP and UPWP Workshop	Draft FFYs 2015-2018 TIP and FFY 2015 UPWP, Transportation needs
18-Jun-14	Randolph	Yes	TIP and UPWP Workshop	Draft FFYs 2015-2018 TIP and FFY 2015 UPWP, Transportation needs



## **Appendix ; : Environmental Justice Notice to Participate**

# INVITATION TO PARTICIPATE

## In the Boston Region Metropolitan Planning Organization's TRANSPORTATION PLANNING

The Boston Region Metropolitan Planning Organization (MPO) is a regional public body that makes decisions about which transportation projects receive federal funds for construction in 101 cities and towns in eastern Massachusetts, including your community.

The MPO is reaching out to you as part of its **Transportation Equity Program**, which gathers information about the transportation concerns of minority and low-income communities, elders, persons with disabilities, and persons with limited English proficiency. This information is important in MPO decision making.

### Participate in Transportation Decision Making That Affects Your Neighborhood

You can begin your participation and share your views by completing the transportation equity survey on the MPO's website at [http://www.ctps.org/Drupal/equity\\_survey\\_form](http://www.ctps.org/Drupal/equity_survey_form).

Other opportunities for participation include:

- Inviting MPO staff to your organization's meetings.
- Attending MPO and/or its Advisory Council's meetings.
- Reviewing meeting materials, which are posted on the MPO's website at [www.bostonmpo.org/Drupal/calendar](http://www.bostonmpo.org/Drupal/calendar).

### Access the MPO's Transportation Information Resources

The MPO's website, <http://www.bostonmpo.org>, hosts a variety of transportation data that can help you to better understand the issues of importance for the Boston region, including:

- Transit on-time performance and vehicle passenger crowding
- An interactive intersection database that includes bicycle and pedestrian crashes, traffic volumes, and bus routes
- A listing of transportation services available to elders
- A large variety of interactive maps and applications, such as a database and a map that show proposed highway projects.

In addition, the MPO website provides information on the MPO's transportation-planning process and MPO policies, and has links to recent reports produced by MPO staff.

You can also contact Alicia Wilson at 617-973-8008 or [awilson@ctps.org](mailto:awilson@ctps.org) to learn more about the MPO and ways to get involved.

*The MPO complies with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other federal and state nondiscrimination statutes and regulations in all programs and activities. The MPO does not discriminate on the basis of race, color, national origin, English proficiency, income, religious creed, ancestry, disability, age, gender, sexual orientation, gender identity or expression, or military service.*

# INVITACIÓN A PARTICIPAR

## En la PLANIFICACIÓN DEL TRANSPORTE de La Organización para Planeación Metropolitana de la Región de Boston

La Organización para la Planeación Metropolitana de la Región de Boston (MPO) es un ente regional público que toma decisiones acerca de qué proyectos de transporte reciben financiación federal para construcción en 101 ciudades en el este de Massachusetts, incluyendo su comunidad.

El MPO llega a usted como parte de su **Programa para la Equidad en el Transporte**, el cual reúne información acerca de las preocupaciones relacionadas con el transporte en grupos minoritarios y comunidades de bajo ingreso, personas mayores, personas con discapacidades, y personas con limitado nivel del idioma inglés. Esta información es importante en la toma de decisión del MPO.

### Participe De La Toma De Decisiones Acerca Del Transporte Que Afecta A Su Vecindario

Usted puede iniciar su participación y compartir sus opiniones completando una encuesta acerca de equidad en el transporte en el siguiente sitio web del MPO:  
[http://www.ctps.org/Drupal/equity\\_survey\\_form](http://www.ctps.org/Drupal/equity_survey_form).

Otras oportunidades de participación incluyen:

- Invitando al personal del MPO a reuniones en su organización.
- Asistiendo reuniones del MPO y/o del Consejo Asesor.
- Revisando materiales de las reuniones que se encuentran publicados en el siguiente sitio web del MPO: [www.bostonmpo.org/Drupal/calendar](http://www.bostonmpo.org/Drupal/calendar).

### Acceda a los Recursos de Información sobre el Transporte del MPO

El sitio web del MPO, <http://www.bostonmpo.org>, alberga una variedad de datos acerca del transporte, que puede ayudarle a entender mejor los asuntos más importantes para la región de Boston, incluyendo:

- El desempeño puntual del tránsito y congestión de pasajeros en los vehículos.
- Una base de datos interactiva que incluye choques de bicicletas y peatones, volumen de tráfico, y rutas de buses.
- Un listado de servicios de transporte disponibles para personas mayores.
- Una gran variedad de mapas interactivos y aplicaciones, como una base de datos y un mapa que muestran los proyectos de autopistas propuestos.

Además, el sitio web del MPO brinda información acerca del proceso de planificación del transporte y las políticas del MPO, así como enlaces a reportes recientes realizados por personal del MPO.

También puede contactar a Alicia Wilson al 617-973-8008 o [awilson@ctps.org](mailto:awilson@ctps.org) para conocer más acerca del MPO y formas en que puede involucrarse.

*El MPO cumple con el Título VI de la Ley de Derechos Civiles del 1964, la Ley de Americanos con Discapacidades (ADA), y otros estatutos y regulaciones federales y estatales de no discriminación en todos sus programas y actividades. El MPO no discrimina por razones de raza, color, nacionalidad, fluidez en el inglés, ingreso, creencia religiosa, ascendencia, discapacidad, edad, género, orientación sexual, expresión o identidad de género, o servicio militar.*

# CONVITE PARA PARTICIPAÇÃO NO PLANEJAMENTO DE TRANSPORTE

## Da Organização de Planejamento Metropolitano da Região de Boston

A Organização de Planejamento Metropolitano da Região de Boston (Boston Region Metropolitan Planning Organization, MPO) é uma organização pública regional que toma decisões quanto a quais projetos devem receber financiamento federal para obras em 101 cidades do leste de Massachusetts, incluindo sua comunidade.

A MPO está entrando em contato com você como parte do **Programa de Equidade no Transporte**, o qual coleta informações a respeito das necessidades de transporte de comunidades minoritárias e de baixa renda, de idosos, de pessoas portadoras de deficiências e de pessoas com domínio limitado da língua inglesa. Estas informações são importantes para as decisões tomadas pela MPO.

### Participe na Tomada de Decisões Que Afetam Sua Comunidade

Você pode começar a participar e partilhar suas opiniões completando a pesquisa de equidade no transporte na página da MPO: [http://www.ctps.org/Drupal/equity\\_survey\\_form](http://www.ctps.org/Drupal/equity_survey_form).

Outras oportunidades de participação incluem:

- Convidar funcionários da MPO para as reuniões de sua organização.
- Participar das reuniões da MPO e/ou de seus conselhos de consultoria.
- Ler o material das reuniões, disponível na página da MPO através do endereço [www.bostonmpo.org/Drupal/calendar](http://www.bostonmpo.org/Drupal/calendar).

### Acesse os Recursos de Informação de Transporte da MPO

A página da MPO, <http://www.bostonmpo.org>, contém dados a respeito do transporte que podem ajudar a melhor entender os fatores mais importantes para a região de Boston, incluindo:

- Pontualidade e quantidade de passageiros no transporte
- Banco de dados interativo de cruzamentos, que inclui acidentes com ciclistas e pedestres, volumes de tráfego e rotas de ônibus
- Listagem com os serviços de transporte disponíveis para idosos
- Grande variedade de mapas e aplicações interativas, tais como bancos de dados e um mapa que mostra os projetos de rodovias propostos.

Além disso, a página da MPO contém informações a respeito do processo de planejamento e políticas da organização, e relatórios recentes produzidos por seus funcionários.

Outra opção é entrar em contato com Alicia Wilson pelo telefone 617-973-8008 ou pelo e-mail [awilson@ctps.org](mailto:awilson@ctps.org) para maiores informações a respeito da MPO e das possibilidades de se envolver com a organização.

*A MPO segue as determinações do Parágrafo VI da Lei de Direitos Civis de 1964, do Ato dos Americanos com Deficiências (ADA), e de outros estatutos e regulamentações de não discriminação federais e estaduais em todos os seus programas e atividades. A MPO não faz distinção com base em raça, cor, origem nacional, proficiência do inglês, renda, religião, descendência, deficiência, idade, sexo, orientação sexual, identidade ou expressão sexual ou serviço militar.*

# 敬请参与 波士顿大都市区规划组织 交通规划

波士顿大都市区规划组织（MPO）是一个区域性公共机构。MPO决定马萨诸塞州东部101个城市和城镇中哪些交通项目能获得联邦建设资金。这些市镇包括您所在的社区。

MPO邀请您参与其**交通公平计划**，以便收集少数民族、低收入群体、老人、残障人士以及英语能力有限等人群关心的交通问题。收集的信息将对 MPO 的决策有重要帮助。

## 参与交通决策，改变您所在区域的交通状况

参与非常简单，您可以登录MPO 官方网站[http://www.ctps.org/Drupal/equity\\_survey\\_form](http://www.ctps.org/Drupal/equity_survey_form)，完成交通公平问卷，提出您的看法。

您也可以通过以下方式参与MPO交通决策：

- 您可以邀请MPO工作人员参与你们组织的会谈。
- 您可以参加 MPO 及其咨询委员会的会议。
- 您可以审阅公布于MPO网站[www.bostonmpo.org/Drupal/calendar](http://www.bostonmpo.org/Drupal/calendar)的会议材料。

## 访问MPO交通信息资源

MPO官网 <http://www.bostonmpo.org>公布各种交通数据，能帮助您进一步了解波士顿地区交通方面的重要信息，包括：

- 车次准点情况和车辆载员情况
- 交互式数据库，其中包括自行车和行人的碰撞事故，车流量和公交线路
- 为老人提供的各种交通服务
- 各种交互式地图和应用程序，如能够显示在建公路的数据库和地图。

此外，MPO官网提供MPO交通规划流程和MPO管理规定等方面的信息，并有链接供您浏览MPO工作人员近期的报告。

您可以拨打电话617-973-8008 或发送邮件至 [awilson@ctps.org](mailto:awilson@ctps.org) 与Alicia Wilson联系，了解更多MPO相关信息，以及参与方式。

MPO的所有项目和活动均遵守《1964年民权法案》第六条、《美国残疾人法案》（ADA）及相关联邦及州立反歧视法律法规之规定。MPO平等对待每一位参与者，不存在种族，肤色，国籍，英语能力，收入水平，宗教信仰，血统，残疾，年龄，性别，性向，性别认同及表达及服兵役等方面的歧视。

**Appendix <: Human Services and  
Equity in Transportation Forum  
Prospectus and Invitation**



## HUMAN SERVICES AND EQUITY IN TRANSPORTATION FORUM

### PROSPECTUS

The Boston Region Metropolitan Planning Organization (MPO)—in partnership with the Metropolitan Area Planning Council (MAPC), the Human Service Transportation Office of the Executive Office of Health and Human Services, and the Statewide Mobility Manager (Massachusetts Department of Transportation (MassDOT) Rail and Transit Division)—will convene a Transportation Equity Forum for the purpose of promoting transportation services for populations who historically have had problems accessing, paying for, or receiving transportation that meets all of their trip-making needs. These target populations include seniors, minorities, people with low incomes, people with disabilities, those with limited English proficiency, veterans, and/or people living in zero-vehicle households in the MPO region.

The agencies and organizations cited above share the common goal of improving transportation for these target populations. They are planning this forum to bring together representatives from various social-service organizations, transportation agencies and service providers, councils on aging, and other organizations that support the target groups in order to advance transportation coordination.

The forum will provide an opportunity to discuss programs and initiatives underway in the region and share information on best practices. In addition, for all participants, including the MPO, this will be a way to gather information on existing transportation needs and services, and identify the gaps between the two. The information collected also will help the MPO to update its Coordinated Public Transit-Human-Services Transportation Plan.

Many agencies and organizations in the Boston MPO region provide services for these targeted populations. However, in many instances, an agency can or will serve only one particular segment of the population or trip type; for example, transportation for seniors, or trips to medical facilities. Therefore, an individual may need to call one agency to arrange a medical trip and another agency to arrange a social or shopping trip. Several agencies in the region have successfully coordinated with service providers to offer greater efficiency, more options, and travel-planning support for underserved populations. The MPO encourages this success and joins with others in the field to replicate it across the entire MPO region.

### Time and Location

The forum will take place on January 14, 2014 (snow date January 28, 2014), from 9:00 AM to Noon in the State Transportation Building, Ten Park Plaza, Second Floor, Boston, MA 02116.

## Forum Conveners

**The Boston Region Metropolitan Planning Organization (MPO)** is responsible for conducting the federally required metropolitan transportation-planning process for the Boston metropolitan area. The region encompasses 101 cities and towns stretching from Boston to Ipswich in the north, Duxbury in the south, and to approximately Interstate 495 in the west.

The diverse communities in the MPO area range from relatively rural communities to the urban centers of Boston, Cambridge, and Somerville. These varied community types house and employ diverse populations. Because of this demographic, cultural, environmental, and mobility diversity, the MPO's transportation planning explores and takes into account a broad range of transportation needs.

**The Metropolitan Area Planning Council (MAPC): Eric Bourassa** is the Boston Region MPO Vice-Chair Designee and the Transportation Director at MAPC. Mr. Bourassa oversees MAPC's transportation-planning studies, transportation technical assistance to municipalities, manages implementation of the regional Hubway bike-sharing system, and leads an effort to improve funding for the Commonwealth's transportation system.

**Human Service Transportation (HST) Office of the Massachusetts Executive Office of Health and Human Services (EOHHS): Theadora Fisher** is a Mobility Outreach Coordinator. A major part of the HST Office's work is to coordinate the transportation programs of six EOHHS agencies, providing transportation to more than 36,000 eligible consumers each year through a brokerage in partnership with the regional transit authorities. The HST Office also hosts the MassMobility initiative, which is designed to increase mobility for seniors, people with disabilities, and others who are transportation disadvantaged. MassMobility helps build the capacity of the state's community transportation network to serve these individuals by raising awareness of existing services, fostering collaboration, providing technical assistance to new projects, and sharing best practices.

**MassDOT Rail and Transit Division: Aniko Laszlo** is a Statewide Mobility Manager. In her role, she works with members of the Statewide Coordinating Council on Community Transportation and a wide range of stakeholders on implementing policies and recommendations of the EO530 statewide transportation coordination initiative. In addition to leading and promoting statewide mobility management, the MassDOT Rail and Transit Division supports and provides technical assistance and oversight to regional transit authorities; improves public-private system coordination via the intercity commuter and regional bus service program; and administers federal and state capital and operating grants to qualified recipients in Massachusetts.

## Forum Format

### *Introductory Remarks (15 minutes)*

**Eric Bourassa**, MPO Vice Chair Designee and **Karl Quackenbush**, Executive Director, MPO Staff, will give opening remarks, which will welcome participants; introduce the



MPO and briefly discuss what it does; explain the MPO Transportation Equity program and the MAPC work in environmental justice and transportation; and provide a brief background and history of recent state initiatives. The format and goals of the forum will also be explained.

### ***Panel Discussion—What’s New and What’s Working (50 minutes)***

**Jayne Colino**, Director of Newton’s Department of Senior Services and President, Massachusetts Association of Councils on Aging and Senior Center Directors (MCOA) will discuss the local approach to transportation services for elders.

**Doug Halley**, Director, Acton Public Health Department and Transportation Coordinator for the CrossTown Connect (a seven-community regionalized shared-transportation system), will discuss the local approach—including issues, needs, and solutions—from the perspective of a local transportation coordinating team.

**Valerie Parker-Callahan**, Director of Planning and Development at Greater Lynn Senior Services, an Area Agency on Aging, will provide a regional perspective as a multiservice provider and successful operator of a one-stop call center.

**Mark Whitmore**, Executive Director of the North Shore Career Center and a member of the Statewide Coordinating Council on Community Transportation (SCCCT), will give an account of what works from the perspective of a regional coordinating council.

**Theadora Fisher**, Mobility Outreach Coordinator for the Massachusetts Office of Health and Human Services’ Human Service Transportation Office, will discuss challenges and next steps.

### ***Q and A for Panelists (15 minutes)***

### ***Open Microphone—Participants Invited to Share Success Stories (20 minutes)***

### ***Breakout Sessions (60 minutes)***

Attendees will divide into discussion groups based on geographic area—such as the MAPC subregions or those used by the Statewide Mobility Management Program. The sessions will be designed to identify transportation needs and services in specific geographic areas. They will encourage discussion about whether and how services might be realigned or refocused to meet particular needs through collaboration. A series of questions will be formulated to guide the discussions. The questions will explore the strengths and weaknesses of current programs, opportunities for coordination and collaboration, and obstacles to individual programs. Each group will have a facilitator and a note taker.

## *Forum Wrap-up (10 minutes)*

### *Invitees*

The MPO and its partners will invite their constituents and contacts to participate in the forum, including:

- Members of the general public
- Local officials
- Area Agencies on Aging
- Councils on aging
- Social service agencies
- Transportation Equity Database (includes veterans and disability groups)
- Transit authorities in the region (including the Greater Attleboro Taunton Regional Transit Authority)
- Transportation coordination teams and/or Regional Coordinating Councils in region
- Advocacy groups
- One-Stop Career Centers

Meeting locations are accessible to people with disabilities and are near public transportation. Upon request (preferably two weeks in advance of the meeting), every effort will be made to provide accommodations such as assistive-listening devices, materials in accessible formats and in languages other than English, and interpreters in American Sign Language, and other languages. Please contact the MPO staff at 617.973.7100 (voice), 617.973.7089 (TTY), 617.973.8855 (fax), or [publicinformation@ctps.org](mailto:publicinformation@ctps.org).

The MPO complies with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) and other federal and state non-discrimination statutes and regulations in all programs and activities. The MPO does not discriminate on the basis of race, color, national origin, English proficiency, income, religious creed, ancestry, disability, age, gender, sexual orientation, gender identity or expression, or military service. Any person who believes herself/himself or any specific class of persons has been subjected to discrimination prohibited by Title VI, ADA, or other non-discrimination statute or regulation may, herself/himself or via a representative, file a written complaint with the MPO. A complaint must be filed no later than 180 calendar days after the date on which the person believes the discrimination occurred. A complaint form and additional information can be obtained by contacting the MPO (see above) or at [www.bostonmpo.org](http://www.bostonmpo.org).



# HUMAN SERVICES AND EQUITY IN TRANSPORTATION FORUM

## Sponsors



Boston Region MPO



Metropolitan Area  
Planning Council



Human Service  
Transportation Office  
of the Massachusetts  
EOHHS



MassDOT Statewide  
Mobility Manager

Please join us at a forum to discuss the topic, “transportation for people with unmet travel needs in the Boston Region Metropolitan Organization (MPO) area.” We plan to review successful initiatives currently underway that address these needs, and develop a network for ongoing collaboration. Anticipated participants are representatives from transportation agencies and service providers, social service organizations, councils on aging, and other organizations whose clientele historically have had trouble accessing, paying for, and/or receiving transportation that meets all of their trip-making needs. Members of the public also are invited.

**WHEN:** Tuesday, January 14, 2014 (snow date: January 28, 2014)  
9:00 AM to noon

**WHERE:** Conference Rooms 2 and 3  
State Transportation Building, Second Floor  
10 Park Plaza Boston 02116

*Light refreshments will be served.*

Please RSVP by January 6, 2014 [publicinformation@ctps.org](mailto:publicinformation@ctps.org)

## PANELISTS INCLUDE

**Jayne Colino** Director, City of Newton’s Department of Senior Services and President of the Massachusetts Association of Councils on Aging and Senior Center Directors (MCOA)

**Theadora Fisher** Outreach Coordinator, Human Services Transportation Office of the Massachusetts Executive Office of Health and Human Services

**Doug Halley** Transportation Coordinator, CrossTown Connect (a seven-community regionalized shared-transportation system)

**Valerie Parker-Callahan** Director of Planning and Development, Greater Lynn Senior Services, an Area Agency on Aging and provider of The RIDE services on the North Shore

**Mark Whitmore** Executive Director, North Shore Career Center, and a member of the Statewide Coordinating Council on Community Transportation (SCCCT).

The forum also will feature breakout sessions where you can share information on needs, problems, and successful experiences—not only to address them, but also to find answers to your questions.



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Meeting locations are accessible to people with disabilities and are near public transportation. Upon request (preferably two weeks in advance of the meeting), every effort will be made to provide accommodations such as assistive listening devices, materials in accessible formats and in languages other than English, and interpreters in American Sign Language and other languages. Please contact the MPO staff at 617.973.7100 (voice), 617.973.7089 (TTY), 617.973.8855 (fax), or [publicinformation@ctps.org](mailto:publicinformation@ctps.org) (email).

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# Appendix I—Unified Planning Work Program Studies Sensitive to Title VI, Environmental Justice, and/or ADA Adherence

The following describes current, upcoming and completed MPO UPWP initiatives for providing data collection and analysis that support MPO coordination of environmental justice issues and that help to address the transportation needs of minority, LEP, and low-income residents.

## **I.1 TRANSPORTATION EQUITY/ENVIRONMENTAL JUSTICE SUPPORT (FUNDED ON AN ONGOING BASIS)**

The primary purpose of this ongoing project is to integrate environmental justice issues and concerns into MPO planning and programming activities and support development of the LRTP, UPWP, TIP, Congestion Management Process (CMP), air quality conformity determinations, and project-specific work products. Another purpose is to foster awareness of the MPO in environmental justice populations and to facilitate their participation in MPO planning and programming. This has been done through continued outreach to minority, LEP, and low-income populations.

## **I.2 ANALYSIS OF JARC AND NEW FREEDOM PROJECTS (FUNDED IN FFY 2012)**

Many MPO-recommended proposals for the FTA's Job Access and Reverse Commute (JARC) and New Freedom grant programs were funded under SAFETE-LU, the previous surface transportation act. These proposals include: conducting studies on how to facilitate coordination of existing transportation resources, identifying resource gaps and developing strategies for closing them, enhancing consumers' abilities to access and use transportation options, and planning for and operating paratransit.

The MPO determined which of these projects were effective and used this information to recommend future projects, to encourage the use of best practices, and to update the Coordinated Public-Transit Human Services Transportation Plan.

### **I.3 METROWEST RTA TRANSIT PLANNING ASSISTANCE (FUNDED IN FFY 2013)**

When the MWRTA was established, CTPS conducted a study that explored potential markets and provided service planning assistance. During its fifth year of service, CTPS evaluated existing transit service, identified potential improvements to routes and schedules, and proposed new services to meet untapped demand and relieve traffic congestion. (The MetroWest RTA is located in a community that has minority and LEP populations.)

### **I.4 DISABILITY ACCESS SUPPORT (FUNDED ON AN ONGOING BASIS)**

CTPS supports the MBTA in meeting 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 by people with disabilities and ensures that users' ideas concerning accessible transportation are heard.

One requirement of the 1990 Americans with Disabilities Act (ADA) is that government agency material that is distributed to the public be made available in accessible formats, in a timely manner, upon request. CTPS fulfills this requirement. Most materials prepared for the MPO are posted on the MPO website in PDF and HTML formats so that they can be read by contemporary screen reader technology. In addition to providing materials in accessible formats, CTPS has developed accessibility standards and guidelines for the conduct of MPO-sponsored meetings.

### **I.5 PRIORITY CORRIDORS FOR LRTP NEEDS ASSESSMENT (FUNDED IN FFY 2012)**

Corridor analysis is a logical way to approach transportation studies in the region. Possible corridors of critical and strategic concern might best be viewed in a programmatic way. An arterial management roadway improvement effort would recommend conceptual improvements for corridors that the Congestion Management Process (CMP) and the Long-Range Transportation Plan (LRTP) identified as part of the needs assessment process. A particular corridor or several sections of multiple corridors could be selected. Candidate locations included:

- Route 9 in Framingham, Natick, and Southborough (West Corridor)
- Route 30 in Framingham (West Corridor)
- Mystic Valley Parkway in Medford (North Corridor/Central Area)
- Route 203 in Boston (Southwest Corridor/Central Area)
- Route 145 in Boston and Winthrop (Northeast Corridor/Central Area)

- Route 37 in Braintree (Southeast Corridor)
- Route 16 in Newton and Wellesley (West Corridor)
- Route 3A in Quincy and Weymouth (Southeast Corridor)
- Route 16 in Chelsea and Revere (Northeast Corridor/Central Area)
- Route 140 in Wrentham (Southwest Corridor)
- Route 138 in Stoughton (Southwest Corridor)
- Route 1 in Norwood (Southwest Corridor)
- Route 3/3A in Burlington and Woburn (North Corridor)
- Route 60 in Arlington (Northwest Corridor)
- Route 140 in Franklin (Southwest Corridor)

Corridors are listed roughly in priority order according to traffic flow. Seven of the fifteen corridors are either entirely or partially in in communities with environmental justice populations.

## **I.6 METHODOLOGY FOR EVALUATING THE POTENTIAL FOR LIMITED-STOP SERVICE ON TRANSIT ROUTES (FUNDED IN FFY 2013)**

This project evaluates criteria and costs for establishing additional limited-stop bus services based on existing and future ridership demand, operating strategies, and equipment needs. This methodology could ultimately be used by regional transit authorities (RTAs) beyond the MBTA. This project then would analyze which Key Route corridors would be most likely to support both local and limited-stop service, as well as estimate the resources needed to provide both types of service. The results of the analysis could be used to justify additional operating funds at some point in the future. If additional MBTA operating resources become available, the results of this study could be used to prioritize the implementation of limited-stop service on Key Routes. Most of these routes operate in minority and/or low-income areas.

## **I.7 ENVIRONMENTAL JUSTICE AND TITLE VI ANALYSIS METHODOLOGY REVIEW (FUNDED IN FFY 2014)**

As a recipient of Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) funds, the MPO is required to comply with both Title VI of the Civil Rights Act of 1964 and the U. S. Department of Transportation's environmental justice (EJ) policy. While there is significant overlap between the two, Title VI and EJ analyses are not interchangeable. Title VI is a federal statute that prohibits discrimination on the basis of race, color, or national origin and applies to all activities, while EJ is an executive order that requires the identification of disproportionately high and adverse human health or environmental effects of programs, policies, or activities on minority populations and low-income populations.

Title VI is one tool for achieving the principals of environmental justice, and although Title VI applies specifically to minority populations, the FTA Title VI Circular includes certain monitoring and reporting requirements for low-income populations as well. In addition, FTA published an EJ circular in 2012, and FHWA continues to include EJ in its Title VI Nondiscrimination Handbook.

The MPO carries out various activities to support the inclusion of Title VI and environmental justice principles in the transportation planning process and to identify the needs of Title VI and environmental justice communities within the Boston Region. This study would take an overall look at the way that Boston Region MPO staff conduct environmental justice and Title VI analyses and identify opportunities for improvement and standardization. These recommendations would support the MPO in meeting the Title VI and EJ requirements of both FTA and FHWA; they may also enhance the MPO implementation of performance-based planning. The study would consider four elements:

- Methodology
- Appropriate geographic levels for analysis and factors to consider in defining a project impact area or population affected
- Metrics for evaluating benefits and burdens
- Methods and thresholds for determining disparate impacts and disproportionate burdens

## **I.8 IMPACTS OF WALKING RADIUS/TRANSIT FREQUENCY AND RELIABILITY (FUNDED IN FFY 2012)**

The current MBTA service delivery policy's coverage guideline states that, in areas that are served by bus and/or rapid transit with a population density of greater than 5,000 persons per square mile, no individual should need to walk farther than 0.25 miles to access transit service. As part of this project, CTPS analyzed the potential and suggested possible system designs for local bus system consolidation if the 0.25-mile radius was relaxed to 0.33 miles, 0.4 miles, and 0.5 miles and the consolidated bus routes adhered to rapid-transit-service standards. This modeling-based effort was built on the MBTA Core Services Evaluation study and helped the MPO better understand the implications of the tradeoff between eliminating poor performing local bus routes and increasing service on a smaller number of transit corridors. It considered the best option for providing mobility and accessibility through the bus network. The ultimate goal was to increase transit mode shares. The study also considered the equity implications and potential tradeoffs of the potential systems.



### **I.9 MBTA BUS ROUTE 1 TRANSIT SIGNAL PRIORITY (FUNDED IN FFY 2011)**

MBTA bus Route 1 from Harvard Square in Cambridge to Dudley Square in Roxbury is one of the busier routes in the system. The corridor along which this bus route travels, Massachusetts Avenue (Route 2A) is a multilane roadway with an on-street parking lane in both directions. Transit signal priority (TSP) could improve bus operations for the route by reducing travel times and improving schedule adherence. CTPS evaluated existing traffic and bus operations along the bus route or parts of the route and identified TSP and other traffic-signal recommendations to improve both bus and traffic operations. A traffic-simulation model was utilized to evaluate both the existing conditions and proposed improvements. CTPS was responsible for carrying out the project and worked in collaboration with MassDOT, the MBTA, and the cities of Boston and Cambridge.

### **I.10 SULLIVAN SQUARE/RUTHERFORD AVENUE LAND USE VISIONING (FUNDED IN FFY 2013)**

MAPC worked closely with the City of Boston to study the potential for redevelopment of the Sullivan Square area into a transit-oriented, mixed-use center that will better connect the transit station to residential neighborhoods in Charlestown and interconnect existing and new open spaces. The land use planning study and rezoning also aimed to support the further development of a multimodal MBTA station at Sullivan Square that includes a commuter rail stop and future Urban Ring connections. As a corollary to the creation of a new street grid and development parcels, the study aimed to enhance the public realm by creating public sidewalks, new open spaces, and an appropriate mix and scale of residential and commercial development with active ground-floor uses. The transportation elements of this project are programmed in the Long-Range Transportation Plan in the 2016–20 time period.

# Appendix >: Long Range Transportation Plan Development



## THE PURPOSE OF THE LONG-RANGE TRANSPORTATION PLAN

*Paths to a Sustainable Region*, the Long-Range Transportation Plan of the Boston Region Metropolitan Planning Organization (referred to as the LRTP), is the long-range, comprehensive transportation planning document for the Boston region. The region encompasses 101 cities and towns from Ipswich to Duxbury and Boston to Marlborough (see Figure 1-1). This is the area in which transportation planning is the responsibility of the Boston Region Metropolitan Planning Organization (MPO), as will be explained in this chapter. Covering 1,405 square miles, the MPO region makes up about 18 percent of the state’s land area; however, with more than three million residents, it has 48 percent of the state’s population.

The LRTP defines transportation visions for the future of the region, establishes goals and policies that will lead to the achievement of the visions, and allocates projected revenue to transportation programs and projects that implement those goals and policies. Fundamentally, the LRTP is about making choices for the future of the metropolitan area—choices about local and regional land use, choices about where to allocate limited transportation resources, and choices about the type of future we wish to see for our region and, by extension, the commonwealth of Massachusetts. In accordance with applicable federal planning regulations, the LRTP addresses surface transportation issues only.

The LRTP’s 23-year scope (2012 to 2035) allows the MPO to consider the transportation network’s future from a broad perspective. Only projects funded with federal dollars designated as “regionally significant” and “major investment” projects are specifically listed by name in the LRTP. The term “regionally significant” refers to projects required by federal regulations to be included in the travel demand model (a computer model) for air quality conformity purposes—generally, any project that adds capacity to the regional transportation network. Major investment projects are projects that cost over \$10 million.



For a more detailed explanation of the types of projects that must be included in the model, see Chapter 10, Air Quality Conformity Determination. Many of the transportation projects and programs that will be funded with federal dollars in the next 23 years do not add capacity to the transportation system and are, therefore, not specifically identified in the LRTP. The function of these projects will be primarily to maintain and operate the existing system. Nevertheless, when it comes time to select projects for funding in the Transportation Improvement Program, selection will be based upon how well they implement the goals and policies adopted in the LRTP.

## THE BOSTON REGION MPO STRUCTURE

The Boston Region MPO is responsible for the development of the LRTP. It conducts transportation planning in its region for a variety of transportation modes and facilities, including highway, transit, nonmotorized, and freight. By bringing together representatives from local, regional, state, and federal entities and a public advisory council, and engaging with members of the public, MPO decision making is sensitive to the diverse range of interests and concerns that exist in the Boston region.

Federal law establishes requirements and guidelines for transportation planning in urbanized areas with populations of more than 200,000. In order to be eligible for federal transportation funding, an area must maintain a continuing, cooperative, and comprehensive (3C) transportation planning process. The Boston Region MPO is responsible for carrying out the 3C process in its area.

The MPO is a cooperative board of 14 voting members:<sup>1</sup>

- Massachusetts Department of Transportation (MassDOT) – three members, including the MassDOT Highway Division
- Massachusetts Bay Transportation Authority (MBTA)
- Massachusetts Bay Transportation Authority Advisory Board
- Massachusetts Port Authority (Massport)
- Metropolitan Area Planning Council (MAPC)
- City of Boston
- Six elected municipalities (three cities and three towns) from the Boston region, currently:
  - o City of Somerville
  - o City of Newton
  - o Town of Braintree (city form of government)
  - o Town of Bedford
  - o Town of Framingham
  - o Town of Hopkinton

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<sup>1</sup> The Boston Region MPO has revised its Memorandum of Understanding (MOU) and organizational structure. It will become effective November 1, 2011. The new structure can be reviewed at [www.bostonmpo.org](http://www.bostonmpo.org) in the fall of 2011.

The Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Regional Transportation Advisory Council (the Advisory Council), which is the MPO's official advisory group, also participate on the MPO, in a nonvoting capacity.

## THE RELATIONSHIP TO OTHER PLANNING DOCUMENTS

In addition to the LRTP, the Boston Region MPO is required to develop other documents and programs as part of the 3C transportation planning process. These include:

- The Unified Planning Work Program (UPWP)
- The Congestion Management Process (CMP)
- The Transportation Improvement Program (TIP)



The UPWP and the CMP are used in the development of the LRTP. Along with the TIP, they help to implement the visions and objectives of the LRTP. Other documents or initiatives considered in the development of the LRTP are:

- The MBTA Program for Mass Transportation (PMT)
- Legal commitments of the Commonwealth of Massachusetts

Brief descriptions of all of the above and their relationship to the LRTP are provided below.

### The Unified Planning Work Program

The annual Unified Planning Work Program (UPWP) describes transportation planning studies to be undertaken by the MPO and other entities in the Boston region during a given federal fiscal year. The UPWP is intended to serve two purposes. The first is to provide information to federal and state government officials, municipalities, regional organizations and interest groups, and the general public about all of the transportation planning studies that are expected to be undertaken in the region. The second is to provide complete budget information to federal and state officials about the expenditure of federal funds for planning studies that will be carried out by the MPO.

The planning studies in the UPWP are an important source of ideas and information that may help in project selection for the LRTP and TIP and also may evolve into projects that will eventually be included in the LRTP, and ideas received during the public outreach process for the LRTP sometimes lead to studies included in the UPWP.

## The Congestion Management Process

The MPO's Congestion Management Process (CMP) is an ongoing program for monitoring mobility in the region, providing the MPO and transportation planners with timely information about transportation system performance, and making recommendations in the areas where mobility deficiencies are found. The CMP program includes the systematic measurement and analysis of mobility problems in the region. The MPO staff then provides decision makers with information about transportation system performance and with strategies and recommendations for addressing identified problems and improving mobility. Information from the CMP and associated planning studies funded through the UPWP are used in the selection of projects for the LRTP and the TIP.

## The Transportation Improvement Program

The Transportation Improvement Program (TIP) is a multimodal program that sets forth a detailed list of transportation projects that are programmed to receive federal funding during the four-year horizon of the document. The projects advanced in the TIP are consistent with the policies and goals of the LRTP. The TIP describes the transportation projects that are expected to be implemented during this four-year period and provides information about how they have been prioritized. It also includes a financial plan showing the revenue source or sources, current or proposed, for each project. In order to be eligible to receive federal funds, a project must be programmed in the current federal fiscal year's TIP. In addition to the federally funded projects, most highway projects funded with state transportation money are also included in the TIP in the Boston region. In order for any regionally significant project to be included in the TIP, it must be included in the LRTP. One function of the TIP is to serve as the implementation arm for the LRTP.

The projects advanced in the TIP are consistent with the policies and goals of the LRTP.

One function of the TIP is to serve as the implementation arm for the LRTP.

## The MBTA Program for Mass Transportation

The MBTA Program for Mass Transportation (PMT) is the long-range, fiscally unconstrained, 25-year capital program of the MBTA. The objective of the PMT is to identify and prioritize projects that will result in a cost-effective mass transit system that serves the greatest number of passengers while furthering environmental, economic development, and environmental justice goals. The MBTA adopted the current PMT in December 2009. The MPO uses it to prioritize transit projects for inclusion in the LRTP.

## Legal Commitments

Several transportation projects are legal commitments that MassDOT or other transportation agencies in Massachusetts must complete within a certain time frame. The legal commitments that have the greatest impact on planning in the Boston region are those pertaining to the State Implementation Plan (SIP) and the Central Artery/Tunnel project.

The federal Clean Air Act requires states with one or more MPO regions that do not meet federal air quality standards, such as Massachusetts, to produce a SIP. A SIP describes the efforts that a state has made, or proposes to make, to reduce levels of pollutants, such as ozone and carbon monoxide. Massachusetts was required to produce a SIP, and MassDOT and other transportation agencies, including the MBTA and



Massport, are required to implement the transportation projects and policies that are included in the SIP.

In the SIP, the Central Artery/Tunnel (CA/T) project commitments are the result of an agreement entered into by the state's Department of Environmental Protection (DEP) and the former Executive Office of Transportation (EOT, now MassDOT) during the approval process for the CA/T project. This agreement was updated, with revised implementation schedules, in an Administrative Consent Order between DEP and EOT in 2000. In 2004, EOT and DEP began a process, completed in July 2008, of reevaluating the projects in the original SIP commitments. This process was undertaken to ensure that any further investments fund the best regionally significant projects that meet air quality goals and requirements.

As a matter of policy, the MPO includes all legal commitments related to the SIP and the Consent Order in the LRTP.

## THE LRTP DEVELOPMENT PROCESS

Federal metropolitan planning regulations require MPOs to develop a regional transportation plan every four years. This section outlines the process that was followed in the development of the new LRTP, *Paths to a Sustainable Region*.

### Public Outreach for the LRTP

#### *Process and Activities*

The MPO's Public Participation Program is designed to provide opportunities for members of the public, interest groups, other stakeholders, and elected officials to be involved in MPO decision making, including the development of the LRTP, the UPWP, and TIP; the program also supports the ongoing work of the Regional Transportation Advisory Council (the Advisory Council) and the MPO's Transportation Equity Program. The MPO adopted its current Public Participation Program in June 2007 and amended it in April 2010. The activities identified in the program are designed to meet federal planning rules that require the MPO to maintain a continuing, cooperative, and comprehensive (3C) transportation planning process and also reflect the MPO's commitment to providing opportunities for substantive public involvement. The MPO followed and expanded on the Public Participation Program as it developed a specific Public Involvement Plan for *Paths to a Sustainable Region*, which was approved by the MPO in February 2010.

In developing *Paths to a Sustainable Region*, the MPO conducted a variety of outreach





activities, beginning in the spring of 2010, inviting the involvement of participants that included the Regional Transportation Advisory Council; area residents; municipal, state, and federal officials; businesses; transportation interest groups; environmental groups; transportation providers; persons with disabilities; low-income and minority communities; the elderly; and persons with limited English proficiency. Methods for eliciting public input included the following:

- **The Advisory Council**, the main avenue for public involvement for the MPO. It serves the MPO as its official advisory group. Composed of transportation advocacy and other interest groups, municipal officials, and state agencies, it is charged with creating a forum for the ongoing and robust discussion of pertinent regional transportation topics and for generating diverse views to be considered by the MPO. MPO staff often discussed *Paths to a Sustainable Region* with the Advisory Council and its LRTP subcommittee during the course of the LRTP development. The Advisory Council submitted several letters and reports to the MPO, expressing its views and providing guidance to the MPO.
- **Open houses** that informed the public about the transportation planning process and about studies and projects underway, and that offered a forum for discussion and an exchange of ideas. Open houses were held periodically from the adoption of the last LRTP in 2009 through the summer of 2011, and focused on LRTP topics such as policies, modeling, transportation equity, transportation projects, and land use planning.
- **Public workshops** held in July 2010, February 2011, and August/September 2011 to hear the views of members of the public, and to provide information on the LRTP and TIP. The February 2011 workshops were held to generate feedback on the draft transportation needs assessment, and the August/September 2011 workshops were held to discuss the draft LRTP and seek more comments.
- **A Transportation Equity Forum** held in February 2011 at the Boston Public Library for professionals working in organizations serving environmental justice neighborhoods and for members of the public, to discuss the transportation needs of low-income and minority persons living in these neighborhoods.
- **“Invite Us Over” sessions**, where MPO staff visited, when requested, organizations with an interest in transportation planning, to present information and discuss ideas for the LRTP.
- **MAPC subregion meetings**, where MPO staff met periodically with MAPC subregional groups to keep these local officials informed of the LRTP process and progress and to gather feedback on the visions and policies, the transportation needs assessment, and information on projects under consideration for inclusion in the LRTP.



- Environmental Consultation, held in July 2011, where staff discussed the environmental facets of long-range transportation issues and solutions with state agencies responsible for environmental matters.

## Communicating with the Public

The MPO uses several means to keep members of the public informed about MPO news, activities, and events, and to encourage public participation in the transportation planning process.

### Email Distribution Lists: MPOinfo and MPOmedia

As an ongoing part of the planning process, the MPO prepares press releases, flyers, and other notices for distribution to a broad network of interested parties. These materials are distributed via the MPO's one-way email list, MPOinfo, which includes more than 1,700 contacts, including municipal officials, planners, transportation equity contacts, special interest groups, members of the general public, legislators, environmental agencies and interest groups, and freight and transportation providers. Press releases and informational flyers are also distributed to more than 200 media outlets, including local Spanish-language publications (which receive Spanish-language text). Outreach materials are also distributed to the Access Advisory Committee to the MBTA (AACT), which works with the MBTA to ensure that the public transportation system in the region is accessible to the elderly and people with disabilities.

The MPO has expanded its email contacts so that its messages reach councils on aging; commissions on disability; community development corporations; chambers of commerce; economic development, Main Street districts, and transportation committees; and conservation, youth, historical, and natural resource commissions.

## TRANSREPORT

The MPO's monthly newsletter, TRANSREPORT, is an important means of providing information on various aspects of the entire MPO planning process, including announcements of public participation opportunities and outreach activities. Each issue provides information on upcoming transportation-related public meetings and events, MPO studies completed or underway, other MPO activities, and ways to contact MPO staff with ideas and questions. Special inserts on important LRTP topics are included to provide detailed information and encourage public comment.

TRANSREPORT is sent to approximately 3,000 recipients, including over 100 state legislators and their staffs, numerous local officials, and members of the general public in each municipality in the region.

TRANSREPORT issues are posted each month on the MPO's website, which also has an archive of past issues.







## Environmental Justice

Environmental justice was an important factor in the development of *Paths to a Sustainable Region*. MPO policies promote the equitable sharing of the benefits and burdens of the region's transportation system, as well as participation in decision making. In addition to the public outreach program described above, the MPO also has a transportation equity program to identify transportation needs of minority and low-income populations and to provide information about the planning process in order to encourage public involvement.

The MPO's transportation equity program is composed of three key elements: outreach, analysis, and the MPO's evaluation of environmental justice issues (see Chapter 6, Transportation Equity, for more information). After one-on-one meetings, surveys, and interviews, the MPO provides feedback to community organizations by classifying their needs and concerns as they relate to the LRTP, TIP, UPWP, transit service planning, or another agency. The information is then directed to the agency or entity that can best address each need.

In selecting projects for the LRTP, the potential impact of a proposed project on environmental justice areas is a criterion in the project ranking processes, as discussed in the section, Use of the MPO's Visions and Policies in the Selection of Projects, below. The MPO staff gives positive ratings to projects that are estimated to benefit environmental justice areas.

As part of the LRTP process, the MPO performed a systemwide environmental justice analysis on the set of projects that are currently funded by the MPO (for 2035 conditions if no new projects were funded and constructed) and the set of projects recommended in this LRTP (2035 build conditions). The analysis focuses on the mobility, accessibility, and emissions for communities with a high proportion of low-income or minority residents (see Chapter 9, Environmental Justice Assessment, for more information).



## Consultations on Environmental Issues

The MPO has responded to the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU) directives by consulting with agencies responsible for land management, natural resources, historic preservation, and environmental protection and conservation, as related to transportation initiatives. SAFETEA-LU is the federal government's legislation for reauthorization of funding for the nation's surface transportation program. Natural, environmental, and historic resources were mapped for the Boston region using information from the Commonwealth's Office of Geographic and Environmental Information Systems (MassGIS). The information included Areas of Critical Environmental Concern,

flood hazard areas, wetlands, water supply and wellhead protection areas, protected open space, and Natural Heritage and Endangered Species Priority Habitats, and was used in evaluating the projects. This was done by corridor in the needs assessment by overlaying the projects on the maps to determine where environmental issues could potentially arise.

The MPO staff consulted with MassDOT's and the MBTA's environmental divisions to determine their processes for environmental review of project designs. The Massachusetts Environmental Policy Act (MEPA) unit of the Executive Office of Energy and Environmental Affairs was also consulted. The MEPA unit oversees the Massachusetts Environmental Policy Act, which requires project proponents to study the environmental consequences of their actions and to take all feasible measures to avoid, minimize, and mitigate damage to the environment. In addition, the MPO held an environmental consultation meeting in July 2011 to discuss the environmental facets of long-range transportation issues in the region. The Executive Office of Energy and Environmental Affairs and the Department of Environmental Protection attended the meeting along with MassDOT.

Through this consultation, it was determined that the MPO was taking into consideration the appropriate areas of environmental concern. In the Boston region, environmental reviews for projects are conducted by the proponent transportation agency or municipality, not the MPO. The environmental reviews occur when each of the projects is in the design phase and prior to being funded for construction. However, the MPO is willing to consider performing further review and consultation on environmental issues, effects, and mitigation as part of the ongoing 3C process.

## **Development of MPO Visions and Policies**

The first step in developing the LRTP was articulating the MPO's visions for the future of the region and spelling out the policies for achieving that end state. This work was completed in the spring of 2010, with the MPO adopting the LRTP's visions and policies. These are used to guide MPO work and, in particular, as the basis for evaluation criteria and decision making for the LRTP, UPWP, and TIP.

A complete list of the visions and policies guiding the development of the LRTP is provided in Chapter 2, The MPO's Visions and Policies.

## **Selection of Projects**

One of the primary components of this LRTP is a list of major capital expansion projects for implementation over the next 23 years. To select these projects, the MPO first performed a needs assessment for the region to help in determining priorities for the region. This allowed the MPO to prioritize projects from a Universe of Projects and Programs, which is a list of all possible projects for consideration.

## **Needs Assessment for the Region**

The Regional Needs Assessment (included as Volume II of this document) was an initial step in the development of the LRTP. The needs assessment gathered, organized, and analyzed information about the state of the region's transportation system. The needs assessment is a critical component of the LRTP because the region's transportation needs must be inventoried before decisions are made on how problems should be addressed within the constraints of anticipated future funding.

The existing conditions of the various components of the transportation system, their current use, and their projected use in the future are all described in the needs assessment. In addition to issues related to the effective functioning of the transportation system, this needs assessment includes issues related to how the transportation system interacts with the region's current and projected land use conditions, the environment, and low-income and minority populations. The needs assessment was developed at a corridor level using six radial corridors, two circumferential corridors, and a central area. This helped to make the transportation needs of a complex region easier to comprehend.

The needs were prioritized for each of these corridors by five of the MPO's visions – system preservation, mobility, safety, the environment, and transportation equity. It was estimated that the needs of all of the corridors will exceed the financial resources that can be anticipated between now and 2035. Therefore, the region's needs, which were prioritized to guide investment decisions, are summarized in Chapter 3, The Region's Corridors, of this document (Volume I), and in Chapter 10, Regionwide Needs Assessment of Volume II, The Regional Needs Assessment.



### ***Universe of Highway Projects and Programs***

The highway Universe of Projects and Programs is composed of projects that were included in a previously adopted Long-Range Transportation Plan; projects identified through the MPO's Congestion Management Process; projects previously studied or currently being studied; projects included in comments received during the public outreach process for the 2000–25 and 2004–25 LRTPs and JOURNEY TO 2030; projects over \$10 million that are in the current TIP; and projects over \$10 million included in the FFYs 2011–14 TIP Universe of Projects. The

highway Universe of Projects and Programs (Appendix B) lists projects by the corridors identified in the Needs Assessment, along with information on each project's status:

- Identified through a corridor study
- Currently in MassDOT's environmental review or design process
- Included in the JOURNEY TO 2030 LRTP (as a recommended or illustrative project)
- Included in the current TIP
- Identified through public comment
- Meets a need identified in the Needs Assessment

### ***Universe of Transit Projects and Programs***

The MBTA adopted its current Program for Mass Transportation (PMT) in December 2009. The PMT defines a long-range vision for regional mass transportation with

respect to infrastructure improvements. The planning approach taken in this PMT reflects the MBTA's priority of maintaining the existing system with MassDOT and the Commonwealth playing a major role in prioritizing and paying for transit expansions. Past versions of the PMT have placed emphasis on identification and evaluation of potential expansion projects. The current PMT continues to include transit expansion and capacity improvements as important elements for achieving its long-range vision.

The transit Universe of Projects and Programs was derived from this PMT as well as from the MBTA Capital Investment Program (CIP), the MBTA's five-year fiscally constrained plan for investing in the transit system, which currently includes only maintenance projects. The transit Universe of Projects and Programs (Appendix B) lists projects by the corridors identified in the Needs Assessment, along with information on each project's status:

- Included in the current PMT
- Included in the current CIP
- Transit projects recommended as part of the MPO's Congestion Management Process
- Included in the JOURNEY TO 2030 LRTP (as a recommended or illustrative project)
- Identified through public comment
- Meets a need identified in the Needs Assessment

### ***Investment Categories***

The Universe of Projects and Programs was then organized by investment categories to better understand the degree to which different project types advance the MPO's visions and policies. Staff conducted an evaluation to determine whether a project's primary or secondary purposes supported the various MPO policies. The investment categories are:

- State of Good Repair and Maintenance – transit and roadway
- Multimodal Traffic Management and Modernization – transit and roadway
- Management and Operations – transit and roadway
- Expansion – transit, roadway, freight, and shared-use paths (which include MassDOT Bay State Greenway 100 paths)
- Clean Air and Mobility





### ***The Use of the MPO's Visions and Policies in the Selection of Projects***

The MPO used its visions and policies, in the project selection process of the LRTP, as the basis for the project evaluation criteria and for the organization of the MPO's investment categories discussed above.

For those highway and transit projects included in the Universe of Projects and Programs that met a need identified in the Needs Assessment, a very preliminary evaluation was done to determine which of the MPO's vision topics it addressed. This information is included in Appendix B.

The next step was to evaluate how well the projects and programs advanced the MPO's policies within each vision as well as within the investment categories listed above. All projects that were included in the JOURNEY TO 2030 LRTP, were evaluated, and projects and programs that are not included in the JOURNEY TO 2030 that staff felt would advance the visions of the region were all evaluated in order to show how well their primary and secondary purposes advance the MPO's visions and policies. This information was prepared to help the MPO select a strategy that will help to achieve its visions while adhering to its policies. This information is provided at [www.bostonmpo.org/2035plan](http://www.bostonmpo.org/2035plan).

### ***The Availability of Funding for Projects in the LRTP***

MassDOT provided estimates of highway funding for the Boston Region's LRTP in five-year time bands from 2011 through 2035. The estimates include the following funding categories:

- Major Infrastructure Projects
- Regional Discretionary Funding
- Federal-Aid Bridge Projects
- National Highway System/Interstate Maintenance Projects
- Statewide Maintenance

The first two categories – Major Infrastructure Projects and Regional Discretionary Funding – are the categories in which the MPO was given responsibility for project selection. The MPO used this information in developing its financially constrained LRTP.

In addition to the consideration of the various funding categories, the MPO also discussed the amount of allocation of funding to listed projects (projects that either added capacity to the system or that cost over \$10 million) in relation to the amount of funding left unassigned for projects and programs that would maintain or modernize the transportation system.

The MPO agreed with the assumptions in the PMT that all transit funding would go to the MBTA's priority of maintaining the existing system, with MassDOT and the Commonwealth prioritizing and paying for transit expansions. If the MPO were to fund additional transit projects not funded through the Commonwealth, they would do so by using highway funding flexed to transit projects.



## The Development of Investment Strategies for the LRTP

MPO staff prepared three investment strategies, described below, which were designed to provide options highlighting various examples of funding possibilities for consideration. In the development of this LRTP, the MPO is facing serious funding shortfalls and severe maintenance and state-of-good-repair needs. These strategies offered the MPO several choices for working within these constraints, while still maintaining the existing system, improving mobility in all modes, achieving greenhouse gas reductions, and moving toward the other forward-looking visions and policies the MPO embraces.

- Strategy 1 – Current Approach: This strategy proposed that current programming trends continue and that the projects listed in JOURNEY TO 2030 would continue to be funded with highway discretionary and major infrastructure funding in *Paths to a Sustainable Region*.
- Strategy 2 – Current LRTP with a Regional Needs-Based Focus: This strategy proposed highlighting from the JOURNEY TO 2030 the large-scale regional solutions to identified regional needs. It focused mainly on large-scale highway projects from the JOURNEY TO 2030 that address the greatest regional needs.
- Strategy 3 – New Mix of Projects and Programs – Lower Cost/More Flexibility: This strategy was developed to pull into the LRTP a more diverse set of projects and a more varied set of programs, based on identified needs. It was guided by the premise that in times of fiscal constraint, focusing on lower-cost projects would provide the flexibility to address mobility and other needs in many geographic areas of the MPO region, rather than focusing investments in only a few areas.

The MPO focused their discussions around these strategies and the investment categories discussed above. A detailed discussion on the final recommended set of projects is included in Chapter 8, The Recommended Plan.

## Development of Demographic Projections

As part of the LRTP process, land use projections for the year 2035 were used to forecast travel demand. MAPC developed the demographic forecasts using MetroFuture, its long-range plan for land use, housing, economic development, and environmental preservation in the Boston region. It includes both a vision for the region's future and a set of strategies for achieving that future. The MPO adopted the MetroFuture projections for the 101 municipalities in the Boston Region MPO in April 2008. At the same time, the MPO agreed to use the forecasts from the neighboring regional planning agencies for the 63 municipalities that are in the modeled area but that are outside of the Boston Region MPO area. This land use is referred to as the Regional Planning Agency (RPA) Hybrid Scenario, which is used as an input into the MPO's travel demand model, discussed below.

## Travel Demand Forecasts

In developing *Paths to a Sustainable Region*, the MPO conceptualized the region's transportation needs over the next 23 years. Land use patterns, growth in employment and population, and trends in travel patterns differ in how they affect demands on the region's transportation system. In order to estimate future demands on the system for

this LRTP, the MPO utilized a regional travel-demand forecast model. The model is a planning tool used to evaluate the impacts of transportation alternatives given varying assumptions with regard to population, employment, land use, and traveler behavior. The model is used to assess potential projects in terms of air quality benefits, travel-time savings, and congestion reduction.

### **Illustrative Projects**

Illustrative projects are defined as projects that could significantly contribute toward the MPO visions, but which are not included in the recommended list of projects because there is not sufficient revenue to fund them. During the development of this document, the MPO decided not to include illustrative projects in the LRTP. Since there is a significant backlog of maintenance and state-of-good repair work to be done on the highway and transit system, the MPO did not want to highlight specific unprogrammed infrastructure projects that it would select if additional funding were to become available. As described above, under the Universe of Highway and Transit Projects and Programs, projects that were included as illustrative projects in the last LRTP – JOURNEY TO 2030, are shown in Appendix B.

### **Looking Forward**

The MPO views the LRTP as a living document. Implementing this plan will be an integral part of the ongoing planning process. The needs assessment will be updated in an ongoing manner, as new information and analysis are available. Performance measures for the region will be developed and applied. Input from public involvement will be added to information surfacing from these two initiatives to help the MPO assess its progress toward its visions.

# Appendix K—Transportation Improvement Program Process

## K.1 TRANSPORTATION IMPROVEMENT PROGRAM—DEVELOPMENT

The Boston Region MPO develops a Transportation Improvement Program (TIP) each year. View the **Development Schedule** for an outline of the main activities of the FFYs 2015-18 TIP process. The process by which the MPO develops the TIP is described on this page.

## K.2 OUTREACH AND DATA COLLECTION (DECEMBER-FEBRUARY)

The outreach process begins in December when MPO staff solicits a listing of priority projects to be considered for federal funding from each of the 101 cities and towns in the region. The MPO also seeks the input from interested parties and members of the general public. MPO staff compiles the project funding requests and relevant information into a Universe of Projects list for the MPO. The Universe of Projects list consists of all identified projects being advanced for possible funding and includes those projects only in the conceptual stage as well as those which are fully designed and ready to be advertised for construction.

New projects must be initiated through the MassDOT Highway Division before they can be considered for programming in the TIP. Municipal TIP Contacts and MPO staff coordinate to update each project's Project Funding Application Form through the MPO's Interactive TIP Database. The form provides information on each project's background, infrastructure condition and needs, development status, and ability to help the region attain the visions established by the MPO.

## K.3 EVALUATION OF PROJECTS (FEBRUARY-MARCH)

The MPO uses TIP project evaluation criteria to make the process of evaluating and selecting projects for programming in the TIP more logical and transparent. The criteria are a means of programming projects that will help the region attain the visions established by the MPO, which include, to maintain a state of good repair, focus investments on existing activity centers, improve mobility for people and freight, reduce the level of greenhouse gas (GHG) emissions, minimize environmental burdens from transportation facilities on low-income and minority populations, and provide safe transportation for all modes. Projects with components and outcomes that help attain the goals of the MPO receive higher scores. The project evaluation criteria consist of 35 questions across six policy categories.

MPO staff requires a Functional Design Report to conduct a complete evaluation. Projects with partial or no evaluation indicate that staff did not have enough information available to evaluate the project across all categories.

#### **K.4 STAFF RECOMMENDATION AND DRAFT TIP (MARCH-APRIL)**

The staff uses evaluation ratings and project readiness information to prepare a First-Tier List of Projects. This is a list of the projects with the highest ratings that could be made ready for advertising within the TIP's time horizon (next four federal fiscal years). The staff relies on the MassDOT Highway Division to provide information about what year a project would be ready for advertising. In developing the staff recommendation for the draft TIP, MPO staff strongly considers the First-Tier List of Projects. MPO staff also factors in projects that are listed in the long-range transportation plan in order to implement the LRTP, considers geographic equity to help ensure that the list of projects addresses needs throughout the region, and accounts for cost to comply with fiscal constraint.

Also at about that point in the process, the transit agencies present their priority projects for inclusion in the draft TIP. The list of transit projects for the TIP draws from the MBTA's Capital Investment Program (CIP) and authority priorities. The CIP is the MBTA's rolling five-year plan, which outlines the transit system's infrastructure needs and planned investments within this time frame. The list of projects selected for the TIP also draws from the projects being developed by the Cape Ann Transportation Authority (CATA) and the MetroWest Regional Transit Authority (MWRTA).

#### **K.5 PUBLIC REVIEW AND ENDORSEMENT (APRIL-JUNE)**

The MPO discusses the First-Tier List of Projects, the staff recommendation, and other information before voting on a draft TIP to release for a 30-day public review and comment period. After the comment period ends, the MPO reviews all comments and makes changes to the document as appropriate. It then endorses the TIP and submits it to the Federal Highway Administration and Federal Transit Administration to enable federal approval at the end of the federal fiscal year or September 30.

# Appendix L—Long-Range Transportation Plan Benefits and Burdens Analysis



## BACKGROUND

In addition to its transportation equity program (discussed in Chapter 6), the MPO has performed a detailed, system-level analysis of transportation equity in the region, examining the distribution of the transportation system’s benefits and burdens among environmental justice and non-environmental justice areas and among environmental justice and non-environmental justice population zones. (These types of areas and zones are defined in the section below.) The analysis also examined the impacts, in terms of various analysis factors, of this LRTP’s recommended set of projects through 2035 (see Chapter 8 for the list of projects) on those types of areas and zones. The measures focus on mobility, accessibility, and environmental-impact concerns.

As interpreted from federal guidance, the MPO should recommend a regional set of transportation projects in its LRTP that does not burden environmental justice areas when compared to a network that includes no projects other than those already underway. The results of the final analysis, summarized in this chapter, show that the MPO’s recommended set of transportation projects does not burden environmental justice areas and environmental justice population zones more than the 2035 No-Build network and, in several cases, benefits them.

## ENVIRONMENTAL JUSTICE AREAS AND ENVIRONMENTAL JUSTICE POPULATION ZONES

### Geography Used for Outreach and Accessibility Analysis

As discussed in Chapter 6, environmental justice areas are based on the demographics of the people living in a transportation analysis zone (TAZ). TAZs are an aggregation of census geography based on population and numbers of trips. According to the definition used for the MPO’s transportation equity program, “A TAZ will be considered an environmental justice area if it is over 50 percent minority or has a median household

Accessibility to services and jobs, mobility and congestion, and air quality are analysis factors used to indicate benefits and burdens.

income at or below 60 percent of the region’s median [income]” (60% of the region’s median household income of \$55,800 is \$33,480).<sup>1</sup> (Environmental justice areas are presented in Figures 6-1 and 6-2 (in Chapter 6).

In addition to being the focus of the transportation equity program, environmental justice areas are used in the accessibility portion of the MPO’s environmental justice analysis, as described in this chapter.

### **Geography Used for Mobility, Congestion, and Air Quality Analysis**

In the mobility, congestion, and environmental quality portions of the analysis, environmental justice population zones are used. To locate environmental justice populations, the MPO selected broader criteria for lower-income and minority TAZs than those used for locating environmental justice areas. Though not required, this greater inclusion of TAZs is in line with—and slightly more inclusive than—the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) definition of environmental justice populations. The broader criteria avoid masking data for isolated TAZs and include more environmental justice populations. The MPO’s thresholds for these environmental justice populations are:

- Low income – The median household income in the MPO region in 2000 was approximately \$55,800. A low-income TAZ was defined as having a median household income at or below 80 percent of this level (\$44,640).
- Minority – Of the MPO population in 2000, 21.4% were minorities (nonwhite and Hispanic). A minority TAZ is defined as having a percentage of minority population greater than 21.4 percent.

The environmental justice population zones in the Boston Region MPO area and in the urban core are shown in Figures 9-1 and 9-2, respectively.

The 2035 demographic forecasts assumed the same distributions of the environmental justice areas and environmental justice population zones as were observed in the 2000 census, and that the environmental justice population’s growth rate will be the same as the rate that the Metropolitan Area Planning Council has forecast for the overall population of the given area. The 2035 Build and 2035 No-Build networks were based on the same demographic forecasts but developed unique distributions of trip flows based on the transportation network for the No-Build and Build scenarios.

## **ANALYSIS FACTORS**

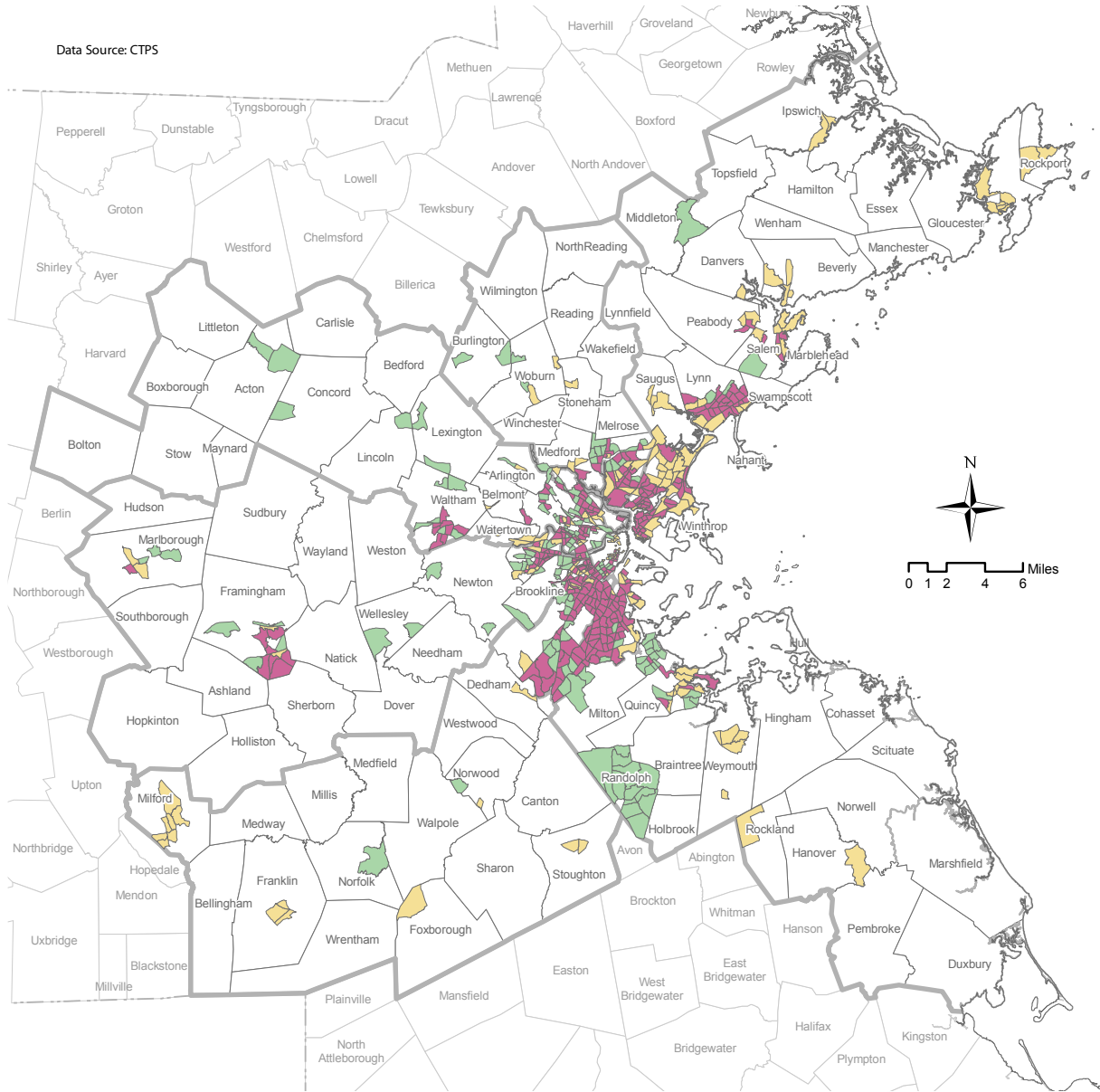
The MPO used several factors as indicators of benefits and burdens for environmental justice and non-environmental justice areas. These factors are:

- Accessibility to needed services and jobs

<sup>1</sup> The MPO used the 2000 U.S. census to define environmental justice areas. Though the 2010 census minority population data at the tract level was released on March 22, 2011, the household income data have yet to be released at the tract level. MPO staff have determined that the 2005–09 American Community Survey (ACS) sample data have high margins of error at the tract level for minority population and did not want to use them as a source. Environmental justice areas will be redefined when complete, new data are available.

**FIGURE 9-1**

**ENVIRONMENTAL JUSTICE POPULATION ZONES – REGIONWIDE**



**Transportation Analysis Zones (TAZs) That Meet Environmental Justice Population Zone Criteria\***

- Meets income criterion
- Meets minority criterion
- Meets both criteria

**\*Criteria for Environmental Justice Population Zones**

A TAZ in which the median household income in 1999 was equal to or less than 80% of the MPO median of \$55,800 (\$44,600) or in which the 2000 population was more than 21.4% minority.





- Mobility and congestion
- Air Quality

The first factor was applied to environmental justice and non–environmental justice areas, the second and third to environmental justice population zones and non–environmental justice population zones.

To avoid confusion, environmental justice areas and environmental justice zones will both be referred to as environmental justice areas in the remainder of this chapter.

### Accessibility Analysis

MPO staff analyzed access to needed services and jobs in terms of average transit and highway travel times from environmental justice areas to industrial, retail, and service employment opportunities; health care; and institutions of higher education. The analysis of transit travel times included destinations within a 40-minute transit trip, and the analysis of highway travel times included destinations within a 20-minute auto trip. The accessibility analysis also included an examination of the number of destinations within a 40-minute transit trip and a 20-minute auto trip. The thresholds of a 40-minute transit trip and 20-minute highway trip represent average commute times in the region based on the 2000 census Journey-to-Work data.

Staff examined differences between the 2035 No-Build network and the 2035 Build network for environmental justice and non–environmental justice areas. The accessibility analysis factors were:

- The average travel time to industrial, retail, and service jobs within a 40-minute transit trip and a 20-minute auto trip
- The average number of industrial, retail, and service jobs within a 40-minute transit trip and a 20-minute auto trip
- The average travel time to hospitals, weighted by the number of beds, within a 40-minute transit trip and a 20-minute auto trip
- The average number of hospitals, weighted by the number of beds, within a 40-minute transit trip and a 20-minute auto trip
- The average travel time to facilities of two- and four-year institutions of higher education, weighted by enrollment, within a 40-minute transit trip and a 20-minute auto trip
- The average number of facilities of two- and four-year institutions of higher education, weighted by enrollment, within a 40-minute transit trip and a 20-minute auto trip

Based on census Journey-to-Work data, a 40-minute transit trip and a 20-minute highway trip represent average commute times in the region.

### Mobility, Congestion, and Air Quality Analysis

MPO staff analyzed mobility, congestion, and environmental impacts by comparing analysis factors for environmental justice areas to those for non–environmental justice areas. Staff examined differences between the average levels of these analysis factors within the two types of areas for the 2035 No-Build network and the 2035 Build network.

The mobility, congestion, and air quality analysis factors were:

- Congested vehicle-miles traveled (VMT) – congested vehicle-miles traveled: the volume of vehicle-miles traveled within a TAZ on highway links with a volume-to-capacity ratio of 0.75 or higher
- VMT per square mile – the number of vehicle-miles traveled per square mile of dry land within a TAZ
- Carbon monoxide (CO) per square mile – the number of kilograms of carbon monoxide emitted per square mile of dry land within a TAZ
- Transit production time<sup>2</sup> – the average door-to-door travel time for all transit trips produced in the TAZ
- Highway production time – the average door-to-door travel time for all highway trips produced in the TAZ
- Transit attraction time – the average door-to-door travel time for all transit trips attracted to the TAZ
- Highway attraction time – the average door-to-door travel time for all highway trips attracted to the TAZ

## SUMMARY OF RECOMMENDED LRTP ANALYSIS RESULTS

The recommended LRTP benefits environmental justice areas.

The environmental justice analysis determined that while the 2035 recommended LRTP Build network improves accessibility, mobility, and congestion conditions relative to the 2035 No-Build network for both environmental justice and non-environmental justice areas, it benefits environmental justice areas slightly more. Carbon monoxide emissions are higher in environmental justice areas than in non-environmental justice areas in both the No-Build and the Build networks, and they increase for both populations in the Build network over the No-Build. Results are summed for each type of area and are averaged by the number of environmental justice and non-environmental justice TAZs, respectively.

### Accessibility Analysis Results:

Results from the accessibility analysis show the following for trips from environmental justice areas to nearby jobs, colleges, and hospitals:

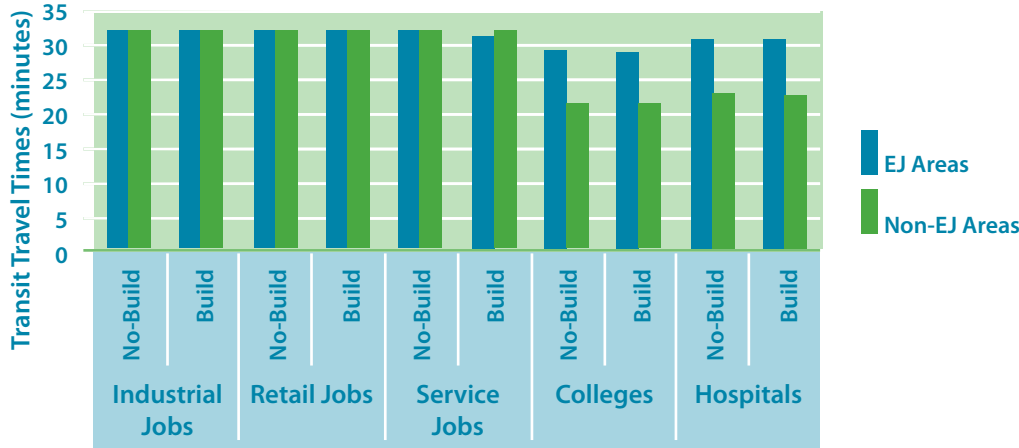
- Travel times to destinations are less or the same for environmental justice areas in the 2035 Build network as for those in the 2035 No-Build network.
- People in environmental justice areas will be able to access more destinations within a 40-minute transit ride in the 2035 Build network than in the 2035 No-Build network, and even though the transportation model indicates 20-minute highway access to slightly fewer jobs and hospital beds in the Build network, the difference is not statistically significant as it is within the model's margin of error.
- The 2035 Build network increases the number of area destinations accessible by transit for environmental justice areas.

<sup>2</sup> Productions and attractions are used in transportation modeling to identify types of trip ends and are loosely related to origins and destinations.

Figure 9-3 shows that average transit travel times to area jobs are approximately 30 minutes, with those for environmental justice areas slightly less than for non-environmental justice areas. Travel times to hospitals and colleges are higher for environmental justice areas in both the No-Build and Build networks.

**FIGURE 9-3**

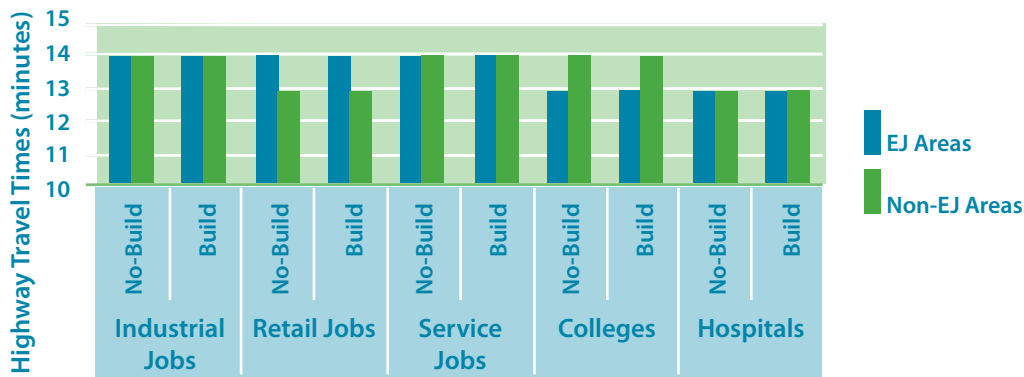
**AVERAGE TRANSIT TRAVEL TIMES TO DESTINATIONS FOR ENVIRONMENTAL AND NON-ENVIRONMENTAL JUSTICE AREAS IN THE 2035 NO-BUILD AND 2035 BUILD NETWORKS**



While Figure 9-4 shows that average highway travel times to colleges and hospitals are slightly less for environmental justice areas than for non-environmental justice areas, the differences in average highway travel time to jobs are statistically insignificant.

**FIGURE 9-4**

**AVERAGE HIGHWAY TRAVEL TIMES TO DESTINATIONS FOR ENVIRONMENTAL AND NON-ENVIRONMENTAL JUSTICE AREAS IN THE 2035 NO-BUILD AND 2035 BUILD NETWORKS**



Figures 9-5 to 9-7 show that the average environmental justice area has transit and highway access to notably more jobs than the average non-environmental justice area. In addition, environmental justice populations can access more jobs by transit in the Build network than in the No-Build network.

FIGURE 9-5

AVERAGE NUMBER OF INDUSTRIAL JOBS TO WHICH THERE IS ACCESS FOR ENVIRONMENTAL AND NON-ENVIRONMENTAL JUSTICE AREAS IN THE 2035 NO-BUILD AND 2035 BUILD NETWORKS

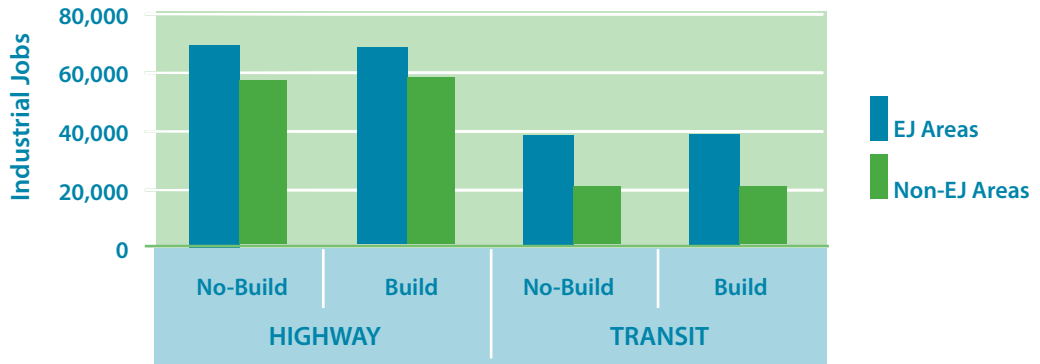


FIGURE 9-6

AVERAGE NUMBER OF RETAIL JOBS TO WHICH THERE IS ACCESS FOR ENVIRONMENTAL AND NON-ENVIRONMENTAL JUSTICE AREAS IN THE 2035 NO-BUILD AND 2035 BUILD NETWORKS

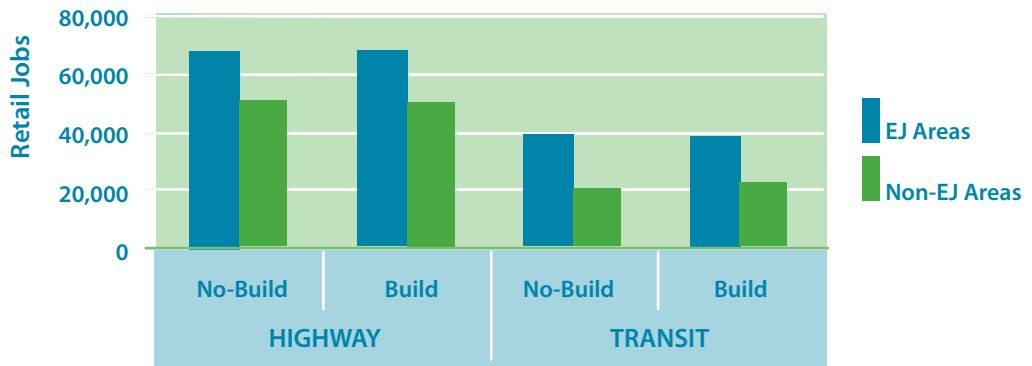


FIGURE 9-7

AVERAGE NUMBER OF SERVICE JOBS TO WHICH THERE IS ACCESS FOR ENVIRONMENTAL AND NON-ENVIRONMENTAL JUSTICE AREAS IN THE 2035 NO-BUILD AND 2035 BUILD NETWORKS

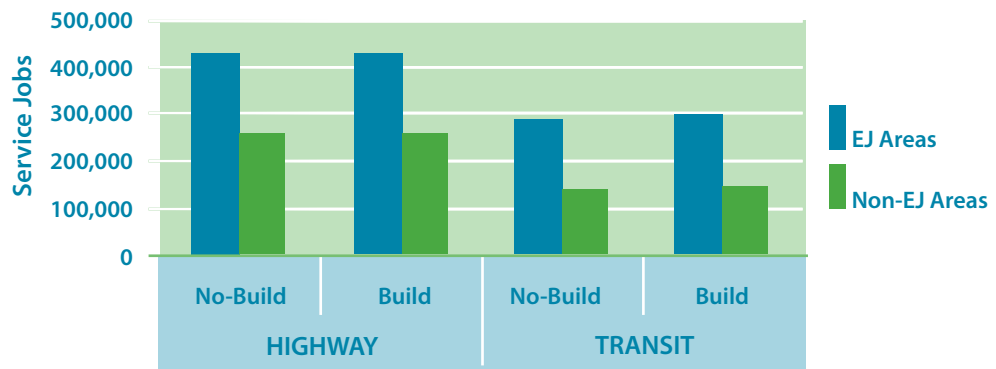


Figure 9-8 shows that the average environmental justice area has transit and highway access to notably more two- and four-year colleges than the average non-environmental justice area. The figure also shows that people in environmental justice areas are estimated to have access to more colleges in the Build network than in the No-Build network.

FIGURE 9-8

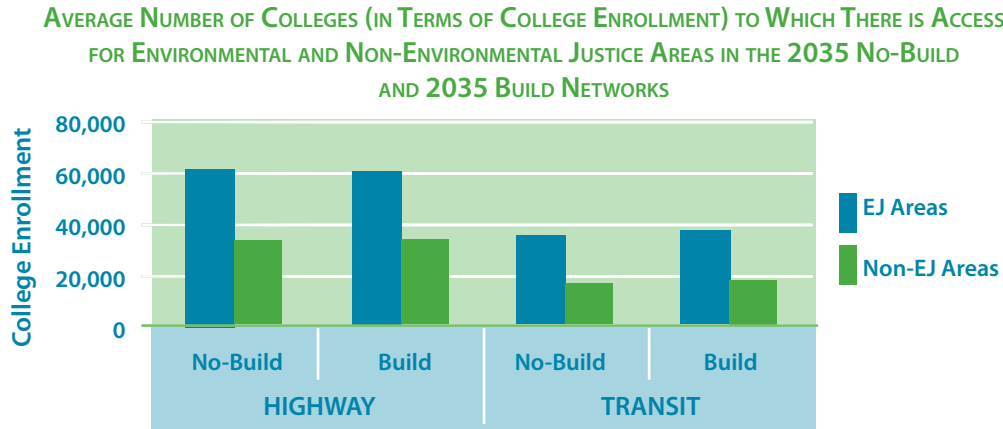
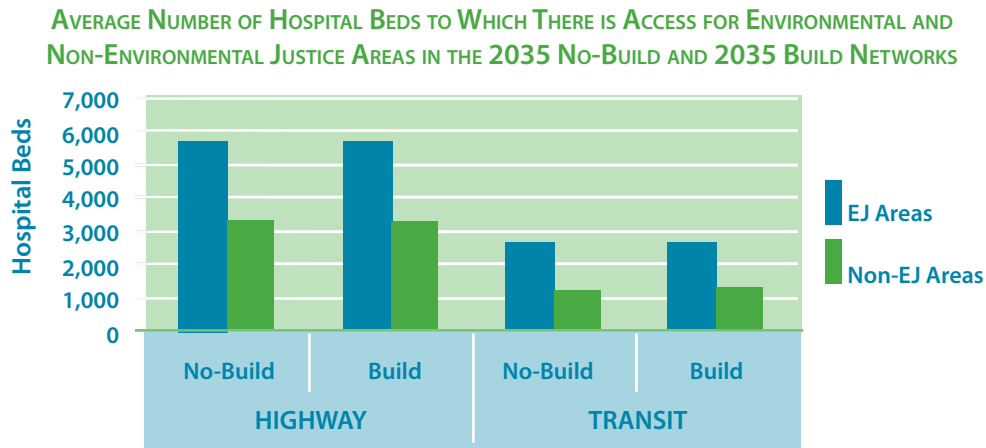


Figure 9-9 shows that the average environmental justice area has transit and highway access to more hospital beds than the average non-environmental justice area.

FIGURE 9-9



### Mobility, Congestion, and Air Quality Analysis Results:

Results from the mobility, congestion, and environmental analysis show the following for trips within environmental justice areas:

- Congested VMT is slightly less for environmental justice areas in the 2035 Build network than in the 2035 No-Build network.
- VMT per square mile is less for environmental justice areas in the 2035 Build network than in the 2035 No-Build network, indicating a diversion of travel mode choices from highway to transit.

- The 2035 Build network yields slightly more CO emissions per square mile for both environmental justice and non-environmental justice areas than the 2035 No-Build network does; however, the increase is smaller for environmental justice population zones than for environmental justice areas.

Figure 9-10 shows that average transit travel times for attractions and productions are shorter for environmental justice areas than for non-environmental justice areas.

FIGURE 9-10

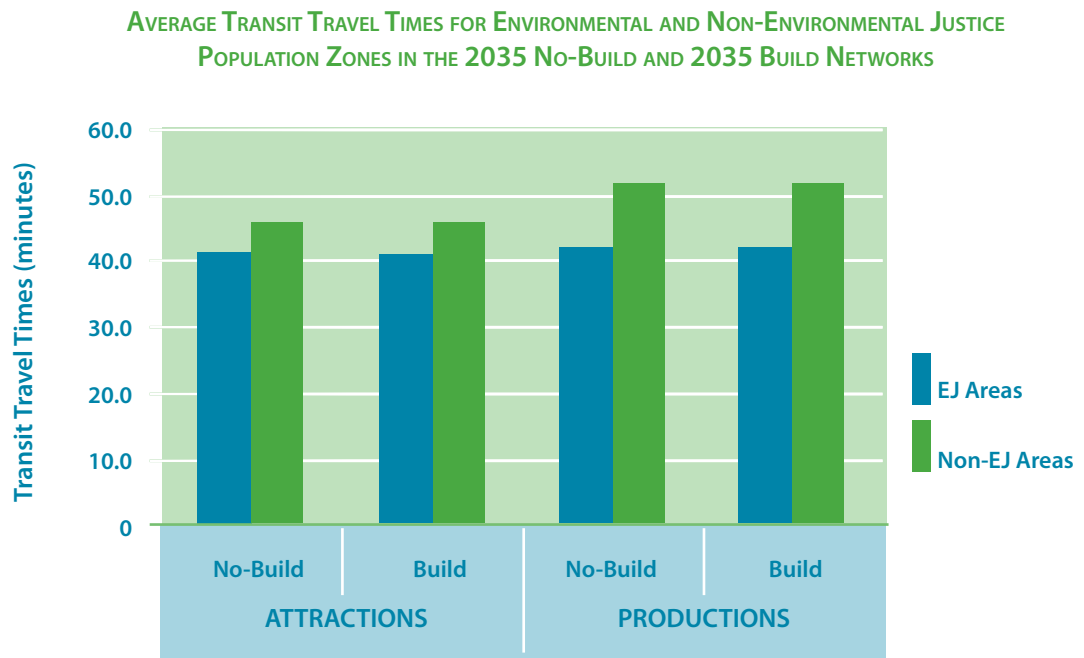
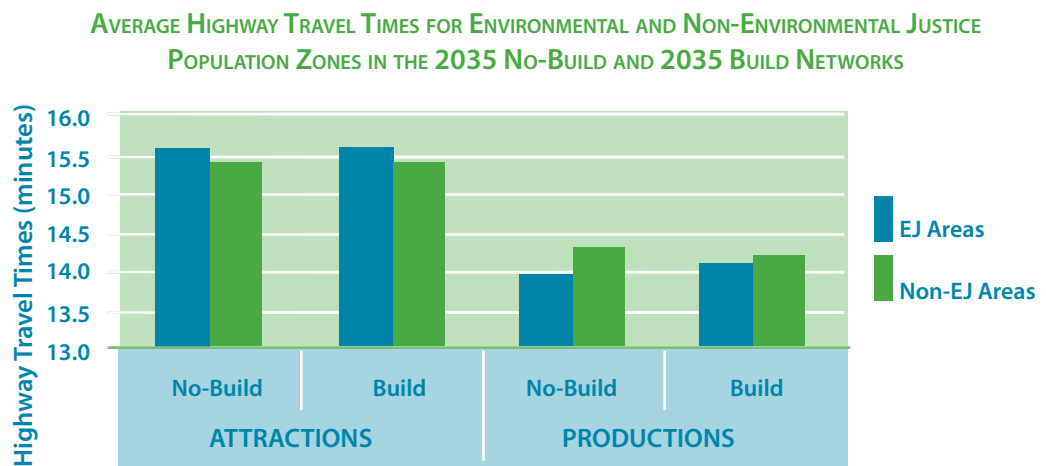


Figure 9-11 shows that there is no statistical difference in average highway attraction and production travel times for environmental justice areas and non-environmental justice areas.

FIGURE 9-11



Both figures show that differences in average travel time between environmental justice population zones and non-environmental justice population zones are more pronounced for transit than for highway trips.

Figure 9-12 shows that average congested VMT is less for environmental justice areas than for non-environmental justice areas.

FIGURE 9-12

**AVERAGE CONGESTED VEHICLES MILES TRAVELED (VMT) FOR ENVIRONMENTAL AND NON-ENVIRONMENTAL JUSTICE POPULATION ZONES IN THE 2035 NO-BUILD AND 2035 BUILD NETWORKS**

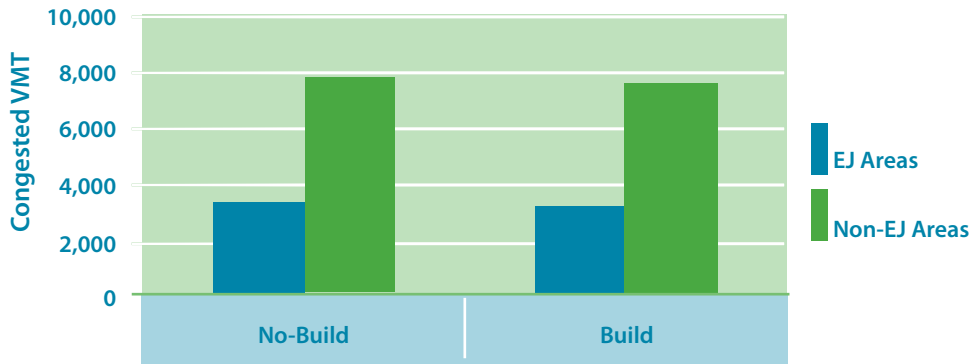


Figure 9-13 shows that average VMT per square mile is greater for environmental justice areas than for non-environmental justice areas in both the No-Build and Build networks.

FIGURE 9-13

**AVERAGE VMT FOR ENVIRONMENTAL AND NON-ENVIRONMENTAL JUSTICE POPULATION ZONES IN THE 2035 NO-BUILD AND 2035 BUILD NETWORKS**

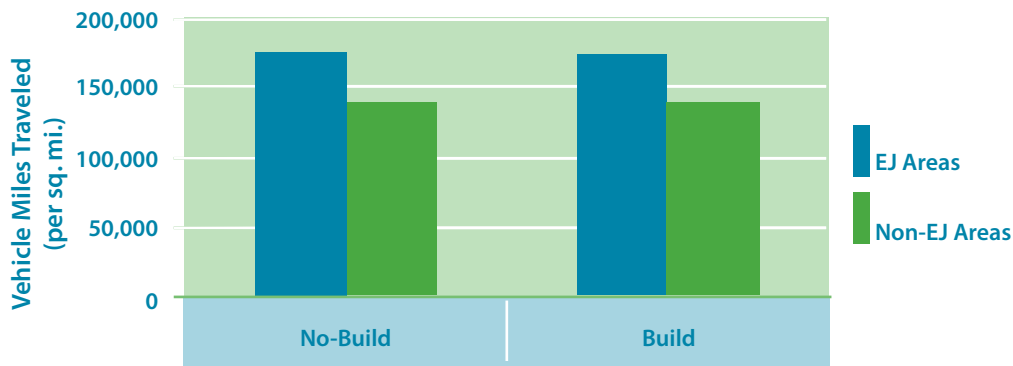
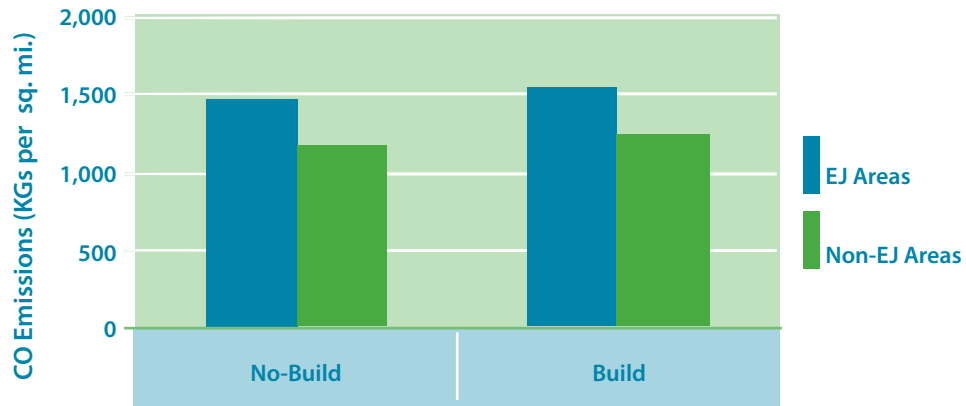


Figure 9-14 shows that average CO emissions are greater for environmental justice areas than for non-environmental justice areas in both the No-Build and Build networks.



FIGURE 9-14

**AVERAGE CARBON MONOXIDE (CO) EMISSIONS PER SQUARE MILE FOR ENVIRONMENTAL AND NON-ENVIRONMENTAL JUSTICE POPULATION ZONES IN THE 2035 NO-BUILD AND 2035 BUILD NETWORKS**



## **SELECTED PROJECTS THAT WILL BENEFIT ENVIRONMENTAL JUSTICE AREAS**

The following transit project in the LRTP will improve air quality and provide more transportation options for environmental justice populations:

- Somerville: Extend Green Line from Lechmere to Mystic Valley Parkway – Provides better access to rapid transit stations, employment, and retail opportunities.

The following highway project will benefit people living in nearby and adjacent environmental justice areas in the following ways:

- Framingham: Route 126/Route 135 Grade Separation – Improves air quality in the area by allowing traffic to flow more freely. Improves connectivity for people accessing downtown destinations.