

**Boston Region MPO**  
**FFY 2021 - UPWP Spending through Quarter 4**

UPWP Page	Project Number	Project Name	Client	Project Type	Status	UPWP Spending				Life of Project Spending			
						FFY21 UPWP Budget	Total FFY21 Spending	FFY21 Balance	% UPWP Budget Expended	Project Budget	Project Spending	Project Balance	% Project Budget Expended
<b>Support to the MPO and its 3C Process</b>													
3-9	9021	3C Planning and MPO Support	MPO	Ongoing	Complete	\$533,170	\$499,625	\$33,545	94%	\$533,170	\$499,625	\$33,545	94%
3-14	9221	MPO General Graphics	MPO	Ongoing	Complete	\$95,290	\$95,192	\$98	100%	\$95,290	\$95,192	\$98	100%
3-15	3121	Provision of Materials in Accessible Formats	MPO	Ongoing	Complete	\$110,040	\$109,959	\$81	100%	\$110,040	\$109,959	\$81	100%
3-16	9521	Professional Development	MPO	Ongoing	Active	\$52,720	\$34,147	\$18,573	65%	\$52,720	\$34,147	\$18,573	65%
<b>3C Planning and Programming and Other Certification Requirements</b>													
3-17	8021	Long-Range Transportation Plan (LRTP)	MPO	Ongoing	Complete	\$276,120	\$217,241	\$58,879	79%	\$276,120	\$217,241	\$58,879	79%
3-20	8221	Transportation Improvement Program (TIP)	MPO	Ongoing	Complete	\$278,890	\$211,857	\$67,033	76%	\$278,890	\$211,857	\$67,033	76%
3-22	8821	Performance-Based Planning and Programming	MPO	Ongoing	Complete	\$109,870	\$83,617	\$26,253	76%	\$109,870	\$83,617	\$26,253	76%
3-24	8421	Air Quality Conformity Determination and Support	MPO	Ongoing	Complete	\$54,690	\$50,991	\$3,699	93%	\$54,690	\$50,991	\$3,699	93%
3-27	8321	Unified Planning Work Program (UPWP)	MPO	Ongoing	Complete	\$127,480	\$113,014	\$14,466	89%	\$127,480	\$113,014	\$14,466	89%
3-29	8521	Transportation Equity Program	MPO	Ongoing	Complete	\$140,100	\$127,014	\$13,086	91%	\$140,100	\$127,014	\$13,086	91%
3-31	2121	Congestion Management Process	MPO	Ongoing	Complete	\$118,240	\$102,702	\$15,538	87%	\$118,240	\$102,702	\$15,538	87%
3-32	2221	Freight Planning Support	MPO	Ongoing	Complete	\$83,340	\$72,809	\$10,531	87%	\$83,340	\$72,809	\$10,531	87%
3-34	7121	Regional Model Enhancement	MPO	Ongoing	Complete	\$927,370	\$876,944	\$50,426	95%	\$927,370	\$876,944	\$50,426	95%
3-37	7221	Research Next Generation Data and Tools	MPO	Ongoing	Complete	\$57,790	\$17,982	\$39,808	31%	\$57,790	\$17,982	\$39,808	31%
3-39	8921	Transit Working Group Support	MPO	Ongoing	Complete	\$64,120	\$56,463	\$7,657	88%	\$64,120	\$56,463	\$7,657	88%
<b>MPO Planning Studies</b>													
4-5	13420	Addressing Safety, Mobility and Access on Subregional Priority Roadways: FFY20	MPO	Discrete	Complete	\$43,400	\$43,319	\$81	100%	\$115,000	\$114,874	\$126	100%
4-5	13299	Exploring Resilience in MPO-funded Corridor and Int Studies	MPO	Discrete	Complete	\$19,960	\$19,520	\$440	98%	\$90,000	\$89,940	\$60	100%
4-5	13293	Locations with High Bicycle and Pedestrian Crash Rates	MPO	Discrete	Complete	\$9,660	\$9,658	\$2	100%	\$70,000	\$69,992	\$8	100%
4-5	13520	Priority Corridors from LRTP Needs Assessment FY20	MPO	Discrete	Complete	\$40,000	\$39,952	\$48	100%	\$120,000	\$119,423	\$577	100%
4-5	13720	Safety & Oper Analyses at Selected Int's: FFY20	MPO	Discrete	Complete	\$23,620	\$23,561	\$59	100%	\$80,000	\$79,882	\$118	100%
4-5	13294	TIP Before-and-After Studies FFY20	MPO	Discrete	Active	\$22,480	\$12,070	\$10,410	54%	\$60,000	\$52,304	\$7,696	87%
4-9	13302	Improving Pedestrian Variables in the Travel Demand Model	MPO	Discrete	Complete	\$25,000	\$24,951	\$49	100%	\$25,000	\$24,951	\$49	100%
4-11	13303	Regional Travel Demand Management (RTDM) Strategies	MPO	Discrete	Complete	\$10,000	\$8,205	\$1,795	82%	\$10,000	\$8,205	\$1,795	82%
4-12	13421	Addressing Safety, Mobility and Access on Subregional Priority Roadways: FFY21	MPO	Discrete	Active	\$99,100	\$78,442	\$20,658	79%	\$99,100	\$78,442	\$20,658	79%
4-13	13521	Priority Corridors from LRTP Needs Assessment FY21	MPO	Discrete	Active	\$110,000	\$91,029	\$18,971	83%	\$110,000	\$91,029	\$18,971	83%
4-14	13621	Low-Cost Imp to Express Hwy Bottleneck Locations	MPO	Discrete	Active	\$42,000	\$40,153	\$1,847	96%	\$42,000	\$40,153	\$1,847	96%
4-15	13304	Trip Generation Rate Research	MPO	Discrete	Complete	\$45,000	\$39,500	\$5,500	88%	\$45,000	\$39,500	\$5,500	88%
4-16	13305	Intersection Improvement Program	MPO	Discrete	Active	\$56,500	\$19,325	\$37,175	34%	\$56,500	\$19,325	\$37,175	34%
4-17	14370	Access to Commercial Business Districts (CBD) Phase 2	MPO	Discrete	Active	\$75,000	\$74,934	\$66	100%	\$75,000	\$74,934	\$66	100%
4-18	14371	Future of the Curb Phase 2	MPO	Discrete	Active	\$60,000	\$59,525	\$475	99%	\$60,000	\$59,525	\$475	99%
4-20	13306	All-Hazards Planning Application Update	MPO	Discrete	Complete	\$30,000	\$26,462	\$3,538	88%	\$29,876	\$26,462	\$3,414	89%
4-21	20905	Staff-Generated Research & Tech Assistance	MPO	Discrete	Complete	\$20,000	\$16,821	\$3,179	84%	\$20,000	\$16,821	\$3,179	84%
4-22	13307	Mapping Major Trans Infrastructure Projects	MPO	Discrete	Complete	\$20,000	\$19,872	\$128	99%	\$20,000	\$19,872	\$128	99%
4-23	13308	Informing the Big Ideas Behind Scenario Planning Process	MPO	Discrete	Active	\$20,700	\$20,124	\$576	97%	\$20,700	\$20,124	\$576	97%

**Boston Region MPO**  
**FFY 2021 - UPWP Spending through Quarter 4**

UPWP Page	Project Number	Project Name	Client	Project Type	Status	UPWP Spending				Life of Project Spending			
						FFY21 UPWP Budget	Total FFY21 Spending	FFY21 Balance	% UPWP Budget Expended	Project Budget	Project Spending	Project Balance	% Project Budget Expended
<b>MPO Technical Analysis</b>													
4-24	4221	Transit Data Support	MPO	Ongoing	Complete	\$13,730	\$13,404	\$326	98%	\$13,730	\$13,404	\$326	98%
4-25	2721	Traffic Data Support	MPO	Ongoing	Complete	\$18,180	\$11,551	\$6,629	64%	\$18,180	\$11,551	\$6,629	64%
4-26	2321	Roadway Safety Audits	MPO	Ongoing	Complete	\$7,740	\$6,296	\$1,444	81%	\$7,740	\$6,296	\$1,444	81%
4-27	2521	Bicycle and Pedestrian Support Activities	MPO	Ongoing	Complete	\$77,420	\$76,206	\$1,214	98%	\$77,420	\$76,206	\$1,214	98%
4-29	4121	Regional Transit Service Planning Tech Support	MPO	Ongoing	Complete	\$55,360	\$19,908	\$35,452	36%	\$55,360	\$19,908	\$35,452	36%
4-30	2421	Community Transportation Technical Assistance	MPO	Ongoing	Complete	\$69,190	\$37,227	\$31,963	54%	\$69,190	\$37,227	\$31,963	54%
<b>Administration, Resource Management &amp; Support Activities</b>													
6-3	6021	Computer Resource Management	MPO	Ongoing	Complete	\$335,040	\$298,296	\$36,744	89%	\$335,040	\$298,296	\$36,744	89%
6-5	5021	Data Resources Management	MPO	Ongoing	Complete	\$268,100	\$219,226	\$48,874	82%	\$268,100	\$219,226	\$48,874	82%
6-7	1019	Direct/Non-Labor Support-MPO 3CPL & 5303 FFY19	MPO	Ongoing	Complete	\$50,000	\$73,578	(\$23,578)	147%	\$192,000	\$168,116	\$23,884	88%
6-7	1021	Direct/Non-Labor Support-MPO 3CPL & 5303	MPO	Ongoing	Complete	\$83,500	\$67,777	\$15,723	81%	\$83,500	\$67,777	\$15,723	81%
<b>Projects from Previous Year or Added to Current Year</b>													
	13301	Review of Vision Zero Policies	MPO	Discrete	Complete	\$0	\$6,230	(\$6,230)	0%	\$30,000	\$29,706	\$294	99%

---

**3C Planning and MPO Support FFY21 (3.2 - 9021)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$533,170	
Total Labor Expended This Period:	\$48,638	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$48,638	( 9% of total budget )
Balance:	\$484,532	( 91% of total budget )

**Work Status**

Ongoing

**Progress**

Planned, organized, and held two virtual MPO meetings.  
Planned, organized, and held one virtual Advisory Council meeting.  
Planned, organized, and held two TIP How-To Information Sessions  
Planned, organized, and held one Inner Core Committee Transportation meeting.  
Developed website text updates, social media content, and MailChimp messages.  
Attended the Association of Metropolitan Planning Organizations Virtual National Conference.  
Attended one subregional working group meeting.

**Products**

Agendas, minutes, and presentation materials for MPO and Advisory Council meetings.  
Website updates for TIP, TIP Development, UPWP, UPWP Development, Public Involvement, Community Connections program pages, and overall website footer.  
Website banner for Community Connections program.  
18 MailChimp messages regarding MPO and Advisory Council meeting agendas, Updates for TIP Contacts and CEOs, MPO Elections 2020, DI/DB policy presentation, and Community Connections grant program.  
22 Tweets, 2 Instagram posts, 3 Facebook posts.  
MAPC Matters updates for November 2020.  
Written response for press inquiry from Streetsblog.  
Two subregional needs assessment, MWRC, MAGIC.

**Meetings**

October 1, Boston Region MPO Meeting.  
October 7, Inner Core Committee Transportation Meeting.  
October 7, Three Rivers Interlocal Council Transportation Working Group Meeting.  
October 7, Community Mobility Working Group Meeting.  
October 14, Regional Transportation Advisory Council Meeting.  
October 15, Boston Region MPO Meeting.  
October 23, Friends of Nantasket Beach Meeting.  
October 26, Transportation Improvement Program How-To Information Session.  
October 27 - 29 Association of Metropolitan Planning Organizations Virtual National Conference.  
October 28, Transportation Improvement Program How-To Information Session.

**Objectives for Next Month**

Continue to plan regularly scheduled MPO, MPO Committee, Advisory Council meetings.  
Continue to plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program and technical projects as needed.  
Draft a new Public Outreach Plan that incorporates virtual meeting guidelines and virtual public engagement processes.  
Continue to produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed.  
Continue to produce monthly and quarterly updates for MAPC Matters, MPO mailing list, and TE subscribers.  
Continue to process public input and communicate information back to the board.  
Draft updated subregional needs assessments.  
Continue to work with Editorial to make progress on the draft External Communications Style Guide.  
Draft an updated TIP Criteria guidebook.  
Host a Community Connections Information Session.  
Host a virtual forum on freight issues.

---

---

**MPO General Graphics FFY21 (3.2 - 9221)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$95,290	
Total Labor Expended This Period:	\$5,709	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,709	( 6% of total budget )
Balance:	\$89,581	( 94% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) as needed.

---

---

**Professional Development FFY21 (3.2 - 9521)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$52,720	
Total Labor Expended This Period:	\$3,875	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,875	( 7% of total budget )
Balance:	\$48,845	( 93% of total budget )

**Work Status**

Ongoing

**Progress**

Created presentation, delivered and attended Southern New England APA Conference.  
Staff attended AMPO virtual conference.

**Products**

Presentation for SNEAPA.

**Meetings**

October 26-30, Association of Metropolitan Planning Organizations (AMPO) Virtual Conference.  
October 29 - 30, Southern New England APA (SNEAPA) Virtual Conference.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$7,406	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,406	( 7% of total budget )
Balance:	\$102,634	( 93% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.

**Products**

Html and pdf formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.

**Meetings**

October 21, Template committee meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$7,406	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,406	( 7% of total budget )
Balance:	\$102,634	( 93% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.

**Products**

Html and pdf formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.

**Meetings**

October 21, Template committee meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.

---



---

**Air Quality Conformity Determination and Support FFY21 (3.3 - 8421)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$54,690	
Total Labor Expended This Period:	\$3,899	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,899	( 7% of total budget )
Balance:	\$50,791	( 93% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to prepare information for posting revised MOVES emission factors on the MPO and MassDOT website. Inputs are being updated using the most recent information.  
Prepared for MassDOT's air quality consultation meeting.

**Products**

Inputs for the MOVES model - 2020, 2030, and 2040 for both Eastern and Western MA.

**Meetings**

October 21, Meeting with Office of Transportation Planning to prepare for the state air quality consultation meeting.  
October 22, Attended MassDOT's CMAQ and Air Quality Consultation meetings.

**Objectives for Next Month**

Develop new inputs for 2019 and 2025 for Eastern and Western Massachusetts to run the MOVES 2014b model for updated emission factors.  
Begin to train staff on the MOVES model.  
Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.  
Coordination with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.  
Coordination with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

---

---

**Congestion Management Process FFY21 (3.3 - 2121)**

**Mgr: R. Hicks**

---

**Financial Status**

Total Project Budget:	\$118,240	
Total Labor Expended This Period:	\$9,943	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,943	( 8% of total budget )
Balance:	\$108,297	( 92% of total budget )

**Work Status**

Ongoing

**Progress**

Staff created and finalized the alternative text for the park-and-ride memorandum.  
Staff finalized the park-and-ride memorandum, which will be presented to the CMP committee meeting in December.  
Staff continued to work on the bicycle parking memorandum.  
Staff began working on the Federal Fiscal Year 2021 CMP work plan.

**Products**

Final version of the park-and-ride memorandum.

**Meetings**

None

**Objectives for Next Month**

Finish writing work plan.  
Continue to write bicycle parking memorandum.  
Prepare materials for the December 3rd CMP committee meeting.

---

---

**Freight Planning Support FFY21 (3.3 - 2221)**

**Mgr: W. Kuttner**

---

**Financial Status**

Total Project Budget:	\$83,340	
Total Labor Expended This Period:	\$14,439	( 17% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$14,439	( 17% of total budget )
Balance:	\$68,901	( 83% of total budget )

**Work Status**

Ongoing

**Progress**

Completed internal technical review of South Bay study, now in final editing.  
Completed draft South Bay PowerPoint presentation for MPO.  
Completed initial literature review for FFY 2021 Amazon SWAP operations working paper.  
Performed SWAP field reconnaissance in anticipation of vehicle count efforts.  
Began writing working paper.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete South Bay memorandum.  
Develop Amazon study objectives in consultation with local stakeholders  
Begin counts at Amazon and related facilities

---

---

**Long-Range Transportation Plan (LRTP) FFY21 (3.3 - 8021)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$276,120	
Total Labor Expended This Period:	\$22,590	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$22,590	( 8% of total budget )
Balance:	\$253,530	( 92% of total budget )

**Work Status**

Ongoing

**Progress**

Continued work on the MPO's scoring, programming, and listing of Major Infrastructure projects in the long-range transportation plan (LRTP). Prepared presentation for the MPO on these issues. Continued work on climate resiliency activities in the MPO region to integrate into MPO planning activities, including coordination with the MPO's discrete study on resiliency. Prepared and gave presentation at the FHWA resiliency peer workshop. Continued work and discussions on the travel demand model and other tools to prepare for scenario planning for the next LRTP. Coordinated with MAPC on developing the ITHIM model to include in the MPO's tool box for evaluating projects. Continued work with staff to implement the MPO's vision, goals, and objectives including updates to project selection criteria as part of the TIP.

**Products**

Presentation on the listing of Major Infrastructure (MI) projects and scoring and programming policies of MI projects in the LRTP.  
Presentation on resiliency for FHWA Peer Workshop.

**Meetings**

October 2 and October 20, Meetings with MAPC on the ITHIM health model.  
October 13, Presented on resiliency at the FHWA Peer Workshop.  
October 20, Resiliency coordination meeting with CTPS staff.  
October 23 and October 30, Meetings with MAPC to coordinate on scenario planning.  
October 26, Meeting with the Office of Transportation Planning to coordinate on resiliency work.  
October 30, Meeting with MassDOT to coordinate on scenario planning efforts.

**Objectives for Next Month**

Continue to implement new LRTP investment programs.  
Continue to support public outreach and updates on LRTP implementation.  
Continue updating the Needs Assessment, particularly to address the resiliency of the transportation network and the ITHIM model.  
Continue working on scenarios for the next LRTP development process.

---

---

**Performance-Based Planning and Programming FFY21 (3.3 - 8821)**

---

**Mgr: M. Scott**

**Financial Status**

Total Project Budget:	\$109,870	
Total Labor Expended This Period:	\$7,135	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,135	( 6% of total budget )
Balance:	\$102,735	( 94% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to update the MPO's performance dashboard.  
Explore software applications to support performance analysis and target setting.  
Met with MPO staff to discuss topics that intersect with performance-based planning and programming, including transportation equity, travel model development, scenario planning, and population forecasting.  
Continued to support MPO scenario planning activities.  
Plan for performance management-related presentations to the MPO in fall and winter 2020.

**Products**

None

**Meetings**

October 1, attended the MPO meeting.  
October 7, with the Inner Core Committee to discuss Big Ideas for the MPO's Scenario Planning Process.  
October 15, attended the MPO meeting.  
October 21, attended the "What Counts in Mobility: Rethinking Transportation Modeling" webinar.  
October 27-29, attended the virtual AMPO 2020 Conference.  
October 29, attended a meeting with Massachusetts Department of Transportation staff and Conveyal developers to review the Conveyal destination access analysis application.  
October 30, met with Metropolitan Area Planning Council staff regarding equity considerations for population projections for the next LRTP.

**Objectives for Next Month**

Provide support for an MPO board vote to approve an updated CMAQ performance target at an upcoming MPO meeting.  
Support the implementation of new TIP project selection criteria, including by documenting scoring methodologies.  
Continue to update the MPO's performance dashboard.  
Explore software applications to support performance analysis and target setting.  
Review transit safety performance regulations and materials.  
Plan for performance management-related presentations to the MPO in fall and winter 2020.  
Continue to support MPO scenario planning activities.



---

**Regional Model Enhancement FFY21 (3.3 - 7121)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$927,370	
Total Labor Expended This Period:	\$90,427	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$90,427	( 10% of total budget )
Balance:	\$836,943	( 90% of total budget )

**Work Status**

Ongoing

**Progress**

Continued work on the following items: programming EMAT and used it to test autonomous vehicle scenarios and bus only lane scenarios; continued testing the log sum trip distribution macro; worked on the testing of new volume delay functions for the highway assignment; worked on re-programming the station choice model; worked on reprogramming the mode choice model; continued to provide technical assistance to projects such as the Tobin Bridge bus only lanes; continued to work with the model steering committee; and continued staff training on the use of Asana, Github, and Visual Studio.

**Products**

None.

**Meetings**

Internal group meeting on 10/14 to discuss EMAT programming. Internal meeting to discuss Logsum scope of work. Model steering committee meeting on 10/15. Attendees were: Milkovits, Scott, Peterson, and Bromage from CTPS, Bob Frey from MassDOT, and Tim Reardon from MAPC.

**Objectives for Next Month**

Continue to work with model steering committee. Continue to provide technical assistance to model users. Continue to further technical activities including the volume delay function; Logsums, mode choice, and station choice.

---

---

**Transit Working Group Support FFY21 (3.3 - 8921)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$64,120	
Total Labor Expended This Period:	\$1,933	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,933	( 3% of total budget )
Balance:	\$62,187	( 97% of total budget )

**Work Status**

Ongoing

**Progress**

Continued work on summary of the second Transportation Working Group meeting proceedings. Planned the next Transit Working Group meeting, including identifying speakers. Met with Massachusetts Bay Transportation Authority staff on ways to share information and encourage in participation in the MBTA's Forging Ahead planning process. Met with MPO staff to support long term scenario planning related to the MBTA's Forging Ahead and future service and capital planning processes.

**Products**

None.

**Meetings**

October 6, attended the MBTA Fiscal Management and Control Board meeting.  
October 15, attended the MPO meeting to hear the MBTA presentation on its Forging Ahead planning process and potential effects on capital investment.  
October 15, attended a meeting with MBTA staff on supporting public engagement for the Authority's Forging Ahead planning process.

**Objectives for Next Month**

Finalize a summary of the second Transportation Working Group meeting proceedings.  
Continue to plan the next Transit Working Group meeting.  
Host the third Transit Working Group meeting on November 12.  
Send out pre-and-post meeting communications.  
Continue to explore ways to support ongoing coordination between the MBTA and other Boston region transit providers.  
Conduct research and develop documents and resources to support Pilot Transit Working Group meetings, as needed.  
Continue to conduct other long-term pilot planning, including by identifying steps that may be involved in closing out the pilot and making recommendations for next steps to the MPO board.

---



---

**Transportation Equity Program FFY21 (3.3 - 8521)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$140,100	
Total Labor Expended This Period:	\$12,003	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$12,003	( 9% of total budget )
Balance:	\$128,097	( 91% of total budget )

**Work Status**

Ongoing

**Progress**

Participated in Conveyal training.  
Completed MPO presentation on the Disparate Impact Metrics Study and revised final DI/DB Policy.  
Finalized Disparate Impact Metrics Study memo.  
Worked on a proposal to create an equity-related task force in order to increase engagement of equity populations in MPO processes.  
Supported the studies Future of the Curb II and Central Business Districts II with regards to addressing and integrating equity concerns and outreach.  
Continued working on updating existing and developing new equity criteria for the LRTP, including the ITHIM model.

**Products**

Disparate Impact Metrics Study memo  
Disparate Impact Metrics Study and Final Disparate Impact and Disproportionate Burden (DI/DB) Policy powetpoint

**Meetings**

October 21: conversation with Shoshana Akins (Delaware Valley Regional Planning Commission) about DVRPC's public participation task force.

**Objectives for Next Month**

Give Disparate Impact Metrics Study and Final Disparate Impact and Disproportionate Burden (DI/DB) Policy presentation to  
Continue learning Conveyal .  
Continue working on a proposal to create an equity-related task force in order to increase engagement of equity populations in MPO processes.  
Support the studies Future of the Curb II and Central Business Districts II with regards to addressing and integrating equity concerns and outreach, and any other MPO-funded studies.  
Continue working on updating existing and developing new equity criteria for the LRTP, including the ITHIM model. the MPO

---

---

**Transportation Improvement Program (TIP) FFY21 (3.3 - 8221)**

**Mgr: M. Genova**

---

**Financial Status**

Total Project Budget:	\$278,890	
Total Labor Expended This Period:	\$15,283	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$15,283	( 5% of total budget )
Balance:	\$263,607	( 95% of total budget )

**Work Status**

Ongoing

**Progress**

Presented to the MPO in support of endorsing the final TIP criteria.  
Presented to RTAC on the revised TIP criteria.  
Continued drafting updated TIP scoring methodologies and other materials in support of communicating the final TIP criteria to project proponents and the public.  
Began updating TIP project proponent questionnaire to reflect new criteria.  
Began FFY 2022 TIP contact outreach, including hosting two TIP how-to virtual meetings, sending new fiscal year emails, and hosting one-on-one sessions with project proponents.  
Continued working on TIP cost-effectiveness work in preparation for presentation to MPO.  
Began compiling TIP universe for FFYs 2022-26 TIP.  
Presented on TIP project selection process at Southern New England APA Conference.

**Products**

PowerPoint summarizing TIP criteria revision process (for presentation to RTAC).  
PowerPoint explaining TIP project selection process (for presentation at Southern New England APA Conference).  
Updated TIP how-to PowerPoint (for presentation to TIP contacts and project proponents).  
Initial draft of FFYs 2022-26 TIP project universe.

**Meetings**

October 1 and 15, Boston Region MPO  
October 2, and 28 with MBTA (discussion on TIP funding for transit projects)  
October 7, ICC transportation committee  
October 14, RTAC  
October 21, preparation for SNEAPA conference  
October 22, CMAQ committee  
October 23, Friends of Nantasket Beach  
October 26, TIP how-to session  
October 27, MassDOT priority of projects meeting  
October 28, TIP how-to session  
October 29, Rich Benevento (consultant for Brookline TIP project)  
October 29, TIP check in (Chelsea, Wilmington, MBTA, and Millis)

**Objectives for Next Month**

Begin working on updates to the TIP database to reflect changes in TIP criteria.  
Continue drafting updated TIP scoring methodologies and other materials in support of communicating the final TIP criteria to project proponents and the public.  
Continue updating TIP project proponent questionnaire to reflect new criteria.  
Continue TIP contact outreach, including hosting additional one-on-one sessions with project proponents.  
Continue working on TIP cost-effectiveness work in preparation for presentation to MPO.  
Finalize TIP universe for FFYs 2022-26 TIP, for presentation to MPO.  
Continue outreach to MAPC subregions, including meetings with MAGIC, NSPC, SSC, MWRC, and NSTF.  
Compile FFYs 2021-25 TIP amendment one (if needed).

---

---

**Unified Planning Work Program (UPWP) FFY21 (3.3 - 8321)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$127,480	
Total Labor Expended This Period:	\$5,071	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,071	( 4% of total budget )
Balance:	\$122,409	( 96% of total budget )

**Work Status**

Ongoing

**Progress**

Began preparations for fall outreach in coordination with the Public Outreach Coordinator.  
Posted FFY 2021 UPWP and web updates.

**Products**

Meeting summary of September 17, 2020 UPWP Committee meeting.

**Meetings**

None

**Objectives for Next Month**

Attend several outreach meetings.  
Potentially host a UPWP Committee meeting.  
Potentially execute Amendment One to the FFY 2021 UPWP.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY20 (4.2 - 13420)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$115,000	
Total Labor Expended This Period:	\$5,750	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$77,304	( 67% of total budget )
Balance:	\$37,696	( 33% of total budget )

**Work Status**

67% complete.

**Progress**

Completed a draft memorandum for the review of potential locations and the selection of study corridor, Grove Street and Columbian Street in Braintree, for FFY 2021 Addressing Safety, Mobility, and Access on Subregional Priority Roadways.

Completed capacity analyses, under the existing conditions and the future (2030) no-build scenarios, for major intersection in the FFY 2020 study corridor: Route 53 in Norwell. Continued developing potential improvement alternatives for major intersections in the corridor.

**Products**

Preliminary draft memorandum: Selection of FFY 2021 Subregional Priority Roadway Study Location.

**Meetings**

None.

**Objectives for Next Month**

Submit the selection of FFY 2021 study location at the upcoming MPO meeting.

Perform and document crash data analysis.

Develop intersection and corridor improvement alternatives.

Conduct a meeting with Norwell and MassDOT to review user survey results, existing condition analysis, and potential corridor improvement ideas.

---

---

**Exploring Resilience in MPO-funded Corridor and Intersection Studies  
(4.2 - 13299)**

---

**Mgr: S. Asante**

**Financial Status**

Total Project Budget:	\$90,000	
Total Labor Expended This Period:	\$5,776	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$76,197	( 85% of total budget )
Balance:	\$13,803	( 15% of total budget )

**Work Status**

85% complete.

**Progress**

Addressed comments received from CTPS internal reviews.  
Revised draft report based comments  
Updated figures, tables, and maps.  
Submitted draft for editing  
Prepared a PowerPoint presentation

**Products**

Tables, figures, and maps showing projected climate data and proposed resilient measures, October 31, 2020, draft.  
Draft report for study, October 31, 2020

**Meetings**

October 20, 2020 with the CTPS resiliency committee to coordinate efforts.

**Objectives for Next Month**

Submit draft for additional comments from CTPS, Revere, and MassDOT.  
To meet with Revere and MassDOT and present the resilience improvements

---

---

**Future of the Curb Phase 2 (4.2 - 14371)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$3,558	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,558	( 6% of total budget )
Balance:	\$56,442	( 94% of total budget )

**Work Status**

7% complete

**Progress**

Began developing list of interviewees and questions for interviewees.  
Began list of potential themes for guidebook.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Begin conducting interviews of municipalities.

---

---

**Informing the Big Ideas Behind Scenario Planning Process (4.2 - 13308)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$20,700	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$0	( 0% of total budget )
Balance:	\$20,700	( 100% of total budget )

**Work Status**

Not begun.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---



---

**Locations with High Bicycle and Pedestrian Crash Rates (4.2 - 13293)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$70,000	
Total Labor Expended This Period:	\$2,475	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$62,810	( 90% of total budget )
Balance:	\$7,190	( 10% of total budget )

**Work Status**

90% complete.

**Progress**

Created graphics to illustrate recommended improvements for the three selected intersection study locations.  
Cleaned rough intersection crash diagrams by creating new crash diagrams for all three selected intersection study locations.  
Analyzed crash data.

**Products**

Chelsea crash diagram.  
Malden crash diagram.  
Lynn crash diagram.  
Chelsea recommended improvements diagram.  
Malden recommended improvements diagram.  
Lynn recommended improvements diagram.

**Meetings**

None.

**Objectives for Next Month**

Finalize Chelsea intersection memorandum.  
Finalize Malden intersection memorandum.  
Finalize Lynn intersection memorandum.

---

---

**Priority Corridors from LRTP Needs Assessment FY20 (4.2 - 13520)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$120,000	
Total Labor Expended This Period:	\$8,299	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$87,770	( 73% of total budget )
Balance:	\$32,230	( 27% of total budget )

**Work Status**

75% complete

**Progress**

MPO staff continued working on selection study locations for 2021 LRTP Priority Corridors study.  
Drafted a memo describing the selection process.  
Review roundabout alternatives with new MassDOT design guidelines  
Determined new pedestrian LOS with proposed improvements

**Products**

Selection of FFY 2021 LRTP Priority Corridors Study Location, Technical Memo, October 31, 2020, draft.

**Meetings**

None.

**Objectives for Next Month**

Obtain traffic counts from MassDOT to update analysis and test proposed improvements  
Meet with Milton to present results of preliminary analysis and proposed improvements.  
Continue drafting the study report.

---

---

**Safety & Oper Analyses at Selected Int's: FFY20 (4.2 - 13720)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$80,000	
Total Labor Expended This Period:	\$8,905	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$65,226	( 82% of total budget )
Balance:	\$14,774	( 18% of total budget )

**Work Status**

82% complete.

**Progress**

Revised the draft technical memorandum for the intersection of Route 27 (North Meadows Road) at West Street in Medfield based on CTPS internal reviews and comments from the advisory meeting with the town and MassDOT on September 16. The draft memorandum is currently reviewed by the town and MassDOT.

Received turning movements (performed on October 1 and 3) from MassDOT for the intersections of Adams Street at Furnace Brook Parkway and at Common Street in Quincy. Conducted intersection capacity analyses and developed long-term improvement alternatives.

**Products**

Draft Technical Memorandum: Safety and Operations at Selected Intersections FFY 2020 - North Meadows Road (Route 27) at West Street in Medfield, October 22, 2020.

**Meetings**

None.

**Objectives for Next Month**

Finalize the technical memorandum for the study intersection in Medfield.  
Develop short- and long-term improvement alternatives for the study intersections in Quincy.  
Conduct a study advisory meeting with Quincy to review the findings and proposed improvements.  
Continue drafting the technical memorandum for the study intersections in Quincy.

---

---

**Staff-Generated Research & Tech Assistance FFY21 (4.2 - 20905)**

**Mgr: M. Atkinson**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$373	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$373	( 2% of total budget )
Balance:	\$19,627	( 98% of total budget )

**Work Status**

Ongoing.

**Progress**

Completed technical memo: Using US Census Data as a Proxy for Transit Rider Survey Data.  
Submitted technical memo to editorial for review.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Finalize technical memorandum based on editorial review.

---

---

**TIP Before-and-After Studies FFY20 (4.2 - 13294)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$507	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$40,741	( 68% of total budget )
Balance:	\$19,259	( 32% of total budget )

**Work Status**

70% complete.

**Progress**

Identified locations where traffic counts are needed for "After" conditions analysis and prepared a technical memo to requesting traffic counts at those locations.

**Products**

Memorandum and map requesting traffic counts.

**Meetings**

None.

**Objectives for Next Month**

If traffic count data is obtained, perform traffic analysis to compare with "Before" conditions. Also if data is supplied, complete draft report.

---

---

**Trip Generation Rate Research (4.2 - 13304)**

**Mgr: D. Joshi**

---

**Financial Status**

Total Project Budget:	\$45,000	
Total Labor Expended This Period:	\$892	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$892	( 2% of total budget )
Balance:	\$44,108	( 98% of total budget )

**Work Status**

2% complete.

**Progress**

Coordinate with MassDOT and MAPC for ongoing ITE trip generation rate research effort.

**Products**

None.

**Meetings**

October 8, project coordination meeting with team.

**Objectives for Next Month**

Prepare modeshare, landuse and DEP project location maps.  
Prepare workscope for the study.

---

---

**Bicycle and Pedestrian Support Activities FFY21 (4.3 - 2521)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$77,420	
Total Labor Expended This Period:	\$10,822	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$10,822	( 14% of total budget )
Balance:	\$66,598	( 86% of total budget )

**Work Status**

Ongoing

**Progress**

Explored transportation language changes that focus on people instead of defining individuals by their transportation mode.  
Began exploring the Conveyal tool for use when forecasting transportation impacts on people walking and bicycling.  
Began National Highway Institute's (NHI) Bicycle Facility Design course.  
Continued to move toward applying the Integrated Transport Health Impact Modeling (ITHIM) tool to the Boston MPO Region.  
Attended meetings and webinars related to transportation planning for people who walk and bike.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

None.

**Meetings**

October 2, met internally and with MAPC to move forward with applying the Integrated Transport Health Impact Modeling (ITHIM) tool to the Boston MPO region.  
October 6, met internally with WalkBoston to learn about their pedestrian crash data profile work.  
October 15, met internally to discuss the development of an infrastructure bank that would support small transportation improvements, such as those for people walking and bicycling.  
October 22, attended the October Landline Coalition meeting.  
October 29, attended Conveyal training with MPO and MassDOT staff.

**Objectives for Next Month**

Apply transportation language changes that focus on people instead of defining individuals by their transportation mode.

Continue to explore the Conveyal transportation analysis tool.

Attend Massachusetts' virtual Moving Together conference.

Complete National Highway Institute's (NHI) Bicycle Facility Design course.

Attended meetings and webinars related to transportation planning for people who walk and bike.

Continued learning about best practices for people walking and bicycling.

Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

---



---

**Community Transportation Technical Assistance FFY21 (4.3 - 2421)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$69,190	
Total Labor Expended This Period:	\$558	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$558	( 1% of total budget )
Balance:	\$68,632	( 99% of total budget )

**Work Status**

Ongoing

**Progress**

Began outreach for possible CTTA studies.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Identify CTTA studies.

---

---

**Regional Transit Service Planning Tech Support FFY21 (4.3 - 4121)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$55,360	
Total Labor Expended This Period:	\$261	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$261	( 0% of total budget )
Balance:	\$55,099	( 100% of total budget )

**Work Status**

Ongoing

**Progress**

Started research and outreach to encourage transit providers to apply for support.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue outreach to transit service providers.

Evaluate any applications for support.

---

---

**Traffic Data Support FFY21 (4.3 - 2721)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$18,180	
Total Labor Expended This Period:	\$558	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$558	( 3% of total budget )
Balance:	\$17,622	( 97% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to requests for growth rates for Foxborough Center.

**Products**

Provided growth rates for Foxborough.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to traffic related data requests to the MPO.

---

---

**Transit Data Support FFY21 (4.3 - 4221)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$13,730	
Total Labor Expended This Period:	\$1,007	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,007	( 7% of total budget )
Balance:	\$12,723	( 93% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to requests for data and technical support for data collection.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Respond to requests for data.

---

---

**Computer Resource Management FFY21 (6.0 - 6021)**

**Mgr: G. Weaver**

---

**Financial Status**

Total Project Budget:	\$335,040	
Total Labor Expended This Period:	\$24,904	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$24,904	( 7% of total budget )
Balance:	\$310,136	( 93% of total budget )

**Work Status**

Ongoing

**Progress**

Installed a variety of software licenses and patches. Contacted various vendors for quotes for hardware and software agreements. Monitored firewall activity, backups, restores, printer supply inventory, server performance, and disk space usage on servers and monitored performance of ISP and phone system. Installed operating system updates on all servers and TransCAD workstations and select PC's. Resolved various user support problems. Continued updating IT documentation. Test Google Takeout for backing up email and Google Drive.

**Products**

None.

**Meetings**

- October 6, with Veritas to troubleshoot generating a report so we can change to a subscription license.
- October 16, with the building manager to discuss the smoke control test, and the fire suppression test, and update building contacts.
- October 20, with Winslow Technology group to discuss their services on the state contract.
- October 23, with Windstream to discuss billing and previous service issues.

**Objectives for Next Month**

- Finish installing a Transcad workstation.
  - Start installing the Lindalino2 virtual machine.
  - Research more about VMware Horizons as a LogMeIn replacement.
-

---

**Data Resources Management FFY21 (6.0 - 5021)**

**Mgr: D. Knudsen**

---

**Financial Status**

Total Project Budget:	\$268,100	
Total Labor Expended This Period:	\$29,023	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$29,023	( 11% of total budget )
Balance:	\$239,077	( 89% of total budget )

**Work Status**

Ongoing

**Progress**

Updated abandonment information in rail data layer.  
Helped staff member login to MassDOT's GeoDOT GIS portal.  
Updated congestion scan generators with speed/travel time data for September, 2020.  
Gave introduction to member of MassPort staff on use of RITIS interface to query speed and travel time data for the South Boston Haul Road.  
Attended three video meetings with representatives of the data/GIS staffs of peer MPOs, organized by the Maricopa (AZ) Association of Governments; gave presentation on CTPS work with big data at one of the meetings.  
Met with Development Manager of University of Maryland CATT Lab and recommended improvements to RITIS travel time data access system.  
Worked on generalizing an R script to download ACS data from the Census Bureau and populate a PostgreSQL database with it. Put work on this script under version control in GitHub.  
Met with researcher at University of Illinois to discuss CTPS experience working with crowd-sourced data.  
Began learning how to set up the Registry of Motor Vehicles registration database and geocoded license plates from park and ride lots using database.  
Updated and standardized capitalization of "(HTML)" and "(PDF)" links across entire MPO website. Continued test migration of MPO website to more recent version of CMS.

**Products**

Updated agency reference data layers. Congestion scan generator applications updated with speed/travel-time data for express highways in the MPO region for September, 2020. Presentation to the data/GIS staff of peer MPOs on CTPS's work with big data. Updated MPO website.

**Meetings**

October 2, video conference with MassPort staff member on querying RITIS for speed and travel time data.

October 2, video conference with Development Manager at University of Maryland CATT Lab.

October 6, 20, 27, webinars with the data/GIS groups of peer MPOs, organized by the Maricopa (AZ) Association of Governments.

October 21, regular monthly video meeting with INRIX and MassDOT.

October 27, video conference with members of the Twin Cities MPO data group on an R script developed at CTPS to download ACS data and populate a PostgreSQL database with it.

October 30, video conference with researcher at University of Illinois on CTPS's experience with crowd-sourced data.

### **Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available.

Hold Data Working Group meeting.

Update congestion scan generators with data for October, 2020.

Make R script to populate PostgreSQL database with ACS data available on GitHub.

Attend last peer MPO video meeting.

Continue to geocode license plates from park and ride lots.

Continue determining work required to migrate website to new version of CMS.

---

---

**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY21 (6.0 - 1021)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$83,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$1,090	( 1% of budgeted direct costs )
Amount Expended to Date:	\$1,090	( 1% of total budget )
Balance:	\$82,410	( 99% of total budget )

**Work Status**

Ongoing

**Progress**

Direct Costs were incurred for employees to attend the Southern New England APA annual conference and employees to attend the 2020 AMPO annual conference.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---



---

**Review of Vision Zero Policies (9 - 13301)**

**Mgr: M. Archer**

---

**Financial Status**

Total Project Budget:	\$30,000	
Total Labor Expended This Period:	\$3,381	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$26,856	( 90% of total budget )
Balance:	\$3,144	( 10% of total budget )

**Work Status**

95% complete

**Progress**

Completed first draft of memorandum summarizing research and literature review and submitted it to editorial for review.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete final draft of memorandum.

---

---

**3C Planning and MPO Support FFY21 (3.2 - 9021)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$533,170	
Total Labor Expended This Period:	\$42,715	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$91,354	( 17% of total budget )
Balance:	\$441,816	( 83% of total budget )

**Work Status**

Ongoing

**Progress**

Planned, organized, and held two virtual MPO meetings.  
Planned, organized, and held one virtual Regional Transportation Advisory Council meeting.  
Planned, organized, and held one Community Connections Investment Program Information Session.  
Attended and presented at three MAPC subregional meetings: Minuteman Advisory Group for Interlocal Coordination (MAGIC)/North Suburban Planning Council (NSPC), South Shore Coalition (SSC), and North Shore Task Force (NSTF).  
Attended the MetroWest Regional Collaborative (MWRC) subregional meeting.  
Developed website text updates, social media content, and MailChimp messages.  
Attended the Massachusetts Department of Transportation (MassDOT) Moving Together Conference.  
Attended the MAPC Subregional Coordinators Meeting.  
Created the internal Plain Language Working Group.  
Attended MBTA Forging Ahead Stakeholder Debrief Meeting.  
Facilitated the Community Mobility Working Group.  
Attended MAPC Innovation Fridays for Community Engagement.  
Met with the Town of Wakefield Community Development Director to discuss the TIP process.

**Products**

Agendas, minutes, and presentation materials for MPO and Advisory Council meetings.  
Website updates for the Transportation Improvement Program (TIP), Public Involvement, Community Connections, Disparate Impact/Disproportionate Burden (DI/DB) program pages, new Frequently Asked Questions page, Boston Region MPO page, and MPO Board Members page.  
Eight MailChimp messages regarding MPO Elections 2020, the Transit Working Group Meeting, MBTA Forging Ahead public meetings, the Community Connections grant program, MPO meeting agendas, the Fall Transportation Equity Newsletter, and TIP Amendment One.  
14 Tweets, One Instagram post, Eight Facebook posts.  
MAPC Matters updates for December 2020.  
Three subregional needs assessments: Southwest Advisory Planning Committee (SWAP), Three Rivers Interlocal Council (TRIC), and SSC.

**Meetings**

November 2, MAPC Subregional Coordinators Meeting.  
November 4, Regional Transportation Advisory Council Meeting.  
November 5, Boston Region MPO Meeting.  
November 10, Joint Minutemen Advisory Group for Interlocal Coordination and North Suburban Planning Council Subregional Meeting.  
November 10, Community Mobility Working Group.  
November 12, South Shore Coalition Subregional Meeting.  
November 13, MAPC Innovation Friday for Community Engagement.  
November 16, Community Connections Information Session.  
November 17-19, MassDOT Moving Together Conference.  
November 19, MetroWest Regional Collaborative Subregional Meeting.  
November 19, North Shore Task Force Subregional Meeting.  
November 19, Boston Region MPO Meeting.  
November 24, Meeting with Wakefield Community Development Director.

### **Objectives for Next Month**

To continue to plan regularly scheduled MPO, MPO Committee, and Advisory Council meetings.  
To continue to plan and execute virtual public outreach for the Long-Range Transportation Plan (LRTP), TIP, Unified Planning Work Program (UPWP), the Transportation Equity (TE) Program and technical projects as needed.  
To continue to draft a new Public Outreach Plan that incorporates virtual meeting guidelines and virtual public engagement processes.  
To continue to produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed.  
To continue to produce monthly and quarterly updates for MAPC Matters, MPO mailing list, and TE subscribers.  
To continue to process public input and communicate information back to the board.  
To continue to work with Editorial to make progress on the draft External Communications Style Guide.  
To complete an updated TIP Criteria guidebook.  
To plan, organize, and host a virtual forum on freight issues.

---

---

**MPO General Graphics FFY21 (3.2 - 9221)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$95,290	
Total Labor Expended This Period:	\$5,124	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$10,833	( 11% of total budget )
Balance:	\$84,457	( 89% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) as needed.

---

---

**Professional Development FFY21 (3.2 - 9521)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$52,720	
Total Labor Expended This Period:	\$2,252	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$6,128	( 12% of total budget )
Balance:	\$46,592	( 88% of total budget )

**Work Status**

Ongoing

**Progress**

Staff attended multiple webinars in November.

**Products**

None.

**Meetings**

- November 17-19, Moving Together Conference.
- November 18, Northern Transportation and Air Quality Summit.
- November 23, Center for Latino Progress Multimodal and Transit Summit.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better serve the Boston Region MPO.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$8,469	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$15,875	( 14% of total budget )
Balance:	\$94,165	( 86% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.  
Edited instructions in templates for work scopes and their exhibits to improve clarity and to highlight supporting groups' role in development and approval of drafts. Developed and tested new template for staff email signatures that incorporates preferred pronouns and links to agency social media accounts.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.  
Updated templates for work scopes and their exhibits. New template for staff email signatures.

**Meetings**

November 18, Template Committee Meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.  
Complete instructions for use of email signature template and publish both for staff.

---

---

**Air Quality Conformity Determination and Support FFY21 (3.3 - 8421)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$54,690	
Total Labor Expended This Period:	\$1,967	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,866	( 11% of total budget )
Balance:	\$48,824	( 89% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to prepare information for posting revised MOVES emission factors on the MPO and MassDOT website. Inputs are being updated using the most recent information. A new MOVES emission model was released in early November; new factors will be developed using this new model.

Consultation with MassDOT on air quality issues.

**Products**

Revised inputs using the MOVES 3 emission model for Western MA 2020.

**Meetings**

November 20, Meeting with Office of Transportation Planning on MOVES inputs.

**Objectives for Next Month**

Revise inputs for all years for Eastern and Western Massachusetts using the new MOVES 3 emission factor model.

Begin to train staff on the MOVES model.

Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.

Coordination with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.

Coordination with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

---

---

**Congestion Management Process FFY21 (3.3 - 2121)**

**Mgr: R. Hicks**

---

**Financial Status**

Total Project Budget:	\$118,240	
Total Labor Expended This Period:	\$7,509	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$17,452	( 15% of total budget )
Balance:	\$100,788	( 85% of total budget )

**Work Status**

Ongoing

**Progress**

Completed the meeting minutes from the January 17, 2020, CMP committee meeting.  
Completed a draft of the CMP Work Plan, which is currently under internal review.  
Finalized meeting materials for the December 17, 2020, CMP committee meeting.

**Products**

Meeting materials for the December 17, 2020 CMP Committee meeting.  
Meeting minutes from the January 17, 2020 CMP Committee meeting.  
Draft CMP work plan, which is under internal review.

**Meetings**

None

**Objectives for Next Month**

Host CMP Committee meeting on December 17th, 2020.  
Continue work on bicycle parking memorandum.  
Finalize CMP work plan for FFY 2021.

---



---

**Freight Planning Support FFY21 (3.3 - 2221)**

**Mgr: W. Kuttner**

---

**Financial Status**

Total Project Budget:	\$83,340	
Total Labor Expended This Period:	\$9,832	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$24,271	( 29% of total budget )
Balance:	\$59,069	( 71% of total budget )

**Work Status**

Ongoing

**Progress**

Completed final editing of South Bay study; now at OTP.  
Completed draft Amazon SWAP operations memorandum.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete South Bay memorandum.  
Review Amazon findings with local stakeholders.

---

---

**Long-Range Transportation Plan (LRTP) FFY21 (3.3 - 8021)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$276,120	
Total Labor Expended This Period:	\$15,959	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$38,549	( 14% of total budget )
Balance:	\$237,571	( 86% of total budget )

**Work Status**

Ongoing

**Progress**

Continued work on climate resiliency activities in the MPO region to integrate into MPO planning activities, including coordination with the MPO's discrete study on resiliency.  
Continued work and discussions on the travel demand model and other tools to prepare for scenario planning for the next LRTP.  
Presented to the Northern Transportation and Air Quality Summit on the Boston MPO's resiliency tools and activities.  
Continued work on implementation of the LRTP including coordination with the UPWP and TIP.

**Products**

Presentation on resiliency at the Northern Transportation and Air Quality Summit.

**Meetings**

November 3, attended Transportation Manager's Group meeting to discuss demographics for the next LRTP.  
November 3, with MAPC to coordinate on scenario planning.  
November 10, with the MAGIC and North Suburban Subregions for updates on the transportation needs in their regions.  
November 12, with the South Shore Subregion for updates on the transportation needs in its region.  
November 17 and 18, attended the Northern Transportation Air Quality Summit and presented on resiliency activities underway at the Boston MPO.  
November 18, Resiliency coordination meeting with CTPS staff.  
November 19, with the MetroWest Subregion for updates on the transportation needs in its region.  
November 19, with the MAPC MetroCommon Advisory Group.

**Objectives for Next Month**

Continue to implement new LRTP investment programs.  
Continue to support public outreach and updates on LRTP implementation.  
Continue updating the Needs Assessment, particularly to address the resiliency of the transportation network and the ITHIM model.  
Continue working on scenarios for the next LRTP development process.

---

---

**Performance-Based Planning and Programming FFY21 (3.3 - 8821)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$109,870	
Total Labor Expended This Period:	\$9,048	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$16,183	( 15% of total budget )
Balance:	\$93,687	( 85% of total budget )

**Work Status**

Ongoing

**Progress**

Provided presentation support to Massachusetts Department of Transportation (MassDOT) staff for the November 5 MPO board vote to approve an updated CMAQ performance target related to non-single-occupancy vehicle travel.

Reviewed the Massachusetts Bay Transportation Authority's (MBTA) Public Transit Agency Safety Plan and other transit safety-related documents.

Continued to update text and other features of the MPO's performance dashboard.

Helped to coordinate CTPS users of the Conveyal destination access analysis tool and met with MassDOT staff about plans and methods to use Conveyal.

Continued to update text and other features of the MPO's performance dashboard.

Began planning for performance management-related presentations to the MPO in early calendar year 2021.

Attended sessions at the 2020 Moving Together conference.

Attended a meeting about planned updates to MassDOT's IMPACT safety data dashboard.

Attended meetings and webinars to learn about ways to support MPO scenario planning activities.

**Products**

None.

**Meetings**

November 3, attended the Transportation Managers Group meeting.

November 4, attended Robert Goodspeed's webinar on scenario planning.

November 5, attended the MPO meeting.

November 12, attended a MassDOT-hosted meeting to learn about planned updates to MassDOT's IMPACT safety data dashboard.

November 12, attended a MassDOT-hosted meeting to learn how to use demographic data in Conveyal.

November 17-18, attended Moving Together conference sessions.

November 18, attended the MAPC Fall Council meeting.

November 18, attended an AASHTO-hosted webinar about destination access analysis applications.

November 19, met with MassDOT staff to discuss MassDOT and CTPS use of destination access analysis applications.

**Objectives for Next Month**

Review the Cape Ann Transportation Authority (CATA) and MetroWest Regional Transit Authority's (MWRTA) Public Transit Agency Safety Plans and other transit safety related documents.

Review the MBTA, CATA, and MWRTA's sets of update transit asset management targets. Review MassDOT's 2021 roadway safety targets and plan MPO roadway safety target-setting activities.

Continue to update features of the MPO's performance dashboard and plan for longer-term dashboard improvements.

Work with MPO staff to coordinate the development and maintenance of MPO-related applications and dashboards.

Explore the features of Conveyal, and continue to coordinate CTPS Conveyal users and meet with MassDOT staff about Conveyal applications.

Continue planning and developing performance measure and target presentations for the MPO for early calendar year 2021.

Continue to learn about ways to support MPO scenario planning activities.

---

---

**Regional Model Enhancement FFY21 (3.3 - 7121)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$927,370	
Total Labor Expended This Period:	\$87,989	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$178,417	( 19% of total budget )
Balance:	\$748,953	( 81% of total budget )

**Work Status**

Ongoing

**Progress**

Completed EMAT program work and completed more than 18 model runs (varying inputs to test autonomous vehicle and BRT options).

Discovered project-related, transit-skimming error in TransCAD version 7. Spent considerable effort working with Caliper to identify the skimming problem, and then testing revised TransCAD programs supplied by Caliper. Conducted many model runs to document, fix, and verify the error. Staff continues testing the Caliper repair to TransCAD.

Continued work on model update and enhancement features as follows: Logsum trip distribution model, updating the station choice program macro, updating the mode choice macro, testing revisions to the volume delay function in the highway assignment, and working on model steering committee material.

Continued work with Github, Asana, and Visual Studio to make programming changes and learn more about the programs.

Continued to provide MassDOT and MAPC project support.

**Products**

None.

**Meetings**

November 3, monthly coordination meeting with MAPC.

**Objectives for Next Month**

Continue to work with Asana, Github, and Visual Studio. Continue work with Caliper testing the repairs made to TransCAD 7. Continue to work with model steering committee, and on projects such as programming changes to station choice, mode choice, trip distribution, and the volume delay function.

Continue to provide technical support to certification activities, project support, and training.

---

---

**Transit Working Group Support FFY21 (3.3 - 8921)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$64,120	
Total Labor Expended This Period:	\$7,493	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,427	( 15% of total budget )
Balance:	\$54,693	( 85% of total budget )

**Work Status**

Ongoing

**Progress**

Finalized a summary of the July 20, 2020, Pilot Transit Working Group meeting proceedings.  
Planned and hosted the third Transit Working Group meeting on November 12, 2020.  
Sent out pre- and post-meeting communications.  
Attended a Massachusetts Bay Transportation Authority (MBTA) Fiscal Management and Control Board meeting, an advance presentation of Forging Ahead service scenarios, and a Forging Ahead public meeting.  
Began planning and coordinating with MPO staff on future Transit Working Group meetings.  
Drafted updates for the Transit Working Group web page.

**Products**

Summary of the July 20, 2020, Transit Working Group meeting.  
Agenda and communications to support the November 12 Transit Working Group meeting.

**Meetings**

November 9, attended an advance Forging Ahead service scenarios presentation.  
November 9, attended the MBTA Fiscal Management and Control Board meeting.  
November 12, hosted the third meeting of the Pilot Transit Working Group.  
November 12, attended an MBTA Forging Ahead public meeting for the Minuteman region.

**Objectives for Next Month**

Draft a summary of the November 12, 2020, Transit Working Group meeting proceedings.  
Continue to plan the next Transit Working Group meeting for early calendar year 2021.  
Continue to monitor MBTA Forging Ahead activities and outcomes for potential impacts on future Transit Working Group meetings.  
Conduct research and develop documents and resources to support Pilot Transit Working Group meetings, as needed.  
Continue to conduct other long-term pilot planning, including identifying steps that may be involved in closing out the pilot and making recommendations for next steps to the MPO board.

---

---

**Transportation Equity Program FFY21 (3.3 - 8521)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$140,100	
Total Labor Expended This Period:	\$9,268	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$21,272	( 15% of total budget )
Balance:	\$118,828	( 85% of total budget )

**Work Status**

Ongoing

**Progress**

Delivered Disparate Impact Metrics Study and Final Disparate Impact and Disproportionate Burden (DI/DB) Policy presentation to MPO.  
Participated in Conveyal training and practiced using it.  
Worked on a proposal to create an equity-related task force in order to increase engagement of equity populations in MPO processes.  
Continued working on updating existing and developing new equity criteria for the LRTP, including the ITHIM model.  
Brainstormed strategies with group to improve coordination and display of CTPS website apps.  
Wrote fall edition of the equity newsletter.

**Products**

Fall 2020 edition of the Transportation Equity Newsletter.

**Meetings**

None.

**Objectives for Next Month**

Continue learning Conveyal.  
Continue working on a proposal to create an equity-related task force to increase engagement of equity populations in MPO processes.  
Support MPO-funded studies, including the Future of the Curb II and Central Business Districts II, with regards to addressing and integrating equity concerns and outreach.  
Continue updating existing and developing new equity criteria for the LRTP, including the ITHIM model.

---

---

**Transportation Improvement Program (TIP) FFY21 (3.3 - 8221)**

**Mgr: M. Genova**

---

**Financial Status**

Total Project Budget:	\$278,890	
Total Labor Expended This Period:	\$11,939	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$27,222	( 10% of total budget )
Balance:	\$251,668	( 90% of total budget )

**Work Status**

Ongoing

**Progress**

Continued drafting updated TIP scoring methodologies, criteria guidebook, and other materials in support of communicating the final TIP criteria to project proponents and the public.  
Began updating TIP project proponent questionnaire to reflect new criteria.  
Continued TIP contact outreach, including hosting additional one-on-one sessions with project proponents.  
Continued working on TIP cost-effectiveness work in preparation for presentation to MPO.  
Finalized TIP universe for FFYs 2022-26 TIP and presented it to the MPO.  
Continued outreach to MAPC subregions, including meetings with MAGIC, NSPC, SSC, and MWRC.  
Compiled FFYs 2021-25 TIP amendment one and presented it to the MPO.  
Compiled FFYs 2021-25 TIP adjustment one for posting.  
Began Certification Activities group brainstorm around improvements to online dashboards.

**Products**

PowerPoint summarizing FFYs 2022-26 TIP project universe (for presentation to MPO).  
Final draft of FFYs 2022-26 TIP project universe.  
Draft text for updated TIP criteria guidebook.  
FFYs 2021-25 TIP Amendment One table (for public review).  
FFYs 2021-25 TIP Adjustment One table (for posting).

**Meetings**



November 2 and 9, Solomon Foundation (possible funding support for TIP project design)  
November 4, RTAC  
November 5 and 19, Boston Region MPO  
November 6, TIP check-in (Melrose)  
November 9, TIP check-in (MWRTA)  
November 10, MAPC subregional meeting (MAGIC and NSPC)  
November 11 and 20, TIP check-in (Ipswich)  
November 12, MAPC subregional meeting (SSC)  
November 13, with MBTA (TIP funding for transit projects and upcoming TIP amendment)  
November 14, MBTA Forging Ahead service changes (Boston and Milton)  
November 16, Community Connections information session  
November 17-19, MassDOT Moving Together Conference  
November 19, MAPC subregional meeting (MWRC)  
November 23, TIP check-in (Wrentham)  
November 24, TIP check-in (Concord)  
November 30, Community Connections check in (MassDOT OTP)

### **Objectives for Next Month**

Continue updating to the TIP database to reflect changes in TIP criteria.  
Continue drafting updated TIP scoring methodologies and other materials in support of communicating the final TIP criteria to project proponents and the public.  
Continue updating TIP project proponent questionnaire to reflect new criteria.  
Continue TIP contact outreach, including hosting additional one-on-one sessions with project proponents (as needed).  
Continue working on TIP cost-effectiveness work in preparation for presentation to MPO.  
Finalize FFYs 2021-25 TIP Amendment One.  
Present TIP Adjustment One and Amendment Two to MPO.  
Continue outreach to MAPC subregions, including meeting with SWAP.  
Continue Certification Activities group brainstorm around improvements to online dashboards.  
Begin FFYs 2022-26 TIP project scoring.

---

---

**Unified Planning Work Program (UPWP) FFY21 (3.3 - 8321)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$127,480	
Total Labor Expended This Period:	\$4,774	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,845	( 8% of total budget )
Balance:	\$117,635	( 92% of total budget )

**Work Status**

Ongoing

**Progress**

Attended outreach meetings at the Minuteman Group on Interlocal Coordination (MAGIC) the South Shore Coalition (SSC), the Three Rivers Interlocal Council Transportation (TRIC) Working Group on, and North Shore Task Force (NSTF).  
Held outreach meeting with Rep. Michelle Ciccolo.  
Supported UPWP Committee meeting.  
Began to process early version of the UPWP Universe of Proposed Studies.  
Began review process for UPWP document materials.

**Products**

Agenda for UPWP Committee meeting.  
Meeting summary for UPWP Committee meeting.

**Meetings**

November 10, outreach meeting at the Minuteman Group on Interlocal Coordination (MAGIC).  
November 12, outreach meeting at the South Shore Coalition (SSC).  
November 13, outreach meeting at the Three Rivers Interlocal Council Transportation (TRIC) Working Group.  
November 17, outreach meeting with Rep. Michelle Ciccolo.  
November 19, outreach meeting with the North Shore Task Force (NSTF).  
November 19, UPWP Committee meeting.

**Objectives for Next Month**

Continue UPWP outreach.  
Prepare FFY 2022 UPWP document materials.  
Continue to work on UPWP Tracking Database.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY20 (4.2 - 13420)**

---

**Mgr: C. Wang**

**Financial Status**

Total Project Budget:	\$115,000	
Total Labor Expended This Period:	\$5,884	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$83,188	( 72% of total budget )
Balance:	\$31,812	( 28% of total budget )

**Work Status**

70% complete.

**Progress**

Received traffic counts for Route 53 in Norwell from MassDOT. The counts were collected in the second week October, including Automatic Traffic Recorder (ATR) counts in consecutive weekdays, spot speed counts using ATR, and turning movement counts at major intersections. Reviewed and organized the collected counts, compared them with the historical counts and MassDOT COVID-19 Traffic Volume Report, and developed adjustment factors for scaling the newly collected counts to represent 2020 normal traffic conditions in the study corridor. Started the process of updating the intersection capacity analysis by using the adjusted new counts. Met with MassDOT Office of Transportation Planning to discuss the selection of study location for Federal Fiscal Year (FFY) 2021 Addressing Safety, Mobility, and Access on Subregional Priority Roadways.

**Products**

None.

**Meetings**

November 20, with MassDOT Office of Transportation Planning to discuss the selection of FFY 2021 study location.

**Objectives for Next Month**

Update intersection capacity analyses based on the adjusted new counts.  
Develop intersection and corridor improvement alternatives.  
Meet with Norwell and MassDOT to review user survey results, existing condition analysis, and potential corridor improvement ideas.  
Submit FFY 2021 study location selection at the upcoming MPO meeting.

---

---

**Exploring Resilience in MPO-funded Corridor and Intersection Studies  
(4.2 - 13299)**

---

**Mgr: S. Asante**

**Financial Status**

Total Project Budget:	\$90,000	
Total Labor Expended This Period:	\$3,446	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$79,643	( 88% of total budget )
Balance:	\$10,357	( 12% of total budget )

**Work Status**

90% complete.

**Progress**

Received from MassDOT the MC-FRM data on one percent flood depth for the City Revere. Prepared maps of depth of flooding for present-day, 2030, 2050, and 2070. Used information from the mappings to develop improvement strategies to make the Route 1A resilient. Prepared draft report, edited the report, and submitted it for review and comments.

**Products**

Tables, figures, and maps showing projected climate data and proposed resilient measures, November 30, 2020, draft.  
Draft report for study, November 30, 2020

**Meetings**

November 18, CTPS resiliency committee to coordinate efforts.

**Objectives for Next Month**

To address comments on draft report.

---

---

**Future of the Curb Phase 2 (4.2 - 14371)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$2,120	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,677	( 9% of total budget )
Balance:	\$54,323	( 91% of total budget )

**Work Status**

10% complete

**Progress**

Continued work on questions and interview list.  
Developed photo list for guidebook and discussed photo plan with graphics department.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Begin conducting interviews of municipalities.  
Review photographs for use in guidebook.

---

---

**Informing the Big Ideas Behind Scenario Planning Process (4.2 - 13308)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$20,700	
Total Labor Expended This Period:	\$61	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$61	( 0% of total budget )
Balance:	\$20,639	( 100% of total budget )

**Work Status**

1% complete.

**Progress**

Presented the work scope at the MPO Meeting.  
Draft initial planning for outreach to stakeholders.  
Collected results from other organizations' outreach.

**Products**

None.

**Meetings**

November 5, Boston Region MPO Meeting.

**Objectives for Next Month**

Continue to plan initial outreach to stakeholders.  
Plan logistics for focus group facilitation.  
Attend MAPC MetroCommon Scenario Planning Workshop.  
Work in alignment with the Travel Demand Model Strategic Planning process.

---

---

**Locations with High Bicycle and Pedestrian Crash Rates (4.2 - 13293)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$70,000	
Total Labor Expended This Period:	\$2,396	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$65,206	( 93% of total budget )
Balance:	\$4,794	( 7% of total budget )

**Work Status**

95% complete.

**Progress**

Reviewed Chelsea intersection memorandum.  
Reviewed Malden intersection memorandum.  
Reviewed Lynn intersection memorandum.  
Edited Chelsea intersection memorandum.  
Edited Malden intersection memorandum.  
Edited Lynn intersection memorandum.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Finalize Chelsea intersection memorandum.  
Finalize Malden intersection memorandum.  
Finalize Lynn intersection memorandum.  
Finalize appendices.  
Finalize PowerPoint presentation.

---

---

**Priority Corridors from LRTP Needs Assessment FY20 (4.2 - 13520)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$120,000	
Total Labor Expended This Period:	\$6,975	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$94,745	( 79% of total budget )
Balance:	\$25,254	( 21% of total budget )

**Work Status**

80% complete

**Progress**

Completed the selection of a study location for 2021 LRTP Priority Corridors study.  
Prepared a memo describing the selection process and the arterial segment selected for study in FFY 2021.  
Received traffic count data from MassDOT, adjusted the traffic data using historical counts, and used the adjusted counts to update Synchro traffic analyses.  
Revised PowerPoint presentation for the advisory task force.

**Products**

Selection of FFY 2021 LRTP Priority Corridors Study Location, Technical Memo, November 30, 2020, final.

Tables and figures showing existing conditions and improvement concepts, November 30, 2020, draft

**Meetings**

None.

**Objectives for Next Month**

Meet with study task advisory task force to present results of analysis and proposed improvements.  
Continue drafting the study report.

---



---

**Safety & Oper Analyses at Selected Int's: FFY20 (4.2 - 13720)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$80,000	
Total Labor Expended This Period:	\$3,934	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$69,161	( 86% of total budget )
Balance:	\$10,839	( 14% of total budget )

**Work Status**

85% complete.

**Progress**

Completed the review process with Medfield and MassDOT for the study of the intersection of Route 27 (North Meadows Road) at West Street in Medfield.  
Completed intersection capacity analyses and developed long-term improvement alternatives for the intersections of Adams Street at Furnace Brook Parkway and at Common Street in Quincy.  
Started documenting the existing conditions analyses and proposed improvements for the Quincy study intersections.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue drafting the technical memorandum for the study intersections in Quincy.  
Conduct a study advisory meeting with Quincy to review the findings and proposed improvements.  
Finalize the technical memorandum for the study intersection in Medfield.

---

---

**Staff-Generated Research & Tech Assistance FFY21 (4.2 - 20905)**

**Mgr: M. Atkinson**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$634	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,007	( 5% of total budget )
Balance:	\$18,993	( 95% of total budget )

**Work Status**

Ongoing.

**Progress**

Received comments and changes from editorial.  
Finalized document for client review: Using US Census Data as a Proxy for Transit Rider Survey Data.

**Products**

Technical memo: Using US Census Data as a Proxy for Transit Rider Survey Data.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**TIP Before-and-After Studies FFY20 (4.2 - 13294)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$40,741	( 68% of total budget )
Balance:	\$19,259	( 32% of total budget )

**Work Status**

70% complete.

**Progress**

None. Waiting for traffic counts to be collected.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

If traffic count data is obtained, perform traffic analysis to compare with "Before" conditions. If data is supplied, complete draft report.

---

---

**Trip Generation Rate Research (4.2 - 13304)**

**Mgr: D. Joshi**

---

**Financial Status**

Total Project Budget:	\$45,000	
Total Labor Expended This Period:	\$860	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,752	( 4% of total budget )
Balance:	\$43,248	( 96% of total budget )

**Work Status**

3% complete.

**Progress**

Prepared land use and DEP project location maps.  
Prepared work scope for the study.

**Products**

Map with DEP project locations and land use types by community.

**Meetings**

November 5, project coordination meeting with team.

**Objectives for Next Month**

Present work scope for the study to the MPO.  
Coordinate with the team on ongoing effort to reach out to ITE and provide support.

---

---

**Bicycle and Pedestrian Support Activities FFY21 (4.3 - 2521)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$77,420	
Total Labor Expended This Period:	\$9,265	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$20,088	( 26% of total budget )
Balance:	\$57,332	( 74% of total budget )

**Work Status**

Ongoing

**Progress**

Began exploring the Conveyal transportation analysis tool.  
Attended Massachusetts virtual Moving Together conference.  
Attended meetings and webinars related to transportation planning for people who walk and bike.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

None.

**Meetings**

November 17-19, attended the virtual Moving Together Conference.  
November 18, met internally to discuss the Conveyal Analysis tool.

**Objectives for Next Month**

Continue to explore the Conveyal transportation analysis tool.  
Attend meetings and webinars related to transportation planning for people who walk and bike.  
Continue learning about best practices for people walking and bicycling.  
Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

---

---

**Regional Transit Service Planning Tech Support FFY21 (4.3 - 4121)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$55,360	
Total Labor Expended This Period:	\$380	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$642	( 1% of total budget )
Balance:	\$54,718	( 99% of total budget )

**Work Status**

Ongoing

**Progress**

Started research and outreach to encourage transit providers to apply for support.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue outreach to transit service providers.

Evaluate any applications for support.

---

---

**Traffic Data Support FFY21 (4.3 - 2721)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$18,180	
Total Labor Expended This Period:	\$558	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,116	( 6% of total budget )
Balance:	\$17,064	( 94% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to a request for back-casting rates for Manchester by the Sea. Current models do not allow for back-casting at this time, so was not able to provide.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to traffic related data requests to the MPO.

---

---

**Transit Data Support FFY21 (4.3 - 4221)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$13,730	
Total Labor Expended This Period:	\$741	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,748	( 13% of total budget )
Balance:	\$11,982	( 87% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to requests for data and technical support for data collection.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Respond to requests for data.

---



---

**Computer Resource Management FFY21 (6.0 - 6021)**

**Mgr: G. Weaver**

---

**Financial Status**

Total Project Budget:	\$335,040	
Total Labor Expended This Period:	\$23,516	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$48,420	( 14% of total budget )
Balance:	\$286,620	( 86% of total budget )

**Work Status**

Ongoing

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Setup hardware to support users working remotely. Setup a Transcad workstation.  
Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches.  
Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution. Continued updating IT documentation. Investigated alternative approaches to deploying Shiny Apps developed by CTPS. Added content to the Intranet to assist staff.

**Products**

PowerPoint presentation on network issues that can affect work from home.  
PowerPoint presentation on usage conventions for CTPS's use of Google's "Shared Drives."

**Meetings**

November 5, with Winslow Technology group to discuss results from a network security assessment.

**Objectives for Next Month**

Install various laptops, virtual machines, and servers.  
Continued support, as required.

---

**Data Resources Management FFY21 (6.0 - 5021)**

**Mgr: D. Knudsen**

---

**Financial Status**

Total Project Budget:	\$268,100	
Total Labor Expended This Period:	\$16,636	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$45,659	( 17% of total budget )
Balance:	\$222,441	( 83% of total budget )

**Work Status**

Ongoing

**Progress**

Oriented recently hired staff to agency GIS software and resources.  
Responded to two requests from the public for accumulating traffic volumes in Dedham and Manchester-by-the-Sea.  
Continued updating the agency rail layer, focusing on the Franklin line.  
Configured several GIS "locators" to work with point address data from MassGIS.  
Wrote Python and SQL scripts to process a new RMV vehicle registration data file and load it into a database table. Generated summary statistics for the new table. Documented revised procedures for tabulating license plate surveys for matching against the database.  
Updated prototype congestion scan generator with speed/travel time data for October, 2020.  
Modified draft R script to populate PostgreSQL database tables from American Community Survey (ACS) data hosted at the Census Bureau to make it more parameterized. Uploaded the revised script to a GitHub repository. Held videoconference with members of the data and analytics group in the Twin Cities MPO to explain how it works.  
Patched operating system (OS) of MPO web server and upgraded content management system (CMS) of website. Inserted Google Analytics instrumentation code into the main page of all MPO website apps. Corrected Google Analytics filter for distinguishing public website requests from staff requests. Resolved issue affecting upload of files to website storage. Updated MPO website elections page, member list page and map, and MPO organizational chart.

**Products**

Accumulating traffic volumes in Dedham and Manchester-by-the-Sea.  
Updated agency rail layer.  
GIS address "locators" that work with address data from MassGIS.  
Table of new RMV vehicle registration data, scripts to create the table, and documentation of procedures for tabulating license plate surveys.  
Updated prototype congestion scan generator.  
Parameterized R script to load PostgreSQL database tables with data from the ACS, stored in a GitHub repository.  
MPO web server with updated OS and CMS and updated MPO website and web applications. New Google Analytics instrumentation code added to all CTPS web apps.

**Meetings**

November 10, video meeting with data/GIS staff of peer MPOs, organized by the data/GIS group of the Maricopa County (Arizona) MPO.

November 15, regular monthly video meeting with INRIX and MassDOT.

**Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available.

Hold Data Working Group meeting.

Extend temporal coverage of prototype congestion scan generator through the end of November, 2020 as data from INRIX becomes available.

Continue determining work required to migrate website to new version of CMS.

---

---

**Evaluation of Proof-of-Payment Fare Inspection Strategies for AFC 2.0 (9  
- 14368)**

---

**Mgr: S. Andrews**

**Financial Status**

Total Project Budget:	\$71,260	
Total Labor Expended This Period:	\$7,709	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$56,317	( 79% of total budget )
Balance:	\$14,943	( 21% of total budget )

**Work Status**

85% complete.

**Progress**

Adjusted model inputs and generated additional model runs.  
Created initial draft of documentation of the model and its underlying assumptions. Sent draft for internal review.

**Products**

Draft of documentation for internal review.

**Meetings**

None.

**Objectives for Next Month**

Review documentation and send to client.

---

---

**Review of Vision Zero Policies (9 - 13301)**

**Mgr: M. Archer**

---

**Financial Status**

Total Project Budget:	\$30,000	
Total Labor Expended This Period:	\$2,707	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$29,563	( 99% of total budget )
Balance:	\$437	( 1% of total budget )

**Work Status**

99% complete.

**Progress**

Received comments from editorial and updated document based on these comments. Resubmitted document to editorial to have it finalized or client review.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Send final draft of memorandum to client for review.

---

---

**3C Planning and MPO Support FFY21 (3.2 - 9021)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$533,170	
Total Labor Expended This Period:	\$51,417	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$142,770	( 27% of total budget )
Balance:	\$390,400	( 73% of total budget )

**Work Status**

Ongoing

**Progress**

Attended the December 2020 Transportation Manager's Group meeting.  
Explored potential changes to the formula to distribute federal highway planning funds to Massachusetts MPOs, and analyzed implications for Boston Region MPO planning funds.  
Planned, organized, and held two virtual MPO meetings.  
Planned, organized, and held one virtual Advisory Council meeting.  
Planner, organized, and hosted one virtual MPO 101 session for new and existing board members.  
Attended and presented at two MAPC subregional meetings: SWAP and TRIC.  
Planned, organized, and held one virtual outreach forum on freight issues.  
Developed website text updates, social media content, and MailChimp messages.  
Planned and organized an Inner Core Committee Transportation Discussion for January.  
Organized and drafted responses to press inquiries and public comments.  
Attended the internal Plain Language Working Group meeting.  
Planned "Virtual Hall Display" to showcase DI/DB work.  
Discussed email signature template and "mini-report" template with Template Committee.  
Planned, organized, and held Outreach and Communications Introductory sessions with Modeling, Transit, and Data Resources groups.  
Provided outreach and communications support to Future of the Curb study team.  
Provided logistical support to All-Staff meeting by planning employee survey, attendee poll, and breakout groups.  
Completed draft of new TIP Criteria Guidebook.  
Created a plan with Livable Streets Alliance for monthly meetings to discuss transportation modeling in 2021.  
Attended MAPC's Innovation Friday for Community Engagement.  
Designed a new Stakeholder Tracking Log.  
Participated in initial meeting with MAPC to discuss technical assistance collaboration.  
Attended two outreach events.  
Planned logistics for Southern UZA MPO coordination meeting in 2021.

**Products**

Agendas, minutes, and presentation materials for MPO and Advisory Council meetings.  
Website updates for TIP page.  
6 MailChimp messages regarding MPO meeting agendas, Advisory Council meeting agendas, What the Truck outreach event, TIP Amendments One and Two and TIP Adjustment One, and the Community Connections grant program application deadline.  
9 Tweets, 2 Instagram posts, 4 Facebook posts.

## Meetings

December 3, Transportation Manager's Group meeting.  
December 3 and 17, Boston Region MPO Meeting.  
December 4, Plain Language Working Group.  
December 8, South West Advisory Planning Council Subregional Meeting.  
December 8, Livable Streets Alliance, StreetTalk.  
December 9, Regional Transportation Advisory Council Meeting.  
December 11, MAPC Innovation Friday for Community Engagement.  
December 16, Blue Hills Regional Coordinating Council.  
December 16, Template Committee.  
December 16, What the Truck? With Bill Kuttner: Freight Forum.  
December 15, Three Rivers Interlocal Council Subregional Meeting.

## Objectives for Next Month

Continue to plan regularly scheduled MPO, MPO Committee, Advisory Council meetings.  
Continue to plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program and technical projects as needed.  
Draft a new Public Outreach Plan that incorporates virtual meeting guidelines and virtual public engagement processes.  
Produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed.  
Produce monthly and quarterly updates for MAPC Matters, MPO mailing list, and TE subscribers.  
Process public input and communicate information back to the board.  
Respond to press inquiries as needed.  
Work with Editorial to make progress on the draft External Communications Style Guide.  
Complete an updated TIP Criteria guidebook.  
Host an additional MPO 101 session for board members.  
Host a virtual Inner Core Committee Transportation Discussion.  
Continue to plan and implement a consistent email signature template for all staff.  
Plan, organize, and hold Outreach and Communications Introductory session with the TAD group.  
Provide outreach and communications support to Future of the Curb and Access to CBDs study teams.  
Support coordinated outreach for the Informing the Big Ideas for the MPO's Scenario Planning study.  
Finalize the Stakeholder Tracking Log.  
Facilitate monthly meetings with Livable Streets Alliance on Transportation Modeling.  
Plan and host the Southern UZA MPO coordination meeting.

---

---

**MPO General Graphics FFY21 (3.2 - 9221)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$95,290	
Total Labor Expended This Period:	\$8,241	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$19,074	( 20% of total budget )
Balance:	\$76,216	( 80% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS as needed.

---



---

**Professional Development FFY21 (3.2 - 9521)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$52,720	
Total Labor Expended This Period:	\$763	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$6,891	( 13% of total budget )
Balance:	\$45,829	( 87% of total budget )

**Work Status**

Ongoing

**Progress**

Staff attended AICP & Freight Planning webinars and the APA Awards meeting in December.

**Products**

None.

**Meetings**

- December 8, AICP webinar.
- December 11, APA Awards meeting.
- December 16, Freight Planning webinar.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$7,796	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$23,671	( 22% of total budget )
Balance:	\$86,369	( 78% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.  
Revised draft instructions and template for staff email signatures and documented design and implementation criteria.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.  
Draft instructions and template for staff email signatures.

**Meetings**

December 16, Template committee meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.  
Draft instructions and template for staff email signatures.

---

---

**Air Quality Conformity Determination and Support FFY21 (3.3 - 8421)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$54,690	
Total Labor Expended This Period:	\$4,028	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,893	( 18% of total budget )
Balance:	\$44,797	( 82% of total budget )

**Work Status**

Ongoing

**Progress**

Coordinated with MassDOT and the MA Department of Environmental Protection on emission factor inputs for multiple model years. This information will be posted along with revised MOVES emission factors on the MPO and MassDOT website.

A new MOVES emission model was released in early November; worked with staff to revise process for extracting factors from the new MOVES model.

Consulted with MassDOT on air quality issues including CMAQ calculations and emission factors for short sea shipping.

**Products**

Revised macros for extracting emission factors from the new MOVES 3 model.

**Meetings**

December 8, Attended MOVES 3 webinar sponsored by US Environmental Protection Agency.

December 16, Meeting with Office of Transportation Planning and MA Department of Environmental Protection on MOVES inputs.

December 17, Attended MOVES 3 webinar sponsored by Mid Atlantic Regional Air Management.

December 22, Meeting with the Office of Transportation Planning and UMASS Boston staff to discuss emissions for short sea shipping.

**Objectives for Next Month**

Revise inputs for all required years for Eastern and Western Massachusetts and run new model using the new MOVES 3 emission factor model for revised factors.

Begin to train staff on the MOVES model.

Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.

Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.

Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

---

---

**Congestion Management Process FFY21 (3.3 - 2121)**

**Mgr: R. Hicks**

---

**Financial Status**

Total Project Budget:	\$118,240	
Total Labor Expended This Period:	\$8,827	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$26,278	( 22% of total budget )
Balance:	\$91,962	( 78% of total budget )

**Work Status**

Ongoing

**Progress**

Hosted a CMP committee meeting on December 17th.  
Began process for posting the park-and-ride dashboard to the website.  
Continued to work on the bicycle parking memorandum.  
Began planning for completing the main CMP task for this FFY: Congestion Summary of the Region.

**Products**

Approved version of the FFY 2020-21 work plan.

**Meetings**

December 17, CMP Committee meeting.

**Objectives for Next Month**

Post park-and-ride dashboard to website.  
Begin the Congestion Summary of the Region CMP.  
Finish the bicycle parking memorandum.

---

---

**Freight Planning Support FFY21 (3.3 - 2221)**

**Mgr: W. Kuttner**

---

**Financial Status**

Total Project Budget:	\$83,340	
Total Labor Expended This Period:	\$2,533	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$26,805	( 32% of total budget )
Balance:	\$56,535	( 68% of total budget )

**Work Status**

Ongoing

**Progress**

Completed South Bay study.  
Prepared MPO public outreach presentation on trucks.

**Products**

Technical memorandum: "Trucks at the Southampton Street Bottleneck."

**Meetings**

December 16, MPO public outreach virtual meeting: "What the Truck" industry overview.  
December 17, MPO meeting: presented study "Trucks at the Southampton Street Bottleneck."

**Objectives for Next Month**

Identify additional Amazon-related issues requiring investigation.

---

---

**Long-Range Transportation Plan (LRTP) FFY21 (3.3 - 8021)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$276,120	
Total Labor Expended This Period:	\$12,355	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$50,905	( 18% of total budget )
Balance:	\$225,215	( 82% of total budget )

**Work Status**

Ongoing

**Progress**

Continued work on climate resiliency activities in the MPO region to integrate into the next LRTP Needs Assessment and other MPO planning activities.  
Continued work and discussions on the Big Ideas study, travel demand model, and other tools to prepare for scenario planning for the next LRTP.  
Continued work on implementation of the LRTP including coordination with the UPWP and TIP.  
Coordination with MAPC on MetroCommon development.

**Products**

None.

**Meetings**

December 1, Coordination meeting with MAPC on model development.  
December 3, Workshop on MAPC's MetroCommon development.  
December 8, Meeting with the SWAP Subregion for updates on the transportation needs in their regions.  
December 10, Meeting with the South Shore Subregion for updates on the resiliency planning in its region.  
December 15, Meeting with UMass to discuss coordination on sea level rise planning in the Boston Region.  
December 15, Resiliency coordination meeting with CTPS staff.

**Objectives for Next Month**

Revisit goal areas as part of the next LRTP development.  
Continue implementing new LRTP investment programs.  
Continue supporting public outreach and updates on LRTP implementation.  
Continue updating the Needs Assessment, particularly to address the resiliency of the transportation network and the ITHIM model.  
Continue working on scenarios for the next LRTP development process, including coordination with the Big Ideas study.

---

---

**Performance-Based Planning and Programming FFY21 (3.3 - 8821)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$109,870	
Total Labor Expended This Period:	\$8,868	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$25,051	( 23% of total budget )
Balance:	\$84,819	( 77% of total budget )

**Work Status**

Ongoing

**Progress**

Discussed performance-based planning and programming at na MPO 101 session for MPO members.

Reviewed the Cape Ann Transportation Authority (CATA) and MetroWest Regional Transit Authority's (MWRTA) Public Transit Agency Safety Plans and other transit safety-related documents.

Reviewed the Massachusetts Bay Transportation Authority (MBTA), CATA, and MWRTA's sets of update revenue year 2021 transit asset management targets.

Began to review MassDOT's calendar year 2021 roadway safety targets and plan MPO roadway safety target-setting activities.

Met with MBTA staff to plan upcoming transit safety and transit asset management performance presentations for the MPO board.

Advised on updates to evaluation criteria for the MPO's Community Connections investment program.

Documented methodology for travel time reliability evaluations of candidate Transportation Improvement Program (TIP) projects.

Deployed updated version of performance dashboard that reflects updated text and the 97 municipalities in the MPO region (no longer including Duxbury, Hanover, Pembroke, and Stoughton). Developed an updated but not yet deployed version of the dashboard that reflects 2019 congestion data for express highways and 2015 congestion data for arterial highways.

Worked with MPO staff to brainstorm a coordinated approach for updating and maintaining MPO applications and dashboards.

Sent thank-you letters to the Barr Foundation, Transportation for America, and the State Smart Transportation Initiative for technical assistance to support the MPO's TIP evaluation criteria update.

Continue to learn about ways to support MPO scenario planning activities, including participating in an MAPC scenario planning workshop.

**Products**

Updated versions of performance dashboard incorporating new descriptive text and reflecting the change in MPO membership from 101 municipalities to 97 municipalities.

**Meetings**

December 3, participated in MAPC's MetroCommon 2050 Driving Forces virtual workshop.  
December 8, presented at an MPO 101 session for MPO members.  
December 15, met with MBTA and MassDOT staff to discuss future transit safety and transit asset management performance presentations to the MPO.  
December 28, met with MBTA staff to discuss transit asset management questions.

### **Objectives for Next Month**

Attend the Consortium on Scenario Planning's 2021 Virtual Conference.  
Attend the January Transportation Managers Group meeting.  
Attend the January 7 and January 21 MPO meetings.  
Work with the MBTA, CATA, and MWRTA to draft materials and present to the MPO about revenue year 2021 transit asset management performance targets.  
Continue to work with the MBTA, CATA, and MWRTA to plan presentations and develop materials about transit safety performance and calendar year 2021 transit safety targets.  
Continue to review MassDOT's 2021 roadway safety targets and develop roadway safety performance presentation materials and documents.  
Complete work on an updated version of the performance dashboard that reflects 2019 congestion data for express highways and 2015 congestion data for arterial highways, and deploy it on the MPO website. If resources are available, begin work on incorporating updated data on crashes, bridges, and sidewalks into the performance dashboard.  
Continue to plan longer term dashboard improvements and work with MPO staff on coordinating CTPS application and dashboard activities.  
Continue to explore the features of Conveyal, and continue to coordinate CTPS Conveyal users and meet with MassDOT staff about Conveyal applications.  
Continue to learn about ways to support MPO scenario planning activities.  
Begin to plan updates to the performance analysis chapter of the TIP for federal fiscal years 2022 to 2026.  
Support TIP and Community Connections project evaluations, as needed.

---



---

**Regional Model Enhancement FFY21 (3.3 - 7121)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$927,370	
Total Labor Expended This Period:	\$74,490	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$252,906	( 27% of total budget )
Balance:	\$674,464	( 73% of total budget )

**Work Status**

Ongoing

**Progress**

- Updated list of roadway and transit projects implemented in current model networks.
- Tested version control software solutions to manage model data files.
- Communicated needs for a consistent transit data resource.
- Continued investigation of transit path building issue.
- Continued work on model update plan including preparing material for and hosting a meeting with the CTPS TDM Steering Committee on December 15.
- Continued testing with the FHWA exploratory modeling tool (EMAT) with 30 runs completed and an exploratory analysis conducted using EMAT visualizers.
- Debugged logsum trip distribution macro.
- Refactored mode choice component implementation.
- Evaluated a capacity-sensitive transit assignment.
- Tested revisions to the volume delay function in the highway assignment.

**Products**

None.

**Meetings**

- December 1, monthly coordination meeting with MAPC.
- December 15, TDM Steering Committee.

**Objectives for Next Month**

- Coordinate development of new transit data.
  - Prepare and support TDM Steering Committee Meeting January 20.
  - Communicate model status to MPO board at January 21 meeting.
  - Communicate exploratory modeling capabilities and definition of next phase priorities.
  - Work on Logsum trip distribution, mode choice refactoring, transit capacity constraint assignment, volume delay function research, new model design plan, vehicle availability platform development, resolution of transit path finding issue.
-

---

**Research Next Generation Data and Tools FFY21 (3.3 - 7221)**

**Mgr: S. Andrews**

---

**Financial Status**

Total Project Budget:	\$57,790	
Total Labor Expended This Period:	\$468	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$468	( 1% of total budget )
Balance:	\$57,322	( 99% of total budget )

**Work Status**

Ongoing

**Progress**

Tested and built in-house skills with new model platforms implemented by MAPC, specifically EMMA and VisionEval.  
Identified how new model platforms could be useful for LRTP scenario planning and other applications.  
Gained insight into resources required to work with these platforms (level of effort, computer resources, staff skills).

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Review documentation, install the EMMA model, and reproduce results from MAPC scenario.  
Investigate inconsistencies in skim inputs.

---

---

**Transit Working Group Support FFY21 (3.3 - 8921)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$64,120	
Total Labor Expended This Period:	\$2,785	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$12,211	( 19% of total budget )
Balance:	\$51,909	( 81% of total budget )

**Work Status**

Ongoing

**Progress**

Drafted a summary of the November 12, 2020 Transit Working Group meeting proceedings.  
Began planning the next Transit Working Group meeting for early calendar year 2021.  
Continued to monitor MBTA Forging Ahead activities and outcomes for potential impacts on future Transit Working Group meetings.  
Attended a webinar and a regional coordinating council (RCC) meeting to identify best practices for future Transit Working Group meetings.

**Products**

None.

**Meetings**

December 3, attended the Boston Region MPO meeting.  
December 8, attending the Building Transit Back Better virtual workshop.  
December 14, attended the MBTA Fiscal Management and Control Board meeting to learn about Forging Ahead public feedback and next steps.  
December 16, attended the Blue Hills Regional Coordinating Council meeting.

**Objectives for Next Month**

Finalize a summary of the November 12, 2020 Transit Working Group meeting proceedings.  
Continue to plan the next Transit Working Group meeting for early calendar year 2021, including development meeting communications and web content.  
Continue to monitor MBTA Forging Ahead activities and outcomes for potential impacts on future Transit Working Group meetings.  
Continue to conduct research and develop documents and resources to support Pilot Transit Working Group meetings, as needed.  
Continue to conduct other long-term pilot planning, including identifying steps that may be involved in closing out the pilot and making recommendations for next steps to the MPO board.

---

---

**Transportation Equity Program FFY21 (3.3 - 8521)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$140,100	
Total Labor Expended This Period:	\$12,547	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$33,819	( 24% of total budget )
Balance:	\$106,281	( 76% of total budget )

**Work Status**

Ongoing

**Progress**

Worked on a proposal to create an equity-related task force in order to increase engagement of equity populations in MPO processes.  
Worked on and updated existing and developing new equity criteria for the LRTP.  
Harvested names and addresses of post offices from the USPS website, and used the MassGIS geocoder to create a GIS data layer for post office locations in the MPO.  
identified average travel times to jobs within the MPO region.  
Acquired, cleaned, and geocoded university locations and healthcare locations.  
Identified datasets with which to create an "essential places" index, including farmers markets, city halls, libraries, pharmacies, healthcare, and grocery stores.  
Created table with populations of people with limited English proficiency by language spoken at home in the MPO region for the Language Assistance Plan update.  
Worked on draft of blog article about the DI/DB policy and equity TIP criteria.

**Products**

Post office GIS layer.

**Meetings**

December 16, Blue Hills Regional Coordinating Council  
December 17, Massachusetts Traffic Safety Coalition

**Objectives for Next Month**

Continue developing an equity-related task force to increase engagement of equity populations in MPO processes.  
Support the studies Future of the Curb II and Central Business Districts II with regards to addressing and integrating equity concerns and outreach, and any other MPO-funded studies.  
Continue working on updating existing and developing new equity criteria for the LRTP.  
Work on updating the MPO's Language Assistance Plan.  
Attend the Consortium for Scenario Planning and Transportation Research Board conferences.  
Work on creating Story Maps content for the MPO's DI/DB Policy.

---

---

**Transportation Improvement Program (TIP) FFY21 (3.3 - 8221)**

**Mgr: M. Genova**

---

**Financial Status**

Total Project Budget:	\$278,890	
Total Labor Expended This Period:	\$21,578	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$48,800	( 17% of total budget )
Balance:	\$230,090	( 83% of total budget )

**Work Status**

Ongoing

**Progress**

Continued drafting updated TIP scoring methodologies and other materials in support of communicating the final TIP criteria to project proponents and the public.  
Continued TIP contact outreach, including hosting additional one-on-one sessions with project proponents.  
Continued working on TIP cost-effectiveness work in preparation for presentation to MPO.  
Finalized FFYs 2021-25 TIP Amendment One.  
Presented TIP Adjustment One and Amendment Two to MPO.  
Continued outreach to MAPC subregions, including meeting with SWAP and TRIC.  
Continued Certification Activities group brainstorm around improvements to online dashboards.  
Began FFYs 2022-26 TIP project scoring.  
Began FFYs 2022-26 TIP document development, including updating Chapter 1 and Appendices E and F.

**Products**

Draft TIP document sections, including Chapter 1 and Appendices E and F.  
TIP project scoring spreadsheets, for use by internal scoring team when completing FFYs 2022-26 TIP project evaluations.  
Draft updated TIP scoring methodologies for Bicycle and Pedestrian and Complete Streets projects.

**Meetings**

December 2, TIP check-ins (Milton and MBTA).  
December 3 and 17, Boston Region MPO.  
December 7, State conflict of interest training.  
December 8, MAPC subregional meeting (SWAP).  
December 8, TIP check-in (MBTA).  
December 9, TIP check-ins (Revere and Wakefield).  
December 8, MAPC subregional meeting (SWAP).  
December 9, RTAC.  
December 15, MAPC subregional meeting (TRIC).  
December 15, transit safety targets (MBTA).

**Objectives for Next Month**

Finish draft project scores for FFYs 2022-26 TIP and send to project proponents for review.  
Submit feedback on currently programmed TIP projects to MassDOT in preparation for TIP readiness days in February.  
Continue drafting updated TIP scoring methodologies and other materials in support of communicating the final TIP criteria to project proponents and the public.  
Continue working on TIP cost-effectiveness work in preparation for presentation to MPO.  
Finalize FFYs 2021-25 TIP Amendment Two.  
Continue outreach to MAPC subregions, including meeting with MWRC and ICC.  
Support MPO 101 meeting with board members.  
Continue FFYs 2022-26 TIP document development, including writing Chapter 2 and moving Chapter 1 and Appendices E and F through review process.  
Continue Certification Activities group brainstorm around improvements to online dashboards.

---

---

**Unified Planning Work Program (UPWP) FFY21 (3.3 - 8321)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$127,480	
Total Labor Expended This Period:	\$7,206	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$17,051	( 13% of total budget )
Balance:	\$110,429	( 87% of total budget )

**Work Status**

Ongoing

**Progress**

Began editing of several chapters of FFY 2022 UPWP in coordination with the TIP manager.  
Continued development of the FFY 2022 Universe of Proposed Studies.  
Attended several outreach and coordination meetings.  
Conducted internal coordination about priorities for the FFY 2022 UPWP.

**Products**

Draft revisions to UPWP Chapter 1 and Appendix E.

**Meetings**

December 8, Outreach meeting at the Southwest Area Planning Council (SWAP).  
December 9, Discussion of UPWP study concepts with the Regional Transportation Advisory Council (RTAC).  
December 9, Internal FFY 2022 UPWP kickoff discussion.  
December 14, Study concept discussion with Rep. Joan Meschino.  
December 15, Outreach meeting at the Three Rivers Interlocal Council (TRIC).

**Objectives for Next Month**

Host UPWP Committee meeting on January 21, including creation of an agenda and a meeting summary of the November 19, 2020 meeting.  
Continue to develop FFY 2022 Universe of Proposed Studies.  
Attend outreach meeting with the MetroWest Regional Collaborative (data TBD).  
Continue to edit document materials.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY20 (4.2 - 13420)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$115,000	
Total Labor Expended This Period:	\$9,607	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$49	( 6% of budgeted direct costs )
Amount Expended to Date:	\$92,844	( 81% of total budget )
Balance:	\$22,157	( 19% of total budget )

**Work Status**

80% complete.

**Progress**

Presented Federal Fiscal Year (FFY) 2021 Addressing Safety, Mobility, and Access on Subregional Priority Roadways at the Boston Region MPO meeting on December 3. The selected study corridor is Plain Street, grove Street, and Columbian Street in Braintree.

Completed updating the intersection capacity analysis for the 2020 Baseline and 2030 No-Build scenarios of the FFY 2020 study corridor, Route 53 in Norwell, by using the adjusted new counts. Continued developing improvement strategies for the Route 53 corridor and critical locations in the corridor.

Prepared presentation slides for meeting with the study advisory members from Norwell and MassDOT on January 7, 2021 to review the existing conditions analyses and to discuss improvement ideas.

**Products**

Technical memorandum: Selection of FFY 2021 Subregional Priority Roadway Study Location, December 3, 2020.

**Meetings**

December 3, presented the selection of FFY 2021 study locations.

**Objectives for Next Month**

Meet with Norwell and MassDOT to review user survey results, existing condition analysis, and potential corridor improvement ideas (the meeting is scheduled on January 7, 2021).

Complete development of improvement alternatives for the corridor and critical locations.

Continue documenting the methodologies, analyses, and proposed improvements for the study of Route 53 in Norwell.

Prepare the final study advisory meeting to review the proposed short- and long-term improvements.

---



---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

---

**Mgr: C. Wang**

**Financial Status**

Total Project Budget:	\$99,100	
Total Labor Expended This Period:	\$6,495	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$6,495	( 7% of total budget )
Balance:	\$92,605	( 93% of total budget )

**Work Status**

5% complete.

**Progress**

Presented Federal Fiscal Year (FFY) 2021 Addressing Safety, Mobility, and Access on Subregional Priority Roadways at the Boston Region MPO meeting on December 3. The selected study corridor is Plain Street, Grove Street, and Columbian Street in Braintree.

Collected crash data and police reports for the crashes that occurred on the study corridor from 2015 to 2020.

Divided the corridor into four major intersections and four segments.

Completed summary of the crash data and started to construct collision diagrams for the major intersections and different corridor segments.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete the summary of crash data and collision diagrams for major intersections and different segments in the study corridor.

Coordinate with Braintree and MassDOT and conduct the study scoping meeting.

Identify critical locations in the corridor and request MassDOT's assistance to collect traffic and turning movement counts.

---

---

**Exploring Resilience in MPO-funded Corridor and Intersection Studies  
(4.2 - 13299)**

---

**Mgr: S. Asante**

**Financial Status**

Total Project Budget:	\$90,000	
Total Labor Expended This Period:	\$958	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$80,601	( 90% of total budget )
Balance:	\$9,399	( 10% of total budget )

**Work Status**

95% complete.

**Progress**

Addressed comments from the City of Revere; revised the draft report to incorporate comments and updated figures and tables in the report. Report being prepared for final review.

**Products**

Tables, figures, and maps showing projected climate data and proposed resilient measures, December 31, 2020, draft.  
Draft report for study, December 31, 2020

**Meetings**

November 15, 2020 with the CTPS resiliency committee to coordinate efforts.

**Objectives for Next Month**

To address comments on the client-review draft and prepare final report.  
To present report to the MPO board

---

---

**Future of the Curb Phase 2 (4.2 - 14371)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$1,882	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,559	( 13% of total budget )
Balance:	\$52,441	( 87% of total budget )

**Work Status**

12% complete.

**Progress**

Continued work on questions and interview list.  
Developed survey for municipalities.  
Took photos in Boston Region for use in guidebook.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Participate in Inner Core Committee meeting.  
Provide survey to meeting participants and review results.  
Schedule interviews with Inner Core municipalities.

---

---

**Informing the Big Ideas Behind Scenario Planning Process (4.2 - 13308)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$20,700	
Total Labor Expended This Period:	\$250	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$311	( 2% of total budget )
Balance:	\$20,389	( 98% of total budget )

**Work Status**

2% complete.

**Progress**

Continued to draft plan for outreach to potential focus group participants and logistics for focus groups.  
Continued to collect information from other organizations' outreach.  
Attended MAPC MetroCommon Scenario Planning Workshop.

**Products**

None.

**Meetings**

December 1, MAPC MetroCommon Scenario Planning Workshop.

**Objectives for Next Month**

To begin outreach to stakeholders.  
To continue to plan logistics for focus group facilitation.  
To continue to work in alignment with the Travel Demand Model Strategic Planning process.

---

---

**Locations with High Bicycle and Pedestrian Crash Rates (4.2 - 13293)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$70,000	
Total Labor Expended This Period:	\$1,213	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$66,419	( 95% of total budget )
Balance:	\$3,581	( 5% of total budget )

**Work Status**

95% complete.

**Progress**

Finalized the Chelsea intersection memo and Appendix B for client review.  
Sent Chelsea intersection memo and Appendix B to client for review.  
Finalized the Malden intersection memo and Appendix B for client review.  
Sent Malden intersection memo and Appendix B to client for review.  
Edited Lynn intersection memo and Appendix B for client review.

**Products**

Chelsea intersection client review draft.  
Malden intersection client review draft.

**Meetings**

None.

**Objectives for Next Month**

Finalize Lynn intersection memo for client review.  
Send Lynn intersection memo to client for review.  
Finalize PowerPoint presentation.  
Finalize Appendix A.

---

---

**Mapping Major Trans Infrastructure Projects (4.2 - 13307)**

**Mgr: K. Dumas**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$1,961	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,961	( 10% of total budget )
Balance:	\$18,039	( 90% of total budget )

**Work Status**

5% complete.

**Progress**

Discussed desired functionality of application with project manager, and alternative approaches to implementation. Decided upon use of SVG cartography developed by Graphics Group as the basis for the "map" component of application. Discussed organization of spreadsheet (CSV file) data to present historical timeline information to be presented by the application. Investigated three candidate JavaScript "slider" controls to control temporal focus of the information presented by the application; at least tentatively decided upon the noUiSlider control as the candidate best provided the desired functionality.

**Products**

First draft of SVG cartography.  
First draft of "notable events timeline" spreadsheet.  
Mock-ups of sample use of 2 candidate JavaScript "slider" controls.  
First draft mock-up of application.

**Meetings**

December 1, 18, 23, 29 - Meetings with the project manager to discuss desired functionality of application, alternative approaches to implementation, organization of the SVG map data prepared by the Graphics Group, organization of "timeline of notable events", and draft work scope.

**Objectives for Next Month**

Present work scope to MPO on January 21; obtain MPO vote to approve work scope and notice to proceed.  
Finalize SVG cartography; finalize "notable events" timeline; begin implementation of web application.

---

**Priority Corridors from LRTP Needs Assessment FY20 (4.2 - 13520)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$120,000	
Total Labor Expended This Period:	\$5,744	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$100,489	( 84% of total budget )
Balance:	\$19,511	( 16% of total budget )

**Work Status**

85% complete

**Progress**

Completed the selection of Route 9 for FFY 2021 LRTP Priority Corridors study and presented the selection to the MPO board.

Revised Synchro traffic models with adjusted traffic counts and produced revised levels of service, delays and queues for the proposed improvement concepts. Updated figures and tables and prepared a presentation for an upcoming meeting with the technical advisory force showing the existing conditions and proposed improvements. Continued with the documentation of the study report.

**Products**

Selection of FFY 2021 LRTP Priority Corridors Study Location, Technical Memo, December 3, 2020, final.

Revised figures and tables for study report, December 31, 2020, draft

Presentation for advisory task force, December 31, 2020, draft

**Meetings**

None.

**Objectives for Next Month**

Meet with study task advisory task force to present results of analysis and proposed improvements. Continue drafting the study report.

---

---

**Regional Travel Demand Management (RTDM) Strategies (4.2 - 13303)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$10,000	
Total Labor Expended This Period:	\$405	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$405	( 4% of total budget )
Balance:	\$9,595	( 96% of total budget )

**Work Status**

10% complete.

**Progress**

Gained approval of the work scope for this task at the December 3, 2020 MPO meeting.  
Developed framework document for forum planning.  
Conducted initial coordination with internal and MAPC staff to determine priorities, timing, and initial plans.

**Products**

Work scope for this task.  
Draft framework document with notes on priorities for the TDM forums.

**Meetings**

None.

**Objectives for Next Month**

Host coordination meeting with MAPC staff on January 6, 2021.  
Make plans for and potentially advertise first TDM forum.  
Recruit speakers for first forum.

---



---

**Staff-Generated Research & Tech Assistance FFY21 (4.2 - 20905)**

**Mgr: M. Atkinson**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$1,529	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,536	( 13% of total budget )
Balance:	\$17,464	( 87% of total budget )

**Work Status**

Ongoing.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**TIP Before-and-After Studies FFY20 (4.2 - 13294)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$2,229	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$42,970	( 72% of total budget )
Balance:	\$17,030	( 28% of total budget )

**Work Status**

70% complete.

**Progress**

Began gathering traffic signal information to perform "After" conditions analysis.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

After receiving traffic count data, perform traffic analysis to compare with "Before" conditions and complete draft report.

---

---

**Trip Generation Rate Research (4.2 - 13304)**

**Mgr: D. Joshi**

---

**Financial Status**

Total Project Budget:	\$45,000	
Total Labor Expended This Period:	\$1,052	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,804	( 6% of total budget )
Balance:	\$42,196	( 94% of total budget )

**Work Status**

6% complete.

**Progress**

Presented work scope for the study to the MPO.  
Coordinated with the team on ongoing effort to reach out to ITE.

**Products**

None.

**Meetings**

December 3 and December 17 , project coordination meeting with team.

**Objectives for Next Month**

Coordinate with team on ongoing ITE effort.  
Meet with MassDOT for project initiation.  
Initiate information gathering on alternative practices.

---

---

**Bicycle and Pedestrian Support Activities FFY21 (4.3 - 2521)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$77,420	
Total Labor Expended This Period:	\$8,638	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$28,725	( 37% of total budget )
Balance:	\$48,695	( 63% of total budget )

**Work Status**

Ongoing

**Progress**

Provided insight into how Community Connections grant applications should be scored for elements related to people who walk and bike.  
Attended meetings and webinars related to transportation planning for people who walk and bike.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

None.

**Meetings**

December 9, attended the America Walks webinar titled "Inclusive Planning in Tribal Communities: Engaging People with Disabilities in Designing Safe/Accessible Transportation Systems".  
December 10, attended the first webinar of the Association of Metropolitan Planning Organization's (AMPO) Active Transportation Working Group.

**Objectives for Next Month**

Continue to explore the Conveyal transportation analysis tool.  
Attend meetings and webinars related to transportation planning for people who walk and bike.  
Continue learning about best practices for people walking and bicycling.  
Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

---

---

**Community Transportation Technical Assistance FFY21 (4.3 - 2421)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$69,190	
Total Labor Expended This Period:	\$811	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,369	( 2% of total budget )
Balance:	\$67,821	( 98% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to initial CTTA requests in Randolph and Concord.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Set up and hold meetings for CTTA requests in Concord and Randolph.

---

---

**Regional Transit Service Planning Tech Support FFY21 (4.3 - 4121)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$55,360	
Total Labor Expended This Period:	\$666	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,307	( 2% of total budget )
Balance:	\$54,053	( 98% of total budget )

**Work Status**

Ongoing

**Progress**

Started research and outreach to encourage transit providers to apply for support.

**Products**

None.

**Meetings**

December 15, Met with City of Revere to discuss technical support ideas.

**Objectives for Next Month**

Continue outreach to transit service providers.

Evaluate any applications for support.

---

---

**Roadway Safety Audits FFY21 (4.3 - 2321)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$7,740	
Total Labor Expended This Period:	\$908	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$908	( 12% of total budget )
Balance:	\$6,832	( 88% of total budget )

**Work Status**

Ongoing

**Progress**

Attended virtual RSA on December 4 for Cambridge Street (Rte 3A) at Terry Avenue and Winn Street intersection in Burlington.

**Products**

None.

**Meetings**

December 4 RSA meeting for intersection in Burlington.

**Objectives for Next Month**

Participate in Road Safety Audits in the MPO Region.

---

---

**Traffic Data Support FFY21 (4.3 - 2721)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$18,180	
Total Labor Expended This Period:	\$912	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,028	( 11% of total budget )
Balance:	\$16,152	( 89% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to various data needs.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to traffic related data requests to the MPO.

---



---

**Transit Data Support FFY21 (4.3 - 4221)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$13,730	
Total Labor Expended This Period:	\$2,048	( 15% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,796	( 28% of total budget )
Balance:	\$9,934	( 72% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to requests for data and technical support for data collection.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Respond to requests for data.

---

---

**Computer Resource Management FFY21 (6.0 - 6021)**

**Mgr: G. Weaver**

---

**Financial Status**

Total Project Budget:	\$335,040	
Total Labor Expended This Period:	\$24,364	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$72,784	( 22% of total budget )
Balance:	\$262,256	( 78% of total budget )

**Work Status**

Ongoing

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Setup hardware to support users working remotely. Setup a Transcad workstation. Had the PDU serviced for quarterly maintenance.

Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches.

Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Managed printers and plotters. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution. Continued updating IT documentation. Edited Zoom instructions and put together project start up instructions and the usage of the Lilliput Groups folder structure. Created a cost comparison of a cost per-person for a person working remotely and in the office. Submitted and updated property removal forms.

**Products**

Updated IT documentation. R, R Studio, QGIS, and OsGeo4W shell installed on new virtualized linalino server. Upgraded the Esri License Manager on appsvr3.

**Meetings**

November 30, and December 15, with Winslow Technology group to discuss results from a remote workforce assessment.

December 8, 16, and 29, with ArchiveSocial to discuss their solution for archiving social media.

December 9, with Page Freezer, to discuss their solution for archiving social media.

December 10, with Smarsh, to discuss their solution for archiving social media.

December 15, with SHI to discuss VMware licenses and the VMware Horizons application for remote access.

### **Objectives for Next Month**

Install Esri GIS software on new virtual linalino server.

Continue setting up the Lindalino2 replacement server.

Test the VMware Horizons trial.

Setup the free CTPS Hubspot account.

Setup The CTPS ArchiveSocial account for social media archiving.

Continued support, as required.

---

---

**Data Resources Management FFY21 (6.0 - 5021)**

**Mgr: D. Knudsen**

---

**Financial Status**

Total Project Budget:	\$268,100	
Total Labor Expended This Period:	\$16,866	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$62,525	( 23% of total budget )
Balance:	\$205,575	( 77% of total budget )

**Work Status**

Ongoing

**Progress**

Oriented recently hired staff to agency GIS software and resources.  
Explored cloud-based GIS alternatives for staff GIS users.  
Responded to a data request for 2020 traffic volume data from the Boston Indicators Project by sharing county-level VMT data for January-July 2020 supplied to the Director of Technical Services by StreetLight Data, and referring them to the MassDOT traffic count website.  
Updated the CTPS copies of MassGIS data based on updates released from MassGIS.  
Created a database for the 2019 five-year American Community Survey (ACS) estimates and updated R scripts to load the database.  
Extended the temporal coverage of congestion scan generators through November 30, 2020, and subsequently through December 20, 2020.  
Created 2 GitHub repositories to provide examples of using the Python BeautifulSoup library to harvest data from web pages, as part of training newer Data Resources staff member in the use of this library.  
Participated in video meeting of the data/GIS groups of peer MPOs organized by the Maricopa County, Arizona MPO, to discuss possible topics for future discussions, presentations, and/or collaborations.  
Made minor updates to agency intranet site. Posted "Innovations in Estimating Trip Generation Rates" report on MPO website and moved older reports to archive page. Resolved additional issues involved in migrating the website to most recent version of content management software (CMS).

**Products**

Updated agency reference GIS layers.  
Database of 2019 five-year ACS estimates.  
Updated prototype congestion scan generator.  
Updated and patched MPO web server and updated website pages. Updated intranet website.

**Meetings**

December 15, video meeting of the data/GIS teams of peer MPOs organized by the Maricopa County, Arizona MPO.  
December 16, regular monthly video meeting with MassDOT and INRIX.

**Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available.

Hold Data Working Group meeting.

Extend temporal coverage of prototype congestion scan generator through the end of January 2021 as data from INRIX becomes available.

Continue determining work required to migrate website to new version of CMS.

Complete and submit survey of possible topics for future discussion, presentation, and/or collaboration among peer MPOs when it is received (expected to be in January, 2021). Investigate creation of lightweight website/web-portal for sharing information among members of the peer MPO group.

---

---

**Evaluation of Proof-of-Payment Fare Inspection Strategies for AFC 2.0 (9  
- 14368)**

---

**Mgr: S. Andrews**

**Financial Status**

Total Project Budget:	\$71,260	
Total Labor Expended This Period:	\$5,891	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$62,208	( 87% of total budget )
Balance:	\$9,052	( 13% of total budget )

**Work Status**

90% complete.

**Progress**

Completed, reviewed, and edited documentation of the model and its underlying assumptions. Sent draft for client review.

**Products**

Documentation of results for client review.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**Review of Vision Zero Policies (9 - 13301)**

**Mgr: M. Archer**

---

**Financial Status**

Total Project Budget:	\$30,000	
Total Labor Expended This Period:	\$143	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$29,706	( 99% of total budget )
Balance:	\$294	( 1% of total budget )

**Work Status**

100% complete.

**Progress**

Finalized document in preparation for MPO board presentation.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**3C Planning and MPO Support FFY21 (3.2 - 9021)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$533,170	
Total Labor Expended This Period:	\$52,210	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$194,980	( 37% of total budget )
Balance:	\$338,190	( 63% of total budget )

**Work Status**

Ongoing

**Progress**

- Submitted comments related to potential adjustments to Massachusetts' Highway Planning (PL) funding distribution formula.
- Hosted an MPO 101 session for new MPO members.
- Reviewed the status of 2018 Certification Review Action Plan items.
- Planned, organized, and held two virtual MPO meetings.
- Planned, organized, and held one virtual Advisory Council meeting.
- Provided planning support to Equity Task Force Planning meeting.
- Developed website text updates, social media content, blog posts, and MailChimp messages.
- Held an Inner Core Committee Transportation Discussion for January.
- Organized and drafted responses to press inquiries and public comments.
- Provided outreach and communications support to Future of the Curb study team.
- Provided outreach and communications support to the Big Ideas study team.
- Presented the MWRC Subregional Meeting.
- Presented at InnerWest RCC Meeting.
- Provided logistical support to All-Staff meeting by planning employee survey, attendee poll, and breakout groups.
- Planned logistics for Southern UZA MPO coordination meeting in 2021.
- Provided outreach, translation, and communications support for the UPWP Survey.
- Created and shared the MPO Elections Survey.
- Attended the Consortium for Scenario Planning Virtual Conference.
- Attended the Smart Growth Alliance Equity Summit.
- Attended MAPC Innovation Friday for Community Engagement.
- Facilitated the first monthly meeting for Livable Streets Alliance and CTPS.

**Products**

- Comment letter to the Transportation Manager's Group regarding adjustments to Massachusetts' Highway Planning (PL) funding distribution formula.
- Content for the January 2021 update to the 2018 Certification Review Action Plan.
- Agendas, minutes, and presentation materials for MPO and Advisory Council meetings.
- Website updates for TIP, UPWP, and PBPP pages.
- 11 MailChimp messages regarding MPO meeting agendas, Advisory Council meeting agendas, UPWP Study Ideas Survey, MPO Elections Survey, Message from the Deputy Executive Director, TDM Forum.
- 17 Tweets, 3 Instagram posts, 6 Facebook posts, 2 surveys.



## **Meetings**

January 5, attended the Transportation Manager's Group meeting.  
January 7, Boston Region MPO Meeting and MPO 101 session.  
January 13, Inner Core Committee for Transportation Meeting and Regional Transportation Advisory Council Meeting.  
January 13 to January 15, Consortium for Scenario Planning Virtual Conference.  
January 20, InnerWest Regional Coordinating Council.  
January 21, Boston Region MPO Meeting.  
January 26, attended the Massachusetts Association of Regional Planning Agencies meeting.  
January 26 to January 28, Smart Growth Alliance Equity Summit.  
January 27, Livable Streets Alliance.  
January 30, MetroWest Regional Collaborative Subregional Meeting.

## **Objectives for Next Month**

Plan regularly scheduled MPO, MPO Committee, Advisory Council meetings.  
Plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program and technical projects as needed.  
Draft a new Public Outreach Plan that incorporates virtual meeting guidelines and virtual public engagement processes.  
Produce communications material for the MPO's website, mailing list, blog, and social media as needed.  
Produce monthly and quarterly updates for MAPC Matters, MPO mailing list, and TE subscribers.  
Process public input and communicate information back to the board.  
Respond to press inquiries as needed.  
Make progress on the draft External Communications Style Guide.  
Complete an updated TIP Criteria guidebook.  
Collaborate with Graphics on a StoryMap to showcase DI/DB work.  
Plan, organize, and hold Outreach and Communications Introductory session with internal staff.  
Provide outreach and communications support to Future of the Curb and Access to CBDs study teams.  
Support coordinated outreach for the Informing the Big Ideas for the MPO's Scenario Planning study.  
Support the Equity Task Force.  
Facilitate monthly meetings with Livable Streets Alliance on Transportation Modeling.

---

---

**MPO General Graphics FFY21 (3.2 - 9221)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$95,290	
Total Labor Expended This Period:	\$5,299	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$24,373	( 26% of total budget )
Balance:	\$70,917	( 74% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS as needed.

---

---

**Professional Development FFY21 (3.2 - 9521)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$52,720	
Total Labor Expended This Period:	\$2,630	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,521	( 18% of total budget )
Balance:	\$43,199	( 82% of total budget )

**Work Status**

Ongoing

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$7,216	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$30,887	( 28% of total budget )
Balance:	\$79,153	( 72% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.  
Final draft of email signature template and instructions.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.  
Final draft of email signature template and instructions.

**Meetings**

January 20, template committee meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.  
Draft instructions and template for staff email signatures.

---

---

**Air Quality Conformity Determination and Support FFY21 (3.3 - 8421)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$54,690	
Total Labor Expended This Period:	\$3,761	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$13,654	( 25% of total budget )
Balance:	\$41,036	( 75% of total budget )

**Work Status**

Ongoing

**Progress**

Continued coordination with MassDOT and the MA Department of Environmental Protection on emission factor inputs for multiple model years.  
Started running updated MOVES 3 factors with new inputs.  
Performed CMAQ calculations for Community Connections projects.

**Products**

Revised inputs for MOVES 3 factors for Middlesex and Hampden counties.

**Meetings**

January 21, attended CMAQ and Air quality Consultation meetings.  
January 21, attended MOVES 3 meeting sponsored by Mid Atlantic Regional Air Management.

**Objectives for Next Month**

Continue to run MOVES 3 for emission factors all required years for Eastern and Western Massachusetts.  
Begin to train staff on the MOVES model.  
Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.  
Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.  
Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

---

---

**Congestion Management Process FFY21 (3.3 - 2121)**

**Mgr: R. Hicks**

---

**Financial Status**

Total Project Budget:	\$118,240	
Total Labor Expended This Period:	\$7,154	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$33,433	( 28% of total budget )
Balance:	\$84,807	( 72% of total budget )

**Work Status**

Ongoing

**Progress**

Began working on the Congestion Summary of the Region study.  
Continued working on the Bicycle Parking Memorandum.  
Incorporated text of disclaimer into the "About" page for the balanced volumes visualization tool.

**Products**

Minor update to balanced volumes visualization tool.

**Meetings**

None.

**Objectives for Next Month**

Continue to work on the Congestion Summary of the Region study.  
Finish Bicycle Parking Memorandum.  
Deploy balanced volumes visualization tool on MPO website following approval of data and disclaimer by MassDOT Office of Transportation Planning.  
Deploy Park-and-Ride dashboard on the MPO website.

---

---

**Long-Range Transportation Plan (LRTP) FFY21 (3.3 - 8021)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$276,120	
Total Labor Expended This Period:	\$14,090	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$64,995	( 24% of total budget )
Balance:	\$211,125	( 76% of total budget )

**Work Status**

Ongoing

**Progress**

Continued coordination of work for the next LRTP and Needs Assessment to be adopted in 2023.  
Continued work and discussions on the Big Ideas study, travel demand model, and other tools to prepare for scenario planning for the next LRTP.  
Attended the Consortium on Scenario Planning 2021 virtual conference.  
Continued work on climate resiliency activities in the MPO region to integrate into the next LRTP Needs Assessment and other MPO planning activities.  
Continued work on implementation of the LRTP including coordination with the UPWP and TIP.  
Communication with Board members, other Massachusetts MPO agency staff, and members of the public on projects included or proposed to be included in the LRTP.  
Coordination with MAPC on MetroCommon and demographics development.

**Products**

None.

**Meetings**

January 5, Coordination meeting with MAPC on model development.  
January 6, Meeting with Resilient Mystic Collaborative on potential resiliency study.  
January 8, Coordination meeting on the Big Ideas Study.  
January 12, Resiliency coordination meeting with CTPS staff.  
January 13-15, Attended the Consortium on Scenario Planning 2021 virtual conference.  
January 14, Meeting with the South Shore Subregion for updates on the resiliency planning in its region.  
January 26, MARPA meeting regarding financial information and guidelines for upcoming certification documents.  
January 28, Coordination meeting on the ITHIM health tool.

**Objectives for Next Month**

Continued coordination on goal areas as part of the next LRTP and Needs Assessment development.

Continue implementing new LRTP investment programs.

Continue supporting public outreach and updates on LRTP implementation.

Continue updating the Needs Assessment, particularly to address the resiliency of the transportation network and the ITHIM model.

Continue working on scenarios for the next LRTP development process, including coordination with the Big Ideas study.

Continue to coordinate with MAPC on MetroCommon and demographic development.

---



---

**Performance-Based Planning and Programming FFY21 (3.3 - 8821)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$109,870	
Total Labor Expended This Period:	\$11,499	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$36,550	( 33% of total budget )
Balance:	\$73,320	( 67% of total budget )

**Work Status**

Ongoing

**Progress**

Attended the Consortium on Scenario Planning's 2021 Virtual Conference.  
Continued with the MBTA, Cape Ann Transportation Authority, and the MetroWest Regional Transit Authority to draft materials and present to the MPO about state fiscal year 2021 transit asset management performance targets.  
Continued to review the Commonwealth of Massachusetts' 2021 roadway safety targets and to develop roadway safety performance presentation materials and documents.  
Continued to plan longer term dashboard improvements and work with MPO staff on coordinating CTPS application and dashboard activities.  
Continued to support MPO scenario planning activities.  
Started to plan updates to the performance analysis chapter in the TIP.  
Supported Community Connections project evaluations.  
Supported preparation for the January 13 Inner Core Committee quarterly transportation meeting.  
Built updated version of Performance Dashboard incorporating 2019 congestion data for express highways and 2015 congestion data for arterial highways.  
Continue to plan longer term dashboard improvements and work with MPO staff on coordinating CTPS application and dashboard activities.  
Updated MPO website page with the fiscal year 2021 transit asset management targets memorandum.

**Products**

Updates to the MPO's Performance Dashboard.  
  
Memorandum describing 2021 transit asset management targets for the MPO board.  
Presentation on state fiscal year 2021 transit asset management targets for the MPO board.  
Updated content for the MPO's Performance-based Planning and Programming web page.

**Meetings**

January 5, attended the TMG meeting.  
January 7, attended the MPO meeting.  
January 13-15, attended the Consortium on Scenario Planning's 2021 virtual conference.  
January 20, met with MBTA staff and representatives of the MBTA Advisory Board and the Regional Transportation Advisory Council (both MPO board members) to discuss state fiscal year 2021 transit asset management targets.  
January 21, presented on state fiscal year 2021 transit asset management targets to the MPO board.  
January 25, attended the agenda-setting meeting for the February 4 MPO meeting.  
January 26, attended the MARPA meeting.

### **Objectives for Next Month**

Present information on the Commonwealth of Massachusetts' 2021 roadway safety targets to the MPO board at the February 4 meeting.  
Work with the MBTA, Cape Ann Transportation Authority, and the MWRTA, to draft materials and present to the MPO about calendar year transit safety performance targets.  
Continue to refresh data in the MPO's performance dashboard.  
Continue to plan longer term dashboard improvements and work with MPO staff on coordinating CTPS application and dashboard activities.  
Continue to explore the Conveyal destination access analysis application and meet with the MassDOT Office of Transportation Planning on issues and questions.  
Continue to support MPO scenario planning activities.  
Begin updating the performance analysis chapter in the TIP, including by analyzing data for programmed and candidate projects.  
Update text on the MPO's PBPP web page, as needed.  
Begin developing a new PBPP brochure.

---

---

**Regional Model Enhancement FFY21 (3.3 - 7121)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$927,370	
Total Labor Expended This Period:	\$47,504	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$300,411	( 32% of total budget )
Balance:	\$626,959	( 68% of total budget )

**Work Status**

Ongoing

**Progress**

Continued testing of version control software solutions to manage model data files.  
Continued investigation of transit path building issue.  
Continued work on model update plan including preparing material for and hosting a meeting with the CTPS Transportation Demand Management Steering Committee on January 20.  
Summarized findings and next steps for use of FHWA's TMIP-EMAT utility to support LRTP scenario planning.  
Continued debugging of logsum trip distribution macro.  
Refactored mode choice component implementation.  
Proof of concept testing with a PnR lot capacity-sensitive transit assignment.  
Designed implementation of new vehicle availability model platform.

**Products**

None.

**Meetings**

January 5, monthly coordination meeting with MAPC.  
January 8, internal Model Users Group meeting  
January 20, TDM Steering Committee.

**Objectives for Next Month**

Coordinate development of new transit data.  
Prepare and support TDM Steering Committee Meeting February 24.  
Communicate model and scenario planning approaches RTAC subcommittee at February 10 meeting.  
Initiate next phase of exploratory modeling work.  
Work on Logsum trip distribution, mode choice refactoring, transit capacity constraint assignment, new model design plan, vehicle availability platform development, resolution of transit path finding issue.

---

---

**Research Next Generation Data and Tools FFY21 (3.3 - 7221)**

**Mgr: S. Andrews**

---

**Financial Status**

Total Project Budget:	\$57,790	
Total Labor Expended This Period:	\$5,146	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,614	( 10% of total budget )
Balance:	\$52,176	( 90% of total budget )

**Work Status**

Ongoing

**Progress**

Installed and conducted initial tests of MAPC's EMMA model.  
Worked through issues found in transit skimming procedures supporting the model scenarios.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue working through reproduction of MAPC EMMA scenarios.  
Resolve inconsistencies in skim inputs and generate new input data.

---

---

**Transit Working Group Support FFY21 (3.3 - 8921)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$64,120	
Total Labor Expended This Period:	\$659	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$12,870	( 20% of total budget )
Balance:	\$51,250	( 80% of total budget )

**Work Status**

Ongoing

**Progress**

Brainstormed potential topics for future Transit Working Group meetings.  
Continued to monitor MBTA Forging Ahead activities and outcomes for potential impacts on future Transit Working Group meetings.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Finalize a summary of the November 12, 2020 Transit Working Group meeting proceedings.  
Continue to plan the next Transit Working Group meeting for early calendar year 2021, including development meeting communications and web content.  
Continue to monitor MBTA Forging Ahead activities and outcomes for potential impacts on future Transit Working Group meetings.  
Continue to conduct research and develop documents and resources to support Pilot Transit Working Group meetings, as needed.  
Continue to conduct other long-term pilot planning, including identifying steps that may be involved in closing out the pilot and making recommendations for next steps to the MPO board.  
Begin to document progress and outcomes of the Transit Working Group pilot.

---

---

**Transportation Equity Program FFY21 (3.3 - 8521)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$140,100	
Total Labor Expended This Period:	\$10,921	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$44,740	( 32% of total budget )
Balance:	\$95,360	( 68% of total budget )

**Work Status**

Ongoing

**Progress**

Worked on a proposal to create an equity-related task force in order to increase engagement of equity populations in MPO processes.  
Worked on and updated existing and developing new equity criteria for the LRTP DI/DB analysis.  
Cleaned destination data for average regional travel times for essential places metric. Worked on choosing a clustering method to designate dense areas of essential places. Learned how to use Conveyal to get route travel time outputs.  
Worked on draft of blog article about the DI/DB policy and equity TIP criteria.  
Wrote text for a StoryMap about the development of the MPO's DI/DB Policy.

**Products**

None.

**Meetings**

January 13 -15, attended Scenario Planning Conference.  
January 20, attended Inner West Regional Coordinating Council meeting.  
January 21 - 29, attended Transportation Research Board Annual Meeting.

**Objectives for Next Month**

Continue developing an equity-related task force to increase engagement of equity populations in MPO processes. Host planning meeting with stakeholders.  
Support the studies Future of the Curb II and Central Business Districts II with regards to addressing and integrating equity concerns and outreach, and any other MPO-funded studies.  
Continue working on updating existing and developing new equity criteria for the LRTP.  
Work on updating the MPO's Language Assistance Plan.  
Work on creating Story Maps content for the MPO's DI/DB Policy.  
Work on the equity performance chapter for the Transportation Improvement Program.  
Support scenario planning development for the Long-Range Transportation Plan.

---

---

**Transportation Improvement Program (TIP) FFY21 (3.3 - 8221)**

**Mgr: M. Genova**

---

**Financial Status**

Total Project Budget:	\$278,890	
Total Labor Expended This Period:	\$30,916	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$79,716	( 29% of total budget )
Balance:	\$199,174	( 71% of total budget )

**Work Status**

Ongoing

**Progress**

Finished draft project scores for FFYs 2022-26 TIP and sent them to project proponents for review. Submitted feedback on currently programmed TIP projects to MassDOT in preparation for TIP readiness days in February.

Continued drafting updated TIP scoring methodologies and other materials in support of communicating the final TIP criteria to project proponents and the public.

Finalized FFYs 2021-25 TIP Amendment Two.

Continued outreach to MAPC subregions, including meeting with MWRC and ICC.

Supported MPO 101 meeting with board members.

Continued FFYs 2022-26 TIP document development, including moving Chapter 1 and Appendix F through review process.

Prepared tables of currently programmed and scored TIP projects in support of February 4, 2021 presentation to MPO.

**Products**

Tables of draft project scores for FFYs 2022-26 TIP, for project proponent review.

Table of feedback on currently programmed TIP projects, submitted to MassDOT in preparation for TIP readiness days in February.

Draft TIP scoring methodologies for Intersection Improvements and Major Infrastructure investment programs.

Final tables and web updates for FFYs 2021-25 TIP Amendment Two.

Client review drafts of TIP Chapter 1 and Appendix F.

Tables of currently programmed and scored TIP projects in support of February 4, 2021 presentation to MPO.

**Meetings**

January 5, MassDOT Priority of Projects meeting.  
January 6, TIP check-in (MBTA).  
January 7 and 21, Boston Region MPO.  
January 7, MPO 101.  
January 8 and 15, UCLA planning student Q&A on TIP criteria and process.  
January 12, TIP check-in (Brookline).  
January 13 and 28, MAPC subregional meeting (ICC and MWRC)  
January 13, RTAC.  
January 20, Hubspot tutorial.  
January 22, bus shelter funding discussion (OTP, MVPC)  
January 26, MARPA.

### **Objectives for Next Month**

Finalize project scores for FFYs 2022-26 TIP, including feedback from project proponent review.  
Attend TIP Readiness Day, and compile project readiness and cost change information into TIP programming scenario table, in support of March MPO meetings.  
Continue FFYs 2022-26 TIP document development, including drafting Chapter 2 and moving Appendix E through review process.  
Present FFYs 2022-26 TIP funding picture and project cost change information to MPO.  
Present final project scores for FFYs 2022-26 TIP to MPO.  
Present updates on FFYs 2022-26 TIP process to RTAC.  
Continue outreach to all project proponents (current and prospective) about this year's TIP process, including how to participate in MPO meetings and submit comments in support of their projects.

---



---

**Unified Planning Work Program (UPWP) FFY21 (3.3 - 8321)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$127,480	
Total Labor Expended This Period:	\$8,804	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$25,854	( 20% of total budget )
Balance:	\$101,626	( 80% of total budget )

**Work Status**

Ongoing

**Progress**

Completed and publicized a public survey for UPWP study ideas.  
Attended an outreach meeting with the MetroWest Regional Collaborative on January 28, 2021.  
Continued to develop the UPWP Universe of Proposed Studies.  
Completed materials for the UPWP Committee meeting on February 4, 2021 (postponed from January 21, 2021).  
Continued coordination with Graphics and Editorial departments to develop the Federal Fiscal Year 2022 UPWP.

**Products**

Materials for February 4, 2021 UPWP Committee meeting.  
UPWP Study Ideas Survey.  
Draft FFY 2020 UPWP Chapter 1 and Appendix E.

**Meetings**

January 13, discussed UPWP study ideas at the Inner Core Committee (ICC) transportation staff collaboration meeting organized by MPO staff.  
January 14, with Julie Wormser of the Resilient Mystic Collaborative.  
January 20, with MAPC and municipal staff to discuss a study concept in the South West Area Planning Council (SWAP) subregion.  
January 26, meeting to discuss UPWP study concepts with MPO member Brian Kane (MBTA Advisory Board)  
January 27, with MAPC and municipal staff to discuss a study concept in the South West Area Planning Council (SWAP) subregion.  
January 28, outreach meeting with the MetroWest Regional Collaborative.

**Objectives for Next Month**

Host UPWP Committee meeting on February 4, 2021.  
Host meeting to discuss the UPWP process and initial study concept submissions with internal staff.  
  
Likely host UPWP Committee meeting on February 18, 2021.  
Continue editing chapters of the FFY 2022 UPWP.  
Create FFY 2022 UPWP Universe of Proposed Studies.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY20 (4.2 - 13420)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$115,000	
Total Labor Expended This Period:	\$7,049	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$99,893	( 87% of total budget )
Balance:	\$15,108	( 13% of total budget )

**Work Status**

90% complete.

**Progress**

Continued developing long- and short-term improvement alternatives for the study corridor and at critical locations.  
Prepared existing conditions graphics and long-term improvement conceptual plans for six different sections.

**Products**

Power Point presentation that summarizes the corridor existing conditions analyses, January 7, 2021.

**Meetings**

January 7, with study advisory team to review the existing conditions analysis and to discuss improvement ideas.

**Objectives for Next Month**

Complete development of improvement alternatives for the corridor and critical locations.  
Continue documenting the methodologies, analyses, and proposed improvements for the study of Route 53 in Norwell.  
Conduct the final study advisory meeting to review the proposed short- and long-term improvements.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

---

**Mgr: C. Wang**

**Financial Status**

Total Project Budget:	\$99,100	
Total Labor Expended This Period:	\$6,741	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$13,236	( 13% of total budget )
Balance:	\$85,864	( 87% of total budget )

**Work Status**

10% complete.

**Progress**

Completed collision diagrams and the associated crash data summary tables for major intersections and different segments in the study corridor of Plain Street, Grove Street, and Columbian Street in Braintree.  
Coordinated with the Town of Braintree and MassDOT Highway Division District 6 to set up the corridor study scoping meeting on February 11, 2021.  
Started to prepare the study scoping meeting materials.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Conduct the study scoping meeting with the study advisory members from Braintree and MassDOT.  
Identify critical locations in the corridor and request MassDOT's assistance to collect traffic and turning movement counts.  
Set up Synchro network for the corridor capacity analyses and traffic simulations.

---

---

**All-Hazards Planning Application Update (4.2 - 13306)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$29,876	
Total Labor Expended This Period:	\$635	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$635	( 2% of total budget )
Balance:	\$29,241	( 98% of total budget )

**Work Status**

2% complete.

**Progress**

Created a project timeline for project team.  
Created first iteration of the interactive All-Hazards map  
Developed initial list of mapping layers under consideration for the revised All-Hazards Planning application  
Reviewed list of candidate layers for all-hazards map; identified some updated data sources;  
Reviewed three candidate base maps from MassGIS and chose "Detailed Features Basemap" as best meeting project requirements; Learned basics of ArcGIS Online (AGOL) needed to for project work.

**Products**

An initial list of mapping layers under consideration for the revised All-Hazards Planning application. The list will be regularly updated as the project evolves.  
First-draft of All-hazards map, incorporating base map from MassGIS and a few updated overlay layers that were present in the previous All-hazards app.

**Meetings**

January 28, internal meeting to discuss project.

**Objectives for Next Month**

Work on Task #1: "Review the Current All-Hazards Planning Application," culminating in an inventory of the application's capabilities and limitations  
Begin work on Task #2: "Research Potential Add-on Features and Application Revisions."  
Products of Task #2 include a brief memorandum of proposed changes to the All-Hazards Planning application and potential opportunities to link this work with state and regional projects  
Contact MassGIS for information on availability of updated NOAA sea level rise data.

---

---

**Exploring Resilience in MPO-funded Corridor and Intersection Studies  
(4.2 - 13299)**

---

**Mgr: S. Asante**

**Financial Status**

Total Project Budget:	\$90,000	
Total Labor Expended This Period:	\$3,133	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$83,734	( 93% of total budget )
Balance:	\$6,266	( 7% of total budget )

**Work Status**

97% complete.

**Progress**

Prepared client review draft and submitted it to the MassDOT Office of Transportation Planning for final review and comment. In addition, staff updated figures and graphics based on review comments and addressed editorial changes.

**Products**

Client review draft report, January 14, 2021.

**Meetings**

January 12, with the CTPS resiliency committee to coordinate efforts.

**Objectives for Next Month**

Prepare final report and present study results to the MPO board.

---

---

**Future of the Curb Phase 2 (4.2 - 14371)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$3,699	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$11,258	( 19% of total budget )
Balance:	\$48,742	( 81% of total budget )

**Work Status**

20% complete.

**Progress**

Presented project at Inner Core Committee meeting on January 13. Sent survey to meeting participants. Began scheduling interviews.

**Products**

None.

**Meetings**

January 13, Inner Core Committee meeting presentation.

**Objectives for Next Month**

Conduct interviews of Boston Region municipal staff on curb management. Distribute curb management guidebook survey.

---

---

**Improving Pedestrian Variables in the Travel Demand Model (4.2 - 13302)      Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$25,000	
Total Labor Expended This Period:	\$2,358	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,358	( 9% of total budget )
Balance:	\$22,642	( 91% of total budget )

**Work Status**

10%

**Progress**

Conducted a literature review of more recent pedestrian and bike environment variables.  
Held an internal brainstorming session to define potential approaches to update existing PEV.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Begin organizing data to update existing PEV.

---

---

**Informing the Big Ideas Behind Scenario Planning Process (4.2 - 13308)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$20,700	
Total Labor Expended This Period:	\$31	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$342	( 2% of total budget )
Balance:	\$20,358	( 98% of total budget )

**Work Status**

2% complete.

**Progress**

Completed draft outreach plan for focus group participants  
Drafted focus group design.  
Continued to collect information from other organizations' outreach.  
Drafted communications to potential stakeholders.

**Products**

None.

**Meetings**

February 24, Big Ideas Focus Group 1.

**Objectives for Next Month**

Continue outreach to stakeholders.  
Host the first focus group.

---



---

**Locations with High Bicycle and Pedestrian Crash Rates (4.2 - 13293)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$70,000	
Total Labor Expended This Period:	\$1,031	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$67,450	( 96% of total budget )
Balance:	\$2,550	( 4% of total budget )

**Work Status**

96% complete.

**Progress**

Finalized the Lynn intersection memo and Appendix B for client review.  
Sent Lynn intersection memo and Appendix B to client for review.  
Edited Chelsea intersection memo after client review.  
Edited Malden intersection memo after client review.

**Products**

Lynn intersection client review draft.

**Meetings**

January 25, met with Chelsea to discuss feedback on client review draft of Chelsea intersection memorandum.

**Objectives for Next Month**

Finalize Chelsea intersection memo.  
Finalize Malden intersection memo.  
Respond to Lynn intersection memo client comments, if any.  
Finalize Lynn intersection memo.  
Present study to the Boston Region MPO Board.

---

---

**Mapping Major Trans Infrastructure Projects (4.2 - 13307)**

**Mgr: K. Dumas**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$3,511	( 18% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,473	( 27% of total budget )
Balance:	\$14,527	( 73% of total budget )

**Work Status**

25% complete.

**Progress**

Discussed desired functionality of application with project manager, and alternative approaches to implementation. Decided upon use of SVG cartography as the basis for the map component of application. Discussed organization of spreadsheet (CSV file) data to present historical timeline information to be presented by the application. Investigated three candidate JavaScript slider controls to control temporal focus of the information presented by the application and tentatively decided upon one that best provided the desired functionality. Developed first-cut crude mockup of the application.

**Products**

First draft of SVG cartography. First rough draft of "notable events timeline" spreadsheet. Mock-ups of sample use of 2 candidate JavaScript slider controls. First draft mock-up of application.

**Meetings**

January 15 and 29, with the project members to discuss desired functionality of application, alternative approaches to implementation, organization of the SVG map data prepared by the Graphics Group, organization of "timeline of notable events", and website links.  
January 21, MPO meeting in which work scope for the project was approved.

**Objectives for Next Month**

Finalize SVG cartography; finalize first draft of "notable events" timeline: begin implementation of web application.

---

---

**Priority Corridors from LRTP Needs Assessment FY20 (4.2 - 13520)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$120,000	
Total Labor Expended This Period:	\$4,759	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$105,248	( 88% of total budget )
Balance:	\$14,751	( 12% of total budget )

**Work Status**

90% complete

**Progress**

MPO staff prepared PowerPoint presentation describing the existing conditions and improvement concepts and presented it to the study's advisory task force for discussion and feedback. In addition, MPO staff addressed feedback and continued drafting the study report.

**Products**

Presentation to study's advisory task force, January 27, 2021, final.  
Additional improvement concepts addressing pedestrian and bicyclist accommodation, January 29, 2021, draft.

**Meetings**

January 27, 2021 meeting with the study's advisory task force to discuss existing conditions and improvement concepts.

**Objectives for Next Month**

Draft study report and submit it for internal and external reviews.

---

---

**Priority Corridors from LRTP Needs Assessment FY21 (4.2 - 13521)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$110,000	
Total Labor Expended This Period:	\$1,722	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,722	( 2% of total budget )
Balance:	\$108,278	( 98% of total budget )

**Work Status**

1% complete.

**Progress**

MPO staff reviewed the study corridor to determine segments where the study should be focused, such as segments with safety and operational deficiencies, poor pedestrian and bicycle accommodations, and gaps in the pedestrian and bicycle networks. In addition, staff used these segments to guide the data collection efforts.

**Products**

Locations with safety and operational deficiencies, and pedestrian and bicyclists issues.

**Meetings**

None

**Objectives for Next Month**

Request for traffic data, assemble crash data for analysis, and obtain relevant materials from MassDOT District 3.

---

---

**Regional Travel Demand Management (RTDM) Strategies (4.2 - 13303)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$10,000	
Total Labor Expended This Period:	\$966	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,371	( 14% of total budget )
Balance:	\$8,629	( 86% of total budget )

**Work Status**

20% complete.

**Progress**

Recruited speakers for the first TDM forum.  
Selected a date for the first TDM forum.  
Continued coordination with MAPC staff.  
Worked with the public outreach and communications staff to develop promotional materials and a promotional strategy for the first TDM forum.

**Products**

Draft event plan for the first TDM Forum.  
Promotional materials for the first TDM forum.

**Meetings**

January 6, 2021: coordination meeting with CTPS and MAPC staff.  
January 19, 2021: coordination meeting with CTPS and MAPC staff.

**Objectives for Next Month**

Continue to promote first TDM Forum, to be held on February 18, 2021.  
Hold "dry run" meeting for the forum on February 8, 2021.  
Continue coordination with MAPC staff as necessary.  
Execute the first TDM Forum on February 18, including necessary registration details and post-event survey.

---

---

**Safety & Oper Analyses at Selected Int's: FFY20 (4.2 - 13720)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$80,000	
Total Labor Expended This Period:	\$2,296	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$71,457	( 89% of total budget )
Balance:	\$8,543	( 11% of total budget )

**Work Status**

90% complete.

**Progress**

Drafted conceptual plans of the proposed long-term improvement alternatives for the intersections of Adams Street at Furnace Brook Parkway and Common Street in Quincy.  
Worked with CTPS Graphics Group to prepare the existing conditions analyses graphics and the long-term improvement conceptual plans.  
Documented the proposed short- and long-term improvement alternatives.

**Products**

Proposed long-term improvement conceptual plans for the intersection of Adams Street at Furnace Brook Parkway and at Common Street in Quincy.

**Meetings**

None.

**Objectives for Next Month**

Conduct a study advisory meeting with Quincy to review the findings and proposed improvements.  
Complete the draft technical memorandum for the study intersections in Quincy.  
Finalize the technical memorandum for the study intersection in Medfield.

---

---

**Staff-Generated Research & Tech Assistance FFY21 (4.2 - 20905)**

**Mgr: M. Atkinson**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$380	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,917	( 15% of total budget )
Balance:	\$17,083	( 85% of total budget )

**Work Status**

Ongoing.

**Progress**

Finalized technical memorandum, presentation, and interactive application for January 7 MPO meeting.

**Products**

Final technical memo and final interactive application.

**Meetings**

None.

**Objectives for Next Month**

Present memorandum and application to MPO board.

---

---

**TIP Before-and-After Studies FFY20 (4.2 - 13294)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$6,257	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$49,227	( 82% of total budget )
Balance:	\$10,773	( 18% of total budget )

**Work Status**

75% complete.

**Progress**

Began processing traffic volumes and Synchro analysis for perform "After" conditions analyses.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete "After" conditions analyses and prepare draft memorandum.

---



---

**Trip Generation Rate Research (4.2 - 13304)**

**Mgr: D. Joshi**

---

**Financial Status**

Total Project Budget:	\$45,000	
Total Labor Expended This Period:	\$410	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,213	( 7% of total budget )
Balance:	\$41,787	( 93% of total budget )

**Work Status**

7% complete.

**Progress**

Continued coordination with team on ongoing ITE effort.  
Shared initial draft outline for project roadmap with the study team.

**Products**

Draft outline for project roadmap.

**Meetings**

January 21, project coordination meeting with team.

**Objectives for Next Month**

Continue coordination with the team on ongoing ITE effort.

---

---

**Bicycle and Pedestrian Support Activities FFY21 (4.3 - 2521)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$77,420	
Total Labor Expended This Period:	\$4,544	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$33,270	( 43% of total budget )
Balance:	\$44,150	( 57% of total budget )

**Work Status**

Ongoing

**Progress**

Met with West Concord to provide consultation regarding the need for separation between bicyclists and pedestrians where the Bruce Freeman Rail Trail (BFRT) meets the West Concord Commuter Rail Station.

Attended the January Massachusetts Bicycle and Pedestrian Advisory Board (MABPAB) meeting.

Attended the MBTA's PALS (People building Access for Low-speed VehicleS) meeting.

Met with MBTA to discuss how the MPO's bicycle work can help the MBTA's bike programs and how the MBTA's bike programs can support the MPO's bicycle work.

Attended meetings and webinars related to transportation planning for people who walk and bike.

Continued learning about best practices for people walking and bicycling.

Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

None.

**Meetings**

January 6, attended the Pedestrian and Bicycle Information Center's (PBIC) webinar titled "Improving Safety with Bicyclist and Pedestrian Road Safety Audits".

January 12, met with West Concord to provide consultation.

January 27, attended the January Massachusetts Bicycle and Pedestrian Advisory Board (MABPAB) meeting.

January 27, attended the MBTA's PALS (People building Access for Low-speed Vehicles) meeting.

January 28, met with MBTA staff to discuss MBTA work related to bicyclists.

**Objectives for Next Month**

Explore Integrated Transport and Health Impact Model (ITHIM) results.

Continue to explore the Conveyal transportation analysis tool.

Attend meetings and webinars related to transportation planning for people who walk and bike.

Continue learning about best practices for people walking and bicycling.

Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

---

**Community Transportation Technical Assistance FFY21 (4.3 - 2421)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$69,190	
Total Labor Expended This Period:	\$913	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,282	( 3% of total budget )
Balance:	\$66,908	( 97% of total budget )

**Work Status**

Ongoing

**Progress**

Conducted virtual meeting with Salem and MAPC to discuss a possible technical assistance to examine vehicle diversions from converting two-way neighborhood streets to one-way.

**Products**

None.

**Meetings**

January 25, 2020 meeting with Salem and MAPC.

**Objectives for Next Month**

Meet with Salem to further discuss their needs.

---

---

**Regional Transit Service Planning Tech Support FFY21 (4.3 - 4121)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$55,360	
Total Labor Expended This Period:	\$570	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,878	( 3% of total budget )
Balance:	\$53,482	( 97% of total budget )

**Work Status**

Ongoing

**Progress**

Started research and outreach to encourage transit providers to apply for support.

**Products**

None.

**Meetings**

January 20, met with city of Malden to discuss technical support ideas.

**Objectives for Next Month**

Continue outreach to transit service providers.

Evaluate any applications for support.

---

---

**Roadway Safety Audits FFY21 (4.3 - 2321)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$7,740	
Total Labor Expended This Period:	\$25	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$933	( 12% of total budget )
Balance:	\$6,807	( 88% of total budget )

**Work Status**

Ongoing

**Progress**

Coordinated possible RSA times and reviewed location for upcoming RSA in Rockland.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Participate in Road Safety Audits in the MPO Region.

---

---

**Traffic Data Support FFY21 (4.3 - 2721)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$18,180	
Total Labor Expended This Period:	\$1,408	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,436	( 19% of total budget )
Balance:	\$14,744	( 81% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to growth rate requests.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to traffic related data requests to the MPO.

---

---

**Computer Resource Management FFY21 (6.0 - 6021)**

**Mgr: G. Weaver**

---

**Financial Status**

Total Project Budget:	\$335,040	
Total Labor Expended This Period:	\$24,748	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$97,532	( 29% of total budget )
Balance:	\$237,508	( 71% of total budget )

**Work Status**

Ongoing

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Setup hardware to support users working remotely. Setup a Transcad workstation. Had the Halon System serviced for semi-annual maintenance. Purchased tapes for backup purposes. Moved computers and monitors to another location in the office. Test faxing capabilities on the copier.

Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches. Start testing VMware Horizons trial. Configured the ArchiveSocial CTPS account, Zoom accounts, and HubSpot accounts.

Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Managed printers and plotters. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution. Edited Zoom instructions. Updated the cost comparison of a cost per-person for a person working remotely and in the office. Submitted and updated property removal forms. Fix multiple billing issues. Gathered details for a potential RFI for electronic archiving. Measure and take count of filing cabinets in the office.

**Products**

None.

**Meetings**

January 4, with MAPC staff to discuss MAPC's use of the HubSpot CRM application.  
January 5, and 20, HubSpot demo.  
January 11, ArchiveSocial onboarding.  
January 12, with TPX, to discuss phone, internet, and IT services.

**Objectives for Next Month**

Continue setting up the Lindalino2 replacement server.  
Test the VMware Horizons trial.  
Continue updating IT documentation.





---

**Data Resources Management FFY21 (6.0 - 5021)**

**Mgr: D. Knudsen**

---

**Financial Status**

Total Project Budget:	\$268,100	
Total Labor Expended This Period:	\$11,424	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$73,949	( 28% of total budget )
Balance:	\$194,151	( 72% of total budget )

**Work Status**

Ongoing

**Progress**

Updated the CTPS copies of MassGIS data based on updates released from MassGIS.  
Extended coverage of congestion scan generators through December 31, 2020 with data newly extracted from RITIS.  
Extracted origin-destination (O-D) data from RITIS for traffic on Route 1 bridge in Beverly for use in a MassDOT project.  
Participated in regular monthly INRIX/MassDOT/CTPS status meeting. Notified CMP manager of forthcoming INRIX product to supply turning movement data for signalized intersections.  
Notified MAPC Data Resources Manager of upcoming "peer MPO" webinars organized by the Maricopa, AZ MPO focused on socioeconomic modeling.  
Began learning to use ArcGIS Online (AGOL) prior to using it in All-hazards mapping project.  
Investigated anomalous behavior reported for the editorial submission web page and supported editorial staff using the editorial logbook.  
Posted three freight-related studies from past year, along with a review of Vision Zero strategies, to MPO website. Updated CTPS organizational chart on website. Met internally to discuss coordination and consistency between website apps. Continued preparing to migrate website to newer version of content management system (CMS) software.

**Products**

Updated agency reference GIS layers.  
Updated prototype congestion scan generator.  
Updated MPO website pages.

**Meetings**

January 8, meeting with directors and Certification Activities staff on coordinating strategy for website dashboards and apps.  
January 21, regular monthly INRIX/MassDOT/CTPS meeting.  
January 28, attended MassDOT-organized Spatial Working Analysis Group.

**Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available.  
Hold Data Working Group meeting.  
Extend temporal coverage of congestion scan generators through January 31, 2021.  
Continue preparing to migrate website to new version of CMS.

---

**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY21 (6.0 - 1021)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$83,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$1,990	( 2% of budgeted direct costs )
Amount Expended to Date:	\$3,080	( 4% of total budget )
Balance:	\$80,420	( 96% of total budget )

**Work Status**

Ongoing

**Progress**

Expenses were incurred for a TIP & UPWP Flyer translation and for employees to attend the TRB Annual Meeting and an Equitable Street Design Seminar.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**3C Planning and MPO Support FFY21 (3.2 - 9021)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$533,170	
Total Labor Expended This Period:	\$40,730	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$235,710	( 44% of total budget )
Balance:	\$297,460	( 56% of total budget )

**Work Status**

Ongoing

**Progress**

Planned, organized, and held two virtual MPO meetings.  
Planned, organized, and held one virtual Advisory Council meeting.  
Developed website text updates, social media content, blog posts, and MailChimp messages.  
Organized and drafted responses to press inquiries and public comments.  
Provided outreach and communications support to Future of the Curb study team, the Big Ideas study team, and for the MPO Elections Survey.  
Provided logistical support to UPWP Study Ideas Brainstorming meeting.  
Attended MAPC Innovation Friday for Community Engagement.  
Provided outreach, communications, and facilitation support for the MPO Travel Demand Management in a Post-COVID World Forum.  
Provided coordination and facilitation support for the Southern UZA MPO Coordination meeting.  
Participated in an international system dynamics modeling workshop with Leeds University and U.S. Volpe Center.  
Attended one subregional meeting and one subregional coordinators meeting.  
Facilitated MAPC and MPO coordination meeting on traffic analysis and technical assistance projects.  
Attended one event hosted by Mattapan Food and Fitness Coalition, Urban Outdoors Association, and Powerful Pathways on Equitable Community Engagement.  
Supported test run of the Informing the Big Ideas for the MPO's Scenario Planning focus group.

**Products**

Agendas, minutes, and presentation materials for MPO and Advisory Council meetings.  
11 MailChimp messages regarding MPO meeting agendas, Advisory Council meeting agendas,  
Blog post, UPWP Study Ideas Survey, MPO Elections Survey, TDM Forum.  
February MAPC Matters MPO Corner submission.  
Blog post regarding recent Transportation Equity initiatives.  
9 Tweets, 1 Instagram post, 7 Facebook posts.  
Weekly Outreach and Communications email updates for MPO staff.

**Meetings**

February 3, Southern UZA MPO Coordination Meeting.  
February 4 and 18, Boston Region MPO Meetings.  
February 10, Regional Transportation Advisory Council Meeting.  
February 11, Leeds University and U.S. Volpe Center Systems Dynamics Workshop.  
February 11, South Shore Coalition Subregional Meeting.  
February 18, Travel Demand Management in a Post-COVID World Forum.  
February 22, attended the MPO agenda setting meeting.  
February 22, MAPC Subregional Coordinators Meetings.  
February 24, T-Talks with Mattapan Food and Fitness Coalition, Urban Outdoor Association, and Powerful Pathways.

## **Objectives for Next Month**

Continue to plan regularly scheduled MPO, MPO Committee, Advisory Council meetings.  
Continue to plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program and technical projects as needed.  
Continue to draft a new Public Outreach Plan that incorporates virtual meeting guidelines and virtual public engagement processes.  
Continue to produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed.  
Continue to produce monthly and quarterly updates for MAPC Matters, MPO mailing list, and TE subscribers.  
Continue to produce weekly Outreach and Communications email updates for MPO staff.  
Continue to process public input and communicate information back to the board.  
Continue to respond to press inquiries as needed.  
Continue to work with Editorial to make progress on the draft External Communications Style Guide.  
Translate an updated TIP Criteria guidebook.  
Continue to collaborate with Graphics on a StoryMap to showcase DI/DB work.  
Plan, organize, and hold Outreach and Communications Introductory session with the TAD group.  
Continue to provide outreach and communications support to Future of the Curb and Access to CBDs study teams.  
Continue to support the Informing the Big Ideas for the MPO's Scenario Planning focus groups.  
Continue to support the Equity Task Force.  
Continue to enhance the internal Stakeholder Database.  
Facilitate monthly meetings with Livable Streets Alliance on Transportation Modeling and other MPO Activities.  
Plan a virtual event on the history of the MBTA Map with CTPS' expert cartographer and designer of the MBTA map.

---

---

**MPO General Graphics FFY21 (3.2 - 9221)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$95,290	
Total Labor Expended This Period:	\$4,549	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$28,922	( 30% of total budget )
Balance:	\$66,368	( 70% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS as needed.

---

---

**Professional Development FFY21 (3.2 - 9521)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$52,720	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,521	( 18% of total budget )
Balance:	\$43,199	( 82% of total budget )

**Work Status**

Ongoing

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$6,084	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$36,971	( 34% of total budget )
Balance:	\$73,069	( 66% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.  
Evaluated new designs for standard agency email signature.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.  
Email signature templates and instructions.

**Meetings**

February 17, 2021, Template committee meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.  
Implement revised email signature block as a template and update instructions to use it.

---

---

**Air Quality Conformity Determination and Support FFY21 (3.3 - 8421)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$54,690	
Total Labor Expended This Period:	\$5,933	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$19,587	( 36% of total budget )
Balance:	\$35,103	( 64% of total budget )

**Work Status**

Ongoing

**Progress**

Continued running updated MOVES 3 factors with new inputs.  
Revised program for processing MOVES outputs.  
Continued coordination with MassDOT and the MA Department of Environmental Protection on emission factor inputs for multiple model years.  
Coordination with consultants on MOVES emission factors.

**Products**

Final inputs for MOVES 3 factors for Middlesex and Hampden counties for all years.

**Meetings**

February 19, Meeting with UMASS Boston on emission factors for trucks.

**Objectives for Next Month**

Continue to run MOVES 3 for emission factors for all required years for Eastern and Western Massachusetts.  
Begin to train staff on the MOVES model.  
Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.  
Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.  
Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

---



---

**Congestion Management Process FFY21 (3.3 - 2121)**

**Mgr: R. Hicks**

---

**Financial Status**

Total Project Budget:	\$118,240	
Total Labor Expended This Period:	\$8,201	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$41,634	( 35% of total budget )
Balance:	\$76,606	( 65% of total budget )

**Work Status**

Ongoing

**Progress**

Met with IT to discuss timeline for conflating arterial TMCs with Road Inventory to support an updated Arterial Performance Dashboard.  
Created a detailed outline of the State of Congestion outline.  
Continued working on the Bicycle Parking Memorandum.  
Created a draft blog for outreach for the park-and-ride dashboard.

**Products**

Draft blog for park-and-ride dashboard.

**Meetings**

February 9, meeting between Data Resources staff and CMP Manager to discuss timeline for updating the Arterial Performance Dashboard.  
February 16, staff presented the park-and-ride study and dashboard virtually at CIF meeting.

**Objectives for Next Month**

Finalize and post blog for park-and-ride dashboard outreach.  
Continue to work on the State of Congestion study.  
Finish Bicycle Parking Memorandum.  
Deploy Park-and-Ride dashboard on the MPO website.

---

---

**Freight Planning Support FFY21 (3.3 - 2221)**

**Mgr: W. Kuttner**

---

**Financial Status**

Total Project Budget:	\$83,340	
Total Labor Expended This Period:	\$6,984	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$33,789	( 41% of total budget )
Balance:	\$49,551	( 59% of total budget )

**Work Status**

Ongoing

**Progress**

Compiled regional hazardous cargoes study.  
Began writing memorandum.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Acquire hazardous cargo data at selected locations.  
Complete draft of technical memorandum.

---

---

**Long-Range Transportation Plan (LRTP) FFY21 (3.3 - 8021)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$276,120	
Total Labor Expended This Period:	\$17,946	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$82,941	( 30% of total budget )
Balance:	\$193,179	( 70% of total budget )

**Work Status**

Ongoing

**Progress**

Continued coordination of work for the next LRTP and Needs Assessment to be adopted in 2023:  
Coordination with Certification Activities staff on planning for the update of the six goal areas in the Needs Assessment  
Coordination on information for potential revisions to the goals and objectives  
Gathered information for the Universe of Projects and Programs for the next LRTP  
Continued work and discussions on the Big Ideas study, travel demand model, and other tools to prepare for scenario planning for the next LRTP.  
Continued to review and discuss potential changes to the LRTP webpage for presenting information to the public throughout the LRTP development process. Also, continued to review and discuss the Needs Assessment application for presenting the report and data online.  
Continued work on climate resiliency activities in the MPO region to integrate into the next LRTP Needs Assessment and other MPO planning activities.  
Continued work on implementation of the LRTP including coordination with the UPWP and TIP.  
Communication with Board members, other Massachusetts MPO agency staff, and members of the public on projects included or proposed to be included in the LRTP.  
Coordination with MAPC on MetroCommon and demographics development.

**Products**

None.

**Meetings**

February 9, Resiliency coordination meeting with CTPS staff.  
February 9, CTPS/MAPC coordination meeting on model development.  
February 9 and February 22, with Everett officials, consultants, and MassDOT on the proposed Everett Transportation Management Association  
February 10, with MassDOT and the MBTA on proposed Dedicated Bus Lanes.  
February 11, with the South Shore Subregion for updates on transportation in its region.  
February 11, with the MetroCommon Advisory Committee for updates on MAPC's regional land use plan.  
February 22, with City of Everett and MassDOT on proposed project in the TIP.

**Objectives for Next Month**

Continued coordination on goal areas as part of the next LRTP and Needs Assessment development.

Continue implementing new LRTP investment programs.

Continue supporting public outreach and updates on LRTP implementation.

Continue updating the Needs Assessment, particularly to address the resiliency of the transportation network and the ITHIM model.

Continue working on scenarios for the next LRTP development process, including coordination with the Big Ideas study.

Continue to coordinate with MAPC on MetroCommon and demographic development.

---

---

**Performance-Based Planning and Programming FFY21 (3.3 - 8821)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$109,870	
Total Labor Expended This Period:	\$7,336	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$43,886	( 40% of total budget )
Balance:	\$65,984	( 60% of total budget )

**Work Status**

Ongoing

**Progress**

Presented information on the Commonwealth of Massachusetts' 2021 roadway safety targets to the MPO board at the February 4 meeting.  
Responded to a public comment regarding the MPO's adopted roadway safety targets.  
Attend the February 18 MPO meeting.  
Worked with the Massachusetts Bay Transportation Authority, Cape Ann Transportation Authority, and the MetroWest Regional Transit Authority to draft materials pertaining to transit safety performance targets.  
Continued to explore the Conveyal destination access analysis application and meet with the Massachusetts Department of Transportation Office of Transportation Planning on issues and questions.  
Continued to support MPO scenario planning activities.  
Began updating the performance analysis chapter in the Transportation Improvement Program, including by analyzing data for programmed and candidate projects.  
Updated content on the MPO's Performance-based Planning and Programming web page.  
Developed specifications for updated crash and bridge data needed to update the performance dashboard; communicated these specifications to staff member responsible for maintaining these data.

**Products**

Memorandum describing calendar year 2021 roadway safety targets for the MPO board.  
Presentation on calendar year 2021 roadway safety targets for the MPO board.  
Updated content for the MPO's Performance-based Planning and Programming web page.  
Specifications for crash and bridge data required by the MPO's performance dashboard.

**Meetings**

February 4, presented roadway safety performance targets at the MPO meeting.  
February 4, met with MassDOT Office of Transportation Planning Staff to discuss use of the Conveyal destination access application and related issues and needs.  
February 18, attended the MPO meeting.  
February 22, met with MBTA staff to plan for an upcoming presentation on transit safety performance.

**Objectives for Next Month**

Develop materials describing transit safety performance targets, continue coordination with transit partners, and present targets to the MPO.

Continue gathering performance data and drafting the performance analysis chapter for the TIP.

Attend MPO meetings to support performance-based planning and programming work for the TIP.

Continue to explore the Conveyal destination access analysis application and meet with the Massachusetts Department of Transportation Office of Transportation Planning on issues and questions.

Support MPO scenario planning activities.

Update content on the MPO's Performance-based Planning and Programming web page.

---

---

**Regional Model Enhancement FFY21 (3.3 - 7121)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$927,370	
Total Labor Expended This Period:	\$46,038	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$346,448	( 37% of total budget )
Balance:	\$580,922	( 63% of total budget )

**Work Status**

Ongoing

**Progress**

Developed approach to utilize version control software solutions to manage model data files for new model platform.  
Identified transit path building issues by version of TransCAD and communicated status to Caliper.  
Completed model update conceptual design plan and prepared material for the CTPS TDM Steering Committee on February 24.  
Identified key tasks for research phase of model update.  
Continued debugging of logsum trip distribution macro.  
Continued work in detailed design of new mode choice component  
Identified issues with PnR lot capacity-sensitive transit assignment and communicated with Caliper  
Continued design of new vehicle availability model platform.  
Initiated functional design and prototyping of model datastore  
Continued work developing functional form of a roadway volume delay function.

**Products**

None.

**Meetings**

February 9, monthly coordination meeting with MAPC.  
February 10, communicated model and scenario planning approaches to RTAC subcommittee.  
February 24, TDM Steering Committee.

**Objectives for Next Month**

Prepare and support Model Usability workshop.  
Complete work on Logsum trip distribution, mode choice detailed design, and vehicle availability platform design.  
Initiate coding of mode choice component and vehicle availability platform.  
Initiate research into network scenario management, roadway updates from the road inventory file, truck model, time-of-day period definition and factors, and 2020 census block definitions.

---

---

**Research Next Generation Data and Tools FFY21 (3.3 - 7221)**

**Mgr: S. Andrews**

---

**Financial Status**

Total Project Budget:	\$57,790	
Total Labor Expended This Period:	\$2,773	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$8,387	( 15% of total budget )
Balance:	\$49,403	( 85% of total budget )

**Work Status**

Ongoing

**Progress**

Continued testing of MAPC's EMMA model.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue working through reproduction of MAPC EMMA scenarios.

---



---

**Transit Working Group Support FFY21 (3.3 - 8921)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$64,120	
Total Labor Expended This Period:	\$2,645	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$15,516	( 24% of total budget )
Balance:	\$48,604	( 76% of total budget )

**Work Status**

Ongoing

**Progress**

Researched potential speakers and agenda topics for the next transit working group meeting.  
Met with staff on future transit working group planning and meeting logistics.  
Explored creating a small-group discussion series on transit-related topics to complement larger transit working group meetings.  
Continued to monitor MBTA Forging Ahead activities and outcomes for potential impacts on future Transit Working Group meetings.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Finalize a summary of the November 12, 2020 Transit Working Group meeting proceedings.  
Finalize plans and host the next Transit Working Group meeting.  
Develop meeting communications and web content.  
Continue to monitor MBTA Forging Ahead activities and outcomes for potential impacts on future Transit Working Group meetings.  
Continue to conduct research and develop documents and resources to support Pilot Transit Working Group meetings, as needed.  
Host additional Transit Working Group discussion sessions, depending on meeting scheduling.  
Continue to conduct other long-term pilot planning, including identifying steps that may be involved in closing out the pilot and making recommendations for next steps to the MPO board.  
Begin to document progress and outcomes of the Transit Working Group pilot.

---

---

**Transportation Equity Program FFY21 (3.3 - 8521)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$140,100	
Total Labor Expended This Period:	\$11,777	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$56,517	( 40% of total budget )
Balance:	\$83,583	( 60% of total budget )

**Work Status**

Ongoing

**Progress**

Worked on a proposal to create an equity-related task force in order to increase engagement of equity populations in MPO processes.  
Worked on and updated existing and developing new equity criteria for the LRTP DI/DB analysis. Chose a clustering method to designate dense areas of essential services. Prepared origin and destination data for routing to calculate travel times within the MPO to essential services, healthcare, and universities.  
Wrote text for a StoryMap about the development of the MPO's DI/DB Policy.  
Worked on a winter edition of the Transportation Equity Newsletter.  
Worked on updating the MPO's Language Assistance Plan.

**Products**

None.

**Meetings**

February 2: Held MPO Equity Task Force Planning meeting with OTP, ODCR, MAPC, and advocates.

**Objectives for Next Month**

Continue developing an equity-related task force to increase engagement of equity populations in MPO processes.  
Support the studies Future of the Curb II and Central Business Districts II with regards to addressing and integrating equity concerns and outreach, and any other MPO-funded studies.  
Continue working on updating existing and developing new equity criteria for the LRTP.  
Work on updating the MPO's Language Assistance Plan.  
Create final ESRI StoryMap for the MPO's DI/DB Policy.  
Support scenario planning development for the Long-Range Transportation Plan.

---

---

**Transportation Improvement Program (TIP) FFY21 (3.3 - 8221)**

**Mgr: M. Genova**

---

**Financial Status**

Total Project Budget:	\$278,890	
Total Labor Expended This Period:	\$16,514	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$96,230	( 35% of total budget )
Balance:	\$182,660	( 65% of total budget )

**Work Status**

Ongoing

**Progress**

Attended TIP Readiness Day, and compiled project readiness and cost change information into TIP programming scenario table, in support of March MPO meetings.  
Continued FFYs 2022-26 TIP document development, including moving Appendix E through review process.  
Presented FFYs 2022-26 TIP funding picture and project cost change information to MPO.  
Presented FFYs 2022-26 TIP project readiness information to MPO.  
Continued outreach to all project proponents (current and prospective) about this year's TIP process, including how to participate in MPO meetings and submit comments in support of their projects.  
Began coordination meetings on LRTP finances chapter.

**Products**

Cost change summary table for projects in the FFYs 2021-25 TIP.  
Readiness scenario table for FFYs 2021-26.  
Revised FFYs 2022-26 TIP Appendix E.  
PowerPoint presentations for February 4 and 18 MPO meetings.  
Regular TIP update emails to all project proponents, including proponents of both currently programmed projects and new projects seeking funding.  
Inner Core Committee funding distribution table and chart.  
Packet of one-page descriptions for all currently programmed TIP projects.  
Packet of compiled public comments for February 18 MPO meeting.

**Meetings**

February 2, TIP check-in (Beverly).  
February 3, TIP check-ins (Somerville, Ipswich, and Brookline).  
February 3, Solomon Foundation.  
February 4 and 18, Boston Region MPO.  
February 5, TIP check-in (MBTA Advisory Board).  
February 10, TIP Readiness Day (MassDOT).  
February 10, TIP check-in (MBTA).  
February 11, TIP check-ins (MWRTA and Chelsea).  
February 12, TIP check-in (MBTA).  
February 18, TIP check-in (MassDOT OTP).  
February 19, TIP/CIP development process meeting (MassDOT and MBTA).  
February 22, MassDOT OTP agenda setting.  
February 26, TIP check-in (Somerville).

### **Objectives for Next Month**

Finalize project scores for FFYs 2022-26 TIP, including feedback from project proponent review, for presentation to the MPO on March 18.  
Present multiple rounds of programming scenarios for the FFYs 2022-26 TIP to the MPO.  
Continue FFYs 2022-26 TIP document development, including drafting Chapter 2, Appendix A, and beginning Chapter 3 project pages.  
Present updates on FFYs 2022-26 TIP process to RTAC.  
Continue outreach to all project proponents (current and prospective) about this year's TIP process, including how to participate in MPO meetings and submit comments in support of their projects.  
Continue to compile and share with the MPO all public comments received on the FFYs 2022-26 TIP.

---

---

**Unified Planning Work Program (UPWP) FFY21 (3.3 - 8321)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$127,480	
Total Labor Expended This Period:	\$13,616	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$39,470	( 31% of total budget )
Balance:	\$88,010	( 69% of total budget )

**Work Status**

Ongoing

**Progress**

Hosted UPWP Committee meeting on February 4, 2021.  
Hosted meeting to discuss the UPWP process and initial study concept submissions with CTPS managers and directors on February 5, 2021.  
Completed drafts of chapters 2 and 3 of the FFY 2022 UPWP.  
Created raw/rough draft FFY 2022 UPWP Universe of Proposed Studies.

**Products**

Agenda and supporting materials for March 4, 2021 UPWP committee meeting, including meeting summary for the February 4, 2021 UPWP committee meeting.  
Draft FFY 2022 UPWP chapter 2 and rough draft of chapter 3.  
Raw FFY 2022 UPWP Universe of Proposed Studies.

**Meetings**

February 4, 2021: UPWP Committee meeting.  
February 5, 2021: Hosted meeting to discuss the UPWP process and initial study concept submissions with CTPS managers and directors.  
February 26, 2021: Hosted meeting with MPO staff to brainstorm about UPWP study ideas and process proposed ideas.

**Objectives for Next Month**

Facilitate UPWP committee meeting on March 4, 2021.  
Schedule, produce materials for, and facilitate a second UPWP committee meeting in March, likely on March 25, 2021.  
Hold a meeting with CTPS managers and directors to discuss UPWP study proposals on March 8, 2021.  
Finalize the FFY 2022 UPWP Universe of Proposed Studies.  
Continue to develop chapters of the FFY 2022 UPWP as able.

---

---

**Access to Commercial Business Districts (CBD) Phase 2 (4.2 - 14370)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$75,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$0	( 0% of total budget )
Balance:	\$75,000	( 100% of total budget )

**Work Status**

Not begun.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY20 (4.2 - 13420)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$115,000	
Total Labor Expended This Period:	\$5,181	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$105,073	( 91% of total budget )
Balance:	\$9,927	( 9% of total budget )

**Work Status**

95% complete.

**Progress**

Developed short- and long-term improvement alternatives for the study corridor and at critical locations for Route 53 Corridor in Norwell.  
Finalized improvement conceptual plans and prospective roadway cross-sections for different sections in the study corridor.  
Prepared presentation slides for the final study advisory meeting to review the proposed improvements.  
Set up the final meeting with the study advisory members from Norwell and MassDOT on March 4, 2021.

**Products**

Draft PowerPoint presentation that summarizes proposed improvements for Route 53 in Norwell.

**Meetings**

None.

**Objectives for Next Month**

Conduct the final study meeting to review the proposed improvements with the study advisory members on March 4, 2021.  
Prepare the draft study report.  
Complete the internal and external reviews of the draft report.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

---

**Mgr: C. Wang**

**Financial Status**

Total Project Budget:	\$99,100	
Total Labor Expended This Period:	\$9,056	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$22,292	( 22% of total budget )
Balance:	\$76,808	( 78% of total budget )

**Work Status**

15% complete.

**Progress**

Set up a preliminary Synchro base network for the study corridor. The corridor covers Plain Street, Grove Street, Columbian Street in Braintree from Hancock Street to the Weymouth town line. The network includes all the major crossing streets in the corridor.

Prepared meeting materials and presentation slides for the Grove Street corridor study scoping meeting.

Conducted the corridor study scoping meeting with advisory members from Braintree and MassDOT on February 11, 2021.

Prepared the corridor user survey questionnaires.

Requested MassDOT assistance in collecting traffic and intersection turning movement counts for the study corridor.

**Products**

Overview the study corridor and summary of scoping meeting discussion items: Plain Street, Grove Street, and Columbian Street in Braintree.

**Meetings**

February 11, study scoping meeting for the Grove Street corridor in Braintree.

**Objectives for Next Month**

Review signal timing plans and previous transportation studies.

Set up Synchro models for the corridor capacity analyses and traffic simulations.

Conduct the corridor user survey on MPO and Town websites.

---



---

**All-Hazards Planning Application Update (4.2 - 13306)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$29,876	
Total Labor Expended This Period:	\$1,725	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,359	( 8% of total budget )
Balance:	\$27,517	( 92% of total budget )

**Work Status**

8% complete.

**Progress**

Completed Task #1. Final product is a written document titled “Inventory of the Application’s Capabilities and Limitations.”  
Started work on Task #2 and created a draft to document research findings.  
Implemented draft versions of All-Hazards application using ArcGIS Online (AGOL) incorporating tile server, ArcGIS Server web service, OGC WMS, and GeoJSON data sources.  
Determined that the Federal Highway Administration no longer classifies bridges as "functionally obsolete," and the classification no longer appears in the National Bridge Inventory starting with 2016.

**Products**

Task #1 completed: an “Inventory of the Application’s Capabilities and Limitations”  
Created draft versions of the All-Hazards web map.  
Refined list of mapping layers under consideration for the revised All-Hazards Planning application. The list will be regularly updated as the project evolves.

**Meetings**

Weekly check-in meetings with Ben Krepp (project team member) on February 3, 10, 17, and 24.

**Objectives for Next Month**

Continue research for Task #2 and finalize the list of feasible modifications to the application. Product of Task #2 is a memo of proposed changes to the All-Hazards Planning application and potential opportunities to link this work with state and regional projects.

Continue reaching out to MPO staff and State employees for the most up to date data layers for climate hazards and TIP projects.

Continue to refine All-Hazards web map with data from new data sources identified by project manager.

Incorporate updated sea-level rise data from MassGIS if it is released in March.

---

**Exploring Resilience in MPO-funded Corridor and Intersection Studies  
(4.2 - 13299)**

---

**Mgr: S. Asante**

**Financial Status**

Total Project Budget:	\$90,000	
Total Labor Expended This Period:	\$1,791	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$85,524	( 95% of total budget )
Balance:	\$4,476	( 5% of total budget )

**Work Status**

99% complete.

**Progress**

MPO staff prepared final draft report and PowerPoint presentation of the study results to the MPO board.

**Products**

Final draft report, February 2021.  
PowerPoint presentation for MPO meeting, February, 2021, draft

**Meetings**

None.

**Objectives for Next Month**

Present study results to the MPO board in April.

---

---

**Future of the Curb Phase 2 (4.2 - 14371)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$4,111	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$15,369	( 26% of total budget )
Balance:	\$44,631	( 74% of total budget )

**Work Status**

26% complete.

**Progress**

Scheduled and conducted interviews with planners and municipal officials from Arlington, Cambridge, Somerville, Chelsea, and Salem. Began processing interview notes into needs and strategies.

**Products**

None.

**Meetings**

February 4, interview with Arlington  
February 11, interview with Arlington  
February 10, interview with Cambridge  
February 12, interview with Somerville  
February 23, interview with Chelsea  
February 24, interview with Salem

**Objectives for Next Month**

Complete interviews with planners and municipal officials. Complete spreadsheet of needs and strategies.

---

---

**Improving Pedestrian Variables in the Travel Demand Model (4.2 - 13302)      Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$25,000	
Total Labor Expended This Period:	\$199	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,557	( 10% of total budget )
Balance:	\$22,443	( 90% of total budget )

**Work Status**

10%

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Update and analyze the existing PEV using the latest road inventory file.

---

---

**Informing the Big Ideas Behind Scenario Planning Process (4.2 - 13308)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$20,700	
Total Labor Expended This Period:	\$710	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,052	( 5% of total budget )
Balance:	\$19,648	( 95% of total budget )

**Work Status**

5% complete.

**Progress**

Completed reaching out to all potential stakeholder participants.  
Finalized focus group design.  
Created focus group presentation.  
Tested focus group design on team of CTPS staff.  
Booked focus group zoom sessions.  
Prepared Google Jamboards (interactive whiteboard) for each focus group.  
Started drafting text for the ArcGIS StoryMap.

**Products**

Focus group presentation.  
Google jamboards for focus groups.

**Meetings**

February 24, Test Big Ideas Focus Group.

**Objectives for Next Month**

Host the six focus groups with members of the public.  
Develop and host one or two youth focus groups.  
Continue to develop the support ArcGIS StoryMap.  
Analyze the qualitative data collected from the focus groups.

---

**Locations with High Bicycle and Pedestrian Crash Rates (4.2 - 13293)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$70,000	
Total Labor Expended This Period:	\$1,604	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$69,053	( 99% of total budget )
Balance:	\$947	( 1% of total budget )

**Work Status**

99% complete.

**Progress**

Responded to Lynn intersection memo client comments.  
Created diagram for proposed interim improvements to the Lynn intersection.  
Edited Appendix A: Selection of High Bicycle and Pedestrian Crash Rate Intersections.  
Sent Chelsea intersection memo to MassDOT for approval.  
Sent Malden intersection memo to MassDOT for approval.  
Sent Lynn intersection memo to MassDOT for approval.

**Products**

Appendix A: Selection of High Bicycle and Pedestrian Crash Rate Intersections.  
Chelsea intersection memo for MassDOT approval.  
Lynn intersection memo for MassDOT approval.  
Malden intersection memo for MassDOT approval.

**Meetings**

None.

**Objectives for Next Month**

Address MassDOT comments for the Chelsea memo.  
Address MassDOT comments for the Malden memo.  
Finalize all three intersection memos.  
Present project to the Boston Region MPO Board.

---

---

**Mapping Major Trans Infrastructure Projects (4.2 - 13307)**

**Mgr: K. Dumas**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$5,490	( 27% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$10,963	( 55% of total budget )
Balance:	\$9,037	( 45% of total budget )

**Work Status**

50% complete.

**Progress**

Implemented first working version of the historical transportation web application.

**Products**

Working version of historical transportation map web application.

**Meetings**

February 5, 12, 29, and 26, meetings to discuss project progress.

**Objectives for Next Month**

Incorporate second CSV file of historical information into the application. Investigate and prototype, if possible, an autoplay feature for the application.

---



---

**Priority Corridors from LRTP Needs Assessment FY20 (4.2 - 13520)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$120,000	
Total Labor Expended This Period:	\$2,598	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$107,847	( 90% of total budget )
Balance:	\$12,153	( 10% of total budget )

**Work Status**

90% complete

**Progress**

MPO staff addressed feedback and continued drafting the study report.

**Products**

Presentation to study's advisory task force, January 27, 2021, final.  
Additional improvement concepts addressing pedestrian and bicyclist accommodation, January 29, 2021, draft.

**Meetings**

None

**Objectives for Next Month**

Draft study report and submit it for internal and external reviews.

---

---

**Priority Corridors from LRTP Needs Assessment FY21 (4.2 - 13521)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$110,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,722	( 2% of total budget )
Balance:	\$108,278	( 98% of total budget )

**Work Status**

2% complete.

**Progress**

MPO staff continued working on the data collection efforts including gathering crash data, historical traffic data, and new traffic data request.

**Products**

Historic traffic data for adjusting new traffic data

**Meetings**

None

**Objectives for Next Month**

Request for traffic data, assemble crash data for analysis, and meet with study advisory task force.

---

---

**Regional Travel Demand Management (RTDM) Strategies (4.2 - 13303)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$10,000	
Total Labor Expended This Period:	\$1,387	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,758	( 28% of total budget )
Balance:	\$7,242	( 72% of total budget )

**Work Status**

40% complete.

**Progress**

Held first TDM forum on February 18, 2021.  
Began to plan for future TDM forums and potential permanent coordination structures.

**Products**

Promotional materials for TDM forum.  
Video recording of TDM forum.

**Meetings**

February 8, TDM Forums Dry Run with speakers and MAPC staff.  
February 17, TDM Forum check-in.  
February 18, TDM Forum.  
February 19, TDM Forum debrief with CTPS and MAPC staff.

**Objectives for Next Month**

Continue to debrief first TDM forum with CTPS and MAPC staff.  
Plan for second TDM forum, including recruiting speakers.  
Hold TDM discussions as part of the Pilot Transit Working Group small-group discussion initiative.

---

---

**Safety & Oper Analyses at Selected Int's: FFY20 (4.2 - 13720)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$80,000	
Total Labor Expended This Period:	\$1,708	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$73,165	( 91% of total budget )
Balance:	\$6,835	( 9% of total budget )

**Work Status**

95% complete.

**Progress**

Completed the study draft report for the intersections of Adams Street at Furnace Brook Parkway and Common Street in Quincy.  
Conducted a ZOOM meeting to review the findings and proposed improvements for the study intersections in Quincy.  
The draft report is currently under review by the City and MassDOT.

**Products**

Draft Technical Memorandum: Safety and Operations at Selected Intersections FFY 2020 - Adams Street at Furnace Brook Parkway and Common Street in Quincy, February 25, 2021.

**Meetings**

Review the study findings and proposed improvements for the intersections of Adams Street at Furnace Brook Parkway and Common Street in Quincy, ZOOM Meeting, February 18, 2021.

**Objectives for Next Month**

Finalize the technical memorandum for the study intersections in Quincy.  
Submit the study for MPO approval.

---

---

**TIP Before-and-After Studies FFY20 (4.2 - 13294)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$532	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$49,759	( 83% of total budget )
Balance:	\$10,241	( 17% of total budget )

**Work Status**

80% complete.

**Progress**

Began processing and analyzing "After" conditions. Other priorities prevented completion of analysis.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete "After" conditions analyses and draft memorandum.

---

---

**Trip Generation Rate Research (4.2 - 13304)**

**Mgr: D. Joshi**

---

**Financial Status**

Total Project Budget:	\$45,000	
Total Labor Expended This Period:	\$149	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,363	( 7% of total budget )
Balance:	\$41,637	( 93% of total budget )

**Work Status**

7% complete.

**Progress**

Continued coordination with team on ongoing ITE effort.

**Products**

None.

**Meetings**

February 25, project coordination meeting with team.

**Objectives for Next Month**

Continue coordination with the team on ongoing ITE effort.  
Initiate work on landuse type update.

---

---

**Bicycle and Pedestrian Support Activities FFY21 (4.3 - 2521)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$77,420	
Total Labor Expended This Period:	\$8,471	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$41,741	( 54% of total budget )
Balance:	\$35,679	( 46% of total budget )

**Work Status**

Ongoing

**Progress**

Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

Regional analysis of intersections with high bicycle and pedestrian crashes summary.

**Meetings**

February 1, attended the AAA webinar titled "Tread Carefully: the Alarming Rise in Pedestrian Deaths".  
February 17, met with the co-chair of the Town of Concord's Bruce Freeman Rail Trail Advisory Committee to discuss bicycle and pedestrian counting.  
February 26, met internally with CTPS staff to discuss potential 2022 UPWP projects.

**Objectives for Next Month**

Meet to discuss Integrated Transport and Health Impact Model (ITHIM) results.  
Continue to explore the Conveyal transportation analysis tool.  
Attend meetings and webinars related to transportation planning for people who walk and bike.  
Continue learning about best practices for people walking and bicycling.  
Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

---

---

**Community Transportation Technical Assistance FFY21 (4.3 - 2421)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$69,190	
Total Labor Expended This Period:	\$1,699	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,980	( 6% of total budget )
Balance:	\$65,210	( 94% of total budget )

**Work Status**

Ongoing

**Progress**

Researched area associated with possible Salem CTTA request for upcoming meeting in March.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Prepare a work description for Salem technical assistance.

---



---

**Regional Transit Service Planning Tech Support FFY21 (4.3 - 4121)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$55,360	
Total Labor Expended This Period:	\$380	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,258	( 4% of total budget )
Balance:	\$53,102	( 96% of total budget )

**Work Status**

Ongoing

**Progress**

Scheduled meetings in early March with Malden Redevelopment Authority and Allston Brighton TMA to discuss possible options for technical support.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Meet with Malden Redevelopment Authority and Allston Brighton TMA.

Continue outreach to transit service providers.

Evaluate any applications for support.

---

---

**Roadway Safety Audits FFY21 (4.3 - 2321)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$7,740	
Total Labor Expended This Period:	\$725	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,658	( 21% of total budget )
Balance:	\$6,082	( 79% of total budget )

**Work Status**

Ongoing

**Progress**

Participated in a virtual RSA on February 2 in Rockland.

**Products**

None.

**Meetings**

February 2 RSA for Rockland.

**Objectives for Next Month**

Participate in Road Safety Audits in the MPO Region.

---

---

**Traffic Data Support FFY21 (4.3 - 2721)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$18,180	
Total Labor Expended This Period:	\$672	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$4,108	( 23% of total budget )
Balance:	\$14,072	( 77% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to growth rate requests.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to traffic related data requests to the MPO.

---

---

**Transit Data Support FFY21 (4.3 - 4221)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$13,730	
Total Labor Expended This Period:	\$1,268	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,063	( 37% of total budget )
Balance:	\$8,667	( 63% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to requests for data and technical support for data collection.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Respond to requests for data.

---

---

**Computer Resource Management FFY21 (6.0 - 6021)**

**Mgr: G. Weaver**

---

**Financial Status**

Total Project Budget:	\$335,040	
Total Labor Expended This Period:	\$23,393	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$120,925	( 36% of total budget )
Balance:	\$214,115	( 64% of total budget )

**Work Status**

Ongoing

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Had the HVAC in the server room serviced for annual maintenance. Set up a PC for a user to use remotely. Updated the equipment list to keep up to date for insurance. Created a VM for VMware Horizons testing. Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches. Ensured agency would be unaffected by a change in the issuance of security certificates by cloud computing provider. Installed Apache Tomcat and Railo on new application server and copied editorial submission form and other Railo applications. Removed vestigial files in subdirectories of Tomcat installation directory that had been copied over from the previous server. Configured default GIS profile information for new users of server. Configure new application server VM and copy all data to the server and set permissions on the folders. Test VMware Horizons on a test VM server. Fix a Remote desktop licensing issue on the new application server VM.

Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Managed printers and plotters. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution. Submitted and updated property removal forms. Continued Measuring and take count of filing cabinets in the office. Created Offboarding document, and IT needs forms for groups. Updated IT documentation. Started putting together the FY22 Computer Resources budget including researching pricing and potential new hardware, software, and subscription services.

**Products**

New, configured application server.

**Meetings**

February 4, 17, and 22, with TPX, to discuss phone, internet, and IT services.

February 12, with Check Point and Intrasystems to discuss changes to Check Point software.

February 17, and 19, with Workspot, Google, and Carasoft, to discuss workstations in the cloud.

**Objectives for Next Month**

Finish setting up the Lindalino2 replacement server and go live with the new server on March 11.

Continue updating IT documentation.

Continue gathering information for the FY22 Computer Resources budget.

---

---

**Data Resources Management FFY21 (6.0 - 5021)**

**Mgr: D. Knudsen**

---

**Financial Status**

Total Project Budget:	\$268,100	
Total Labor Expended This Period:	\$19,533	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$93,482	( 35% of total budget )
Balance:	\$174,618	( 65% of total budget )

**Work Status**

Ongoing

**Progress**

Updated the CTPS copies of MassGIS data based on updates released from MassGIS. Reviewed geographic data layers from 2020 census. Worked on renewing data access agreement with the Registry of Motor Vehicles to support future access to vehicle registration data. Extended temporal coverage of congestion scan generator through January 31, 2021. Researched structure of bridge data released by the Federal Highway Administration as the National Bridge Inventory, and bridge data stored in agency database, in preparation for the use of this data in down-stream projects. Provided projected annual traffic growth rates in Foxborough, Sharon, Malden, Newton, and Weymouth to two consulting firms. Participated in monthly INRIX/MassDOT/CTPS videoconfernece; continued to articulate our concern about the need to conflate INRIX data with the Road Inventory. Supported staff needing to connect to the PostgreSQL enterprise database. Created accounts in organizational account for cloud GIS services for Graphics group and member of Certification Activities group. Patched operating system and updated content management system on MPO website server. Renewed "reserved instance" pricing from cloud services provider of server. Synchronized development web server with live MPO website server. Corrected configuration of Internet map server, GeoServer, so its catalog of published map services can be used by web mapping software, e.g., ArcGIS Online. Continued effort to move staff intranet website to a location accessible from outside the agency firewall. Continued preparing to migrate website to newer version of CMS software, Drupal. Prepared Drupal 9.1.4 testbed.

**Products**

Updated agency reference GIS layers.  
Projected annual traffic growth rates in five municipalities.  
Updated prototype congestion scan generator.  
Patched and updated MPO website server.  
Reconfigured GeoServer.

**Meetings**

February 2, 10, and 26, internal group meetings.  
February 17, montly INRIX/MassDOT/CTPS coordination meeting.

**Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available.  
Extend temporal coverage of congestion scan generator through February 28, 2021.  
Participate in March, 2021 INRIX/MassDOT/CTPS coordination meeting.  
Obtain and install INRIX map release 21.1 spatial data, if it is released before the end of March.  
Obtain and install updated sea-level rise data from MassGIS, if it is released before the end of March.

---



---

**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY21 (6.0 - 1021)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$83,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$22,431	( 27% of budgeted direct costs )
Amount Expended to Date:	\$25,512	( 31% of total budget )
Balance:	\$57,988	( 69% of total budget )

**Work Status**

Ongoing

**Progress**

Expenses were incurred for the Association of Metropolitan Planning Organization (AMPO) annual dues.  
Expenses were also incurred for staff to attend the TRB annual conference and various professional development webinars.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**3C Planning and MPO Support FFY21 (3.2 - 9021)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$533,170	
Total Labor Expended This Period:	\$50,052	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$285,762	( 54% of total budget )
Balance:	\$247,408	( 46% of total budget )

**Work Status**

Ongoing

**Progress**

- Planned, organized, and held three virtual MPO meetings.
- Planned, organized, and held one virtual Advisory Council meeting and one Advisory Council 3C Documents Committee meeting.
- Planned, organized, and provided communications support to one ICC Transportation Discussion.
- Developed website text updates, social media content, blog posts, and MailChimp messages.
- Organized and drafted responses to press inquiries and public comments.
- Provided outreach and communications support to Pilot Transit Working Group meeting.
- Provided outreach and communications support to the Big Ideas study team.
- Provided outreach and communications support for the MPO Elections Survey.
- Provided outreach and communications support to Low-Cost Bottlenecks study team.
- Provided outreach and communications support to Braintree Grove Street corridor study team.
- Provided communications support to Pedestrian Environment Variable study team.
- Attended one MAPC subregional coordinators meeting.
- Met with MAPC community engagement staff regarding compensation for possible Equity Task Force members.
- Attended MAPC Regional Immigrant Entrepreneur Storytelling Project virtual panel discussion.
- Attended two MAPC Subregional Group Meetings.
- Attended virtual event on storytelling hosted by America Walks.
- Met with Plain Language Working Group regarding Public Outreach Plan update and other initiatives.
- Met with MBTA staff regarding AFC 2.0 outreach support.
- Organized translations for the TIP Criteria Guidebook in Spanish, Simplified Chinese, Traditional Chinese, Haitian, Brazilian Portuguese, and Vietnamese.
- Coordinated translations for communications text in Vietnamese.
- Facilitated monthly meeting with Livable Streets Alliance.
- Presented at the Blue Hills Regional Coordinating Council Monthly Meeting.
- Attended demonstration on Qualtrics survey application.

**Products**

Agendas, minutes, and presentation materials for MPO and Advisory Council meetings.  
9 MailChimp messages regarding TIP Amendment Three, MPO and Advisory Council agendas, Transit Working Group, Grove Street Corridor Survey.  
March and April MAPC Matters MPO Corner submissions.  
Press release regarding Braintree Grove Street Corridor Survey.  
16 Tweets 3 Instagram posts, 6 Facebook posts.  
1 Braintree Grove Street Corridor Survey with translations into six additional languages.  
1 Pilot Working Group Post-Event Survey.  
1 Big Ideas Focus Group Evaluation Survey.

## **Meetings**

March 1, Communications and Outreach Monthly Meeting.  
March 2, MAGIC Subregional Group Meeting on Age-Friendly Housing and Transportation.  
March 2, Transportation Managers Group Meeting.  
March 2, Low-Cost Bottlenecks Study Meeting.  
March 3, MAPC Future of Work Virtual Event.  
March 3, Livable Streets Alliance Monthly Meeting.  
March 4, 18, and 25, Boston Region MPO Meeting.  
March 4, Compensation for Equity Task Force Meeting.  
March 10, Blue Hills Regional Coordinating Council Meeting.  
March 10, Regional Transportation Advisory Council Meeting.  
March 17, America Walks Storytelling Webinar.  
March 22, MAPC Subregional Coordinators Meeting.  
March 24, MBTA AFC 2.0 Outreach Meeting.  
March 26, Plain Language Working Group.

## **Objectives for Next Month**

Continue to plan regularly scheduled MPO, MPO Committee, Advisory Council meetings.  
Continue to plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program and technical projects as needed.  
Continue to draft a new Public Outreach Plan (POP) and POP Guidebook that incorporates virtual meeting guidelines and virtual public engagement processes.  
Continue to produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed.  
Continue to produce monthly and quarterly updates for MAPC Matters, MPO mailing list, and TE subscribers.  
Continue to produce weekly Outreach and Communications email updates for MPO staff.  
Continue to process public input and communicate information back to the board.  
Continue to respond to press inquiries as needed.  
Continue to work with Editorial to make progress on the draft External Communications Style Guide.  
Plan, organize, and hold Outreach and Communications Introductory session with the TAD group.  
Continue to provide outreach and communications support to Future of the Curb and Access to CBDs study teams.  
Continue to support the Informing the Big Ideas for the MPO's Scenario Planning focus groups.  
Continue to support the Equity Task Force.  
Continue to enhance the internal Stakeholder Database.  
Facilitate monthly meetings with Livable Streets Alliance on Transportation Modeling and other MPO Activities.  
Plan a virtual event on the history of the MBTA Map with CTPS' expert cartographer and designer of the MBTA map.  
Draft a new Inner Core Committee Subregional Needs Assessment.

---

**MPO General Graphics FFY21 (3.2 - 9221)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$95,290	
Total Labor Expended This Period:	\$8,593	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$37,515	( 39% of total budget )
Balance:	\$57,775	( 61% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS as needed.

---

---

**Professional Development FFY21 (3.2 - 9521)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$52,720	
Total Labor Expended This Period:	\$645	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$10,166	( 19% of total budget )
Balance:	\$42,554	( 81% of total budget )

**Work Status**

Ongoing

**Progress**

Staff attended webinars for EPA Air Quality, MIT Mobility Initiatives and TRB Transportation Impact in High Risk Area.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$10,566	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$47,537	( 43% of total budget )
Balance:	\$62,503	( 57% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.  
Created templates and updated instructions for redesigned standard agency email signature.  
Reviewed proposed questions for a staff survey on templates.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.

**Meetings**

March 17, 2021, Template committee meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.

---

---

**Air Quality Conformity Determination and Support FFY21 (3.3 - 8421)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$54,690	
Total Labor Expended This Period:	\$4,660	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$24,247	( 44% of total budget )
Balance:	\$30,443	( 56% of total budget )

**Work Status**

Ongoing

**Progress**

- Continued running updated MOVES 3 factors with new inputs.
- Started running MOVES for idle emission factors.
- Started to train staff to process MOVES outputs.
- Continued coordination with MassDOT and the MA Department of Environmental Protection on emission factor inputs for multiple model years.
- Coordination with consultants on MOVES emission factors.

**Products**

Draft documentation for running idle emission factors.

**Meetings**

- March 15, with MassDOT on MOVES emission factors.
- March 15, with MAPC and Colorado officials on the MPO's process for calculating carbon dioxide emissions of projects.
- March 23, with FHWA Resource Center on idle emission factors.
- March 31, with MassDOT on air quality calculations for the Allston Interchange project.

**Objectives for Next Month**

- Continue to run MOVES 3 for emission factors for all required years for Eastern and Western Massachusetts.
  - Run idle emission factors for project calculations.
  - Continue to train staff on the MOVES model.
  - Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.
  - Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.
  - Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.
-

---

**Congestion Management Process FFY21 (3.3 - 2121)**

**Mgr: R. Hicks**

---

**Financial Status**

Total Project Budget:	\$118,240	
Total Labor Expended This Period:	\$7,562	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$49,196	( 42% of total budget )
Balance:	\$69,044	( 58% of total budget )

**Work Status**

Ongoing

**Progress**

Posted the Park-and-Ride Dashboard to the MPO website.  
Made edits to the CMP website for the park-and-ride memorandum and dashboard postings.  
Created an outline of the upcoming congestion report.  
Presented the park-and-ride dashboard at the Transit Working Group meeting on Friday, March 19th.  
Continued to work on the MBTA Bicycle Parking memorandum.

**Products**

Posted version of the Park-and-Ride Memorandum.  
Posted version of the Park-and-Ride dashboard.

**Meetings**

None.

**Objectives for Next Month**

Continue to work on the state of congestion study.  
Finish the MBTA bicycle parking memorandum.

---



---

**Freight Planning Support FFY21 (3.3 - 2221)**

**Mgr: W. Kuttner**

---

**Financial Status**

Total Project Budget:	\$83,340	
Total Labor Expended This Period:	\$13,908	( 17% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$47,696	( 57% of total budget )
Balance:	\$35,644	( 43% of total budget )

**Work Status**

Ongoing

**Progress**

Prepared draft hazardous cargo findings.  
Collected supplemental hazardous cargo and other truck traffic data.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete technical memorandum.

---

---

**Long-Range Transportation Plan (LRTP) FFY21 (3.3 - 8021)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$276,120	
Total Labor Expended This Period:	\$11,954	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$94,895	( 34% of total budget )
Balance:	\$181,225	( 66% of total budget )

**Work Status**

Ongoing

**Progress**

Continued coordination of work for the next LRTP and Needs Assessment to be adopted in 2023:  
Coordination on naming the next LRTP  
Coordination with Certification Activities staff on planning for the update of the six goal areas in the Needs Assessment  
Continued to review and discuss potential changes to the LRTP webpage for presenting information to the public throughout the LRTP development process. Also, continued to review and discuss the Needs Assessment application for presenting the report and data online.  
Continued work and discussions on the Big Ideas study, travel demand model, and other tools to prepare for scenario planning for the next LRTP.  
Continued work on climate resiliency activities in the MPO region to integrate into the next LRTP Needs Assessment and other MPO planning activities.  
Continued work on implementation of the LRTP including coordination with the UPWP and TIP.  
Communication with Board members, other Massachusetts MPO agency staff, and members of the public on LRTP implementation.  
Coordination with MAPC on MetroCommon and demographics development.

**Products**

None.

**Meetings**

March 11, with the South Shore Subregion for updates on transportation in its region.  
March 16, Resiliency coordination meeting with CTPS staff.  
March 19, CTPS/MAPC coordination meeting on the ITHIM model.  
March 24 and March 20, Focus Group meetings on scenarios for the next LRTP.

**Objectives for Next Month**

Continue coordination on goal areas as part of the next LRTP and Needs Assessment development.  
Continue implementing new LRTP investment programs.  
Continue supporting public outreach and updates on LRTP implementation.  
Continue to review and discuss potential changes to the LRTP webpage for presenting information to the public throughout the LRTP development process. Also, continue to review and discuss the Needs Assessment application for presenting the report and data online.  
Continue updating the Needs Assessment, particularly to address the resiliency of the transportation network and the ITHIM model.  
Continue working on scenarios for the next LRTP development process, including coordination with the Big Ideas study.  
Continue to coordinate with MAPC on MetroCommon and demographic development.

---

---

**Performance-Based Planning and Programming FFY21 (3.3 - 8821)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$109,870	
Total Labor Expended This Period:	\$8,722	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$52,608	( 48% of total budget )
Balance:	\$57,262	( 52% of total budget )

**Work Status**

Ongoing

**Progress**

Continue to prepare materials and meet with Massachusetts Bay Transportation Authority (MBTA) and regional transit authority (RTA) partners in support of a future presentation to the MPO on transit safety performance targets.  
Attend MPO meetings to support performance-based planning and programming work for the Transportation Improvement Program (TIP).  
Gathered performance data and developed a performance measures-oriented scenario for the upcoming TIP to support MPO discussions.  
Reviewed first draft of updated bridge data for the performance dashboard.

**Products**

First draft of updated bridge data for the performance dashboard.  
Materials describing a performance measures-oriented scenario for the upcoming TIP.

**Meetings**

March 2, attended the Transportation Managers Group meeting.  
March 4, 18, and March 25, attended the MPO meeting.  
March 17, attended the Massachusetts Department of Transportation Capital Programs Committee meeting.  
March 26, met with the Regional Transportation Advisory Council chair to discuss a potential presentation on Massachusetts Strategic Highway Safety Plan.  
March 30, met with MetroWest Regional Transit Authority (MWRTA) staff to discuss content for a transit safety targets memorandum.

**Objectives for Next Month**

Finalize materials describing transit safety performance targets, continue coordination with transit partners, and present targets to the MPO.

Draft the performance analysis chapter for the TIP.

Attend MPO meetings to support performance-based planning and programming work for the TIP.

Attend a training about MassDOT's IMPACT dashboard modules.

Continue to explore the Conveyal destination access analysis application and meet with the Massachusetts Department of Transportation Office of Transportation Planning on issues and questions.

Obtain the final version of updated bridge data for the performance dashboard.

Support MPO scenario planning activities.

Update content on the MPO's Performance-based Planning and Programming web page.

---

---

**Regional Model Enhancement FFY21 (3.3 - 7121)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$927,370	
Total Labor Expended This Period:	\$60,578	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$407,026	( 44% of total budget )
Balance:	\$520,344	( 56% of total budget )

**Work Status**

Ongoing

**Progress**

Initiated work on model validation plan.  
Model usability workshop on March 30.  
Developed work plan for researching truck model structures.  
Completed testing of logsum trip distribution prototype.  
Completed development of new mode choice component detailed design and initiated code development.  
Completed development of new vehicle availability model platform and initiated code development.  
Conducted review of 2020 census block definitions and alignment with existing zone boundaries.  
Finalized functional form of a roadway volume delay function and developed test scenario.  
Continued prototyping of model data explorer in R and Python software platforms.  
Confirmed correct operation of transit path building and PnR lot capacity-constrained assignment with latest version of TransCAD.  
Developed new naming convention for model versions and initiated restructure plan for model archives.

**Products**

None.

**Meetings**

March 2, monthly coordination meeting with MAPC.  
March 16, model users group meeting  
March 30, model usability workshop

**Objectives for Next Month**

Prepare and support Model Functionality workshop, Model Steering Committee meeting, and MPO Board presentation on model roadmap.  
Complete work coding mode choice component, vehicle availability component.  
Complete prototype evaluation of transit parking constraint.  
Continue research into network scenario management, land use categories, roadway updates from the road inventory file, truck model, time-of-day period definition and factors

---

**Research Next Generation Data and Tools FFY21 (3.3 - 7221)**

**Mgr: S. Andrews**

---

**Financial Status**

Total Project Budget:	\$57,790	
Total Labor Expended This Period:	\$1,303	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,690	( 17% of total budget )
Balance:	\$48,100	( 83% of total budget )

**Work Status**

Ongoing

**Progress**

Completed full run of MAPC's EMMA model.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Develop test plan for further evaluation of the MAPC EMMA model.

---

---

**Transit Working Group Support FFY21 (3.3 - 8921)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$64,120	
Total Labor Expended This Period:	\$9,565	( 15% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$25,081	( 39% of total budget )
Balance:	\$39,039	( 61% of total budget )

**Work Status**

Ongoing

**Progress**

Finalized a summary of the November 12, 2020 Transit Working Group meeting proceedings.  
Finalized plans for and hosted the fourth Transit Working Group meeting.  
Develop Transit Working Group meeting communications and web content.  
Began to plan a small-group chat series about transit topics to complement larger transit working group meetings.  
Continued to conduct research and develop documents and resources to support Pilot Transit Working Group meetings and other discussions.  
Updated list of Transit Working Group contacts.

**Products**

Summary of the November 12, 2020 Transit Working Group meeting proceedings.  
Communications and web updates to support the fourth Transit Working Group meeting.  
MPO presentation materials for the fourth Transit Working Group meeting.

**Meetings**

March 1 and 17, met with MBTA regional rail representatives to discuss a presentation for the fourth Transit Working Group meeting.  
March 19, held the fourth Transit Working Group meeting.

**Objectives for Next Month**

Continue to plan small-group transit chats and host chat sessions. Develop communications to support these sessions.  
Begin to summarize proceedings from the fourth (March 19, 2021) Transit Working Group meeting.  
Update the Transit Working Group web page.  
Continue to conduct research and develop documents and resources to support Pilot Transit Working Group meetings, as needed.  
Continue to conduct other long-term pilot planning, including identifying steps that may be involved in closing out the pilot and making recommendations for next steps to the MPO board.  
Begin to document progress and outcomes of the Transit Working Group pilot.  
Maintain and update Transit Working Group contact lists.

---



---

**Transportation Equity Program FFY21 (3.3 - 8521)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$140,100	
Total Labor Expended This Period:	\$11,336	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$67,852	( 48% of total budget )
Balance:	\$72,248	( 52% of total budget )

**Work Status**

Ongoing

**Progress**

Worked on and updated existing and developing new equity criteria for the Long-Range Transportation Plan (LRTP) disparate impact and disproportionate burden analysis. Tested routing methodology for transit in Conveyal online platform.  
Worked on a StoryMap about the development of the MPO's DI/DB Policy.  
Worked on editing and creating demographic maps for a new Language Assistance Plan.  
Worked on Title VI analysis of the distribution of funding for transit projects in the TIP (target and non-target funded).  
Worked on developing new approach to providing communication services to people with hearing difficulties (replacing TTY).  
Continued testing the use of ITHIM to determine it's possible use during scenario planning for the LRTP.  
Assisted with facilitating focus groups for the MPO's Big Ideas study.

**Products**

None.

**Meetings**

March 10: Attended Blue Hills Regional Coordinating Council meeting.  
March 19: Met with MAPC staff to discuss testing scenarios in ITHIM.

**Objectives for Next Month**

Continue developing an equity-related task force to increase engagement of equity populations in MPO processes.  
Support the studies Future of the Curb II and Central Business Districts II with regards to addressing and integrating equity concerns and outreach, and any other MPO-funded studies.  
Continue updating the MPO's Language Assistance Plan.  
Create final ESRI StoryMap for the MPO's DI/DB Policy.  
Continue working on the Title VI analysis on the distribution of funding to transit projects in the TIP (target- and non-target funded)  
Support scenario planning development for the Long-Range Transportation Plan.

---

---

**Transportation Improvement Program (TIP) FFY21 (3.3 - 8221)**

**Mgr: M. Genova**

---

**Financial Status**

Total Project Budget:	\$278,890	
Total Labor Expended This Period:	\$20,269	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$116,499	( 42% of total budget )
Balance:	\$162,391	( 58% of total budget )

**Work Status**

Ongoing

**Progress**

Finalized project scores for FFYs 2022-26 TIP, including feedback from project proponent review, and presented them to the MPO on March 18.

Presented multiple rounds of programming scenarios for the FFYs 2022-26 TIP to the MPO.

Continued FFYs 2022-26 TIP document development, including: finalizing Chapter 1, Appendix E, and Appendix F; reviewing Chapter 5; and drafting portions of Appendix A and Chapter 3.

Presented updates on FFYs 2022-26 TIP process to RTAC.

Continued outreach to all project proponents (current and prospective) about this year's TIP process, including how to participate in MPO meetings and submit comments in support of their projects.

Continued to compile and share with the MPO all public comments received on the FFYs 2022-26 TIP, including cataloging and responding to nearly 400 written comments.

Compiled materials for FFYs 2021-25 TIP Amendments 3 and 4, for presentation to the MPO and release for public review.

**Products**

Updated TIP scenario tables for March 4, 18, and 25 MPO meetings.

Descriptive handout for discussion of illustrative scenarios at March 18 MPO meeting.

PowerPoint presentations for March 4, 18, and 25 MPO meetings.

PowerPoint presentation for March 10 RTAC meeting.

Regular TIP update emails to all project proponents, including proponents of both currently programmed projects and new projects seeking funding.

Packet of one-page descriptions and project scoring summary tables for all TIP projects under consideration for funding.

Packet of compiled public comments for March 4, 18, and 25 MPO meetings.

Materials for FFYs 2021-25 TIP Amendments 3 and 4.

**Meetings**

March 2, TIP check-ins (Boston and Lynn).  
March 3, TIP check-in (Everett).  
March 3, LivableStreets Alliance.  
March 4, 18, and 25, Boston Region MPO.  
March 8, 15, and 29, MassDOT OTP agenda setting.  
March 10, RTAC.  
March 18, planning for Big Ideas study (Brooke Charter School).  
March 19, Transit Working Group.  
March 24, TIP check-in (Somerville).  
March 31, MWRTA TIP amendment (MAPC).  
March 31, TIP check-in (MassDOT OTP).

### **Objectives for Next Month**

Finalize project selection with MPO, including the development of a final draft programming scenario.  
Continue FFYs 2022-26 TIP document development, including the Executive Summary, Appendix A, and Chapters 2 and 3. Review work by other staff to develop Appendices B, C, and D, and Chapters 4 and 6.  
Continue outreach to all project proponents (current and prospective) about this year's TIP process, including how to participate in MPO meetings and submit comments in support of their projects.  
Continue to compile and share with the MPO all public comments received on the FFYs 2022-26 TIP.  
Draft materials for FFYs 2021-25 TIP Amendment 5, to be released for public review.

---

---

**Unified Planning Work Program (UPWP) FFY21 (3.3 - 8321)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$127,480	
Total Labor Expended This Period:	\$15,823	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$55,293	( 43% of total budget )
Balance:	\$72,187	( 57% of total budget )

**Work Status**

Ongoing

**Progress**

Facilitated UPWP committee meetings on March 4, 2021 and March 25, 2021.  
Held a meeting with CTPS managers and directors to discuss UPWP study proposals on March 8, 2021.  
Presented to the Regional Transportation Advisory Council on March 10, 2021 and to its 3C Documents Committee on March 24, 2021.  
Finalized the FFY 2022 UPWP Universe of Proposed Studies.  
Continue to develop chapters of the FFY 2022 UPWP.

**Products**

Agendas for March 4, 2021 and March 25, 2021 UPWP Committee meetings.  
Meeting Summary of March 4, 2021 UPWP Committee meeting.  
FFY 2022 UPWP Universe of Proposed Studies.  
Drafts of various UPWP chapters, including chapters 3, 6, and 7.

**Meetings**

March 4, UPWP Committee meeting.  
March 8, internal staff meeting to finalize Universe of Proposed Studies.  
March 10, RTAC meeting.  
March 19, MPO Pilot Transit Working Group meeting.  
March 24, UPWP Committee meeting.  
March 25, UPWP Committee meeting.

**Objectives for Next Month**

Create materials for and facilitate UPWP Committee meeting on April 8, and possibly a second April meeting.  
Continue progress on UPWP document elements.  
Develop list of studies for funding in FFY 2022.

---

---

**Access to Commercial Business Districts (CBD) Phase 2 (4.2 - 14370)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$75,000	
Total Labor Expended This Period:	\$857	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$857	( 1% of total budget )
Balance:	\$74,143	( 99% of total budget )

**Work Status**

1% complete.

**Progress**

Met with economic development and transportation planners from Metropolitan Area Planning Council (MAPC) to discuss collaboration on project.

**Products**

None.

**Meetings**

March 26, meeting with planners at MAPC.

**Objectives for Next Month**

Begin literature review and begin outreach planning process.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY20 (4.2 - 13420)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$115,000	
Total Labor Expended This Period:	\$7,011	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$112,084	( 97% of total budget )
Balance:	\$2,916	( 3% of total budget )

**Work Status**

98% complete.

**Progress**

Conducted the final meeting with the study advisory members from Norwell and MassDOT to review the proposed short- and long-term improvements on March 4, 2021.  
Completed the study's draft report and CTPS preliminary editorial review.  
The draft report is currently under review by the study advisory members.

**Products**

Draft Report, Route 53 Corridor Study in Norwell, Client Review Version, March 30, 2021.

**Meetings**

March 4, review of proposed improvements for Route 53 in Norwell, Final Study Advisory Meeting.

**Objectives for Next Month**

Finalize the draft study report.  
Submit the study for inclusion in the upcoming MPO meeting agenda.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

---

**Mgr: C. Wang**

**Financial Status**

Total Project Budget:	\$99,100	
Total Labor Expended This Period:	\$7,548	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$29,840	( 30% of total budget )
Balance:	\$69,260	( 70% of total budget )

**Work Status**

22% complete.

**Progress**

Completed the review of the corridor user survey questionnaires with the study advisory members.  
Prepared the corridor map for the survey. The study corridor contains Plain Street, Grove Street, and Columbian Street in Braintree from Hancock Street to the Weymouth town line.  
The survey was posted on the MPO website on March 19, 2021.  
Reviewed the signal timing plans provided by MassDOT District 6.

**Products**

Corridor User Survey: Plain Street, Grove Street, and Columbian Street in Braintree, Boston Region MPO, March 19, 2021.

**Meetings**

None.

**Objectives for Next Month**

Collect and analyze the corridor user survey results.  
Review signal timing plans and previous transportation studies.  
Set up Synchro models for the corridor capacity analyses and traffic simulations.

---

---

**All-Hazards Planning Application Update (4.2 - 13306)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$29,876	
Total Labor Expended This Period:	\$2,405	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$4,765	( 16% of total budget )
Balance:	\$25,111	( 84% of total budget )

**Work Status**

14% complete.

**Progress**

Continuing work on Task #2 (“A brief memorandum of proposed changes to the All-Hazards Planning application and potential opportunities to link this work with state and regional projects”). There are two components for Task #2 and I am working on them simultaneously. Much research has been conducted on State websites for this phase of the project.

Began assembling the All-Hazards web map, using a new basemap and overlay layers.

Compiling list of datasets that will be added to the revised application. Conducting research to locate the data source and year of publication. The list will be regularly updated as the project evolves.

Prepare materials for upcoming Inner Core Committee (ICC) Transportation Meeting presentation on April 7. I am asking for input from invited town planners about their intended usage of the application and any ideas for improvement.

The 2019 NOAA sea level rise data has not yet been published by MassGIS nor has a firm date for the delivery of this data been given. It will be incorporated into the application shortly after it is published by MassGIS.

**Products**

New candidate basemap for All-Hazards Planning application selected.

Drafted the list of feasible modifications to the application and its accompanying memo

**Meetings**

Weekly check-in meetings on March 3, 10, 17, 24, 31 with project team

**Objectives for Next Month**

Finalize the list of feasible modifications to the application for Ben Krepp

Send the accompanying memo to group manager for review

Reach out to MPO staff and State employees for the most up to date data layers for climate hazards and TIP projects

Check in with Editorial and Graphics department to remind them of upcoming work in late spring/early summer

Follow up on feedback obtained from the April 7th ICC transportation meeting.

---



---

**Exploring Resilience in MPO-funded Corridor and Intersection Studies  
(4.2 - 13299)**

---

**Mgr: S. Asante**

**Financial Status**

Total Project Budget:	\$90,000	
Total Labor Expended This Period:	\$4,416	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$89,940	( 100% of total budget )
Balance:	\$60	( 0% of total budget )

**Work Status**

100% complete.

**Progress**

MPO staff completed the study and finalized study report and MPO PowerPoint presentation.

**Products**

Final report, March 2021.  
MPO PowerPoint presentation, March 2021

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**Future of the Curb Phase 2 (4.2 - 14371)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$3,681	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$19,050	( 32% of total budget )
Balance:	\$40,950	( 68% of total budget )

**Work Status**

32% complete.

**Progress**

Scheduled and conducted interviews with planners and municipal officials from Lexington, Bedford, Hull, Rockland, Medford, Everett and the Neponset River Regional Chamber. Continued processing interview notes into needs and strategies and began outlining guidebook topics.

**Products**

None

**Meetings**

- March 1, interview with Lexington
- March 3, interview with Bedford
- March 8, interview with Hull
- March 8, interview with Rockland
- March 10, interview with Medford
- March 12, interview with the Neponset River Regional Chamber
- March 22, interview with Everett

**Objectives for Next Month**

Complete remaining interviews. Complete coding of interview data and finish outline of guidebook topics.

---

---

**Improving Pedestrian Variables in the Travel Demand Model (4.2 - 13302)      Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$25,000	
Total Labor Expended This Period:	\$3,731	( 15% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$6,289	( 25% of total budget )
Balance:	\$18,711	( 75% of total budget )

**Work Status**

28%

**Progress**

Obtained the latest road inventory files (RIF). Revised and run the current PEV program. Reviewed the initial PEV results using the latest road inventory files.

**Products**

The updated PEV program. The initial PEV results.

**Meetings**

Four meetings were held internally. The first meeting kicked off the project. The second meeting reviewed the latest RIF data and run the current PEV program. The third meeting revised the current PEV program and run the update PEV program. The fourth meeting reviewed the initial PEV results.

**Objectives for Next Month**

Clean the latest RIF data. Analyze and present the update PEV results. Evaluate the update PEV results.

---

---

**Informing the Big Ideas Behind Scenario Planning Process (4.2 - 13308)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$20,700	
Total Labor Expended This Period:	\$2,821	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,872	( 19% of total budget )
Balance:	\$16,828	( 81% of total budget )

**Work Status**

16% complete.

**Progress**

Continued reaching out to additional stakeholder participants.  
Booked additional student focus group zoom sessions.  
Prepared Google Jamboards (interactive whiteboard) for each focus group.  
Continued drafting text for the ArcGIS StoryMap.  
Hosted five focus groups.  
Compiled focus group comments and responses into a master comment list.

**Products**

Master Big Ideas Comment List.

**Meetings**

March 8, Big Ideas Focus Group.  
March 11, Big Ideas Focus Group.  
March 16, Big Ideas Focus Group.  
March 24, Big Ideas Focus Group.  
March 30, Big Ideas Focus Group.

**Objectives for Next Month**

Continue to host the three remaining focus groups with members of the public and students.  
Continue to develop the support ArcGIS StoryMap.  
Analyze the qualitative data collected from the focus groups.  
Continue to collect feedback through the Big Ideas focus group evaluation survey.

---

---

**Locations with High Bicycle and Pedestrian Crash Rates (4.2 - 13293)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$70,000	
Total Labor Expended This Period:	\$72	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$69,125	( 99% of total budget )
Balance:	\$875	( 1% of total budget )

**Work Status**

99% complete.

**Progress**

Addressed MassDOT comments for the Chelsea memo.  
Addressed MassDOT comments for the Malden memo.  
Finalized all three intersection memos.

**Products**

Finalized Chelsea intersection memo.  
Finalized Lynn intersection memo.  
Finalized Malden intersection memo.

**Meetings**

None.

**Objectives for Next Month**

Present project to the Boston Region MPO Board.

---

---

**Mapping Major Trans Infrastructure Projects (4.2 - 13307)**

**Mgr: K. Dumas**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$5,272	( 26% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$16,235	( 81% of total budget )
Balance:	\$3,765	( 19% of total budget )

**Work Status**

80% complete.

**Progress**

Updated the historical transportation web map application based on new data supplied by the project manager. Researched historical elements by year to add to each page. Researched MPO website elements to be added to selected pages within the application. A draft version of the application was shared with several members of the CTPS staff. Their feedback on it was collected, and will be used to guide further refinements to the application.

**Products**

Updated web application based on new data supplied by the project manager.

**Meetings**

March 5, 12, 19, 26, weekly meetings with the project manager.

**Objectives for Next Month**

Under the guidance of the project manager, study feedback from selected "alpha" users of the application; decide upon which requested changes (if any) can be implemented within the constraints of the project budget and schedule. Hope to unveil the application at upcoming staff meeting.

---

---

**Priority Corridors from LRTP Needs Assessment FY20 (4.2 - 13520)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$120,000	
Total Labor Expended This Period:	\$4,222	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$112,069	( 93% of total budget )
Balance:	\$7,931	( 7% of total budget )

**Work Status**

94% complete

**Progress**

MPO staff drafted the study report for internal review and editing.

**Products**

Draft study report, March 30, 2021.

**Meetings**

None

**Objectives for Next Month**

Submit draft for external reviews including the study advisory task force

---

---

**Priority Corridors from LRTP Needs Assessment FY21 (4.2 - 13521)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$110,000	
Total Labor Expended This Period:	\$10,335	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$12,057	( 11% of total budget )
Balance:	\$97,943	( 89% of total budget )

**Work Status**

5% complete.

**Progress**

MPO staff continued working on the data collection efforts. Staff assembled crash data and prepared crash summaries.

**Products**

Crash data and crash summaries showing crash characteristics

**Meetings**

None

**Objectives for Next Month**

Meet with study advisory task force.

---



---

**Safety & Oper Analyses at Selected Int's: FFY20 (4.2 - 13720)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$80,000	
Total Labor Expended This Period:	\$3,310	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$76,475	( 96% of total budget )
Balance:	\$3,525	( 4% of total budget )

**Work Status**

99% complete.

**Progress**

Finalized the study draft reports for the intersection of North Meadows Road (Route 27) and West Street in Medfield and intersections of Adams Street at Furnace Brook Parkway and Common Street in Quincy.  
Submitted the draft report for consideration in the upcoming MPO meetings.

**Products**

Draft Technical Memorandum: Safety and Operations at Selected Intersections FFY 2020 - North Meadows Road (Route 27) at West Street in Medfield, April 8, 2021.  
Draft Technical Memorandum: Safety and Operations at Selected Intersections FFY 2020 - Adams Street at Furnace Brook Parkway and Common Street in Quincy, April 8, 2021.

**Meetings**

None.

**Objectives for Next Month**

Present the studies and obtain approvals at the upcoming MPO meeting.

---

---

**TIP Before-and-After Studies FFY20 (4.2 - 13294)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$49,759	( 83% of total budget )
Balance:	\$10,241	( 17% of total budget )

**Work Status**

85% complete.

**Progress**

Continued processing and analyzing the "After" conditions.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete "After" conditions analyses and draft memorandum.

---

---

**Trip Generation Rate Research (4.2 - 13304)**

**Mgr: D. Joshi**

---

**Financial Status**

Total Project Budget:	\$45,000	
Total Labor Expended This Period:	\$380	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,743	( 8% of total budget )
Balance:	\$41,257	( 92% of total budget )

**Work Status**

8% complete.

**Progress**

Continued coordination with team on ongoing ITE effort.  
Started working on landuse type update work,

**Products**

None.

**Meetings**

March 25, project coordination meeting with team.

**Objectives for Next Month**

Continue coordination with the team on ongoing ITE effort.

Make progress on landuse type update.

Start working on information gathering for literature review.

---

---

**Bicycle and Pedestrian Support Activities FFY21 (4.3 - 2521)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$77,420	
Total Labor Expended This Period:	\$9,575	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$51,315	( 66% of total budget )
Balance:	\$26,105	( 34% of total budget )

**Work Status**

Ongoing

**Progress**

Met to discuss Integrated Transport and Health Impact Model (ITHIM) results.  
Updated MPO website pages for volunteer bicycle and pedestrian count registration.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

Updated MPO website pages for volunteer bicycle and pedestrian count registration.

**Meetings**

March 24, attended the March Massachusetts Bicycle and Pedestrian Advisory Board meeting.  
March 24, attended the March PALS (People building Access for Low-speed VehicleS) meeting.  
March 25, with Concord residents to discuss bicycle and pedestrian concerns, interests, and ideas for the municipality.  
March 25, with Rails-to-Trails Conservancy representative to discuss bicycle and pedestrian counts.

**Objectives for Next Month**

Continue to explore the Conveyal transportation analysis tool.  
Attend meetings and webinars related to transportation planning for people who walk and bike.  
Continue learning about best practices for people walking and bicycling.  
Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

---

---

**Community Transportation Technical Assistance FFY21 (4.3 - 2421)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$69,190	
Total Labor Expended This Period:	\$3,600	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,580	( 11% of total budget )
Balance:	\$61,610	( 89% of total budget )

**Work Status**

Ongoing

**Progress**

Met with Salem planners to discuss technical assistance and developed a scope to meet the assistance Salem requires.

**Products**

None.

**Meetings**

March 16, 2021 meeting with Salem to finalize CTTA request.

**Objectives for Next Month**

Begin Salem technical assistance study.

---

---

**Regional Transit Service Planning Tech Support FFY21 (4.3 - 4121)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$55,360	
Total Labor Expended This Period:	\$761	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,019	( 5% of total budget )
Balance:	\$52,341	( 95% of total budget )

**Work Status**

Ongoing

**Progress**

Met with Malden Redevelopment Authority, the MBTA and Allston Brighton TMA to discuss potential technical support.  
Scheduled meetings with North Shore TMA and Middlesex 3 TMA to discuss potential technical support.

**Products**

None.

**Meetings**

March 3, with Malden Redevelopment Authority and MBTA.  
March 5, with Allston Brighton TMA.

**Objectives for Next Month**

Meet with North Shore TMA and Middlesex 3 TMA to discuss potential technical support.

---

---

**Traffic Data Support FFY21 (4.3 - 2721)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$18,180	
Total Labor Expended This Period:	\$1,141	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,248	( 29% of total budget )
Balance:	\$12,932	( 71% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to growth rate requests.  
Began setting up Asana Team to track and assign data requests.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to traffic related data requests to the MPO.

---

---

**Transit Data Support FFY21 (4.3 - 4221)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$13,730	
Total Labor Expended This Period:	\$3,896	( 28% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$8,960	( 65% of total budget )
Balance:	\$4,770	( 35% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to requests for data and technical support for data collection.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Respond to requests for data.

---



---

**Computer Resource Management FFY21 (6.0 - 6021)**

**Mgr: G. Weaver**

---

**Financial Status**

Total Project Budget:	\$335,040	
Total Labor Expended This Period:	\$26,745	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$147,670	( 44% of total budget )
Balance:	\$187,370	( 56% of total budget )

**Work Status**

Ongoing

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Gathered storage data to assist with vendors for a new backup solution.  
Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches.  
Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution.

**Products**

None.

**Meetings**

March 1 and 16, with TPX, to discuss phone, internet, and IT services.  
March 3 and 10, with Check Point and Intrastystems to discuss Email add-on for the Check Point firewall and shared programs access.  
March 5, with Esri to discuss possible ArcGIS licensing changes.  
March 8, with Microsoft to discuss Office 365.  
March 9 and 16, with Qualtrics to discuss their Survey platform and receive a demo.  
March 16, with Connection to discuss Dell storage.  
March 23, with Dato to discuss backups of Google Drive and Microsoft OneDrive.

**Objectives for Next Month**

Continue updating IT documentation.  
Continue gathering information for the FY22 Computer Resources budget.  
Upgrade ArcGIS from 10.6 to 10.8 on Appsvr3.

---

**Data Resources Management FFY21 (6.0 - 5021)**

**Mgr: D. Knudsen**

---

**Financial Status**

Total Project Budget:	\$268,100	
Total Labor Expended This Period:	\$18,851	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$112,333	( 42% of total budget )
Balance:	\$155,767	( 58% of total budget )

**Work Status**

Ongoing

**Progress**

Updated the CTPS copies of MassGIS data based on updates released from MassGIS.  
Created ten-year compilation of bridge data for Performance Dashboard.  
Extended temporal coverage of congestion scan generator through February 28, 2021.  
Participated in monthly INRIX/MassDOT/CTPS coordinating meeting.  
Supported member of modeling group using GitHub version control.  
Provided traffic growth rates in Wrentham and Boston in response to requests from two consultants.

Attended first of the Association of Metropolitan Planning Organization's (AMPO's) Data Working Group "coffee chats".  
Reviewed proposal for simple process for tracking data requests and implemented draft data request form and log for internal staff use.  
Continued preparing to migrate website to newer version of CMS software, Drupal.

**Products**

Updated CTPS spatial database; updated congestion scan generator.  
Draft data request form and log for internal staff use.

**Meetings**

March 17, Monthly INRIX/MassDOT/CTPS coordinating meeting.  
March 17, AMPO's Data Working Group "coffee chat" meeting.  
March 26, Internal meeting to discuss generation of routable network from INRIX TMC spatial data.

**Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available.  
Participate in March, 2021 INRIX/MassDOT/CTPS coordination meeting.

---

---

**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY21 (6.0 - 1021)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$83,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$12,194	( 15% of budgeted direct costs )
Amount Expended to Date:	\$37,705	( 45% of total budget )
Balance:	\$45,795	( 55% of total budget )

**Work Status**

Ongoing

**Progress**

Direct expenses were incurred to purchase a workstation that will be used to perform model runs in a short period of time. This work station has two high performing processors with 4TB solid state hard drives and 192GB of RAM.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**3C Planning and MPO Support FFY21 (3.2 - 9021)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$533,170	
Total Labor Expended This Period:	\$45,797	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$331,558	( 62% of total budget )
Balance:	\$201,612	( 38% of total budget )

**Work Status**

Ongoing

**Progress**

Attended Transportation Manager’s Group (TMG) meeting.  
Updated status information in the MPO’s 2019 Certification Review Action Plan.  
Planned, organized, and held two virtual MPO meetings.  
Planned, organized, and held one virtual Advisory Council meeting and one Advisory Council 3C Documents Committee meeting.  
Supported one virtual UPWP Committee meetings.  
Planned, organized, and held one ICC Transportation Discussion.  
Planned, organized, and held History of the MBTA Spider Map outreach event.  
Planned and organized two TIP Virtual Open Houses.  
Presented at Zephyr Foundation Webinar for Outreach on System Dynamics Modeling.  
Developed website text updates, social media content, blog posts, and MailChimp messages.  
Organized and drafted responses to press inquiries and public comments.  
Provided outreach and communications support to Pilot Transit Working Group meeting.  
Provided outreach and communications support to the Big Ideas study team.  
Provided outreach and communications support for the MPO Elections Survey.  
Provided outreach, survey, and communications support to Braintree Grove Street corridor study team.  
Provided outreach and communications support to the Access to CBDs Phase 2 study team.  
Attended one MAPC subregional coordinators meeting.  
Attended MAPC Innovation Friday for Community Engagement meeting.  
Attended one North Shore Task Force Subregional meeting.  
Met with Plain Language Working Group regarding Public Outreach Plan update and other initiatives.  
Attended Hubspot CRM demonstration.  
Developed EMAT and Public Outreach draft proposal for AMPO.  
Participated in CTPS Qualtrics discussions.  
Facilitated monthly meeting with Livable Streets Alliance.  
Attended MassMobility Microtransit webinar.  
Attended Mattapan Food and Fitness T-Talk Outreach Event.  
Drafted Public Outreach Guidebook to go with the new Public Outreach Plan.

**Products**

Updated 2019 Certification Review Action Plan.  
One History of the MBTA Spider Map Post-Event survey.  
Agendas, minutes, and presentation materials for MPO and Advisory Council meetings.  
MailChimp messages (9), Tweets, (14) Instagram (2) posts and Facebook (3) posts regarding TIP Amendments Four and Five, MPO and Advisory Council agendas and MBTA Map Event.

## **Meetings**

April 1, Boston Region MPO Meeting.  
April 5, Communications and Outreach Monthly Meeting.  
April 6, Transportation Managers Group Meeting.  
April 7, Inner Core Committee Transportation Meeting.  
April 7, Livable Streets Alliance Monthly Meeting.  
April 8, UPWP Committee Meeting.  
April 8, Boston Region MPO Meeting.  
April 13, Hubspot Demonstration.  
April 13, MassMobility Microtransit Webinar.  
April 14, Regional Transportation Advisory Council Meeting.  
April 21, Zephyr Webinar.  
April 22, North Shore Task Force Subregional Meeting.  
April 22, Mattapan Food and Fitness T-Talk Outreach Event.  
April 23, MAPC Innovation Friday for Community Engagement Meeting.  
April 26, MAPC Subregional Coordinators Meeting.  
April 29, Boston Region MPO Meeting.  
April 30, Plain Language Working Group.  
April 30, The History of the MBTA Spider Map MPO Event.

## **Objectives for Next Month**

Continue to plan regularly scheduled MPO, MPO Committee, Advisory Council meetings.  
Continue to plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program and technical projects as needed.  
Host two virtual TIP open houses during the public comment period.  
Continue to edit a new Public Outreach Plan (POP) and POP Guidebook that incorporates virtual meeting guidelines and virtual public engagement processes.  
Continue to produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed.  
Continue to produce monthly and quarterly updates for MAPC Matters, MPO mailing list, and TE subscribers.  
Continue to process public input and communicate information back to the board.  
Continue to respond to press inquiries as needed.  
Continue to work with Editorial to make progress on the draft External Communications Style Guide.  
Continue to provide outreach and communications support to Future of the Curb and Access to CBDs study teams.  
Continue to support the Informing the Big Ideas for the MPO's Scenario Planning focus groups.  
Continue to support the Equity Task Force.  
Facilitate monthly meetings with Livable Streets Alliance on Transportation Modeling and other MPO Activities.  
Draft a new Inner Core Committee Subregional Needs Assessment.  
Submit AMPO Conference proposal.

---

---

**MPO General Graphics FFY21 (3.2 - 9221)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$95,290	
Total Labor Expended This Period:	\$6,298	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$43,813	( 46% of total budget )
Balance:	\$51,477	( 54% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS as needed.

---

---

**Professional Development FFY21 (3.2 - 9521)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$52,720	
Total Labor Expended This Period:	\$485	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$10,651	( 20% of total budget )
Balance:	\$42,069	( 80% of total budget )

**Work Status**

Ongoing

**Progress**

Staff attended MassDOT IMPACT webinar for crash data analysis training.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$8,838	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$56,375	( 51% of total budget )
Balance:	\$53,665	( 49% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.  
Assessed accessibility of a "story map," produced by GIS software and embedded in the MPO website.  
Reviewed responses to staff survey on templates, and prepared suggestions for template committee.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.

**Meetings**

April 21, 2021, Template committee meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.

---



---

**Air Quality Conformity Determination and Support FFY21 (3.3 - 8421)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$54,690	
Total Labor Expended This Period:	\$3,234	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$27,481	( 50% of total budget )
Balance:	\$27,209	( 50% of total budget )

**Work Status**

Ongoing

**Progress**

Started to address issues associated with running MOVES 3 in emission factor mode. The program is not processing correctly. Worked with EPA and the FHWA Resource Center to try and address issues.

Continued to work with FHWA on MOVES idle emission factors.

Coordination with consultants on MOVES emission factors.

**Products**

Documentation for running idle emission factors.

**Meetings**

April 7, Meeting with MassDOT on MOVES 3 update.

April 28, Meeting with EPA on MOVES 3 model issues.

**Objectives for Next Month**

Address issues with MOVES 3 model for emission rates mode.

Continue to run MOVES 3 for emission factors for all required years for Eastern and Western Massachusetts once issues are resolved.

Run idle emission factors for project calculations.

Continue to train staff on the MOVES model.

Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.

Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.

Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

---

---

**Congestion Management Process FFY21 (3.3 - 2121)**

**Mgr: R. Hicks**

---

**Financial Status**

Total Project Budget:	\$118,240	
Total Labor Expended This Period:	\$8,998	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$58,194	( 49% of total budget )
Balance:	\$60,046	( 51% of total budget )

**Work Status**

Ongoing

**Progress**

Staff completed a draft of the bicycle parking memorandum. The draft is currently under staff review.

Staff looked at possible methods to measure congestion on on-ramps, off-ramps and interchanges for the state of congestion report.

**Products**

Draft version of bicycle parking memorandum.

**Meetings**

None

**Objectives for Next Month**

Finalize internal review of the bicycle parking memorandum.

Continue to work on the state of congestion study.

Meet with IT to discuss the state of congestion study on May 6, 2021.

---

---

**Freight Planning Support FFY21 (3.3 - 2221)**

**Mgr: W. Kuttner**

---

**Financial Status**

Total Project Budget:	\$83,340	
Total Labor Expended This Period:	\$4,076	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$51,773	( 62% of total budget )
Balance:	\$31,567	( 38% of total budget )

**Work Status**

Ongoing

**Progress**

Draft hazardous cargoes memorandum undergoing internal review.  
Developed statewide toll gantry truck volumes to support model development.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete technical memorandum.

---

---

**Long-Range Transportation Plan (LRTP) FFY21 (3.3 - 8021)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$276,120	
Total Labor Expended This Period:	\$16,017	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$110,912	( 40% of total budget )
Balance:	\$165,208	( 60% of total budget )

**Work Status**

Ongoing

**Progress**

Continued coordination of work for the next LRTP and Needs Assessment to be adopted in 2023. Named the next LRTP - Destination 2050, coordinating with the Graphics Department for its design.

Worked with staff on the update of the six goal areas in the Needs Assessment.

Worked with staff and Upper Management on changes to the LRTP webpage for presenting information to the public throughout the LRTP development process.

Also, continued to review and discuss the Needs Assessment for presenting the report and data online.

Continued work and discussions on the Big Ideas study, travel demand model, and other tools to prepare for scenario planning for the next LRTP.

Continued work on climate resiliency activities in the MPO region to integrate into the next LRTP Needs Assessment and other MPO planning activities.

Continued work on implementation of the LRTP including coordination with the UPWP and TIP. Communication with Board members, other Massachusetts MPO agency staff, and members of the public on LRTP implementation.

Coordination with MAPC on MetroCommon and demographics development.

**Products**

LRTP name - Destination 2050.

Draft Schematic for LRTP Needs Assessment page.

**Meetings**

April 6, CTPS/MAPC model coordination meeting.

April 7, Inner Core Subregional meeting focusing on resiliency.

April 22, CTPS/MAPC coordination meeting on the ITHIM model.

April 29, MetroCommon Advisory Committee meeting.

**Objectives for Next Month**

Continue coordination on goal areas as part of the next LRTP and Needs Assessment development.

Continue implementing new LRTP investment programs.

Continue supporting public outreach and updates on LRTP implementation.

Continue to review and discuss potential changes to the LRTP webpage for presenting information to the public throughout the LRTP development process. Also, continue to review and discuss the Needs Assessment application for presenting the report and data online.

Continue updating the Needs Assessment, particularly to address the resiliency of the transportation network and the ITHIM model.

Continue working on scenarios for the next LRTP development process, including coordination with the Big Ideas study.

Continue to coordinate with MAPC on MetroCommon and demographic development.

---

---

**Performance-Based Planning and Programming FFY21 (3.3 - 8821)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$109,870	
Total Labor Expended This Period:	\$9,921	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$62,528	( 57% of total budget )
Balance:	\$47,342	( 43% of total budget )

**Work Status**

Ongoing

**Progress**

Finalized memorandum describing Massachusetts Bay Transportation Authority (MBTA), Cape Ann Transportation Authority (CATA), and MetroWest Regional Transit Authority (MWRTA) transit safety performance targets.

Met with representatives of the Regional Transportation Advisory Council, the MBTA Advisory Board, the Massachusetts Department of Transportation (MassDOT), and the MBTA to discuss MBTA transit safety performance targets.

Presented transit safety performance targets to the MPO for adoption, in coordination with MBTA staff.

Drafted the performance analysis chapter for the Transportation Improvement Program (TIP) and a table for Appendix A of the TIP that describes the relationship between MPO-funded projects and plans, studies, and performance measures.

Presented information about roadway safety performance targets and supported a discussion about roadway safety improvement strategies at the spring Inner Core Committee Transportation meeting.

Continued to explore the Conveyal destination access analysis application and meet with the Massachusetts Department of Transportation Office of Transportation Planning on issues and questions.

Updated content on the MPO's Performance-based Planning and Programming web page.

Attended MPO meetings and a Transportation Managers Group meeting to support performance-based planning and programming work.

Attended a training about MassDOT's IMPACT dashboard modules for roadway safety data analysis.

Brainstormed ideas for structuring and supporting an ad hoc TIP cost change policy committee.

Met with MPO and Cambridge Systematics staff to discuss a possible presentation for an upcoming Association of Metropolitan Planning Organizations conference.

Prepared a crash summary for the TIP projects that are to be in the 2022-26 TIP. Determined NHS bridges that are owned by DCR(MDC), and the MBTA and their deck area the Bridge section or calculated them.

Cleaned 10 years of bridge data for the MPO Performance Dashboard.

**Products**

Memorandum and presentation on MBTA, CATA, and MWRTA transit safety performance targets.

Presentation on roadway safety performance for the spring Inner Core Committee Transportation meeting.

Draft performance analysis chapter for the federal fiscal years (FFY) 2022-26 TIP. Draft table for Appendix A of the FFYs 2022-26 TIP that lists the relationships each regional target project has to plans, studies, and performance measures.

Ten files representing ten years of bridge data.

Updated Performance-based Planning and Programming page on the MPO website.

## **Meetings**

April 1, attended a training on modules for MassDOT IMPACT safety data analysis tool.

April 5, met with representatives of the Regional Transportation Advisory Council, the MBTA Advisory board, MassDOT, and the MBTA to discuss MBTA transit safety performance targets.

April 6, attended the Transportation Managers Group meeting.

April 7, presented information about roadway safety performance and supported a discussion about roadway safety improvement strategies at the spring Inner Core Committee Transportation meeting.

April 8 - presented MBTA, CATA, and MWRTA transit safety performance targets at the MPO meeting.

April 8, met with MassDOT Office of Transportation Planning (OTP) staff to discuss use of the Conveyal destination access application and related issues and needs.

April 12, met with MPO and Cambridge Systematics staff to discuss a possible presentation for an upcoming Association of Metropolitan Planning Organizations conference.

April 29, attended the MPO meeting.

April 29, met with MassDOT OTP staff to discuss use of the Conveyal destination access application and related issues and needs.

## **Objectives for Next Month**

Update the draft performance analysis chapter and the Appendix A project relationships table for the FFYs 2022-26 TIP.

Attend MPO meetings and the Transportation Managers Group meeting to support performance-based planning and programming work.

Continue to explore the Conveyal destination access analysis application and meet with MassDOT OTP staff and others to discuss issues and questions.

Obtain the final version of updated bridge data for the MPO Performance Dashboard.

Support MPO scenario planning activities, as needed.

Update content on the MPO's Performance-based Planning and Programming web page, as needed.

Support an ad hoc TIP cost change policy committee, as needed.

---

---

**Regional Model Enhancement FFY21 (3.3 - 7121)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$927,370	
Total Labor Expended This Period:	\$61,334	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$468,360	( 51% of total budget )
Balance:	\$459,010	( 49% of total budget )

**Work Status**

Ongoing

**Progress**

Continued work on model validation plan.  
Initiated work researching truck model structures.  
Continued code development of new mode choice component.  
Completed vehicle availability model platform code development.  
Presented 2020 census block group definitions and alignment with existing zone boundaries.  
Continued development of roadway volume delay function test platform.  
Selected Python software platform for model data explorer and defined initial reports.  
Refined metrics for EMAT evaluation with bus lane scenarios.  
Defined roadway count balancing approach for TDM23 validation.

**Products**

None.

**Meetings**

April 6, monthly coordination meeting with MAPC.  
April 13, model steering committee meeting.  
April 15, model functionality workshop.  
April 22, model users group meeting.  
April 29, presentation at MPO board meeting.

**Objectives for Next Month**

Prepare and support Model Steering Committee meeting, and prepare for model stakeholder review meetings.  
Complete work coding mode choice component.  
Continue research into network scenario management, land use categories, roadway updates from the road inventory file, truck model, time-of-day period definition and factors.

---



---

**Research Next Generation Data and Tools FFY21 (3.3 - 7221)**

**Mgr: S. Andrews**

---

**Financial Status**

Total Project Budget:	\$57,790	
Total Labor Expended This Period:	\$468	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$10,158	( 18% of total budget )
Balance:	\$47,632	( 82% of total budget )

**Work Status**

Ongoing

**Progress**

Research path building issue with latest version of TransCAD to input to EMMA model.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Develop test plan for further evaluation of the MAPC EMMA model.

---

---

**Transit Working Group Support FFY21 (3.3 - 8921)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$64,120	
Total Labor Expended This Period:	\$4,162	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$29,243	( 46% of total budget )
Balance:	\$34,877	( 54% of total budget )

**Work Status**

Ongoing

**Progress**

Organized and scheduled a small-group transit chat series, which will begin in May 2021.  
Drafted communications about the small-group transit chat series and sent them to potential participants.  
Met with representatives from the Cities of Boston, Cambridge, Somerville, and Watertown to discuss how to organize future regional conversations about transportation demand management (TDM), which may relate to meetings happening through the pilot Transit Working Group.  
Attended a MassMobility webinar about on-demand transit services.  
Met with Metropolitan Area Planning Council (MAPC) staff to discuss future plans for forums and meetings about TDM, which may relate to meetings happening through the pilot Transit Working Group.  
Met with MPO staff to discuss next steps for the Transit Working Group pilot and for bringing information about the group to the Boston Region MPO board.  
Maintained and updated Transit Working Group contact lists.

**Products**

None.

**Meetings**

April 13, attended a MassMobility-hosted webinar about on-demand community transportation.  
April 14, met with representatives from the Cities of Boston, Cambridge, Somerville, and Watertown to discuss how to organize future regional conversations about TDM.  
April 22, met with MAPC staff to discuss future plans for forums and meetings about TDM.

**Objectives for Next Month**

Host small-group transit chats. Develop and send out supporting materials and communications.

Document the outcomes from these sessions.

Summarize proceedings from the fourth (March 19, 2021) Transit Working Group meeting.

Plan the next general Transit Working Group meeting.

Update the Transit Working Group web page, as needed.

Continue to conduct research and develop documents and resources to support Transit Working Group meetings, as needed.

Continue to plan next steps related to the pilot and develop recommendations about the group to present to the MPO board.

Begin to document progress and outcomes of the Transit Working Group pilot.

Maintain and update Transit Working Group contact lists.

---

---

**Transportation Equity Program FFY21 (3.3 - 8521)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$140,100	
Total Labor Expended This Period:	\$8,332	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$76,184	( 54% of total budget )
Balance:	\$63,916	( 46% of total budget )

**Work Status**

Ongoing

**Progress**

Worked on updating existing and creating new equity metrics for the Long-Range Transportation Plan: Updated plan for creating accessibility thresholds for the LRTP DI/DB analyses. Researched distance decay functions and how to apply them.  
Completed and posted online a StoryMap about the development of the MPO's Disparate Impact and Disproportionate Burden Policy.  
Continued working on a new Language Assistance Plan.  
Worked on Title VI analysis of the distribution of funding for transit projects in the TIP (target and non-target funded).  
Continued testing the use of ITHIM to determine it's possible use during scenario planning for the LRTP.  
Assisted with facilitating focus groups for the MPO's Big Ideas study.

**Products**

StoryMap: Moving Toward Equity: Engaging the public to prevent discrimination.

**Meetings**

April 9: Met with MAPC staff to discuss creating scenarios in ITHIM.  
April 17: Hosted youth focus group for the Big Ideas study.  
April 22: Met with MAPC staff and ITHIM creators to troubleshoot creating scenarios in ITHIM.

**Objectives for Next Month**

Continue developing an equity-related task force to increase engagement of equity populations in MPO processes.  
Finalize the updating the Language Assistance Plan.  
Support scenario planning development for the Long-Range Transportation Plan.  
Continue developing new and revision to existing equity metrics for the LRTP.  
Finish drafts of an internal staff guide to providing translations and interpreter services.  
Update Transportation Equity and Civil Rights web pages.  
Send edition of the Transportation Equity Newsletter.

---

---

**Transportation Improvement Program (TIP) FFY21 (3.3 - 8221)**

**Mgr: M. Genova**

---

**Financial Status**

Total Project Budget:	\$278,890	
Total Labor Expended This Period:	\$34,904	( 13% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$151,403	( 54% of total budget )
Balance:	\$127,487	( 46% of total budget )

**Work Status**

Ongoing

**Progress**

Finalized project selection with MPO, including the development of a final draft programming scenario.  
Finished document development for the draft FFYs 2022-26 TIP, including the Executive Summary, Appendices A and G, and Chapters 2 and 3. Reviewed work by other staff to develop Appendices B, C, and D, and Chapters 4 and 6.  
Continued outreach to all project proponents (current and prospective) about this year's TIP process, including how to participate in MPO meetings and submit comments in support of their projects.  
Continued to compile and share with the MPO all public comments received on the FFYs 2022-26 TIP.  
Drafted materials for FFYs 2021-25 TIP Amendment 5 for presentation to the MPO and public review.  
Finalized FFYs 2021-25 TIP Amendments 4 and 5.  
Began laying the groundwork for the TIP policy subcommittee, including hosting a staff brainstorming session about the subcommittee's form and functions. Outlined a detailed draft proposal for the subcommittee and its work.

**Products**

Updated TIP scenario tables for April 1 MPO meeting and post-meeting clean version for the MPO website.  
PowerPoint presentation for April 1 MPO meeting.  
Regular TIP update emails to all project proponents, including proponents of both currently programmed projects and new projects seeking funding.  
Packet of compiled public comments for April 1 meeting.  
Materials for FFYs 2021-25 TIP Amendment 5, including summary table and full eSTIP listing of all projects.  
Full draft of FFYs 2022-26 TIP report for MPO review.  
Full outline of details and next steps for TIP policy subcommittee.  
Full eSTIP listing of all FFYs 2022-26 TIP projects.

**Meetings**

April 1, 8, and 29, Boston Region MPO.  
April 7, ICC meeting.  
April 7, TIP check-in ((Norfolk/Wrentham).  
April 9, TIP check-in (Milton).  
April 9, LivableStreets.  
April 15, Rep. Trahan's office.

### **Objectives for Next Month**

Finalize edits to the draft FFYs 2022-26 MPO review draft, in preparation for public review period.  
Host two public TIP open houses to discuss the FFYs 2022-26 TIP.  
Continue outreach to all project proponents (current and prospective) about this year's TIP process, including how to participate in MPO meetings and submit comments on the draft FFYs 2022-26 TIP.  
Release draft FFYs 2022-26 TIP for public review, and compile all comments for presentation to MPO.  
Release FFYs 2021-25 TIP Amendment 6 for public review, and compile all comments for presentation to MPO.  
Continue to plan for the TIP policy subcommittee, including hosting meeting with Eric Bourassa to discuss next steps and beginning to compile materials to support an initial meeting of the subcommittee.  
Advance work on TIP database, including updating project information and exploring criteria-related changes to database fields and structure (as needed).

---

---

**Unified Planning Work Program (UPWP) FFY21 (3.3 - 8321)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$127,480	
Total Labor Expended This Period:	\$12,359	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$67,653	( 53% of total budget )
Balance:	\$59,827	( 47% of total budget )

**Work Status**

Ongoing

**Progress**

Finalized materials for and hosted UPWP Committee meeting on April 8, 2021.  
Surveyed UPWP Committee and MPO staff to determine study priorities for FFY 2022.  
Held internal meeting to determine a staff-recommended list of studies for FFY 2022.  
Created materials for a UPWP Committee meeting on May 6, 2021.  
Continued to make progress on UPWP document elements.

**Products**

Meeting summary for March 25, 2021 UPWP Committee meeting.  
Agenda for April 8, 2021 UPWP Committee meeting.  
Meeting summary for April 8, 2021 UPWP Committee meeting.  
Agenda for May 6, 2021 UPWP Committee meeting.  
Surveys of staff and UPWP committee members to rank UPWP study concepts, and summary tables of results.  
Staff-recommended list of studies for FFY 2022 UPWP.

**Meetings**

April 2, Meeting to discuss slides and accessibility at the UPWP Committee meetings.  
April 7, Meeting with MassDOT staff to discuss elements of the UPWP budget.  
April 15, Internal staff meeting to finalize UPWP development timing.  
April 22, Meeting to discuss elements of the UPWP budget with MassDOT staff.  
April 25, Internal meeting with CTPS managers and Directors to develop a staff-recommended list of UPWP studies for FFY 2022.  
April 28, Internal meeting to finalize the staff-recommended list of UPWP studies for FFY 2022.  
April 30, Internal meeting to discuss elements of the UPWP budget.

**Objectives for Next Month**

Hold UPWP Committee meeting on May 6, 2021 and acquire committee endorsement of the staff-recommended list of studies for the FFY 2022 UPWP, or an alternative list.  
Continue to make progress with elements of the UPWP document.

---

---

**Access to Commercial Business Districts (CBD) Phase 2 (4.2 - 14370)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$75,000	
Total Labor Expended This Period:	\$4,208	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,065	( 7% of total budget )
Balance:	\$69,935	( 93% of total budget )

**Work Status**

7% complete.

**Progress**

Began CBD selection literature review process. Narrowed CBD candidates list by calculating jobs and housing statistics per CBD and investigating unique CBD characteristics. Most sources identified and listed ready to begin annotating sources into bibliography.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Finalize CBD selection and sources list. Majority of sources annotated in bibliography.

---



---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY20 (4.2 - 13420)**

---

**Mgr: C. Wang**

**Financial Status**

Total Project Budget:	\$115,000	
Total Labor Expended This Period:	\$1,192	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$113,277	( 99% of total budget )
Balance:	\$1,724	( 1% of total budget )

**Work Status**

99% complete.

**Progress**

Completed review of the Route 53 draft report with the study advisory members from Norwell and MassDOT.  
Revised the draft report based on comments from the advisory members.  
Submitted the final draft report for presentation and approval at the upcoming MPO meeting.

**Products**

Final draft Report, Route 53 Corridor Study in Norwell, April 30, 2021.

**Meetings**

None.

**Objectives for Next Month**

Present the study at an upcoming MPO meeting.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$99,100	
Total Labor Expended This Period:	\$4,720	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$34,559	( 35% of total budget )
Balance:	\$64,541	( 65% of total budget )

**Work Status**

25% complete.

**Progress**

Continued posting the Grove Street corridor users survey on the MPO website.  
Continued Reviewing the signal timing plans provided by MassDOT District 6 and the previous transportation studies provided by Braintree.  
Received corridor traffic counts and intersection turning movement counts (including pedestrian and bicycle counts) that were collected by MassDOT in the period between April 7 and April 13.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Review signal timing plans and previous transportation studies.  
Analyze and summarize the corridor user survey results.  
Construct Synchro models for the corridor capacity analyses and traffic simulations.

---

---

**All-Hazards Planning Application Update (4.2 - 13306)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$29,876	
Total Labor Expended This Period:	\$3,174	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,939	( 27% of total budget )
Balance:	\$21,937	( 73% of total budget )

**Work Status**

28% complete.

**Progress**

Presented the project at Inner Core Committee (ICC) Transportation Meeting on April 7 and obtained input from invited town planners about their intended usage of the application and any ideas for improvement.

Continuing to make several updates to the application’s web map by incorporating 2019 NOAA sea level rise (SLR) data recently released by MassGIS and changing the layer styling and symbology. Identified issue with legend produced by MassGIS for SLR layer and began exploring solutions to resolve it.

Identified need to either host hurricane inundation layer on the CTPS website or for MassGIS to host CTPS-authored Styled Layer Descriptors (SLDs) for this layer in order to accurately symbolize it. Learned that MassGIS has agreed in principle to host CTPS-authored SLDs for the hurricane inundation layer, but will not be able to do so until June due to their internal priorities.

**Products**

Produced an updated version of the application’s web map with newly created Style Layer Descriptors (SLDs) for hurricane inundation data with informative symbology.

Finalized the list of feasible modifications to the application and sent to Chief GIS Developer/Analyst (a member of the project team) who is currently working off of this list.

Completed Part 1 (of 2) of Task #2 (“A brief memorandum of proposed changes to the All-Hazards Planning application and potential opportunities to link this work with state and regional projects”). Part 2 (of 2) of Task #2 is currently under review with the Certification Activities group manager.

**Meetings**

April 7,14,21,and 28, Weekly check in meetings with project team.

April 7, Presented at the Inner Core Committee (ICC) Transportation Meeting.

**Objectives for Next Month**

Reach out to MPO staff to gather their ideas for potential app revisions.

Follow up with State employees for updated data sets.

Check in with rest of project team to remind them of upcoming tasks in late spring/early summer.

---

**Future of the Curb Phase 2 (4.2 - 14371)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$4,350	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$23,400	( 39% of total budget )
Balance:	\$36,600	( 61% of total budget )

**Work Status**

39% complete.

**Progress**

Scheduled and conducted interviews with planners, municipal officials and transportation network company representatives. Completed interview coding for 9 out of 13 interviews and continued expanding guidebook outline.

**Products**

None.

**Meetings**

April 2, interview with Boston  
April 8, interview with Lyft  
April 12, interview with Uber

**Objectives for Next Month**

Schedule and complete additional interviews with Boston. Finalize guidebook outline into working draft. Complete coding and notating interviews.

---

---

**Improving Pedestrian Variables in the Travel Demand Model (4.2 - 13302)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$25,000	
Total Labor Expended This Period:	\$4,379	( 18% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$10,668	( 43% of total budget )
Balance:	\$14,332	( 57% of total budget )

**Work Status**

43%

**Progress**

Cleaned the latest road inventory file data. Updated the current PEV using the latest road inventory file data. Evaluated the limitations of the existing PEV formulation.

**Products**

The update PEV results using the latest road inventory data. The maps show current and update PEV. The charts display current and update PEV value distribution.

**Meetings**

Five meetings were held internally. These meetings discussed the update PEV results using the latest road inventory file, compared the current and updated PEV, checked the PEV calculation, evaluated the updated PEV by comparing them to the observed pedestrian mode shares in the household survey data.

**Objectives for Next Month**

Investigate the PEV formulation. Identify feasible enhancements to the PEV. Propose the improved PEV.

---

---

**Informing the Big Ideas Behind Scenario Planning Process (4.2 - 13308)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$20,700	
Total Labor Expended This Period:	\$1,521	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,393	( 26% of total budget )
Balance:	\$15,307	( 74% of total budget )

**Work Status**

26% complete.

**Progress**

Prepared Google Jamboards (interactive whiteboard) for each focus group.  
Continued drafting text for the ArcGIS StoryMap including summaries of responses.  
Hosted three focus groups.  
Compiled focus group comments and responses into a main comment list.  
Convened modeling and LRTP team members to discuss scenario development based on focus group input.

**Products**

Main Big Ideas Comment List organized by theme.  
Drafted public input summaries for StoryMap content.

**Meetings**

April 6, Big Ideas Focus Group.  
April 17, Mattapan Food and Fitness Vigorous Youth Big Ideas Focus Group.  
April 28, Cambridge Systematics Big Ideas Focus Group.

**Objectives for Next Month**

Continue to develop the ArcGIS StoryMap.  
Analyze the qualitative data collected from the focus groups for scenario development.

---

---

**Locations with High Bicycle and Pedestrian Crash Rates (4.2 - 13293)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$70,000	
Total Labor Expended This Period:	\$199	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$69,324	( 99% of total budget )
Balance:	\$676	( 1% of total budget )

**Work Status**

99% complete.

**Progress**

Finalized PowerPoint presentation.

**Products**

PowerPoint presentation.

**Meetings**

None.

**Objectives for Next Month**

Present project to the Boston Region MPO Board on May 6, 2021.

---

---

**Low-Cost Imp to Express Hwy Bottleneck Locations FFY21 (4.2 - 13621)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$42,000	
Total Labor Expended This Period:	\$5,837	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,837	( 14% of total budget )
Balance:	\$36,163	( 86% of total budget )

**Work Status**

10% complete.

**Progress**

Contacted MassDOT Highway Division Districts for suggestions about expressway bottleneck locations for study.  
Reviewed data from MPO Congestion Management Process and recent planning studies for bottleneck locations.  
Inventoried potential study locations.

**Products**

List of previously studied and potential locations, Excel spreadsheet, April 30.

**Meetings**

None.

**Objectives for Next Month**

Complete the selection of study locations.  
Collect traffic counts and crash data for the selected locations.

---



---

**Mapping Major Trans Infrastructure Projects (4.2 - 13307)**

**Mgr: K. Dumas**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$1,462	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$17,697	( 88% of total budget )
Balance:	\$2,303	( 12% of total budget )

**Work Status**

85% complete.

**Progress**

Made final round of minor modifications to the application and its interface, in preparation for releasing it to the CTPS management team for feedback.

**Products**

Updated draft version of application for internal review.

**Meetings**

April 1, 9, 23, and 26, regular meetings with project manager.

**Objectives for Next Month**

Gather feedback from CTPS management team on draft version of the application, determine what modifications, if any, are to be made to the app within the scope of the current project.

---

---

**Priority Corridors from LRTP Needs Assessment FY20 (4.2 - 13520)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$120,000	
Total Labor Expended This Period:	\$3,105	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$115,174	( 96% of total budget )
Balance:	\$4,826	( 4% of total budget )

**Work Status**

97% complete

**Progress**

MPO staff reviewed, edited, and addressed editorial changes.

**Products**

Draft study report, April 30, 2021.

**Meetings**

None.

**Objectives for Next Month**

Present study results to the MPO board.

---

---

**Priority Corridors from LRTP Needs Assessment FY21 (4.2 - 13521)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$110,000	
Total Labor Expended This Period:	\$14,027	( 13% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$26,083	( 24% of total budget )
Balance:	\$83,917	( 76% of total budget )

**Work Status**

20% complete.

**Progress**

MPO staff assembled crash data, prepared crash summaries, and created crash diagrams for eight high-crash locations in the corridor. In addition, staff requested new traffic counts data from MassDOT for analysis.

**Products**

Crash data, crash summaries showing crash characteristics, and crash diagrams for the high-crash locations.

**Meetings**

None.

**Objectives for Next Month**

Continue existing conditions analyses.  
Meet with the study advisory task force.

---

---

**Regional Travel Demand Management (RTDM) Strategies (4.2 - 13303)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$10,000	
Total Labor Expended This Period:	\$123	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,882	( 29% of total budget )
Balance:	\$7,118	( 71% of total budget )

**Work Status**

40% complete.

**Progress**

Debriefed first TDM forum and began to plan for second TDM forum with MAPC staff.  
Advanced planning for TDM coffee chat as part of the MPO's Pilot Transit Working Group.

**Products**

Draft notes document for planning for second TDM forum.

**Meetings**

April 14, 2021: TDM coordination and planning discussion with staff from Cambridge, Somerville, Boston, and Watertown.  
April 22, 2021: TDM planning and coordination meeting with MAPC staff.

**Objectives for Next Month**

Finalize planning for and possibly hold TDM coffee chat.  
Advance planning for second TDM forum, including possibly recruiting speakers.

---

---

**Safety & Oper Analyses at Selected Int's: FFY20 (4.2 - 13720)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$80,000	
Total Labor Expended This Period:	\$2,374	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$78,848	( 99% of total budget )
Balance:	\$1,152	( 1% of total budget )

**Work Status**

99% complete.

**Progress**

The studies of Route 27 at West Street in Medfield and Adams Street at Furnace Brook Parkway and Common Street is scheduled for the upcoming May 6 MPO meeting.  
Worked with the CTPS editorial and graphic groups to prepare the MPO web posting and presentation of the studies.

**Products**

MPO web posting and presentation slides (draft): Safety and Operations at Selected Intersections FFY 2020.

**Meetings**

None.

**Objectives for Next Month**

Present the studies at the May 6 MPO meeting.

---

---

**TIP Before-and-After Studies FFY20 (4.2 - 13294)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$49,759	( 83% of total budget )
Balance:	\$10,241	( 17% of total budget )

**Work Status**

87% complete.

**Progress**

Continued processing and analyzing the "After" conditions.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete "After" conditions analyses and final memorandum.

---

---

**Trip Generation Rate Research (4.2 - 13304)**

**Mgr: D. Joshi**

---

**Financial Status**

Total Project Budget:	\$45,000	
Total Labor Expended This Period:	\$197	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,940	( 9% of total budget )
Balance:	\$41,060	( 91% of total budget )

**Work Status**

10% complete.

**Progress**

Continued coordination with the team on ongoing ITE effort.  
Landuse type update work is in progress.

**Products**

None.

**Meetings**

April 15, project coordination meeting with team.

**Objectives for Next Month**

Continue coordination with the team on UMass Lowell research project.  
Make progress on landuse type update.

---

---

**Bicycle and Pedestrian Support Activities FFY21 (4.3 - 2521)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$77,420	
Total Labor Expended This Period:	\$8,704	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$60,019	( 78% of total budget )
Balance:	\$17,401	( 22% of total budget )

**Work Status**

Ongoing

**Progress**

Began soliciting volunteer bicycle and pedestrian counters for May 2021 count dates.  
Corrected issue preventing volunteers from registering to count bicycles and pedestrians.  
Restored access to count registration database to project manager  
Removed dated link to 2013 counts from count registration web pages.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

Updated MPO website pages.

**Meetings**

April 9, met internally and with MAPC staff to discuss Integrated Transport Health Impact Model (ITHIM) progress.  
April 20, met with the co-chair of the Town of Concord's Bruce Freeman Rail Trail Advisory Committee to answer questions about May's upcoming volunteer bicycle and pedestrian counts.  
April 22, met to discuss ITHIM questions with educators who calibrated the model for the Boston region.  
April 28, attended the April Landline Coalition Meeting.

**Objectives for Next Month**

Coordinate May bicycle and pedestrian count volunteers.  
Attend meetings and webinars related to transportation planning for people who walk and bike.  
Continue learning about best practices for people walking and bicycling.  
Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

---



---

**Community Transportation Technical Assistance FFY21 (4.3 - 2421)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$69,190	
Total Labor Expended This Period:	\$3,220	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$10,800	( 16% of total budget )
Balance:	\$58,390	( 84% of total budget )

**Work Status**

Ongoing

**Progress**

Met with Salem planners to discuss technical assistance and to begin study of diversions associated with congestion on North Street (Route 114).  
Met with MassDOT District 5 and Hull to discuss an intersection along George Washington Boulevard and possible future study of intersection and other MassDOT improvements to the area.

**Products**

None.

**Meetings**

May 8, meeting with MassDOT and Hull to discuss possible improvements at George Washington Boulevard intersection.

**Objectives for Next Month**

Continue with Salem study.

---

---

**Regional Transit Service Planning Tech Support FFY21 (4.3 - 4121)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$55,360	
Total Labor Expended This Period:	\$618	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,637	( 7% of total budget )
Balance:	\$51,723	( 93% of total budget )

**Work Status**

Ongoing

**Progress**

Met with Malden Redevelopment Authority and MBTA to discuss ways to help with Malden Transit Action Plan.

**Products**

None.

**Meetings**

April 15, with Malden Redevelopment Authority  
April 26, with MBTA

**Objectives for Next Month**

Continue discussions with Middlesex TMA, North Shore TMA and Malden Redevelopment Authority about potential technical assistance.

---

---

**Roadway Safety Audits FFY21 (4.3 - 2321)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$7,740	
Total Labor Expended This Period:	\$507	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,165	( 28% of total budget )
Balance:	\$5,575	( 72% of total budget )

**Work Status**

Ongoing

**Progress**

Participated in a virtual on April 15 for the intersection of Route 9 and Eliot Street, Woodward Street, Ramsdell Road, and Glenmore Terrace in Newton.

**Products**

None.

**Meetings**

April 15, RSA for Route 9 at Eliot Street in Newton.

**Objectives for Next Month**

Participate in Road Safety Audits in the MPO Region.

---

---

**Traffic Data Support FFY21 (4.3 - 2721)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$18,180	
Total Labor Expended This Period:	\$1,064	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$6,313	( 35% of total budget )
Balance:	\$11,867	( 65% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to growth rate requests.  
Began using the new CTPS Data Request from and continued use of Asana to track and assign data requests.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to traffic related data requests to the MPO.

---

---

**Transit Data Support FFY21 (4.3 - 4221)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$13,730	
Total Labor Expended This Period:	\$143	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,102	( 66% of total budget )
Balance:	\$4,628	( 34% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to requests for data and technical support for data collection.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Respond to requests for data.

---

---

**Computer Resource Management FFY21 (6.0 - 6021)**

**Mgr: G. Weaver**

---

**Financial Status**

Total Project Budget:	\$335,040	
Total Labor Expended This Period:	\$24,175	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$171,845	( 51% of total budget )
Balance:	\$163,195	( 49% of total budget )

**Work Status**

Ongoing

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Gathered storage data to assist with vendors for a new backup solution. Gathered information from vendors about a lease agreement for laptops.

Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches. Helped upgrade GIS software on older application server and resolved issue affecting the GIS software's access to Excel data files on both application servers. Proposed new licensing for GIS software and worked with MassDOT partner to take on some licensing costs. Updated IT documentation; produced updated version of CTPS network topology diagram. Met with various vendors about software and hardware purchases. Updated and submitted the Computer Resources budget.

Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution.

**Products**

Updated IT documentation, with updated network topology diagram.

**Meetings**

March 30, April 15, and 21, with TPX, to discuss phone, internet, and IT services and pricing.

March 30, April 8, 14, 26, and 30, with Dell Technologies and Connection to discuss backup storage and backup software and pricing.

March 31, April 13, with Hubspot to discuss pricing and received a demo.

April 1, and 8, with MAPC to discuss Hubspot, Seamless Docs, Deltek, and IT Hardware and software.

April 5, with Dato to discuss backing up GSuite and Office 365 with Backupify.

April 12, with Windstream to discuss pricing and an Allworx OfficeSuite demo.

April 13, with Winslow Technology Group to discuss their IT services and suggestions.

April 14, with Caliper to discuss Network Transcad licenses.

April 14, with Dell Financial and Connection to discuss a laptop lease agreement.

**Objectives for Next Month**

Continue updating IT documentation.  
Start putting together HW/SW contract PO requests and gathering quotes for FY22.  
Start setting up additional virtual machines for staff.  
Continue support, as required.

---

---

**Data Resources Management FFY21 (6.0 - 5021)**

**Mgr: D. Knudsen**

---

**Financial Status**

Total Project Budget:	\$268,100	
Total Labor Expended This Period:	\$18,597	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$130,930	( 49% of total budget )
Balance:	\$137,170	( 51% of total budget )

**Work Status**

Ongoing

**Progress**

Updated the CTPS copies of MassGIS data based on updates released from MassGIS, most notably 2019 NOAA sea-level rise data. Began processing and cleaning 2020 bridge data from MassDOT for use with GIS.

Participated in monthly INRIX/MassDOT/CTPS coordinating meeting. Reported issues with access to some stored traffic message channel (TMC) lists on RITIS platform to RITIS support. Reported items missing from RITIS documentation to RITIS support and CATT Lab development manager. Created routable network out of INRIX TMCs to support retrieving sets of TMCs to report traffic data on.

Summarized extent of sensitive data held by agency for insurer against data breaches.

Updated the data request form and log. Provided a traffic growth rate to a consultant and travel model data related to socioeconomic and environmental justice projections in the most recent long-range transportation plan to a member of the public.

Continued preparing to migrate website to newer version of content management software (CMS), Drupal. Patched operating system (OS) software on MPO web server and updated CMS software to address security hole. Updated contact information on website related to TTY service, and updated staff directory and organizational chart.

**Products**

Updated CTPS spatial database. Routable TMC network.

Updated MPO web server and software, and updated web pages.

Updated data request form and log for internal staff use. Traffic growth rate and travel demand model data in response to requests.

**Meetings**

April 7, 27, and 28, Data Resources Group meetings.

**Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available. Continue preparing to migrate website to newer version of CMS.

---



---

**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY21 (6.0 - 1021)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$83,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$3,281	( 4% of budgeted direct costs )
Amount Expended to Date:	\$40,987	( 49% of total budget )
Balance:	\$42,513	( 51% of total budget )

**Work Status**

Ongoing

**Progress**

Translation expenses were incurred for the UPWP Survey, Braintree Corridor Survey, TIP Criteria Guidebook, and outreach flyers.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**3C Planning and MPO Support FFY21 (3.2 - 9021)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$533,170	
Total Labor Expended This Period:	\$36,394	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$367,952	( 69% of total budget )
Balance:	\$165,218	( 31% of total budget )

**Work Status**

Ongoing

**Progress**

- Attended Transportation Managers Group Meeting.
- Planned, organized, and held one virtual MPO meeting.
- Planned, organized, and held one virtual Advisory Council meeting.
- Supported one virtual UPWP Committee meeting.
- Planned special MAPC Inner Core Committee Transportation MBTA Bus Network Redesign Discussion for June.
- Planned Massachusetts American Planning Association Transportation Committee co-sponsored webinar.
- Planned, organized, and held two TIP Virtual Open Houses.
- Developed website text updates, social media content, blog posts, and MailChimp messages.
- Organized and drafted responses to press inquiries and public comments.
- Provided outreach and communications support to Pilot Transit Working Group Coffee Chats.
- Provided outreach and communications support to the Big Ideas study team.
- Provided outreach and communications support for the MPO Elections Survey.
- Provided outreach, survey, and communications support to Braintree Grove Street corridor study team.
- Provided outreach and communications support to the Access to Central Business Districts Phase 2 study team.
- Met with Plain Language Working Group regarding Public Outreach Plan update, and other initiatives.
- Facilitated monthly meeting with Livable Streets Alliance.
- Continued drafting Public Outreach Guidebook to go with the new Public Outreach Plan.
- Facilitated start of transfer of survey services from SurveyMonkey to Qualtrics.
- Supported planning for one TIP Project Cost Ad-Hoc Committee meeting.
- Attended three virtual outreach events.
- Met with Chelsea Creek Visioning Advocacy Group.
- Provided support to LRTP scenario development.
- Attended one MassDOT led Every Day Counts Virtual Public Involvement Committee meeting.
- Wrote AMPO conference session submission.
- Attended Community Mobility Working Group meeting.
- Attended two webinars on virtual public engagement.
- Attended CTPS Travel Demand Management Steering Committee meeting.
- Supported CTPS Model Functionality Development.

**Products**

Agendas, minutes, and presentation materials for MPO and Advisory Council meetings.  
7 MailChimp messages regarding TIP Public Comment and Open Houses, Braintree Grove Street Corridor Survey, MPO and Advisory Council agendas, Transportation Equity Newsletter.  
12 Tweets.  
2 Facebook posts.

## **Meetings**

May 3, Alliance for Business Leadership Reimagining Regional Rail Webinar.  
May 4, APA Transportation Committee meeting.  
May 4, Transportation Managers Group.  
May 4, Livable Streets and CTPS Monthly Meeting.  
May 5, Intersection Improvement Program Coordination.  
May 6, Boston Region MPO.  
May 6, UPWP Committee.  
May 6, Equity Task Force MAPC Collaboration.  
May 7, Transit Working Group Microtransit Coffee Chat.  
May 10, TIP Open House.  
May 11, Transit Working Group HHS Coffee Chat.  
May 11, CTPS Travel Demand Model Steering Committee meeting.  
May 12, Transit Working Group Partnerships Coffee Chat.  
May 12, Regional Transportation Advisory Council.  
May 13, Communications and Outreach Monthly Meeting.  
May 17, Bicycle and Pedestrian Counts Coordination.  
May 18, Conservation Law Foundation, Transportation Solutions for New England Coffee Break virtual event.  
May 18, Climate Emergency Preparedness: Art and Cultural Resiliency Webinar.  
May 19, Equity Task Force MAPC Collaboration.  
May 19, Template Committee.  
May 19, TIP Open House.  
May 19, Braintree Rapid Recovery Public Meeting.  
May 20, Every Day Counts Virtual Public Involvement Committee meeting.  
May 20, Vision Chelsea Creek and MPO Chat.  
May 20, PALS and MBTA Coordination.  
May 26, MPO Transit Working Group Travel Demand Management Coffee Chat  
May 26, Plain Language Working Group.  
May 27, IAP2 Perspectives on Municipal Engagement Forum.

## **Objectives for Next Month**

Continue to plan regularly scheduled MPO, MPO Committee, Advisory Council meetings.  
Continue to plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program and technical projects as needed.  
Host one virtual UPWP open house during the public comment period.  
Finalize a draft Public Outreach Plan (POP) and POP Guidebook that incorporates virtual meeting guidelines and virtual public engagement processes.  
Plan a kickoff outreach event for the POP.  
Continue to produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed.  
Continue to produce monthly and quarterly updates for MAPC Matters, MPO mailing list, and Transportation Equity subscribers.  
Continue to produce weekly Outreach and Communications email updates for MPO staff.  
Continue to process public input and communicate information back to the board.  
Continue to respond to press inquiries as needed.  
Continue to work with Editorial to make progress on the draft External Communications Style Guide.  
Continue to provide outreach and communications support to Future of the Curb, Access to CBDs, and Intersection Improvement Program study teams.  
Continue to support the Informing the Big Ideas for the MPO's Scenario Planning study.  
Continue to support the collaborative MAPC and MPO Equity Task Force.  
Facilitate monthly meetings with Livable Streets Alliance on Transportation Modeling and other MPO Activities.  
Continue to plan and facilitate Inner Core Committee Transportation Meetings.  
Rename the agency blog.  
Continue to plan and host co-sponsored APA MA Transportation Committee and MPO webinars.

---

---

**MPO General Graphics FFY21 (3.2 - 9221)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$95,290	
Total Labor Expended This Period:	\$6,460	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$50,273	( 53% of total budget )
Balance:	\$45,017	( 47% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS as needed.

---

---

**Professional Development FFY21 (3.2 - 9521)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$52,720	
Total Labor Expended This Period:	\$3,224	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$13,875	( 26% of total budget )
Balance:	\$38,845	( 74% of total budget )

**Work Status**

Ongoing

**Progress**

Staff attended American Community Survey Users Conference, MassDOT INRIX meeting and presented at and attended the MassDOT Innovation Conference.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$8,229	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$64,604	( 59% of total budget )
Balance:	\$45,436	( 41% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.  
Communicated with likely vendor of accessibility review services about anticipated review schedule for upgraded MPO website.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.

**Meetings**

May 19, 2021, Template committee meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.  
Explore accessibility of text transferred from Google Docs.

---

---

**Air Quality Conformity Determination and Support FFY21 (3.3 - 8421)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$54,690	
Total Labor Expended This Period:	\$5,472	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$32,953	( 60% of total budget )
Balance:	\$21,737	( 40% of total budget )

**Work Status**

Ongoing

**Progress**

Working with EPA and the FHWA Resource Center, addressed issues associated with running MOVES 3 in emission factor mode.  
Worked on resolving issues with post-processing MOVES 3 emission factors.  
Coordination with consultants on MOVES emission factors.

**Products**

None.

**Meetings**

May 5, Attended EPA MOVES 3 webinar.  
May 29, Meeting with Lexington on GHG inventory request.

**Objectives for Next Month**

Address issues with post-processing MOVES 3 emission rates.  
Continue to run MOVES 3 for emission factors for all required years for Eastern and Western Massachusetts.  
Run idle emission factors for project calculations.  
Continue to train staff on the MOVES model.  
Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.  
Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.  
Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

---



---

**Congestion Management Process FFY21 (3.3 - 2121)**

**Mgr: R. Hicks**

---

**Financial Status**

Total Project Budget:	\$118,240	
Total Labor Expended This Period:	\$10,010	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$68,204	( 58% of total budget )
Balance:	\$50,036	( 42% of total budget )

**Work Status**

Ongoing

**Progress**

Staff continued reviewing the bicycle parking memorandum.  
Staff met with IT group to discuss the availability of interchange data through INRIX.  
Staff continued to analyze interchange data. Staff also focused on calibrating performance measures for interchanges.

**Products**

None

**Meetings**

Internal meeting with IT group - May 6, 2021 - 11:00 AM

**Objectives for Next Month**

Finalize internal review of the bicycle parking memorandum.  
Continue to work on the state of congestion study.

---

---

**Long-Range Transportation Plan (LRTP) FFY21 (3.3 - 8021)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$276,120	
Total Labor Expended This Period:	\$21,848	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$132,760	( 48% of total budget )
Balance:	\$143,360	( 52% of total budget )

**Work Status**

Ongoing

**Progress**

Continued coordination of work for the next LRTP and Needs Assessment to be adopted in 2023:  
Continued coordination with the Graphics Department for design of Destination 2050 and its website  
Worked with staff on the update of the six goal areas in the Needs Assessment, currently working on System Preservation and Equity  
Worked with staff on changes to the LRTP webpage for presenting information to the public throughout the LRTP development process. Also, continued to review and discuss the Needs Assessment for presenting the report and data online.  
Continued work and discussions on the Big Ideas study, travel demand model, and other tools to prepare for scenario planning for the next LRTP.  
Continued work on climate resiliency activities in the MPO region to integrate into the next LRTP Needs Assessment and other MPO planning activities.  
Continued work on implementation of the LRTP including coordination with the UPWP and TIP.  
Communication with Board members, other Massachusetts MPO agency staff, and members of the public on LRTP implementation.  
Coordination with MassDOT and MAPC on demographics development.  
Coordination with MAPC on MetroCommon.

**Products**

None.

**Meetings**

May 3, CTPS/MAPC Coordination on MetroCommon and the LRTP.  
May 5, Resiliency Coordination meeting with the MBTA.  
May 6, Presentation to MPO Board on MetroCommon and LRTP Coordination  
May 11, Internal resiliency coordination meeting with CTPS staff.  
May 12, Resiliency Coordination meeting with MassDOT.  
May 13, Coordination meeting with MAPC on Resiliency Survey.  
May 19, Attended CMIP Resiliency Processing Tool Webinar.  
May 19, Met with Harborkeepers group to talk about resiliency improvements in East Boston.

**Objectives for Next Month**

Continue coordination on goal areas as part of the next LRTP and Needs Assessment development.

Continue implementing new LRTP investment programs.

Continue supporting public outreach and updates on LRTP implementation.

Continue to review and discuss potential changes to the LRTP webpage for presenting information to the public throughout the LRTP development process. Also, continue to review and discuss the Needs Assessment application for presenting the report and data online.

Continue updating the Needs Assessment, and continue to address the resiliency of the transportation network.

Continue working on scenarios for the next LRTP development process, including coordination with the Big Ideas study.

Continue to coordinate with MAPC on MetroCommon and demographic development.

---

---

**Performance-Based Planning and Programming FFY21 (3.3 - 8821)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$109,870	
Total Labor Expended This Period:	\$5,875	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$68,404	( 62% of total budget )
Balance:	\$41,466	( 38% of total budget )

**Work Status**

Ongoing

**Progress**

Reviewed updated data for federal fiscal years (FFY) 2022-26 Transportation Improvement projects. Made updates for the performance analysis chapter and the Appendix A project relationships table in the FFYs 2022-26 TIP, including changes to respond to Massachusetts Department of Transportation comments.

Analyzed measurements and calculated deck area for bridges in the Boston region. Received and processed bridge data for 2011-2020 from TAD staff member. Began incorporating the data into the development version of the performance dashboard. Attended MPO meetings and the Transportation Managers Group meeting to support performance-based planning and programming work. Helped develop a presentation proposal for the upcoming Association of Metropolitan Planning Organization's annual conference. Continued to explore the Conveyal destination access analysis application and met with MassDOT Office of Transportation Planning and Metropolitan Area Planning Council staff to discuss issues and questions. Participated in brainstorming activities to support the creation of an ad hoc TIP cost change policy committee. Attended the May 4 Transportation Manager's Group meeting and the May 6 MPO meeting. Attended an American Association of State Highway and Transportation Officials (AASHTO) webinar about performance-based planning and programming. Participated in a Federal Transit Administration (FTA) interview about transit asset management at the MPO level.

**Products**

Updated development version of the performance dashboard.

**Meetings**

May 3, met with MAPC staff to discuss Conveyal.  
May 4, attended the Transportation Manager's Group meeting.  
May 6, attended the MPO meeting.  
May 19, attended an AASHTO's webinar about performance-based planning and programming.  
May 25, participated in a FTA interview about transit asset management at the MPO level.

**Objectives for Next Month**

Finalize the performance analysis chapter and the Appendix A project relationships table for the FFYs 2022-26 TIP.

Attend MPO meetings and TIP cost change policy committee meetings to support performance-based planning and programming work.

Debug open issues with rendering of 2011-2020 bridge data in the performance dashboard.

Continue to explore the Conveyal destination access analysis application and meet with MassDOT OTP staff and others to discuss issues and questions.

Obtain the final version of updated bridge data for the MPO Performance Dashboard.

Support MPO scenario planning activities, as needed.

Update content on the MPO's Performance-based Planning and Programming web page, as needed.

---

---

**Regional Model Enhancement FFY21 (3.3 - 7121)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$927,370	
Total Labor Expended This Period:	\$62,333	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$530,693	( 57% of total budget )
Balance:	\$396,677	( 43% of total budget )

**Work Status**

Ongoing

**Progress**

Completed draft model validation plan and submitted draft to model steering committee.  
Continued work researching truck model structures.  
Continued code development of new mode choice component.  
Initiated transit and highway accessibility model platform code development.  
Continued development of roadway volume delay function test platform.  
Initiated prototype development for model data explorer.  
Initiated process to balance roadway counts on restricted access highways.  
Prepared for EMAT bus lane metric analysis.  
Developed draft land use categories using transit access and density.

**Products**

None.

**Meetings**

May 11, model steering committee meeting.  
May 13, model functionality workshop.  
May 17, meet with MAPC to discuss vehicle availability component  
May 27, model users group meeting.

**Objectives for Next Month**

Prepare and support Model Steering Committee meeting, and prepare for model stakeholder review meetings.  
Finalize mode choice component coding, land use categories, roadway count balancing, truck model approach, and time of day period definition.  
Advance 2019 base year input data preparation around school locations, external travel, and special generators.

---

---

**Transit Working Group Support FFY21 (3.3 - 8921)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$64,120	
Total Labor Expended This Period:	\$6,654	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$35,898	( 56% of total budget )
Balance:	\$28,222	( 44% of total budget )

**Work Status**

Ongoing

**Progress**

Hosted five Transit Working Group chat sessions. Managed registration and developed communication materials to support chat sessions.  
Began planning a set of Transit Working Group chat sessions focused on regional rail, in coordination with members of the Massachusetts Bay Transportation Authority's (MBTA) Regional Rail Transformation team.  
Began to plan the next general Transit Working Group meeting, including by identifying potential speakers and MPO topics for presentation.

**Products**

None.

**Meetings**

May 7, hosted a Transit Working Group chat focused on microtransit.  
May 11, hosted a Transit Working Group chat focused on medical and human services transportation.  
May 12, hosted a Transit Working Group chat focused on partnerships for ongoing transit recovery.  
May 19, hosted a Transit Working Group chat focused on improving connections and closing gaps.  
  
May 19, met with members of the MBTA's Regional Rail Transformation team to discuss hosting Transit Working Group chat sessions focused on regional rail.  
May 26, hosted a Transit Working Group chat focused on travel demand management.

**Objectives for Next Month**

Document the outcomes from the Transit Working Group chat sessions held in May. Prepare notes summarizing the themes discussed during each session.

Continue to work with members of the MBTA's Regional Rail Transformation Team to set up chat sessions about regional rail topics.

Summarize proceedings from the fourth (March 19, 2021) Transit Working Group meeting.

Plan the next general Transit Working Group meeting, including by meeting with potential speakers. Develop communications to advertise the meeting.

Update the Transit Working Group web page, as needed.

Continue to conduct research and develop documents and resources to support Transit Working Group meetings, as needed.

Continue to plan next steps related to the pilot and develop recommendations about the group to present to the MPO board.

Begin to document progress and outcomes of the Transit Working Group pilot.

Maintain and update Transit Working Group contact lists.

---



---

**Transportation Equity Program FFY21 (3.3 - 8521)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$140,100	
Total Labor Expended This Period:	\$13,779	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$89,964	( 64% of total budget )
Balance:	\$50,136	( 36% of total budget )

**Work Status**

Ongoing

**Progress**

Worked on updating existing and creating new equity metrics for the Long-Range Transportation Plan: Updated plan for creating accessibility thresholds for the LRTP DI/DB analyses. Tested different ways to assign destinations to TAZs to accommodate using Model Skims for travel times for the LRTP DI/DB thresholds.

Met with project manager to discuss feasibility of, and possible approaches to, implementing a web application that allows users to display and query transportation equity data at the TAZ level.

Investigated the possibility of hosting the relevant data as an ArcGIS Online (AGOL) feature service backed by data residing in a file geodatabase in CTPS's AGOL account, and accessing it via the AGOL REST (Representational State Transition) API (Application Programming Interface.)

Identified issues and obstacles with this approach; began investigating alternative approaches pending approval by project manager.

Continued testing the use of ITHIM to determine it's possible use during scenario planning for the LRTP.

Continued development of a proposal for a joint public engagement group in partnership with MAPC.

Finalized draft of the Language Assistance Plan, including maps and cover, and sent the document out for translations.

Worked on developing an internal guide to providing language assistance at the MPO.

Worked on July 19 presentation on leveraging data for equity decision-making at the Transportation Research Board Executive Committee Meeting.

**Products**

Winter/Spring edition of the Transportation Equity Newsletter.

**Meetings**

May 19: Met with MAPC staff to discuss collaborating on a public engagement group.

**Objectives for Next Month**

*Central Transportation Planning Staff - Progress Report for 5/1/2021 to 5/31/2021*

Continue developing an equity-related task force to increase engagement of equity populations in MPO processes.

Post the Language Assistance Plan online.

Support scenario planning development for the Long-Range Transportation Plan.

Continue developing new and revision to existing equity metrics for the LRTP.

Finish drafts of an internal staff guide to providing translations and interpreter services.

Update Transportation Equity and Civil Rights web pages.

---

---

**Transportation Improvement Program (TIP) FFY21 (3.3 - 8221)**

**Mgr: M. Genova**

---

**Financial Status**

Total Project Budget:	\$278,890	
Total Labor Expended This Period:	\$17,961	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$169,364	( 61% of total budget )
Balance:	\$109,526	( 39% of total budget )

**Work Status**

Ongoing

**Progress**

Finalized edits to the draft FFYs 2022-26 MPO review draft, in preparation for public review period.  
Hosted two public TIP open houses to discuss the FFYs 2022-26 TIP.  
Continued outreach to all project proponents (current and prospective) about this year's TIP process, including how to participate in MPO meetings and submit comments on the draft FFYs 2022-26 TIP.  
Released draft FFYs 2022-26 TIP for public review, and compiled all comments for presentation to MPO.  
Released FFYs 2021-25 TIP Amendment 6 for public review.  
Continued to plan for the TIP policy subcommittee, including hosting meeting with Eric Bourassa to discuss next steps and beginning to compile materials to support an initial meeting of the subcommittee.

**Products**

Multiple drafts of the FFYs 2022-26 TIP, including MPO review draft, public review draft, and final review draft.  
PowerPoint for public TIP open houses.  
PowerPoint for TIP Amendment Six presentation.  
PowerPoint for FFYs 2022-26 TIP release presentation.  
Outreach emails to project proponents (current and prospective) about this year's TIP process, including how to participate in MPO meetings and submit comments on the draft FFYs 2022-26 TIP.  
Table of compiled public comments and responses for FFYs 2022-26 TIP public comment period, for presentation to MPO board.  
Draft TIP comment response letters to elected officials and to MassDOT's OTP.  
Summary tables for FFYs 2021-25 TIP Amendment 6.

**Meetings**

May 5, discussion with ferry proponents from Quincy.  
May 6, Boston Region MPO.  
May 10 and 19, TIP open houses.  
May 12, TIP subcommittee preparation (Eric Bourassa and MPO staff).  
May 12, TIP check-in (Revere).  
May 20, Vision Chelsea Creek.  
May 26, TIP subcommittee research (Eric Bourassa and Transit Matters).  
May 27, Community Connections check-in (Eric Bourassa and MPO staff).

### **Objectives for Next Month**

Finalize edits to the FFYs 2022-26 TIP final review draft and send to MassDOT for final approval.  
Co-host TIP/CIP public outreach meeting with MassDOT.  
Finalize FFYs 2021-25 TIP Amendment 6.  
Finalize website edits to reflect passage of new FFYs 2022-26 TIP and FFYs 2021-25 Amendment 6.  
Conclude response process to all FFYs 2022-26 TIP public comments.  
Continued to support the TIP policy subcommittee, including hosting a first meeting and outlining a plan for the subcommittee's work this summer.  
Advance work on TIP database, including updating project information and exploring criteria-related changes to database fields and structure (as needed).  
Continue work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including TIP how-to guide and project criteria and scoring guides.

---

---

**Unified Planning Work Program (UPWP) FFY21 (3.3 - 8321)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$127,480	
Total Labor Expended This Period:	\$9,037	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$76,690	( 60% of total budget )
Balance:	\$50,790	( 40% of total budget )

**Work Status**

Ongoing

**Progress**

Held UPWP Committee meeting on May 6, 2021 and acquired committee endorsement of the staff-recommended list of studies for the FFY 2022 UPWP.  
Continue to make progress with elements of the UPWP document.  
Finalized schedule for finishing development of the FFY 2022 UPWP.  
Coordinated with proponents for current and future UPWP study concepts.

**Products**

Materials for UPWP Committee meeting on May 6, 2021, including agenda, meeting summary of the previous meeting, and supporting materials.  
Advanced drafts of several UPWP chapters and tables.

**Meetings**

May 5, Meeting with project proponents for a potential future UPWP study on ferries.  
May 6, UPWP Committee meeting.  
May 13, Internal processing meeting on UPWP studies.  
May 20, Outreach meeting with a potential proponent for a future study.

**Objectives for Next Month**

Finalize draft FFY 2022 UPWP.  
Create supporting materials for UPWP Committee meeting on July 1, 2021.  
Create supporting materials for FFY 2021 UPWP Amendment One, to be released for public comment at the July 1, 2021 UPWP Committee meeting.  
Plan for communications and promotional materials for public comment period for the FFY 2022 UPWP.

---

---

**Access to Commercial Business Districts (CBD) Phase 2 (4.2 - 14370)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$75,000	
Total Labor Expended This Period:	\$3,476	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$8,541	( 11% of total budget )
Balance:	\$66,459	( 89% of total budget )

**Work Status**

11% complete.

**Progress**

Created, distributed and analyzed survey to the MPO board to ask for feedback on CBD selection for case study analysis. Finalized CBD selection.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Begin scheduling and conducting interviews. Expand annotated bibliography.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY20 (4.2 - 13420)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$115,000	
Total Labor Expended This Period:	\$1,547	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$114,823	( 100% of total budget )
Balance:	\$177	( 0% of total budget )

**Work Status**

99% complete.

**Progress**

The Study of Route 53 in Norwell is scheduled for presentation and approval at the June 3 MPO meeting.  
Worked with the CTPS editorial and graphic groups to prepare the MPO web posting and presentation of the study.

**Products**

MPO web posting and presentation slides (draft): Route 53 Corridor Study in Norwell.

**Meetings**

None.

**Objectives for Next Month**

Present the study and obtain approval at the MPO meeting on June 3.  
Publish the final study report on the MPO website.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$99,100	
Total Labor Expended This Period:	\$6,721	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$41,281	( 42% of total budget )
Balance:	\$57,819	( 58% of total budget )

**Work Status**

30% complete.

**Progress**

Completed the Braintree Grove Street corridor users survey on the MPO website. Analyzed and summarized the survey results.  
Reviewed and summarized the corridor traffic counts and intersection turning movement counts (including pedestrian and bicycle counts) collected by MassDOT and developed adjustment factors based on historical counts in the study area.  
Reviewed and summarized the estimated 85th percentile speeds and average speeds at the three spot speed study locations in the Grove Street corridor.

**Products**

Summary of the Braintree Grove Street Corridor User Survey results (draft), May 31, 2021.  
Summary of daily traffic volumes for the Grove Street corridor (draft), May 31, 2021.

**Meetings**

None.

**Objectives for Next Month**

Update the Synchro base-year AM and PM traffic models based on the estimated traffic counts.  
Conduct intersection capacity analyses and traffic simulations to calibrate the base-year AM and PM models.  
Start to develop short- and long-term improvement ideas.

---



---

**All-Hazards Planning Application Update (4.2 - 13306)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$29,876	
Total Labor Expended This Period:	\$1,160	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,098	( 30% of total budget )
Balance:	\$20,778	( 70% of total budget )

**Work Status**

30% complete.

**Progress**

Sent an agency-wide email to gather ideas for potential application revisions and received written input from staff.  
Added MPO subregions layer, hosted at CTPS, to ArcGIS Online (AGOL) web map.  
Added MassGIS 2010 block-group level Environmental Justice Populations layer to AGOL web map. This layer is being hosted locally at CTPS.  
Continued to revise layers (sea level rise layer and hurricane surge inundation layer) and discuss solutions to roadblocks with map legend.

**Products**

AGOL web map updated with additional layers.  
Provided a summary of project reports for MassDOT Office of Transportation Planning (OTP) coordination meeting.

**Meetings**

May 5, 12, and 19, weekly check-in meetings with project team.

**Objectives for Next Month**

Follow up with State contacts for updated environmental data sets.  
Set meeting with other project team members to discuss upcoming tasks.  
If available, add TIP project's spatial data layer to ArcGIS Online (AGOL). Convert AGOL web map to AGOL web application.  
Send GIS Developer a list of modifications to the application's data layers.

---

---

**Future of the Curb Phase 2 (4.2 - 14371)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$3,319	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$26,719	( 45% of total budget )
Balance:	\$33,281	( 55% of total budget )

**Work Status**

45% complete.

**Progress**

Scheduled and conducted interview with representatives of a health advocacy organization. Completed interview coding for 12 out of 13 interviews and continued expanding guidebook outline.

**Products**

None.

**Meetings**

May 7, interview with United Spinal Association

**Objectives for Next Month**

Complete coding of remaining interview. Schedule, interview, and code an interview with Boston planning officials. Complete the guidebook draft outline.

---

---

**Improving Pedestrian Variables in the Travel Demand Model (4.2 - 13302)      Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$25,000	
Total Labor Expended This Period:	\$3,453	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$14,121	( 56% of total budget )
Balance:	\$10,879	( 44% of total budget )

**Work Status**

56%

**Progress**

Evaluated the biases and limitations of the current PEV computation and representation. Investigated the update PEV results at individual links and zones to understand the zonal aggregation issue. Compared the results to the household survey data. Identified the zonal pairs with contrast PEV values, walk-friendly VS non-walk friendly, and tried to understand the reasons causing the disparity.

**Products**

1) The table presents the computation of PEV for each component. 2) The maps show the comparison between the update PEV results and the household survey mode shares. 3) The maps display the comparison between the adjacent zone pairs having distinct PEV values and the comparison between the zonal PEV values and link level PEV values. 4) The map shows PEV results using the calculation (sidewalk length + walk path length + bike trail length)/ total roadway length.

**Meetings**

Five meetings were held internally. These meetings discussed 1) how to decompose the PEV formulation and examine its sensitivity to the variable changes; 2) how to improve the maps to understand the zonal aggregation issues; 3) how to interpret the relationship between missing data in RIF and PEV results.

**Objectives for Next Month**

Re-clean the RIF data and revise the program to further filter out the roadways without pedestrian access, including tunnels, bridges, ramps, and so on. Identify feasible improvements of the current PEV. Make a plan to complete the PEV program.

---

**Informing the Big Ideas Behind Scenario Planning Process (4.2 - 13308)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$20,700	
Total Labor Expended This Period:	\$641	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$6,034	( 29% of total budget )
Balance:	\$14,666	( 71% of total budget )

**Work Status**

29% complete.

**Progress**

Continued to convene modeling and LRTP team members to discuss scenario development based on focus group input.  
Wrote draft sections for the StoryMap.  
Compiled focus group input into themed summaries.

**Products**

Draft theme summaries of focus group input.

**Meetings**

May 13, StoryMap Design Meeting with CTPS Graphic Designer.

**Objectives for Next Month**

Complete text for StoryMap.  
Develop Causal Loop Diagrams based on focus group input.  
Design initial StoryMap.

---

---

**Intersection Improvement Program (4.2 - 13305)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$56,500	
Total Labor Expended This Period:	\$834	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$834	( 1% of total budget )
Balance:	\$55,666	( 99% of total budget )

**Work Status**

1% complete.

**Progress**

Held internal kick-off meeting.  
Planned for public outreach to solicit intersection location recommendations.

**Products**

None.

**Meetings**

May 5, met internally to kick-off the Intersection Improvement Program.

**Objectives for Next Month**

Solicit recommendations for intersection locations to study.

---

---

**Locations with High Bicycle and Pedestrian Crash Rates (4.2 - 13293)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$70,000	
Total Labor Expended This Period:	\$668	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$69,992	( 100% of total budget )
Balance:	\$8	( 0% of total budget )

**Work Status**

100% complete.

**Progress**

Presented the 13293 study to the Boston Region MPO Board.

**Products**

Completed project.

**Meetings**

May 6, presented the study at the Boston Region MPO Board meeting.

**Objectives for Next Month**

None.

---

---

**Low-Cost Imp to Express Hwy Bottleneck Locations FFY21 (4.2 - 13621)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$42,000	
Total Labor Expended This Period:	\$5,195	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$11,033	( 26% of total budget )
Balance:	\$30,967	( 74% of total budget )

**Work Status**

15% complete.

**Progress**

Continued reviewing the Congestion Management Process data and searching for more potential locations.  
Collected traffic counts, crash data, and related information for the potential study locations.

**Products**

Updated list of potential locations, Excel spreadsheet, May 31, 2021.

**Meetings**

None.

**Objectives for Next Month**

Complete the screening process and the selection of study locations.  
Collect traffic counts and crash data for the selected locations.

---

---

**Mapping Major Trans Infrastructure Projects (4.2 - 13307)**

**Mgr: K. Dumas**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$666	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$18,362	( 92% of total budget )
Balance:	\$1,638	( 8% of total budget )

**Work Status**

90% complete.

**Progress**

Presented prototype application to CTPS staff at all-staff meeting and solicited feedback.

**Products**

Updated draft version of application for staff review.

**Meetings**

May 28, meeting to discuss final edits and staff feedback

**Objectives for Next Month**

Compile feedback from CTPS staff on draft version of the application, determine what modifications, if any, are to be made to the app within the scope of the current project.

---



---

**Priority Corridors from LRTP Needs Assessment FY20 (4.2 - 13520)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$120,000	
Total Labor Expended This Period:	\$4,249	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$119,423	( 100% of total budget )
Balance:	\$577	( 0% of total budget )

**Work Status**

100% complete

**Progress**

MPO staff prepared draft report for final review and comment by the advisory task force. In addition, staff finalized figures, tables, and appendices to the report. In addition, staff created cover and map page, edited the report, and addressed editorial changes.

**Products**

Client-review draft report, May 31, 2021, final  
Figures, tables, report cover and map page, and appendices, May 31, 2021

**Meetings**

None.

**Objectives for Next Month**

Present study results to the MPO board.

---

---

**Priority Corridors from LRTP Needs Assessment FY21 (4.2 - 13521)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$110,000	
Total Labor Expended This Period:	\$13,628	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$39,712	( 36% of total budget )
Balance:	\$70,288	( 64% of total budget )

**Work Status**

29% complete.

**Progress**

MPO staff continued working on Task 2. Staff assembled crash data, prepared crash summaries, and created crash diagrams for eight high-crash locations in the corridor. In addition, staff processed new traffic count data from MassDOT for analysis. In addition, staff developed turning movement volumes for the peak hours, determined the peak-hour factors, percentage of heavy vehicles, and pedestrian and bicycle volumes. Finally, staff started building the traffic networks for assessing existing traffic operating conditions.

**Products**

- Crash data, tables showing crash summaries, and crash characteristics.
- Figures showing crash diagrams for the high-crash locations.
- Tables showing traffic volume data and turning movement counts.

**Meetings**

None.

**Objectives for Next Month**

Continue existing conditions analyses.

---

---

**Regional Travel Demand Management (RTDM) Strategies (4.2 - 13303)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$10,000	
Total Labor Expended This Period:	\$561	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,443	( 34% of total budget )
Balance:	\$6,557	( 66% of total budget )

**Work Status**

40% complete.

**Progress**

Hosted successful coffee chat on TDM topics through the MPO's Transit Working Group.  
Defined topic of the upcoming TDM forum in collaboration with MAPC staff (equity in TDM).  
Began reaching out to potential speakers and moderators for the upcoming second TDM forum.

**Products**

None.

**Meetings**

May 26, 2021: TDM coffee chat hosted through the MPO's Pilot Transit Working Group.

**Objectives for Next Month**

Continue to identify, or finalize, speakers and moderator(s) for the second TDM forum.  
Continue to coordinate with MAPC staff to define needs around TDM work.

---

---

**Safety & Oper Analyses at Selected Int's: FFY20 (4.2 - 13720)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$80,000	
Total Labor Expended This Period:	\$958	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$79,807	( 100% of total budget )
Balance:	\$193	( 0% of total budget )

**Work Status**

99% complete.

**Progress**

Presented the studies of Route 27 at West Street in Medfield and Adams Street at Furnace Brook Parkway and Common Street at the May 6 MPO meeting.  
Published the final reports of both studies on the Boston Region MPO website.

**Products**

MPO online publications: Safety and Operations Analysis at Selected Intersections FFY 2020, Route 27 at West Street in Medfield and Adams Street at Furnace Brook Parkway and Common Street, May 20, 2021 .

**Meetings**

Boston Region MPO Meeting, ZOOM online meeting, May 6, 2021.

**Objectives for Next Month**

Inform Medfield and Quincy about the study publications on the MPO website.

---

---

**TIP Before-and-After Studies FFY20 (4.2 - 13294)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$49,759	( 83% of total budget )
Balance:	\$10,241	( 17% of total budget )

**Work Status**

90% complete.

**Progress**

Continued analyzing the "After" conditions and continued work on draft report.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete final memorandum.

---

---

**Bicycle and Pedestrian Support Activities FFY21 (4.3 - 2521)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$77,420	
Total Labor Expended This Period:	\$4,344	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$64,363	( 83% of total budget )
Balance:	\$13,057	( 17% of total budget )

**Work Status**

Ongoing

**Progress**

Coordinated May bicycle and pedestrian count volunteers.  
Met internally to begin planning for future bicycle and pedestrian counts.  
Met with MAPC to discuss inter-agency collaboration on work related to bicycle and pedestrian travel.  
Attended the May Massachusetts Bicycle and Pedestrian Advisory Board (MABPAB) meeting.  
Attended meetings and webinars related to transportation planning for people who walk and bike.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

Raw data from volunteers who counted people walking and bicycling.

**Meetings**

May 17, met internally to plan for future bicycle and pedestrian counts  
May 18, met with MAPC to discuss inter-agency collaboration on work related to bicycle and pedestrian travel.  
May 19, attended the May Massachusetts Bicycle and Pedestrian Advisory Board (MABPAB) meeting.

**Objectives for Next Month**

Process and post May bicycle and pedestrian count data.  
Attend meetings and webinars related to transportation planning for people who walk and bike.  
Continue learning about best practices for people walking and bicycling.  
Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

---

---

**Community Transportation Technical Assistance FFY21 (4.3 - 2421)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$69,190	
Total Labor Expended This Period:	\$2,611	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$13,412	( 19% of total budget )
Balance:	\$55,778	( 81% of total budget )

**Work Status**

Ongoing

**Progress**

Begin reviewing existing conditions data for the Salem study associated with congestion on North Street (Route 114).

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue with Salem study.

---

---

**Regional Transit Service Planning Tech Support FFY21 (4.3 - 4121)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$55,360	
Total Labor Expended This Period:	\$949	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$4,586	( 8% of total budget )
Balance:	\$50,774	( 92% of total budget )

**Work Status**

Ongoing

**Progress**

Met with North Shore TMA and developed a work plan for survey development and data analysis.  
Submitted draft survey questions to North Shore TMA.

**Products**

Draft survey questions for North Shore TMA

**Meetings**

May 11, with North Shore TMA

**Objectives for Next Month**

Finalize survey questions and plan for release of survey.

---



---

**Roadway Safety Audits FFY21 (4.3 - 2321)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$7,740	
Total Labor Expended This Period:	\$197	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,363	( 31% of total budget )
Balance:	\$5,377	( 69% of total budget )

**Work Status**

Ongoing

**Progress**

Participated in a virtual RSA on May 12 for the intersection of West Street and Hillside Avenue in Needham.

**Products**

None.

**Meetings**

May 12, RSA for West Street at Hillside Avenue in Needham.

**Objectives for Next Month**

Participate in Road Safety Audits in the MPO Region.

---

---

**Traffic Data Support FFY21 (4.3 - 2721)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$18,180	
Total Labor Expended This Period:	\$862	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,175	( 39% of total budget )
Balance:	\$11,005	( 61% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to growth rate requests.

**Products**

Provided model data to NHDOT consultant for FTA STOPS tool  
Growth rate requests for Acton, Lynn, Natick, and Malden

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to traffic related data requests to the MPO.

---

---

**Transit Data Support FFY21 (4.3 - 4221)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$13,730	
Total Labor Expended This Period:	\$2,596	( 19% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$11,698	( 85% of total budget )
Balance:	\$2,032	( 15% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to requests for data and technical support for data collection.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Respond to requests for data.

---

---

**Bus Network Redesign Service Equity Analysis (5.2 - 13309)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$48,190	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$0	( 0% of total budget )
Balance:	\$48,190	( 100% of total budget )

**Work Status**

Not begun.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**Computer Resource Management FFY21 (6.0 - 6021)**

**Mgr: G. Weaver**

---

**Financial Status**

Total Project Budget:	\$335,040	
Total Labor Expended This Period:	\$24,795	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$196,640	( 59% of total budget )
Balance:	\$138,400	( 41% of total budget )

**Work Status**

Ongoing

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Gathered storage data to assist with vendors for a new backup solution. Gathered information from vendors about a lease agreement for laptops. Work with Windstream to start the process with upgrading the bandwidth in the office. Put together a checklist of items to prep for before the carpet installation. Created a new VM template and troubleshoot issues with the VM template and the domain. Troubleshoot and update the DHCP server to expand IP addresses available for DHCP.

Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches. Updated IT documentation. Compared performance of ArcGIS Pro 3-D graphics on server hardware versus server virtual machine. Worked with MassDOT contact to obtain and install new license for ArcGIS Server.

Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution.

**Products**

Written justification for GIS software upgrades.

**Meetings**

May 10, with Windstream to discuss various questions about the OfficeSuite app and starting the work order.

**Objectives for Next Month**

Continue setting up additional virtual machines for staff.  
Reauthorize all Transcad licenses prior to June 30.  
Continue support, as required.

---

**Data Resources Management FFY21 (6.0 - 5021)**

**Mgr: D. Knudsen**

---

**Financial Status**

Total Project Budget:	\$268,100	
Total Labor Expended This Period:	\$16,167	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$147,097	( 55% of total budget )
Balance:	\$121,003	( 45% of total budget )

**Work Status**

Ongoing

**Progress**

Attended monthly INRIX/MassDOT/CTPS coordinating meeting. Met with the Center for Advanced Transportation Technologies (CATT) Lab to discuss proposed changes to RITIS Trips Analytics functionality. Began extending development version of balanced volumes visualization tool to support US-1 balanced volumes. Distributed information to staff about how to add MassGIS Web Map Service (WMS) layers to agency-supported GIS software. Supported staff access to GIS software.

Updated CTPS copies of the MHC Historical Inventory and the Statewide Parcels from data provided by MassGIS. Resolved problems and moved forward with processing data from the MassDOT Bridge section.

Provided estimated traffic growth rates for routes in Acton and Natick to two consulting firms, and provided employment data in Newton to another consulting firm.

Continued preparing to migrate MPO website to newer version of content management software (CMS), Drupal. Updated staff listing and subscription pages, and posted Safety and Operations Analysis at Selected Intersections FFY 2020 report.

**Products**

Updated CTPS spatial database.

First prototype version of balanced volumes visualization tool supporting data for US-1 in addition to I-93/SR-3.

Traffic growth rate and travel demand model data in response to requests.

Updated MPO web pages.

**Meetings**

May 12, 19, and 27, Data Resources group meetings.

May 16, audio conference with CATT Lab Development Manager.

May 16, monthly INIRX/MassDOT/CTPS coordinating meeting.

May 20, meeting with agency directors and Data Resources staff to discuss roles for, and relationships with, the newly-hired data strategist.

**Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available.

Continue preparing to migrate website to newer version of CMS.

Continue responding to requests for data.

---

**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY21 (6.0 - 1021)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$83,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$160	( 0% of budgeted direct costs )
Amount Expended to Date:	\$41,147	( 49% of total budget )
Balance:	\$42,353	( 51% of total budget )

**Work Status**

Ongoing

**Progress**

Direct Costs were incurred for registration fees for an employee to attend the TRB Applications conference.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**3C Planning and MPO Support FFY21 (3.2 - 9021)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$533,170	
Total Labor Expended This Period:	\$35,513	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$403,465	( 76% of total budget )
Balance:	\$129,705	( 24% of total budget )

**Work Status**

Ongoing

**Progress**

- Planned, organized, and held one virtual MPO meeting.
- Planned, organized, and held one virtual Advisory Council meeting.
- Planned, organized, and held one special ICC Transportation meeting on the MBTA Bus Network Redesign.
- Planned one APA MA Transportation Committee co-sponsored webinar.
- Planned, organized, and held two TIP Ad Hoc Committee meetings.
- Developed website text updates, social media content, blog posts, and MailChimp messages.
- Organized and drafted responses to press inquiries and public comments.
- Provided outreach and communications support to Pilot Transit Working Group Coffee Chat and General Meeting.
- Provided outreach and communications support to the Big Ideas study team.
- Provided outreach and communications support for the MPO Elections Survey.
- Provided outreach, survey, and communications support for the VFW Parkway corridor study team.
  
- Provided outreach and communications support to the Bicycle and Pedestrian program.
- Provided outreach and communications support to the Intersection Improvement Program project.
- Provided support to LRTP website development.
- Provided outreach and communications support to the Access to CBDs Phase 2 study team.
- Met with Plain Language Working Group regarding public facing communications.
- Facilitated a monthly meeting with the Livable Streets Alliance.
- Completed drafting Public Outreach Guidebook to go with the new Public Outreach Plan.
- Attended two virtual outreach events.
- Provided support to LRTP scenario development.
- Provided ongoing support to virtual/hybrid/in-person meeting planning post-COVID.

**Products**

- Agendas, minutes, and presentation materials for MPO and Advisory Council meetings.
- 9 MailChimp messages regarding new blog posts, Bicycle and Pedestrian mailing list, MPO, TIP Ad Hoc Committee, and Advisory Council agendas, APA event, VFW Parkway meeting, Intersection Improvement Program, Transit Working Group.
- 6 Tweets.
- 3 Facebook posts.
- 1 Instagram post.

**Meetings**



June 1, CBD II Outreach Coordination Meeting.  
June 2, Equity Task Force MAPC Collaboration.  
June 2, Livable Streets Alliance Monthly Meeting.  
June 3, Boston Region MPO.  
June 3, TIP Project Costs Ad Hoc Committee.  
June 9, Regional Transportation Advisory Council.  
June 10, Equity Task Force MAPC Collaboration.  
June 10, CBD II Interview Facilitation Meeting.  
June 16, Scenario Development Discussion.  
June 17, Administration and Finance Committee.  
June 17, TIP Project Costs Ad Hoc Committee.  
June 17, Allston Brighton Health Collaborative Transportation Committee Meeting.  
June 21, Template Committee Focus Group.  
June 22, TIP Ad Hoc Committee Planning Meeting.  
June 23, Inner Core Committee Transportation Planning Meeting.  
June 23, Communications and Outreach Monthly Meeting.  
June 23, T-Talk Outreach Meeting with Mattapan Food and Fitness Coalition.  
June 28, Equity Task Force MAPC Collaboration.  
June 29, Scenario Development Discussion.  
June 29, Plain Language Working Group.  
June 29, MPO Elections Survey Meeting.  
June 30, Inner Core Committee Transportation Meeting for Bus Network Redesign.  
June 30, Transit Working Group Regional Rail Coffee Chat.  
June 30, Template Committee.

## **Objectives for Next Month**

Continue to plan regularly scheduled MPO, MPO Committee, Advisory Council meetings.  
Continue to plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program and technical projects as needed.  
Host one virtual UPWP open house during the public comment period.  
Finalize a draft Public Outreach Plan and the POP Guidebook that incorporates virtual meeting guidelines and virtual public engagement processes.  
Plan a kickoff outreach event for the Public Outreach Plan.  
Continue to produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed.  
Continue to produce monthly and quarterly updates for MAPC Matters, MPO mailing list, and TE subscribers.  
Continue to produce weekly Outreach and Communications email updates for MPO staff.  
Continue to process public input and communicate information back to the board.  
Continue to respond to press inquiries as needed.  
Continue to work with Editorial to make progress on the draft External Communications Style Guide.  
Continue to provide outreach and communications support to Future of the Curb, Access to CBDs, Intersection Improvement Program, Bike Counts project teams.  
Continue to support the Informing the Big Ideas for the MPO's Scenario Planning study.  
Continue to support the collaborative MAPC and MPO Equity Task Force.  
Facilitate monthly meetings with the Livable Streets Alliance on Transportation Modeling and other MPO Activities.  
Continue to plan and facilitate Inner Core Committee Transportation Meetings.  
Rename the agency blog.  
Host co-sponsored APA MA Transportation Committee and MPO webinars.  
Prepare MPO presentation for the MPO Elections Survey results.  
Continue to plan hybrid/virtual/in-person meeting logistics post-COVID.  
Continue to provide communications and outreach support for the Pilot Transit Working Group activities.

---

---

**MPO General Graphics FFY21 (3.2 - 9221)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$95,290	
Total Labor Expended This Period:	\$9,279	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$59,552	( 62% of total budget )
Balance:	\$35,738	( 38% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS as needed.

---

---

**Professional Development FFY21 (3.2 - 9521)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$52,720	
Total Labor Expended This Period:	\$594	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$14,469	( 27% of total budget )
Balance:	\$38,251	( 73% of total budget )

**Work Status**

Ongoing

**Progress**

Staff attended the International Conference on Transportation and Development.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$11,261	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$75,865	( 69% of total budget )
Balance:	\$34,175	( 31% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.  
Created website test script for accessibility testing consultants to enable production of a statement of work.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.  
Website test script for accessibility testing.

**Meetings**

June 30, 2021, Template committee meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.  
Complete contract with consultant for accessibility evaluation.

---

---

**Air Quality Conformity Determination and Support FFY21 (3.3 - 8421)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$54,690	
Total Labor Expended This Period:	\$4,095	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$37,048	( 68% of total budget )
Balance:	\$17,642	( 32% of total budget )

**Work Status**

Ongoing

**Progress**

Resolved issues with post-processing MOVES 3 emission factors.  
Began running MOVES 3 with updated inputs to obtain revised emission factors.

**Products**

Revised and updated inputs for the MOVES 3 air quality model.

**Meetings**

June 4 and June 8, Coordination meetings with Cambridge Staff, consultants, and CTPS staff on GHG inventory request for the City of Cambridge.  
June 9 and June 24, Meeting with Office of Transportation Planning on revised inputs for the MOVES 3 model.

**Objectives for Next Month**

Continue to run MOVES 3 for emission factors for all required years for Eastern and Western Massachusetts.  
Run idle emission factors for project calculations.  
Train staff on the MOVES model.  
Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.  
Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.  
Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

---

---

**Congestion Management Process FFY21 (3.3 - 2121)**

**Mgr: R. Hicks**

---

**Financial Status**

Total Project Budget:	\$118,240	
Total Labor Expended This Period:	\$6,303	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$74,507	( 63% of total budget )
Balance:	\$43,733	( 37% of total budget )

**Work Status**

Ongoing

**Progress**

Staff submitted the bicycle parking memorandum to editing, after an internal review.  
Staff continued to analyze interchange data. Staff compiled notes and findings from interchange analysis.

**Products**

None

**Meetings**

None

**Objectives for Next Month**

Continue to work on the state of congestion study.  
Work with editing and graphics to finalize bicycle parking memorandum.

---

---

**Freight Planning Support FFY21 (3.3 - 2221)**

**Mgr: W. Kuttner**

---

**Financial Status**

Total Project Budget:	\$83,340	
Total Labor Expended This Period:	\$2,279	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$54,052	( 65% of total budget )
Balance:	\$29,288	( 35% of total budget )

**Work Status**

Ongoing

**Progress**

Balanced volumes of medium and heavy trucks developed for I-90 statewide.

Draft hazardous cargoes memorandum undergoing internal review.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete technical memorandum.

Develop truck volumes for tolled facilities in NH and RI included in the MPO travel demand model

---



---

**Long-Range Transportation Plan (LRTP) FFY21 (3.3 - 8021)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$276,120	
Total Labor Expended This Period:	\$15,535	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$148,295	( 54% of total budget )
Balance:	\$127,825	( 46% of total budget )

**Work Status**

Ongoing

**Progress**

Continued coordination of work for the next LRTP and Needs Assessment to be adopted in 2023:

- Continued to meet internally with staff to discuss the process for developing a website for the next LRTP.
- Conducted project management planning for LRTP and Needs Assessment tasks.
- Conducted peer reviews of other MPO processes for assessing needs and conducting scenario planning.
- Reviewed input collected from the Big Ideas focus groups for scenario planning held in Spring 2021
- Continued to work with staff on the update of the six goal areas in the Needs Assessment, currently working on System Preservation and Equity
- Met with representatives of the US Department of Energy, the City of Boston, and the Metropolitan Area Planning Council to discuss travel demand modeling efforts

Continued work on climate resiliency activities in the MPO region to integrate into the next LRTP Needs Assessment and other MPO planning activities.

Continued work on implementation of the LRTP including coordination with the UPWP and TIP.

Communication with Board members, other Massachusetts MPO agency staff, and members of the public on LRTP implementation. Coordination with MassDOT and MAPC on demographics development.

**Products**

None.

**Meetings**

June 8, CTPS/MAPC Model Coordination meeting.

June 15, Internal resiliency coordination meeting with CTPS staff.

June 16, Review the status on the MPO's All-Hazards Planning application.

June 29, Met with representatives of the US Department of Energy, the City of Boston, and the Metropolitan Area Planning Council to discuss travel demand modeling efforts.

June 30, Resiliency Coordination meeting with the MBTA.

## **Objectives for Next Month**

Continue developing a strategy for creating a website for the next LRTP.  
Continue to meet internally with staff to discuss the process for developing a website for the next LRTP.  
Continue conducting project management planning for LRTP and Needs Assessment tasks.  
Continue peer reviews of other MPO processes for assessing needs and conducting scenario planning.  
Continue reviews of input collected from scenario planning focus groups held in Spring 2021  
Meet with staff and external partners to discuss data needs and resources.  
Continue coordination on goal areas as part of the next LRTP and Needs Assessment development.  
Continue implementing new LRTP investment programs.  
Continue supporting public outreach and updates on LRTP implementation.  
Continue to address the resiliency of the transportation network.  
Continue to coordinate with MAPC on MetroCommon and demographic development.

---

---

**Performance-Based Planning and Programming FFY21 (3.3 - 8821)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$109,870	
Total Labor Expended This Period:	\$4,670	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$73,074	( 67% of total budget )
Balance:	\$36,796	( 33% of total budget )

**Work Status**

Ongoing

**Progress**

Finalized the performance analysis chapter and the Appendix A project relationships table for the federal fiscal years (FFYs) 2022-26 Transportation Improvement Program (TIP).  
Collected and organized data on TIP project features and scope changes.  
Met with other staff about processes and plans to update the TIP Interactive Database application and supporting internal databases. Compiled information about database needs.  
Attended MPO meetings and TIP cost change policy ad hoc committee meetings to support performance-based planning and programming work.

**Products**

Final performance analysis chapter for the federal fiscal years (FFY) 2022-26 TIP.  
Final project relationships and performance table for Appendix A of the FFYs 2022-26 TIP.

**Meetings**

June 3, attended the MPO meeting and the TIP Project Costs Ad Hoc Committee meeting.  
June 17, attended TIP Project Costs Ad Hoc Committee meeting.

**Objectives for Next Month**

Attend MPO meetings and TIP cost change policy committee meetings to support performance-based planning and programming work.

Continue to explore the Conveyal destination access analysis application and meet with MassDOT Office of Transportation Planning (OTP) staff and others to discuss issues and questions.  
Explore development of metrics to support the next Long-Range Transportation Plan.  
Attend performance-based planning and programming webinars, as available.

---

---

**Regional Model Enhancement FFY21 (3.3 - 7121)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$927,370	
Total Labor Expended This Period:	\$81,610	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$612,303	( 66% of total budget )
Balance:	\$315,067	( 34% of total budget )

**Work Status**

Ongoing

**Progress**

Completed draft model requirements and functional spec and began review through model steering committee.  
Developed draft truck model structure proposal.  
Continued code development of new mode choice component.  
Continued transit and highway accessibility model platform code development.  
Initial tests of new roadway volume delay function formulation.  
Continued prototype development for model data explorer.  
Continued process to balance roadway counts on restricted access highways.  
Specification of bus lane project metrics for EMAT prototype.  
Initiated project-network tracking database review.

**Products**

None.

**Meetings**

June 8, MAPC coordination  
June 30, model users group meeting.

**Objectives for Next Month**

Complete draft model high-level design for review by steering committee.  
Develop recommendations for TAZ splits.  
Complete mode choice component coding, roadway count balancing, model initialization component.  
Initiate adaptation of trip generation to utilize UrbanSim generated land use data.  
Advance 2019 base year input data preparation around school locations, external travel, and special generators.

---

---

**Transit Working Group Support FFY21 (3.3 - 8921)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$64,120	
Total Labor Expended This Period:	\$5,808	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$41,705	( 65% of total budget )
Balance:	\$22,415	( 35% of total budget )

**Work Status**

Ongoing

**Progress**

Drafted summaries of discussions at the four Transit Working Group chat sessions held in May.  
Hosted a chat session to support coordination between the Massachusetts Bay Transportation Authority's (MBTA) Regional Rail Transformation Team and other Boston Region transit providers.  
Drafted a summary of proceedings from the fourth (March 19, 2021) Transit Working Group meeting.  
Planned the next general Transit Working Group meeting, including by meeting with potential speakers. Developed communications to advertise the meeting.  
Updated the Transit Working Group web page.  
Continued to conduct research and develop documents and resources to support Transit Working Group meetings, as needed.  
Maintained and update Transit Working Group contact lists.  
Met with staff from the 128 Business Council to discuss data needs for their transit regionalization project.

**Products**

None.

**Meetings**

June 8, met with Rich Farr, executive director of rabbitransit, to discuss a presentation for the July Transit Working Group meeting.  
June 15, attended the Massachusetts Regional Transit Authority Council meeting.  
June 23, met with staff from the 128 Business Council to discuss data needs for their transit regionalization project.  
June 30, hosted a Transit Working Group chat focused on coordination between MBTA regional rail and connecting services. hosted a Transit Working Group chat focused on medical and human services transportation.

**Objectives for Next Month**

Finalize summaries of discussions at the Transit Working Group chat sessions held in May and June.

Host the July 2021 Transit Working Group meeting. Develop supporting communications and presentation materials.

Finalize a summary of proceedings from the fourth (March 19, 2021) Transit Working Group meeting.

Continue to conduct research and develop documents and resources to support Transit Working Group meetings, as needed.

Update Transit Working Group contact lists.

Continue to coordinate with the 128 Business Council to discuss data needs for their transit regionalization project.

Update the Transit Working Group web page, as needed.

Continue to plan next steps related to the pilot and develop recommendations about the group to present to the MPO board.

---

---

**Transportation Equity Program FFY21 (3.3 - 8521)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$140,100	
Total Labor Expended This Period:	\$11,877	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$101,841	( 73% of total budget )
Balance:	\$38,259	( 27% of total budget )

**Work Status**

Ongoing

**Progress**

Worked on updating existing and creating new equity metrics for the Long-Range Transportation Plan: Confirmed direction for higher education data as destinations, began extracting skins from the model to use for calculating the average travel times for the region, and worked on improving the documentation for the current version of the data development and process. Worked on documenting on current process to calculate average travel times for the MPO. Created prototype application to query TAZ geometry interactively, and display demographic information at the TAZ level. Continued development of a proposal for a joint public engagement group in partnership with MAPC. Finalized translations of the Language Assistance Plan. Worked on developing an internal guide to providing language assistance at the MPO. Worked on July 19 presentation on leveraging data for equity decision-making at the Transportation Research Board Executive Committee Meeting.

**Products**

None.

**Meetings**

June 7: Met with MAPC staff to discuss drawing new TAZs and sources of demographic data for the LRTP EJ analysis  
June 22: Presented at AMPO Peer Exchange on GIS and Equity  
June 28: Met with MAPC staff to discuss collaborating on a public engagement group.

**Objectives for Next Month**

Rethink a strategy for enhancing public engagement with equity populations.  
Post the Language Assistance Plan online.  
Support scenario planning development for the Long-Range Transportation Plan.  
Continue developing new and revision to existing equity metrics for the LRTP.  
Finish drafts of an internal staff guide to providing translations and interpreter services.  
Update Transportation Equity and Civil Rights web pages.  
Continue working on adapting the ITHIM workbook for the LRTP EJ analysis to analyze health impacts.

---

**Transportation Improvement Program (TIP) FFY21 (3.3 - 8221)**

**Mgr: M. Genova**

---

**Financial Status**

Total Project Budget:	\$278,890	
Total Labor Expended This Period:	\$11,167	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$180,531	( 65% of total budget )
Balance:	\$98,359	( 35% of total budget )

**Work Status**

Ongoing

**Progress**

Finalized the FFYs 2022-26 TIP and sent to MassDOT for inclusion in the STIP.  
Co-hosted TIP/CIP public outreach meeting with MassDOT.  
Finalized FFYs 2021-25 TIP Amendment 6.  
Concluded response process to all FFYs 2022-26 TIP public comments.  
Continued to support the TIP policy subcommittee, including hosting first two meetings and outlining next steps for the subcommittee's work this summer.  
Advanced work on TIP database, including exploring changes to database fields and structure to accommodate new TIP criteria and other evolving MPO needs.  
Continued work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including TIP how-to guide and project criteria and scoring guides.  
Continued conversations on project administration for the MPO's Community Connections Program in preparation for FFYs 2023-27 TIP cycle.

**Products**

Final FFYs 2022-26 TIP document.  
Final FFYs 2021-25 TIP Amendment 6.  
Final responses to all FFYs 2022-26 TIP public comments.  
PowerPoint presentations for two TIP policy subcommittee meetings, along with supporting analysis of TIP project costs and schedules.  
Needs document for revisions to the TIP database.

**Meetings**



June 1, CIP public meeting (with MassDOT).  
June 3, Boston Region MPO.  
June 3 and 17, TIP project cost committee.  
June 7, Solomon Foundation.  
June 7, TIP subcommittee debrief (Eric Bourassa and MPO staff).  
June 8, Sumner Tunnel check-in (North Bennet Street School).  
June 9, Belmont Community Path site visit.  
June 15, TIP public comment check-in (MBTA).  
June 17, Community Connections check-in (FHWA, OTP, and MPO staff).  
June 22, TIP subcommittee debrief (Eric Bourassa and MPO staff).  
June 22, TIP subcommittee check-in (OTP).  
June 24, Community Connections check-in (Eric Bourassa, OTP, and MPO staff).  
June 30, ICC meeting.

### **Objectives for Next Month**

Continue to support the TIP policy subcommittee, including hosting additional meetings.  
Advance work on TIP database, including exploring changes to database fields and structure to accommodate new TIP criteria and other evolving MPO needs.  
Continue work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including TIP how-to guide and project criteria and scoring guides.  
Continue conversations on project administration for the MPO's Community Connections Program in preparation for FFYs 2023-27 TIP cycle.  
Finalize website edits to reflect passage of new FFYs 2022-26 TIP and FFYs 2021-25 Amendment 6.

---

---

**Unified Planning Work Program (UPWP) FFY21 (3.3 - 8321)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$127,480	
Total Labor Expended This Period:	\$14,500	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$91,190	( 72% of total budget )
Balance:	\$36,290	( 28% of total budget )

**Work Status**

Ongoing

**Progress**

Finalized most of draft FFY 2022 UPWP.  
Created supporting materials for UPWP Committee meeting on July 1, 2021.  
Planned for communications and promotional materials for public comment period for the FFY 2022 UPWP.  
Managed budget adjustments and document changes for draft FFY 2022 UPWP.

**Products**

Draft appendices for the FFY 2022 UPWP.  
Nearly final text chapters for the FFY 2022 UPWP.  
Supporting materials for the July 1, 2021 UPWP Committee meeting, including a meeting summary of the May 6, 2021 meeting.  
Initial drafts of communications materials for public comment release of the FFY 2022 UPWP.

**Meetings**

June 22, meeting with Rep. Joan Meschino and staff about a study concept.

**Objectives for Next Month**

Create supporting materials for FFY 2021 UPWP Amendment One, to be released for public comment at the July 1, 2021 UPWP Committee meeting.

---

---

**Access to Commercial Business Districts (CBD) Phase 2 (4.2 - 14370)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$75,000	
Total Labor Expended This Period:	\$13,537	( 18% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$22,077	( 29% of total budget )
Balance:	\$52,923	( 71% of total budget )

**Work Status**

29% complete.

**Progress**

Conducted stakeholder interviews, summarized interview findings, coded interview findings, created a recovery scenario and framework.

**Products**

None.

**Meetings**

June 17, with Ben Cares, Chelsea.

June 21, with Erika Oliver Jerram, Framingham

June 29, Marcia Rasmussen, Concord

**Objectives for Next Month**

Complete 12 interviews with municipalities, a focus group, one interview with MassDOT and another interview with MBTA.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY20 (4.2 - 13420)**

---

**Mgr: C. Wang**

**Financial Status**

Total Project Budget:	\$115,000	
Total Labor Expended This Period:	\$50	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$114,874	( 100% of total budget )
Balance:	\$126	( 0% of total budget )

**Work Status**

100% complete.

**Progress**

Presented the Study of Route 53 in Norwell and obtained approval at the June 3 MPO meeting.  
Published the study report on the MPO website.  
The Study is completed.

**Products**

MPO online publication: Route 53 Corridor Study in Norwell, June 3, 2021.

**Meetings**

Boston Region MPO Meeting, June 3, 2021.

**Objectives for Next Month**

The study is completed.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$99,100	
Total Labor Expended This Period:	\$6,930	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$48,211	( 49% of total budget )
Balance:	\$50,889	( 51% of total budget )

**Work Status**

37% complete.

**Progress**

Documented the Braintree Grove Street corridor user survey results.  
Completed the review of corridor traffic counts and intersection turning movement counts and the adjustment of 2021 counts to represent normal traffic conditions.  
Summarized pedestrian and bicycle counts by peak hour and peak period based on 2021 turning movement counts.  
Continued building 2021 base-year Synchro network for the entire Grove Street corridor.

**Products**

Summary of peak-period and peak-hour pedestrian and bicycle volumes for the Grove Street corridor (draft), June 30, 2021.

**Meetings**

None.

**Objectives for Next Month**

Complete the construction of the base-year AM and PM traffic models based on the adjusted traffic counts.  
Conduct intersection capacity analyses and traffic simulations to calibrate the base-year AM and PM models.  
Start to develop short- and long-term improvement ideas.

---

---

**All-Hazards Planning Application Update (4.2 - 13306)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$29,876	
Total Labor Expended This Period:	\$3,508	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$12,607	( 42% of total budget )
Balance:	\$17,269	( 58% of total budget )

**Work Status**

39% complete.

**Progress**

Continued to revise layers (sea level rise layer and hurricane surge inundation layer, dams) and make adjustments to functionality and design  
Discussed solutions to roadblocks with map legend with State agency  
Continue development of a list of modifications to the app's data layers  
Investigated root cause that some layers are displayed in the application's layer list at both the top-level and one sub-level and devised a scheme for dealing with this that will be refined further.  
Prepared symbology definitions for tiled layers, to be generated by MassGIS, for hurricane surge inundation areas

**Products**

AGOL web map and web app updated with additional layers

**Meetings**

June 4, 9, 16, 30, Weekly check-in meeting with project team.  
June 14, Met with CTPS management to demonstrate application.

**Objectives for Next Month**

Hold meeting with CTPS management to discuss TIP project integration.  
Set meeting with other project team members to discuss upcoming tasks  
If available, add TIP project's spatial data layer to ArcGIS Online (AGOL).  
Investigate possible simplification of 2-level entries in application layer list and implement a solution if one is identified.  
Update application to use MassGIS-hosted tiled layers for various levels of hurricane inundation

---

---

**Future of the Curb Phase 2 (4.2 - 14371)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$3,220	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$29,939	( 50% of total budget )
Balance:	\$30,061	( 50% of total budget )

**Work Status**

50% complete.

**Progress**

Completed interview coding, began drafting guidebook subsections.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete subsection drafts with the majority of text of guidebook.

---

---

**Improving Pedestrian Variables in the Travel Demand Model (4.2 - 13302)      Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$25,000	
Total Labor Expended This Period:	\$3,135	( 13% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$17,256	( 69% of total budget )
Balance:	\$7,744	( 31% of total budget )

**Work Status**

69%

**Progress**

Deep cleaned the RIF data excluding the roadways without pedestrian access, such as tunnels, bridges, ramps, and so on. Revised the program to recalculate the PEV measures. Analyzed the updated maps showing the PEV results at individual links and zones for downtown Boston. The updated results further confirmed that current PEV formulation does not reflect downtown Boston is more workable than other areas in the region.

**Products**

1) The cleaned RIF data without pedestrian access roadways; 2) The revised PEV program; 3) The updated maps showing the PEV results at individual links and zones for downtown Boston, the missing data for different variables used in the PEV measure computation for downtown Boston area.

**Meetings**

Three meetings were held internally. These meetings discussed 1) how to deep clean the RIF data; 2) how to present the update results; 3) how to interpret the update maps; 4) the plan for the next step of PEV work.

**Objectives for Next Month**

Investigate and evaluate a set of urban form variables that have influence on walking and biking travel behavior. Meanwhile, look into how to forecast them in future.



---

**Informing the Big Ideas Behind Scenario Planning Process (4.2 - 13308)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$20,700	
Total Labor Expended This Period:	\$760	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$6,794	( 33% of total budget )
Balance:	\$13,906	( 67% of total budget )

**Work Status**

32% complete.

**Progress**

- Continued to convene modeling and LRTP team members to discuss scenario development based on focus group input.
- Drafted StoryMap text.
- Began organizing Big Ideas presentation and coordinated LRTP launch event.
- Continued to develop example Causal Loop Diagrams based on focus group input.

**Products**

Draft Story Map text with example pictures.

**Meetings**

June 29, Scenario Development Meeting.

**Objectives for Next Month**

- Complete StoryMap.
  - Continue to prepare MPO presentation.
  - Continue to organize Big Ideas/LRTP launch event.
  - Continue to develop Causal Loop Diagrams based on focus group input.
-

---

**Intersection Improvement Program (4.2 - 13305)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$56,500	
Total Labor Expended This Period:	\$1,320	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,154	( 4% of total budget )
Balance:	\$54,346	( 96% of total budget )

**Work Status**

3% complete.

**Progress**

Advertised in the MAPC Matters newsletter for recommendations from the public for intersection locations to study.  
Sent e-mail to MPO contacts asking for suggestions of municipal intersections for study.  
Compiled recommendations from the public into a list of potential intersection locations to study.  
Replied to recommendations from the public.

**Products**

List of intersections recommended by the public as locations for study.

**Meetings**

None.

**Objectives for Next Month**

Assess list of recommended intersections to select locations for study.

---

---

**Low-Cost Imp to Express Hwy Bottleneck Locations FFY21 (4.2 - 13621)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$42,000	
Total Labor Expended This Period:	\$5,982	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$17,015	( 41% of total budget )
Balance:	\$24,985	( 59% of total budget )

**Work Status**

25% complete.

**Progress**

Completed the process of screening express-highway locations that are potential for low-cost improvements and selected the I-95 northbound and southbound between Exit 57 and Exit 61 for this study.

Drafted a technical memorandum to describe the screening process and criteria and the selected study locations.

**Products**

Federal Fiscal Year 2021 Express-Highway Bottleneck Study Locations, technical Memorandum (Draft), June 28, 2021.

**Meetings**

None.

**Objectives for Next Month**

Collect traffic counts and crash data for the selected study locations.

Perform highway capacity analysis for the selected study locations.

Perform crash data analysis for the selected study locations.

---

---

**Mapping Major Trans Infrastructure Projects (4.2 - 13307)**

**Mgr: K. Dumas**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$1,049	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$19,411	( 97% of total budget )
Balance:	\$589	( 3% of total budget )

**Work Status**

98% complete.

**Progress**

Updated application to correct errors of information and fixed typos.

**Products**

Final draft version of application for final review.

**Meetings**

June 6, meeting to discuss final edits and staff feedback

**Objectives for Next Month**

Finish and post final application.

---

---

**Priority Corridors from LRTP Needs Assessment FY21 (4.2 - 13521)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$110,000	
Total Labor Expended This Period:	\$12,696	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$52,408	( 48% of total budget )
Balance:	\$57,592	( 52% of total budget )

**Work Status**

35% complete.

**Progress**

MPO staff continued working on Task 2, building the traffic analysis networks for assessing existing traffic operating conditions and preparing turning movement diagrams. In addition, MPO staff is reviewed documents about MassDOT's Route 9 Connected Corridor (SPaT Challenge) project currently underway in the corridor.

**Products**

Figures and tables showing traffic volume data and turning movement counts, draft, 6/30/2021  
Synchro traffic networks for AM and PM peak periods, draft, 6/30/2021

**Meetings**

None.

**Objectives for Next Month**

Meet with MassDOT and the municipalities to present existing conditions for feedback.

---

---

**Regional Travel Demand Management (RTDM) Strategies (4.2 - 13303)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$10,000	
Total Labor Expended This Period:	\$561	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$4,004	( 40% of total budget )
Balance:	\$5,996	( 60% of total budget )

**Work Status**

40% complete.

**Progress**

Identified a speaker and moderator and a possible second speaker for the second TDM forum.  
Continued to coordinate with MAPC staff on TDM-related matters.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Finalize, speakers and moderator(s) for the second TDM forum.  
Publicize second TDM forum.  
Continue to coordinate with MAPC staff to define needs around TDM work.

---

---

**Safety & Oper Analyses at Selected Int's: FFY20 (4.2 - 13720)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$80,000	
Total Labor Expended This Period:	\$76	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$79,882	( 100% of total budget )
Balance:	\$118	( 0% of total budget )

**Work Status**

100% complete.

**Progress**

Updated the final reports of both studies on the Boston Region MPO website.  
Informed Medfield and Quincy about the study publications on the MPO website.  
The project is completed.

**Products**

MPO online publications update: Safety and Operations Analysis at Selected Intersections FFY 2020, Route 27 at West Street in Medfield and Adams Street at Furnace Brook Parkway and Common Street, June 4, 2021 .

**Meetings**

None.

**Objectives for Next Month**

The study is completed.

---



---

**TIP Before-and-After Studies FFY20 (4.2 - 13294)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$837	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$50,596	( 84% of total budget )
Balance:	\$9,404	( 16% of total budget )

**Work Status**

92% complete.

**Progress**

Continued work on draft report.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete final memorandum.

---

---

**Trip Generation Rate Research (4.2 - 13304)**

**Mgr: D. Joshi**

---

**Financial Status**

Total Project Budget:	\$45,000	
Total Labor Expended This Period:	\$3,114	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,054	( 16% of total budget )
Balance:	\$37,946	( 84% of total budget )

**Work Status**

15% complete.

**Progress**

Working on trip generation literature review.  
Collected information on mixed land use , non auto trip generation practices.  
Gathering information on other areas for trip generation.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue coordination with the team.  
Make further progress in literature review.  
Start analyzing household survey data and new land use type relationship.

---

---

**Bicycle and Pedestrian Support Activities FFY21 (4.3 - 2521)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$77,420	
Total Labor Expended This Period:	\$7,726	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$72,088	( 93% of total budget )
Balance:	\$5,332	( 7% of total budget )

**Work Status**

Ongoing

**Progress**

Processed bicycle and pedestrian counts.  
Attended meetings and webinars related to transportation planning for people who walk and bike.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond

**Products**

Processed bicycle and pedestrian count data.

**Meetings**

June 15, attended the MassTrails Stakeholders Meeting.  
June 29, with MAPC to discuss inter-agency collaboration on work related to bicycle and pedestrian travel.

**Objectives for Next Month**

Post May bicycle and pedestrian count data to the Boston Region MPO Bicycle and Pedestrian Count Database.  
Attend meetings and webinars related to transportation planning for people who walk and bike.  
Continue learning about best practices for people walking and bicycling.  
Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

---

---

**Community Transportation Technical Assistance FFY21 (4.3 - 2421)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$69,190	
Total Labor Expended This Period:	\$4,893	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$18,305	( 26% of total budget )
Balance:	\$50,885	( 74% of total budget )

**Work Status**

Ongoing

**Progress**

Continued working on the Salem study associated with congestion on North Street (Route 114).

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue with Salem study.

---

---

**Regional Transit Service Planning Tech Support FFY21 (4.3 - 4121)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$55,360	
Total Labor Expended This Period:	\$662	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,248	( 9% of total budget )
Balance:	\$50,112	( 91% of total budget )

**Work Status**

Ongoing

**Progress**

Met with North Shore TMA and City of Peabody to review survey questions and planned survey release date.

**Products**

None.

**Meetings**

June 8, with North Shore TMA and City of Peabody

**Objectives for Next Month**

Complete final version of survey questions for mid August survey launch.  
Research CTPS online survey hosting abilities.

---

---

**Roadway Safety Audits FFY21 (4.3 - 2321)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$7,740	
Total Labor Expended This Period:	\$1,871	( 24% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$4,233	( 55% of total budget )
Balance:	\$3,507	( 45% of total budget )

**Work Status**

Ongoing

**Progress**

Participated in a virtual RSA on June 16 for the intersection of North Harvard Street at Soldiers Field Road and Western Avenue.

**Products**

None.

**Meetings**

June 16, RSA for North Harvard Street at Soldier's Field Road and Western Avenue in Boston.

**Objectives for Next Month**

Participate in Road Safety Audits in the MPO Region.

---

---

**Traffic Data Support FFY21 (4.3 - 2721)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$18,180	
Total Labor Expended This Period:	\$1,166	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$8,341	( 46% of total budget )
Balance:	\$9,839	( 54% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to growth rate and other requests.

**Products**

- Growth rate requests for Chelsea, Lynn, and Somerville.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to traffic related data requests to the MPO.

---

---

**Transit Data Support FFY21 (4.3 - 4221)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$13,730	
Total Labor Expended This Period:	\$1,706	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$13,404	( 98% of total budget )
Balance:	\$326	( 2% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to requests for data and technical support for data collection.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Respond to requests for data.

---



---

**Bus Network Redesign Service Equity Analysis (5.2 - 13309)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$48,190	
Total Labor Expended This Period:	\$1,296	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,296	( 3% of total budget )
Balance:	\$46,894	( 97% of total budget )

**Work Status**

3% complete.

**Progress**

Held kickoff meeting with client. Made data requests to start analysis.

**Products**

None.

**Meetings**

June 17, with MassDOT.

**Objectives for Next Month**

Continue gathering data. Develop analysis methodology.

---

---

**Computer Resource Management FFY21 (6.0 - 6021)**

**Mgr: G. Weaver**

---

**Financial Status**

Total Project Budget:	\$335,040	
Total Labor Expended This Period:	\$23,394	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$220,034	( 66% of total budget )
Balance:	\$115,006	( 34% of total budget )

**Work Status**

Ongoing

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Gathered storage data to assist with vendors for a new backup solution. Work with Windstream to start the process with upgrading the bandwidth in the office. Packed the contents of the Computer Resource group's bookshelves in preparation for replacement of office carpeting in early August. Setup multiple virtual machines with software and user settings. Cleaned out the computer/data resources area of junk equipment and old software. Brought equipment down to the basement. Moved toner and surge protectors into the server room. Moved some computers on to desks. Troubleshoot issues with the backup and the tape library. Had the replacement domain server installed by Unisys. Tested holding a hybrid virtual meeting in the conference room. Did a walk through the office to note what needs to be completed prior to the carpet install.

Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches. Updated IT documentation. Worked with MassDOT contact and software vendor to obtain and install new licenses for ArcGIS Desktop. Attend Amazon AWS seminar about Amazon Lambda, Aurora, RDs the path to data driven. Gathered quotes and submitted PO requests for various hardware and software maintenance contracts. Verified phone extensions for the port over to the cloud for Windstream and had multiple copper lines disconnected. Attended the procurement office webinar about state contract ITT73. Setup 10 tablets with Zoom and installed all updates. Finalized the Computer Resources Budget. Submitted invoices. Worked with multiple vendors over the issue with the ITS75 contract not being live for them yet and the implications for various CTPS maintenance contracts.

Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution.

**Products**

Contents of bookshelves packed into boxes.

**Meetings**

June 8, with Windstream to discuss plans for the internet bandwidth upgrade.

June 11, with Dell and Microsoft to discuss Microsoft 365 apps and how to convert the current Microsoft Office contract to Microsoft 365 apps.

**Objectives for Next Month**

Continue setting up additional virtual machines for staff.

Donate desktops to Afrihope.

Purchase laptops and various maintenance contracts.

Continue support, as required.

---

---

**Data Resources Management FFY21 (6.0 - 5021)**

**Mgr: D. Knudsen**

---

**Financial Status**

Total Project Budget:	\$268,100	
Total Labor Expended This Period:	\$13,996	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$161,093	( 60% of total budget )
Balance:	\$107,007	( 40% of total budget )

**Work Status**

Ongoing

**Progress**

Completed budget projections for project.  
Updated CTPS copies of the Statewide Parcels from data provided by MassGIS. Continued processing data from the MassDOT Bridge section and updating GIS layer of bridges.  
Extended draft version of balanced volumes application to incorporate balanced volume data for US Route 1 (North).  
Packed the contents of the group's bookshelves in preparation for replacement of office carpeting in early August.  
Provided estimated traffic growth rate for Chelsea to a consulting firm. Responded to inquiry from environmental consultant for traffic counts in Weymouth and Hingham, directing them to the MassDOT traffic count portal.  
Continued preparing to migrate MPO website to newer version of content management software (CMS), Drupal. Posted new organizational chart for MPO and Route 53 Corridor in Norwell study.

**Products**

Updated CTPS spatial database.  
Draft version of balanced volumes application extended to support balanced volume data for US Route 1 (North).  
Traffic growth rate and travel demand model data in response to requests.  
Updated MPO web pages.

**Meetings**

June 2, 16, Data Resources group meetings.  
June 11, meeting with members of the Data Resources group, TAD group, and the Manager of Travel Model Development to discuss the various schemes available for segmenting road geometry and identifying these segments.

**Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available.  
Continue preparing to migrate website to newer version of CMS.  
Continue responding to requests for data.

---

---

**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY21 (6.0 - 1021)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$83,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$14,148	( 17% of budgeted direct costs )
Amount Expended to Date:	\$55,294	( 66% of total budget )
Balance:	\$28,206	( 34% of total budget )

**Work Status**

Ongoing

**Progress**

Direct Costs were incurred for translations for the Language Assistance Plan and the TIP Executive Summary. Costs were also incurred for one Dell PowerEdge Server.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**3C Planning and MPO Support FFY21 (3.2 - 9021)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$533,170	
Total Labor Expended This Period:	\$39,955	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$443,420	( 83% of total budget )
Balance:	\$89,750	( 17% of total budget )

**Work Status**

Ongoing

**Progress**

Attended one Transportation Managers Group Meeting.  
Planned, organized, and held two virtual MPO meetings.  
Planned, organized, and held one virtual Advisory Council meeting.  
Planned, organized, and held one virtual Advisory Council 3C Documents Committee meeting.  
Planned, organized, and held one ICC Transportation meeting.  
Planned, organized, and held one APA MA Transportation Committee co-sponsored webinar.  
Planned, organized, and held two TIP Ad Hoc Committee meetings.  
Planned, organized, and held one UPWP Open House.  
Developed website text updates, social media content, and MailChimp messages.  
Organized and drafted responses to press inquiries and public comments.  
Provided outreach and communications support to Pilot Transit Working Group General Meeting.  
Provided outreach and communications support to the Big Ideas study team.  
Provided outreach and communications support for the MPO Elections Survey.  
Provided outreach and communications support to the Bicycle and Pedestrian program.  
Provided outreach and communications support to the Access to Central Business Districts Phase 2 team.  
Provided outreach and communications support to the Resilience Committee.  
Provided outreach and communications support to planning the next TDM forum.  
Provided support to LRTP website development.  
Met with Plain Language Working Group regarding public facing communications.  
Facilitated a monthly meeting with the Livable Streets Alliance.  
Completed Public Outreach Guidebook to go with the new Public Outreach Plan.  
Completed the draft Public Outreach Plan.  
Attended two workshops as part of the FHWA's New England Virtual Public Involvement Exchange.  
Provided support to LRTP scenario development.  
Provided ongoing support to virtual/hybrid/in-person meeting planning post-COVID.

**Products**

Agendas, minutes, and presentation materials for MPO, TIP Ad Hoc Committee, and Advisory Council meetings  
11 MailChimp messages regarding MPO, TIP Ad Hoc Committee, and Advisory Council agendas, APA event, Transit Working Group, updates for TIP Contacts, UPWP Open House, and UPWP Public Comment  
14 Tweets, 2 Facebook posts  
One MPO Municipal Elections Survey Results memorandum and presentation for the MPO  
One Public Outreach Program Guidebook  
Website updates for the UPWP and Transportation Equity pages

## **Meetings**

July 1 and 15, Boston Region MPO  
July 6, Transportation Managers Group Meeting  
July 7, Equity Outreach Planning  
July 8, TIP Project Costs Ad Hoc Committee  
July 9, Transit Working Group  
July 13, FHWA New England Virtual Public Involvement Exchange Workshop  
July 13, APA Webinar  
July 14, Inner Core Committee Transportation Meeting  
July 14, Regional Transportation Advisory Council  
July 20, FHWA New England Virtual Public Involvement Exchange Workshop  
July 20, UPWP Open House  
July 22, Plain Language Working Group  
July 23, Regional Transportation Advisory Council 3C Documents Committee  
July 29, TIP Project Costs Ad Hoc Committee

## **Objectives for Next Month**

Plan regularly scheduled MPO, MPO Committee, Advisory Council meetings  
Plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program and technical projects as needed  
Host one virtual training for bike/ped count volunteers  
finalize a draft Public Outreach Plan and the POP Guidebook that incorporates virtual meeting guidelines and virtual public engagement processes  
plan a kickoff outreach event for the Public Outreach Plan  
Continue to produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed  
Produce monthly and quarterly updates for MAPC Matters, MPO mailing list, and TE subscribers  
Process public input and communicate information back to the board  
Respond to press inquiries as needed  
Provide outreach and communications support to Future of the Curb, Access to CBDs, Intersection Improvement Program, Bike Counts project teams  
Support the Informing the Big Ideas for the MPO's Scenario Planning study  
Facilitate monthly meetings with the Livable Streets Alliance on Transportation Modeling and other MPO Activities  
Plan and facilitate Inner Core Committee Transportation Meetings  
Begin work to rename the agency blog  
Plan co-sponsored APA MA Transportation Committee and MPO webinars  
Give one MPO presentation for the MPO Elections Survey results  
Continue to plan hybrid/virtual/in-person meeting logistics post-COVID  
Continue to provide communications and outreach support for the Pilot Transit Working Group activities  
Support planning the Equity TDM Forum

---

**MPO General Graphics FFY21 (3.2 - 9221)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$95,290	
Total Labor Expended This Period:	\$11,401	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$70,953	( 74% of total budget )
Balance:	\$24,337	( 26% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS as needed.

---



---

**Professional Development FFY21 (3.2 - 9521)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$52,720	
Total Labor Expended This Period:	\$3,505	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$17,974	( 34% of total budget )
Balance:	\$34,746	( 66% of total budget )

**Work Status**

Ongoing

**Progress**

Fifteen staff members attended Project Management Training Session 1 of 3.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Project Management training Sessions 2 & 3 for group one. Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$12,006	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$87,871	( 80% of total budget )
Balance:	\$22,169	( 20% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.  
Created website test script for accessibility testing consultants to enable production of a statement of work.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.  
Website test script for accessibility testing.

**Meetings**

July 21, 2021, Template committee meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.  
Complete contract with consultant for accessibility evaluation.

---

---

**Air Quality Conformity Determination and Support FFY21 (3.3 - 8421)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$54,690	
Total Labor Expended This Period:	\$6,114	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$43,162	( 79% of total budget )
Balance:	\$11,528	( 21% of total budget )

**Work Status**

Ongoing

**Progress**

Processed MOVES 3 air quality runs to obtain revised emission factors for use in project planning and conformity.  
Performed quality checks on outputs from MOVES.

**Products**

Draft text for posting MOVES emission factors on the MassDOT and CTPS website.  
Final emission factors for 2019 and 2020.

**Meetings**

July 26, Meeting with Office of Transportation Planning on air quality content to be posted on the MassDOT and CTPS website.

**Objectives for Next Month**

Continue to process MOVES 3 for emission factors for the remaining required years for Eastern and Western Massachusetts. Post factors on the MassDOT and CTPS website.  
Run idle emission factors for project calculations.  
Train staff on the MOVES model.  
Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.  
Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.  
Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

---

---

**Congestion Management Process FFY21 (3.3 - 2121)**

**Mgr: R. Hicks**

---

**Financial Status**

Total Project Budget:	\$118,240	
Total Labor Expended This Period:	\$10,596	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$85,103	( 72% of total budget )
Balance:	\$33,137	( 28% of total budget )

**Work Status**

Ongoing

**Progress**

Completed internal editing and graphical review of the Bicycle Parking Memorandum.  
Completed the alt text for the Bicycle Parking Memorandum.  
Compiled a draft of expressway corridors to consider for analyzing expressway congestion.

**Products**

Client review edition of the Bicycle Parking Memorandum.

**Meetings**

None.

**Objectives for Next Month**

Continue to work on the state of congestion study.  
Send Bicycle Parking Memorandum to MassDOT for review.  
Meet internally to discuss resources needed to measure congestion on expressways and interchanges.

---

---

**Freight Planning Support FFY21 (3.3 - 2221)**

**Mgr: W. Kuttner**

---

**Financial Status**

Total Project Budget:	\$83,340	
Total Labor Expended This Period:	\$1,550	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$55,602	( 67% of total budget )
Balance:	\$27,738	( 33% of total budget )

**Work Status**

Ongoing

**Progress**

Collected field data on South Bay queues. Began writing traffic update memo.  
Draft hazardous cargoes memorandum undergoing internal review.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete hazardous cargoes technical memorandum.  
Complete draft South Bay update technical memorandum.

---

---

**Long-Range Transportation Plan (LRTP) FFY21 (3.3 - 8021)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$276,120	
Total Labor Expended This Period:	\$13,992	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$162,287	( 59% of total budget )
Balance:	\$113,833	( 41% of total budget )

**Work Status**

Ongoing

**Progress**

Continued coordination of work for the next LRTP and Needs Assessment to be adopted in 2023:  
Conducted project management planning for LRTP and Needs Assessment tasks.  
Met internally to develop the public outreach and general communications plans for Destination 2050.  
Reviewed input collected from the Big Ideas focus groups for scenario planning held in Spring 2021 and began planning for initial scenarios to be presented to the MPO.  
Continued to work with staff to revisit the six goal areas in the Needs Assessment, specifically for Capacity Management and Mobility, System Preservation and Modernization, and Equity  
Coordinated with MAPC on the scenario planning conducted for MetroCommon 2050  
Continued to meet internally with staff to discuss the process for developing a website for the next LRTP.  
Attended the July 2021 Transportation Manager’s Group meeting.  
Continued work on climate resiliency activities in the MPO region to integrate into the next LRTP Needs Assessment and other MPO planning activities.  
Continued work on implementation of Destination 2040 including coordination with the UPWP and TIP.  
Coordination with MassDOT and MAPC on demographics development.  
Presented information to the Regional Transportation Advisory Council about the LRTP process and the coordination of Destination 2050 development with MAPC’s MetroCommon plan.

**Products**

None.

**Meetings**

July 6, Attended the Transportation Manager’s Group meeting.  
July 14, Presented at the Regional Transportation Advisory Council meeting on LRTP process and coordination with MetroCommon.  
July 20, Internal resiliency coordination meeting with CTPS staff.  
July 21, Met with MAPC staff to discuss scenario planning coordination and use of their UrbanSim model in the LRTP.  
July 29, Met with MassDOT on the Route 1A study through Revere.

**Objectives for Next Month**

Continue to meet internally with staff to discuss the process for developing a website for the next LRTP.

Continue conducting project management planning for LRTP and Needs Assessment tasks.

Continue peer reviews of other MPO processes for assessing needs and conducting scenario planning.

Work with input collected from scenario planning focus groups held in Spring 2021 to develop a list of potential scenarios to be prioritized by the MPO.

Meet with staff and external partners to discuss data needs and resources.

Continue coordination on goal areas as part of the next LRTP and Needs Assessment development.

Continue implementing new LRTP investment programs.

Continue supporting public outreach and updates on LRTP implementation.

Continue to address the resiliency of the transportation network.

Continue to coordinate with MAPC on MetroCommon and demographic development.

---

---

**Performance-Based Planning and Programming FFY21 (3.3 - 8821)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$109,870	
Total Labor Expended This Period:	\$3,217	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$76,291	( 69% of total budget )
Balance:	\$33,579	( 31% of total budget )

**Work Status**

Ongoing

**Progress**

Attended Transportation Improvement Program (TIP) cost change policy committee meetings to support performance-based planning and programming work.  
Identified desired changes to the TIP internal and external interactive databases, include changes that would support the tracking of performance data.

Continued to explore the Conveyal destination access analysis application and meet with MassDOT Office of Transportation Planning (OTP) staff and others to discuss issues and questions.  
Met with State Smart Transportation Initiative staff to discuss opportunities for collaboration related to Conveyal.

**Products**

None.

**Meetings**

- July 8, attended the TIP project costs ad hoc committee meeting.
- July 8, met with MassDOT OTP staff to discuss coordination related to Conveyal and transportation data.
- July 12, met with State Smart Transportation Initiative staff to discuss opportunities for collaboration related to Conveyal.
- July 29, attended TIP project costs ad hoc committee meeting.

**Objectives for Next Month**

Attend MPO meetings and TIP cost change policy ad hoc committee meetings to support performance-based planning and programming work.  
Identify desired changes to the TIP internal and external interactive databases, include changes that would support the tracking of performance data.

Continue to explore the Conveyal destination access analysis application and meet with MassDOT Office of Transportation Planning (OTP) staff and others to discuss issues and questions.  
Explore metrics and performance targets to support the next Long-Range Transportation Plan.  
Attend performance-based planning and programming webinars, as available.



---

**Regional Model Enhancement FFY21 (3.3 - 7121)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$927,370	
Total Labor Expended This Period:	\$77,924	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$690,228	( 74% of total budget )
Balance:	\$237,142	( 26% of total budget )

**Work Status**

Ongoing

**Progress**

Continued review of draft model requirements and functional spec by the model steering committee.  
Continued work on model high-level design document.  
Completed garage-based truck model research.  
Continued code development of new mode choice component.  
Completed transit and highway accessibility model platform code development.  
Continued tests of new roadway volume delay function formulation.  
Continued prototype development for model data explorer.  
Completed balancing of roadway counts on interstates and major restricted access highways in the region.  
Initial development of scripts to extract bus lane project metrics for EMAT prototype.  
Continued project-network tracking database review and initiated network management process development.  
Initiated compilation and review of parking space data.  
Investigated TAZ geometries for splitting due to new development.

**Products**

None.

**Meetings**

June 8, discussed Logan ground access model maintained by Massport and potential updates to regional model implementation.  
June 14, reviewed model requirements and functional spec with MAPC staff.  
June 22, MAPC coordination on work-from-home behavior modeling.

**Objectives for Next Month**

Begin review of high-level design with steering committee.  
Produce recommendations for TAZ splits.  
Complete mode choice component coding, EMAT bus lane project coding and update outputs.  
Advance 2019 base year input data preparation around school locations, external travel, and special generators.



---

**Transit Working Group Support FFY21 (3.3 - 8921)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$64,120	
Total Labor Expended This Period:	\$7,510	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$49,216	( 77% of total budget )
Balance:	\$14,904	( 23% of total budget )

**Work Status**

Ongoing

**Progress**

Finalized summaries of discussions at the Transit Working Group chat sessions held in May 2021.  
Hosted the July 2021 Transit Working Group meeting and developed supporting communications and presentation materials.  
Updated Transit Working Group contact list.  
Updated the Transit Working Group web page.  
Began to analyze data about participation in Transit Working Group events.  
Planned next steps to collect feedback about the Transit Working Group and transition the group from a pilot to an ongoing activity.  
Met with the MetroWest Regional Collaborative (MWRC) subregional coordinator to discuss collaboration regarding the Transit Working Group.  
Corresponded with Transit Working Group participants and other interested parties.

**Products**

Communications and web updates to support the fifth Transit Working Group meeting.  
MPO presentation materials for the fifth Transit Working Group meeting.  
Summaries for the four Transit Working Group chat sessions held in May 2021.

**Meetings**

July 9, held the fifth Transit Working Group meeting.  
July 13, met with the MWRC subregional coordinator to discuss collaboration regarding the Transit Working Group.

**Objectives for Next Month**

Begin planning the sixth Transit Working Group meeting, to be held in fall 2021.  
Update the Transit Working Group contact list, as needed.  
Update the Transit Working Group web page, as needed.  
Continue to analyze data about participation in Transit Working Group events.  
Continue planning and implementing next steps to collect feedback about the Transit Working Group and transition the group from a pilot to an ongoing activity.  
Finalize a summary of an MBTA regional rail discussion with Transit Working Group participants.  
Finalize a summary of proceedings from the fourth (March 19, 2021) Transit Working Group meeting.  
Finalize a summary of proceedings from the fifth (July 9, 2021) Transit Working Group meeting.  
Continue to coordinate with the 128 Business Council to discuss data needs for a Town of Lexington transit regionalization project.  
Correspond with Transit Working Group participants and other interested parties.

---

---

**Transportation Equity Program FFY21 (3.3 - 8521)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$140,100	
Total Labor Expended This Period:	\$12,953	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$114,794	( 82% of total budget )
Balance:	\$25,306	( 18% of total budget )

**Work Status**

Ongoing

**Progress**

Long-Range Transportation Plan Disparate Impact and Disproportionate Burden Analysis metrics:  
Wrote documentation about the process to calculate average travel times for the LRTP starting from data collection.  
Finished first draft and several updates of the script that calculates the average travel time thresholds.  
Worked on presentation on leveraging data for equity decision-making at the Transportation Research Board Executive Committee Meeting.  
Worked on presentation on the MPO's disparate impact and disproportionate burden analysis for the Southern California Association of Governments' MPO Equity Working Group.  
Posted updated language assistance plan and translations to MPO website.  
Completed and submitted USDOT request for information on equity data.  
Equity and Bikeshare project:  
Created a project roadmap using the Asana application.  
Assembled the project team and coordinated upcoming tasks with them.  
Obtained datasets from Bluebikes and CTPS server to be used in analyses.  
Discussed design and color palette for the StoryMap.  
Developed list of analyses to conduct using GIS analyst tools.

**Products**

None.

**Meetings**

July 19, presentation on leveraging data for equity decision-making at the Transportation Research Board Executive Committee Meeting.

July 20, presentation on the MPO's disparate impact and disproportionate burden analysis for the Southern California Association of Governments' MPO Equity Working Group.

July 21, with MAPC staff to discuss drawing new TAZs and sources of demographic data for the LRTP EJ analysis.

**Objectives for Next Month**

Rethink a strategy for enhancing public engagement with equity populations.  
Support scenario planning development for the Long-Range Transportation Plan.  
Finish drafts of an internal staff guide to providing translations and interpreter services.  
Update Transportation Equity and Civil Rights web pages.  
Continue working on adapting the ITHIM workbook for the LRTP EJ analysis to analyze health impacts.  
Equity and Bikeshare project:  
Continue development of project with team.  
Continue work on the StoryMap including incorporating new color palette, map creation, and writing descriptive language.  
Update project roadmap as work evolves.

---

---

**Transportation Improvement Program (TIP) FFY21 (3.3 - 8221)**

**Mgr: M. Genova**

---

**Financial Status**

Total Project Budget:	\$278,890	
Total Labor Expended This Period:	\$9,314	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$189,845	( 68% of total budget )
Balance:	\$89,045	( 32% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the TIP policy subcommittee, including hosting two additional meetings. Advanced work on TIP database, including exploring changes to database fields and structure to accommodate new TIP criteria and other evolving MPO needs. Continued work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including TIP how-to guide and project criteria and scoring guides. Continued conversations on project administration for the MPO's Community Connections Program in preparation for FFYs 2023-27 TIP cycle. Finalized website edits to reflect passage of new FFYs 2022-26 TIP and FFYs 2021-25 Amendment 6.

**Products**

Two PowerPoint presentations and a draft policy memo for the TIP policy subcommittee. Detailed outline of prospective changes to the TIP database based on the needs of different key user groups. Website edits to reflect passage of new FFYs 2022-26 TIP and FFYs 2021-25 Amendment 6.

**Meetings**

July 1 and 15, Boston Region MPO.  
July 8 and 29, TIP policy subcommittee.  
July 9, TIP subcommittee (Eric Bourassa and MPO staff).  
July 9, Community Connections Program administration (MAPC, OTP, and MPO staff).  
July 12, destination access measurement (SSTI).  
July 14, ICC meeting.  
July 14, MetroWest trail event preparation meeting (MAPC).

**Objectives for Next Month**

Continue to support the TIP policy subcommittee, including hosting one meeting and revising draft of policy recommendations.

Advance work on TIP database, including exploring how to transition initial brainstorm of needs and goals into a format that can facilitate the build out of a new database.

Continue work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including TIP how-to guide and project criteria and scoring guides.

Continue conversations on project administration for the MPO's Community Connections Program in preparation for FFYs 2023-27 TIP cycle, including drafting a program update presentation for a September MPO meeting.

Update the website to include information on the TIP policy subcommittee.

---



---

**Unified Planning Work Program (UPWP) FFY21 (3.3 - 8321)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$127,480	
Total Labor Expended This Period:	\$12,535	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$103,725	( 81% of total budget )
Balance:	\$23,755	( 19% of total budget )

**Work Status**

Ongoing

**Progress**

- Supported UPWP Committee meetings on July 1 and 15.
- Created materials for UPWP Committee meetings on July 1 and 15.
- Secured release of the FFY 2022 UPWP for public comment at the MPO meeting on July 15.
- Held UPWP Open House on July 20.
- Created materials for Amendment One to the FFY 2021 UPWP, to be released for public comment on August 5.
- Created materials for UPWP Committee meeting on August 5.

**Products**

- Materials to support UPWP Committee meetings on July 1, 2021; July 15, 2021; and August 5, 2021, including agendas and meeting summaries.
- MPO Review Draft of the FFY 2022 UPWP.
- Materials for Amendment One to the FFY 2021 UPWP.

**Meetings**

- June 30, UPWP discussion with MAPC staff.
- June 30, PL funds discussion with MassDOT OTP.
- July 1 and 15, UPWP Committee meetings.
- July 1, with MassDOT OTP about work scopes for FFY 2022 UPWP tasks.
- July 14, ICC Transportation meeting.
- July 15, presented at MPO board meeting to secure release of the FFY 2022 UPWP for public comment.
- July 20, Planning meeting for Amendment One to the FFY 2021 UPWP.
- July 20, FFY 2022 UPWP Open House.
- July 29, with MassDOT OTP staff to discuss Route 1A/Chelsea Creek corridor outreach.

**Objectives for Next Month**

*Central Transportation Planning Staff - Progress Report for 7/1/2021 to 7/31/2021*

Support UPWP Committee meeting on August 5.

Secure release of Amendment One to the FFY 2021 UPWP at MPO meeting on August 5.

Manage remainder of FFY 2022 UPWP public comment period.

Finalize FFY 2022 UPWP document, including creating Appendix B (documents public comments received during the public comment period).

Support UPWP Committee meeting on August 19.

Secure MPO endorsement of the FFY 2022 UPWP on August 19.

Manage review period for Amendment One to the FFY 2021 UPWP.

---

---

**Access to Commercial Business Districts (CBD) Phase 2 (4.2 - 14370)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$75,000	
Total Labor Expended This Period:	\$15,922	( 21% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$37,999	( 51% of total budget )
Balance:	\$37,001	( 49% of total budget )

**Work Status**

53% complete.

**Progress**

Conducted stakeholder interviews, summarized interview findings, coded interview findings, and worked on creating a recovery scenario and framework. Prepared for presentation to the MPO on project progress to date.

**Products**

None

**Meetings**

- July 2, interview with Norwood
- July 6, interview with Ipswich
- July 20, interview with MassDOT
- July 26, focus group interview with advocacy groups and main street organizations
- July 28, interview with Lynn

**Objectives for Next Month**

Complete 12 interviews with municipalities, a focus group, and presentation to the MPO on the study's progress to date.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

---

**Mgr: C. Wang**

**Financial Status**

Total Project Budget:	\$99,100	
Total Labor Expended This Period:	\$2,506	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$50,716	( 51% of total budget )
Balance:	\$48,384	( 49% of total budget )

**Work Status**

40% complete.

**Progress**

Continued developing 2021 base-year Synchro network for the Grove Street corridor in Braintree.  
Started analyzing existing roadway cross-sections and potential reconfigurations.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Analyze the existing roadway cross-sections and potential reconfigurations.  
Construct the base-year AM and PM traffic models.  
Conduct intersection capacity analyses and traffic simulations to calibrate the base-year AM and PM models.  
Start to develop short- and long-term improvement ideas.

---

---

**All-Hazards Planning Application Update (4.2 - 13306)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$29,876	
Total Labor Expended This Period:	\$3,627	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$16,234	( 54% of total budget )
Balance:	\$13,642	( 46% of total budget )

**Work Status**

54% complete.

**Progress**

Continued to make adjustments to the app's functionality, design and data layers.  
Continued compiling a list of modifications to the app's data layers.  
Added 2020 Environmental Justice Populations to the web map.  
Decided to use an alternate service (MassGIS OGC WMS) as the source for police stations, fire stations, and school data.

**Products**

Updated version of the AGOL web map.  
Updated version of the web app.

**Meetings**

July 22, internal meeting to discuss incorporation of data from the TIP database in the application.

**Objectives for Next Month**

Further investigation of possible simplification of two-level entries in application layer list and implement a solution if one is identified.  
Produce a final list of potential modifications to the app.  
Identify final round of changes to the application and implement them.

---

---

**Future of the Curb Phase 2 (4.2 - 14371)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$7,221	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$37,159	( 62% of total budget )
Balance:	\$22,841	( 38% of total budget )

**Work Status**

62% complete.

**Progress**

Drafted approximately half of the guidebook text.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete remaining draft text, revise draft, and send draft to Graphics and Editorial.

---

---

**Improving Pedestrian Variables in the Travel Demand Model (4.2 - 13302)      Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$25,000	
Total Labor Expended This Period:	\$2,037	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$19,292	( 77% of total budget )
Balance:	\$5,708	( 23% of total budget )

**Work Status**

74%

**Progress**

Investigated and made a list of urban form variables that have influence on walking and biking travel behavior.

**Products**

Draft variables to evaluate the pedestrian environment.

**Meetings**

Two internal meetings.

**Objectives for Next Month**

Evaluate the proposed urban form variables that have influence on walking and biking travel behavior. Develop formulations considering the forecastability and link to zonal calculation. Begin wrapping up the project.

---

---

**Informing the Big Ideas Behind Scenario Planning Process (4.2 - 13308)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$20,700	
Total Labor Expended This Period:	\$4,442	( 21% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$11,236	( 54% of total budget )
Balance:	\$9,464	( 46% of total budget )

**Work Status**

54% complete.

**Progress**

Continued to convene modeling and LRTP team members to discuss scenario development based on focus group input.  
Completed draft StoryMap text.  
Began organizing Big Ideas presentation.  
Developed StoryMap design.

**Products**

Draft Story Map text with example pictures and design.  
Draft Story Map text with example pictures and design.

**Meetings**

July 9, Scenario Development Meeting.

**Objectives for Next Month**

Complete StoryMap.  
Continue to prepare MPO presentation.  
Continue to organize Big Ideas/LRTP launch event.  
Continue to develop Causal Loop Diagrams based on focus group input.

---



---

**Intersection Improvement Program (4.2 - 13305)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$56,500	
Total Labor Expended This Period:	\$7,273	( 13% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,427	( 17% of total budget )
Balance:	\$47,073	( 83% of total budget )

**Work Status**

13% complete.

**Progress**

Continued to compile recommendations from the public into a list of potential intersection locations to study.  
Continued to reply to recommendations from the public.  
Sorted recommendations into signalized and non-signalized locations for selection process.

**Products**

Updated list of intersections recommended by the public as locations for study.

**Meetings**

None.

**Objectives for Next Month**

Select locations for study.

---

---

**Low-Cost Imp to Express Hwy Bottleneck Locations FFY21 (4.2 - 13621)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$42,000	
Total Labor Expended This Period:	\$9,637	( 23% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$26,652	( 63% of total budget )
Balance:	\$15,348	( 37% of total budget )

**Work Status**

40% complete.

**Progress**

Collected traffic data from MassDOT Transportation Data Management System (MS2), which include five permanent count stations in the study corridor of Interstate 95 between Exit 57 and Exit 61.

Requested MassDOT's assistance in collecting AM and PM peak-period turning movement counts at signalized interchanges of Exits 57, 60, and 61.

Performed AM and PM Peak-hour traffic volumes balancing and estimation for the base year (2019) traffic conditions.

Performed heavy vehicle percentage estimation for the base year traffic conditions.

Reviewed available crash data in the study corridor.

**Products**

Preliminary balanced traffic volume estimations for 2019 AM and PM peak-hour traffic conditions.

**Meetings**

None.

**Objectives for Next Month**

Perform crash data analysis for the selected study locations.

Perform highway capacity analysis for the selected study locations.

---

---

**Mapping Major Trans Infrastructure Projects (4.2 - 13307)**

**Mgr: K. Dumas**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$460	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$19,872	( 99% of total budget )
Balance:	\$128	( 1% of total budget )

**Work Status**

100% complete.

**Progress**

Completed and approved application and added to Boston MPO Region website.

**Products**

Final version of application.

**Meetings**

None.

**Objectives for Next Month**

None. Project complete.

---

---

**Priority Corridors from LRTP Needs Assessment FY21 (4.2 - 13521)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$110,000	
Total Labor Expended This Period:	\$20,356	( 19% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$72,764	( 66% of total budget )
Balance:	\$37,236	( 34% of total budget )

**Work Status**

50% complete.

**Progress**

Staff completed the existing conditions analyses, including safety of people walking, biking, driving, and taking transit. In addition, staff completed the traffic operating analyses for the weekday AM and PM peak periods using existing traffic signal timings and phasing sequences, as well as timings for the MassDOT SPaT-C connected devices project. MPO staff generated measures of effectiveness reports from the traffic analysis models and created level of service diagrams for the AM and PM periods. In addition, MPO staff created several figures and tables to display the results of the safety and operations analyses.

**Products**

Figures and tables describing the existing conditions, draft, 7/31/2021  
Synchro traffic models for the existing conditions, draft, 7/31/2021

**Meetings**

None.

**Objectives for Next Month**

Develop improvement concepts to address the needs

---

---

**Regional Travel Demand Management (RTDM) Strategies (4.2 - 13303)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$10,000	
Total Labor Expended This Period:	\$1,086	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,090	( 51% of total budget )
Balance:	\$4,910	( 49% of total budget )

**Work Status**

60% complete.

**Progress**

Finalized panel participants for the second TDM forum.  
Chose a date for the second TDM forum (September 30).  
Began planning to publicize second TDM forum.  
Continued to coordinate with MAPC staff to define needs around TDM work.

**Products**

None.

**Meetings**

July 26, 2021: Internal planning meeting for second TDM forum.

**Objectives for Next Month**

Hold planning meeting(s) with panel participants for second TDM forum.  
Create publicity materials for second TDM forum.  
Do additional research to support second TDM forum and define discussion questions.

---

---

**Staff-Generated Research & Tech Assistance FFY21 (4.2 - 20905)**

**Mgr: M. Atkinson**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$3,985	( 20% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$6,901	( 35% of total budget )
Balance:	\$13,099	( 65% of total budget )

**Work Status**

Ongoing.

**Progress**

Initial statistical analysis is complete and a draft memorandum is being prepared for the Commuting Profiles of EJ Communities Using the 2011 Massachusetts Travel Survey project. Data cleaning and processing complete and testing of Machine Learning algorithms is currently underway for the Exploring Equity Classifications with Machine Learning project.

**Products**

Initial statistical analysis for Commuting Profiles of EJ Communities Using the 2011 Massachusetts Travel Survey.

**Meetings**

None.

**Objectives for Next Month**

Draft Memorandum for Commuting Profiles of EJ Communities Using the 2011 Massachusetts Travel Survey Project. Document explaining results of testing Machine Learning algorithms for clustering towns in the MPO for the Exploring Equity Classifications with Machine Learning project.

---

---

**TIP Before-and-After Studies FFY20 (4.2 - 13294)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$1,191	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$51,787	( 86% of total budget )
Balance:	\$8,213	( 14% of total budget )

**Work Status**

92% complete.

**Progress**

Finalized the draft report.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete final memorandum and present to MPO.

---

---

**Trip Generation Rate Research (4.2 - 13304)**

**Mgr: D. Joshi**

---

**Financial Status**

Total Project Budget:	\$45,000	
Total Labor Expended This Period:	\$5,477	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$12,531	( 28% of total budget )
Balance:	\$32,469	( 72% of total budget )

**Work Status**

30% complete.

**Progress**

Continued coordination with the team.  
Completed literature review.  
Finalized new landuse types.  
Started exploring and analyzing household survey data and new land use type relationships.

**Products**

Draft literature review.

**Meetings**

July 8, project coordination meeting with team.

**Objectives for Next Month**

Continue coordination with the team.  
Complete analyzing household survey data and new land use type relationship.  
Coordinate and select travel motoring reports to analyze for the final report.

---



---

**Bicycle and Pedestrian Support Activities FFY21 (4.3 - 2521)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$77,420	
Total Labor Expended This Period:	\$1,545	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$73,633	( 95% of total budget )
Balance:	\$3,787	( 5% of total budget )

**Work Status**

Ongoing

**Progress**

Analyzed Bruce Freeman Rail Trail (BFRT) counts.  
Prepared presentation about the Boston Region MPO's volunteer bicycle and pedestrian count collection program for the Transportation Data Users Group (DUG) for Regional Planning Agencies (RPAs) in Massachusetts meeting.  
Prepared presentation about the BFRT bicycle and pedestrian counts collected by volunteers.  
Presented the Boston Region MPO's volunteer bicycle and pedestrian count program at the Transportation DUG for RPAs in Massachusetts meeting.  
Presented BFRT counts at the BFRT Committee meeting.  
Attended meetings and webinars related to transportation planning for people who walk and bike.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

Presentation for the Transportation Data User's Group for RPAs in Massachusetts.  
Presentation for the Bruce Freeman Rail Trail Advisory Committee.

**Meetings**

July 9, spoke with a co-chair of the Bruce Freeman Rail Trail Advisory Committee.  
July 14, met internally and with MAPC to discuss the Metrowest Regional Collaborative Trail Summit.  
July 14, presented the Boston Region MPO's volunteer bicycle and pedestrian count collection program to the Transportation Data Users Group for Regional Planning Agencies in Massachusetts meeting.  
July 14, presented Bruce Freeman Rail Trail volunteer counts to the Bruce Freeman Rail Trail Advisory Committee.  
July 19, met internally to plan for September bicycle and pedestrian counts.  
July 21, met internally to discuss the making of a guidebook that would share best practices for bringing shared-use paths to communities in the Boston MPO region.  
July 21, attended the July Massachusetts Bicycle and Pedestrian Advisory Board meeting.

**Objectives for Next Month**

Prepare for September bicycle and pedestrian counts.

Post bicycle and pedestrian count data to the Boston Region MPO Bicycle and Pedestrian Count Database.

Attend meetings and webinars related to transportation planning for people who walk and bike.

Continue learning about best practices for people walking and bicycling.

Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

---

---

**Community Transportation Technical Assistance FFY21 (4.3 - 2421)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$69,190	
Total Labor Expended This Period:	\$5,565	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$23,870	( 34% of total budget )
Balance:	\$45,320	( 66% of total budget )

**Work Status**

Ongoing

**Progress**

Continued working on the Salem study associated with congestion on North Street (Route 114).

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue with Salem study.

---

---

**Regional Transit Service Planning Tech Support FFY21 (4.3 - 4121)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$55,360	
Total Labor Expended This Period:	\$2,125	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,374	( 13% of total budget )
Balance:	\$47,986	( 87% of total budget )

**Work Status**

Ongoing

**Progress**

Completed draft survey for North Shore TMA and City of Peabody for review.  
Set up draft survey in an online platform.  
Planned for mid-August survey release.

**Products**

Draft online survey

**Meetings**

July 14, Meeting with NSTMA and City of Peabody to review survey progress.  
July 29, Meeting with NSTMA and City of Peabody to review survey progress.

**Objectives for Next Month**

Release final version of survey for public response.

---

---

**Roadway Safety Audits FFY21 (4.3 - 2321)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$7,740	
Total Labor Expended This Period:	\$978	( 13% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,211	( 67% of total budget )
Balance:	\$2,529	( 33% of total budget )

**Work Status**

Ongoing

**Progress**

Participated in a RSA on July 22 for the intersections of Main Street at South Street and Mystic Valley Parkway Ramps, Main Street at Mystic Avenue, and Medford Square in Medford.

**Products**

None.

**Meetings**

July 22, RSA for intersection locations in Medford.

**Objectives for Next Month**

Participate in Road Safety Audits in the MPO Region.

---

---

**Traffic Data Support FFY21 (4.3 - 2721)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$18,180	
Total Labor Expended This Period:	\$828	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,169	( 50% of total budget )
Balance:	\$9,011	( 50% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to growth rate and other requests.

**Products**

Growth rate requests for Franklin and Norwood.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to traffic related data requests to the MPO.

---

---

**Bus Network Redesign Service Equity Analysis (5.2 - 13309)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$48,190	
Total Labor Expended This Period:	\$434	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,731	( 4% of total budget )
Balance:	\$46,459	( 96% of total budget )

**Work Status**

4% complete.

**Progress**

Began planning data processing steps with demo data.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete data process preparing. Receive bus network schedule alternative and begin processing data.

---

---

**Computer Resource Management FFY21 (6.0 - 6021)**

**Mgr: G. Weaver**

---

**Financial Status**

Total Project Budget:	\$335,040	
Total Labor Expended This Period:	\$28,496	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$248,530	( 74% of total budget )
Balance:	\$86,510	( 26% of total budget )

**Work Status**

Ongoing

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Gathered storage data to assist with vendors for a new backup solution. Worked with Windstream and Comcast to start the process with upgrading the bandwidth in the office. Had the wiring from Comcast for the SDWAN installed. Had a workstation serviced by Retrofit. Had the fire suppression system serviced by ICS. Met with Windstream to have them repair what was causing the internet outage.

Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches. Updated IT documentation. Gathered quotes and submitted PO requests for various hardware and software maintenance contracts. Worked with MassDOT contact and software vendor on new licenses for ArcGIS Online and ArcGIS Pro. Wrote up instructions for the intranet with how to access Miro. Setup and tested an Asana trouble-ticket form.

Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution.

**Products**

None.

**Meetings**

- July 9, with Windstream to discuss plans for the internet bandwidth upgrade.
- July 19, and 21 with Miro to discuss questions about purchasing and the product.
- July 27, with building management to discuss what is needed for the carpet install.
- July 29, with MAPC to discuss Exploring new HRIS/ATS and Payroll systems.

**Objectives for Next Month**



*Central Transportation Planning Staff - Progress Report for 7/1/2021 to 7/31/2021*

Continue setting up additional virtual machines for staff.

Purchase various maintenance contracts.

Finish the bandwidth upgrade with Windstream and the switchover from office desk phones to Allworx OfficeSuite.

Have staff complete Allworx OfficeSuite training.

Continue support, as required.

---

---

**Data Resources Management FFY21 (6.0 - 5021)**

**Mgr: D. Knudsen**

---

**Financial Status**

Total Project Budget:	\$268,100	
Total Labor Expended This Period:	\$19,388	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$180,480	( 67% of total budget )
Balance:	\$87,620	( 33% of total budget )

**Work Status**

Ongoing

**Progress**

Updated MassGIS data in CTPS databases. Added 2020 Environmental Justice Populations data layer to CTPS spatial database. Completed processing data from the MassDOT Bridge section and updating GIS layer of bridges. Began preparing crash tables for 2018 crashes.

Worked with Data Strategist to implement data request log in agency's project management software.

Managed named user accounts and supported users of agency's cloud-based GIS software.

Attended monthly INRIX/MassDOT/CTPS coordinating meeting. Worked with MassDOT to find suitable staff to review bids for conflation services for the Eastern Transportation Coalition.

Continued preparing to migrate MPO website to newer version of content management software (CMS), Drupal. Completed a dry-run of a migration from start to finish. Deployed Mapping Major Transportation Milestones application for public use. Expanded access to MPO calendar events and their associated documents back to 2011. Repaired broken links to several documents reported by a member of the public. Patched and updated web server.

**Products**

Updated, extended CTPS spatial database.  
Updated MPO website.

**Meetings**

July 21, Data Resources group meeting

July 27, meeting with member of Transportation Model Development group to discuss the Census redistricting data coming out in August.

**Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available.

Continue preparing to migrate website to newer version of CMS.

Continue responding to requests for data.

---

---

**3C Planning and MPO Support FFY21 (3.2 - 9021)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$533,170	
Total Labor Expended This Period:	\$32,576	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$475,996	( 89% of total budget )
Balance:	\$57,174	( 11% of total budget )

**Work Status**

Ongoing

**Progress**

Planned, organized, and held two virtual MPO meetings.  
Planned, organized, and held one TIP Ad Hoc Committee meeting.  
Developed website text updates, social media content, and MailChimp messages.  
Organized and drafted responses to press inquiries and public comments.  
Provided outreach and communications support for the MPO Elections Survey.  
Provided outreach and communications support for the MPO Elections 2021.  
Provided outreach and communications support to the Bicycle and Pedestrian program.  
Provided outreach and communications support to planning the next TDM forum.  
Provided support to LRTP website development.  
Provided communications support to the draft Public Outreach Plan Public Review Period.  
Provided outreach and communications support to the Big Ideas study team.  
Provided outreach and communications support to the Access to Central Business Districts Phase 2 team.  
Provided outreach and communications support to the Resilience Committee.  
Provided support to LRTP scenario development.  
Provided ongoing support to virtual/hybrid/in-person meeting planning post-COVID.  
Continued to coordinate with the Plain Language Working Group.  
Coordinated with MBTA Fare Transformation team on ongoing outreach support.

**Products**

Agendas, minutes, and presentation materials for MPO and TIP Ad Hoc Committee meetings.  
11 MailChimp messages regarding MPO and TIP Ad Hoc Committee agendas, Public Outreach Plan Public Comment, MPO Elections, UPWP Amendment One Public Comment, FFY 2022 UPWP Public Comment.  
10 Tweets.  
2 Facebook posts.  
One presentation and memo for the MPO regarding the MPO Elections Survey results.

**Meetings**

August 5, Boston Region MPO.  
August 6, MBTA Fare Transformation Team.  
August 6, Plain Language Working Group.  
August 19, Boston Region MPO.  
August 19, TIP Project Costs Ad Hoc Committee.

## **Objectives for Next Month**

Continue to plan regularly scheduled MPO, MPO Committee, Advisory Council meetings.  
Continue to plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program, Public Outreach Program, and technical projects as needed.  
Plan a kickoff outreach event for the Public Outreach Plan.  
Plan a kickoff outreach event for the LRTP.  
Continue to produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed.  
Continue to produce monthly and quarterly updates for MAPC Matters, MPO mailing list, and TE subscribers.  
Continue to process public input and communicate information back to the board.  
Continue to respond to press inquiries as needed.  
Continue to provide outreach and communications support to Future of the Curb, Access to CBDs, Intersection Improvement Program, Bike Counts project teams.  
Continue to support the Informing the Big Ideas for the MPO's Scenario Planning study.  
Facilitate monthly meetings with the Livable Streets Alliance on Transportation Modeling and other MPO Activities.  
Continue to plan and facilitate Inner Core Committee Transportation Meetings.  
Continue work to rename the agency blog.  
Continue to plan co-sponsored APA MA Transportation Committee and MPO webinars.  
Give one MPO presentation for the MPO Elections Survey results.  
Continue to plan hybrid/virtual/in-person meeting logistics post-COVID.  
Continue to provide communications and outreach support for the Pilot Transit Working Group activities.  
Continue to support planning the Equity TDM Forum.  
Continue to coordinate with the MBTA Fare Transformation team.  
Continue to plan Plain Language Working Group meetings.

---

---

**MPO General Graphics FFY21 (3.2 - 9221)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$95,290	
Total Labor Expended This Period:	\$14,944	( 16% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$85,897	( 90% of total budget )
Balance:	\$9,393	( 10% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS as needed.

---

---

**Professional Development FFY21 (3.2 - 9521)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$52,720	
Total Labor Expended This Period:	\$10,197	( 19% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$28,171	( 53% of total budget )
Balance:	\$24,549	( 47% of total budget )

**Work Status**

Ongoing

**Progress**

Charges were incurred for staff to attend Project Management and Building Supervisory Relationship training programs and for one staff member to attend the New England Climate Change and Resiliency Annual Summit.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$15,137	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$103,008	( 94% of total budget )
Balance:	\$7,032	( 6% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.

**Meetings**

None.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.

---

---

**Air Quality Conformity Determination and Support FFY21 (3.3 - 8421)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$54,690	
Total Labor Expended This Period:	\$4,482	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$47,644	( 87% of total budget )
Balance:	\$7,046	( 13% of total budget )

**Work Status**

Ongoing

**Progress**

After performing quality checks on outputs from MOVES, two files (Eastern MA 2040 and 2050) were rerun and are being processed.  
Met with the Office of Transportation Planning to discuss certain irregularities in MOVES 3 factors.  
Attended an AMPO webinar on transportation conformity.

**Products**

Final emission factors for 2025 and 2030.

**Meetings**

August 12, Meeting with OTP on MOVES.  
August 31, AMPO webinar on Transportation Conformity.

**Objectives for Next Month**

Finalize MOVES 3 for emission factors for the remaining required years for Eastern and Western Massachusetts. Post factors on the MassDOT and CTPS website.  
Run idle emission factors for project calculations.  
Train staff on the MOVES model.  
Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.  
Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.  
Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

---



---

**Congestion Management Process FFY21 (3.3 - 2121)**

**Mgr: R. Hicks**

---

**Financial Status**

Total Project Budget:	\$118,240	
Total Labor Expended This Period:	\$8,534	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$93,637	( 79% of total budget )
Balance:	\$24,603	( 21% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to work on the State of Congestion Study.  
Worked on a internal analysis to determine the estimated cost of each component of the state of congestion dashboard.

**Products**

None.

**Meetings**

August 16, with internal staff to discuss the status of congestion dashboard.

**Objectives for Next Month**

Continue to work on the state of congestion study.  
Begin planning a CMP committee meeting for October.  
Finish cost estimate for state of congestion dashboard.

---

---

**Freight Planning Support FFY21 (3.3 - 2221)**

**Mgr: W. Kuttner**

---

**Financial Status**

Total Project Budget:	\$83,340	
Total Labor Expended This Period:	\$5,279	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$60,880	( 73% of total budget )
Balance:	\$22,460	( 27% of total budget )

**Work Status**

Ongoing

**Progress**

Staff review of draft hazardous cargoes memorandum complete; now undergoing editing.  
Draft South Bay queue update completed and now undergoing internal review.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete hazardous cargoes technical memorandum.  
Complete South Bay queue update technical memorandum.

---

---

**Long-Range Transportation Plan (LRTP) FFY21 (3.3 - 8021)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$276,120	
Total Labor Expended This Period:	\$21,089	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$183,375	( 66% of total budget )
Balance:	\$92,745	( 34% of total budget )

**Work Status**

Ongoing

**Progress**

Continued coordination of work for the next LRTP and Needs Assessment to be adopted in 2023.  
Conducted project management planning for LRTP and Needs Assessment tasks.  
Continued peer reviews of other MPO processes for assessing needs and conducting scenario planning.  
Continued to discuss public outreach and general communications plans for Destination 2050.  
Reviewed and revised text for the Big Ideas StoryMap which will provide input for scenario planning. The StoryMap will be posted on the Destination 2050 website once completed.  
Continued planning for Destination 2050 kickoff and initial scenarios to be presented to the MPO.  
Continued to work with staff to revisit the LRTP planning framework (vision, goals, and objectives) to make any necessary updates for Destination 2050.  
Continued to meet internally with staff to discuss the process for developing a website for the next LRTP.  
Continued work on climate resiliency activities in the MPO region to integrate into the next LRTP Needs Assessment and other MPO planning activities.  
Worked with MAPC on resiliency survey to MPO municipalities.  
Continued work on implementation of Destination 2040, including coordination with the UPWP and TIP.  
Coordination with MassDOT and MAPC on demographics development.

**Products**

None.

**Meetings**

August 3, CTPS/MAPC Model Coordination meeting.  
August 11, Coordination meeting with MAPC on regional resiliency survey.  
August 12, Coordination meeting with Office of Transportation Planning on demographics projections committee.  
August 13, Meeting with Volpe on a new resiliency tool.  
August 23, Internal resiliency coordination meeting with CTPS staff.  
August 24, Meeting with the Office of Transportation Planning to coordinate the statewide LRTP with the Boston MPO LRTP.  
August 25, Resiliency coordination meeting with the Office of Transportation Planning.

**Objectives for Next Month**

Continue to meet internally with staff to discuss the process for developing a website for the next LRTP.

Continue conducting project management planning for LRTP and Needs Assessment tasks.

Continue peer reviews of other MPO processes for assessing needs and conducting scenario planning.

Work with input collected from scenario planning focus groups held in Spring 2021 to develop a list of potential scenarios to be prioritized by the MPO.

Prepare presentation(s) on Destination 2050 kickoff, Big Ideas StoryMap and scenario planning.

Attend September 2021 Demographic Projections Committee meeting.

Meet with staff and external partners to discuss data needs and resources.

Continue internal coordination on refreshing MPO goal areas to support development of the as part of the next LRTP and Needs Assessment.

Continue implementing new LRTP investment programs.

Continue supporting public outreach and updates on LRTP implementation.

Continue to address the resiliency of the transportation network.

Conduct analysis for the next LRTP Needs Assessment.

Continue to coordinate with MAPC on MetroCommon and demographic development.

Continue coordination with MassDOT and other external partners on LRTP development.

---

---

**Performance-Based Planning and Programming FFY21 (3.3 - 8821)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$109,870	
Total Labor Expended This Period:	\$2,596	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$78,886	( 72% of total budget )
Balance:	\$30,984	( 28% of total budget )

**Work Status**

Ongoing

**Progress**

Attended MPO meetings and Transportation Improvement Program (TIP) cost change policy ad hoc committee meetings to support performance-based planning and programming work. Identified desired changes to the TIP internal and external interactive databases, include changes that would support the tracking of performance data. Compiled potential fields for a new version of the database. Began planning performance-based planning and programming tasks for federal fiscal year 2022.

**Products**

None.

**Meetings**

August 5, attended the MPO meeting and the TIP project costs ad hoc committee meeting.  
August 19, attended the TIP project costs ad hoc committee meeting.

**Objectives for Next Month**

Attend MPO meetings and TIP cost change policy ad hoc committee meetings to support performance-based planning and programming work.  
Attend the September 2021 Transportation Manager's Group meeting to support performance-based planning and programming work.  
Continue planning performance-based planning and programming tasks for federal fiscal year 2022.  
Work with the TIP manager to update information in the TIP interactive database.  
Continue to identify desired changes to the TIP internal and external interactive databases, include changes that would support the tracking of performance data.  
Continue to explore the Conveyal destination access analysis application and meet with MassDOT Office of Transportation Planning (OTP) staff and others to discuss issues and questions.  
Explore metrics and performance targets to support the next Long-Range Transportation Plan.  
Review updated Public Transportation Agency Safety Plans, as available.  
Attend performance-based planning and programming webinars, as available.

---

---

**Regional Model Enhancement FFY21 (3.3 - 7121)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$927,370	
Total Labor Expended This Period:	\$94,892	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$785,120	( 85% of total budget )
Balance:	\$142,250	( 15% of total budget )

**Work Status**

Ongoing

**Progress**

Initiated review of TDM23 high-level design document with model steering committee and continued work on development and revisions of the document.  
Revisions to 2011 MTS trip categorizations for new model estimation.  
Continued code development of new mode choice component.  
Continued tests of new roadway volume delay function formulation.  
Initiated beta-testing of model data explorer with model developers and users.  
Coded balanced roadway counts on interstates and major restricted access highways in the region onto the model network.  
Completed development of scripts to extract bus lane project metrics for EMAT prototype.  
Completed project-network tracking database review and advanced network management process development.  
Continued compilation and review of parking space data.  
Continued development of proposed modifications to TAZ geometries with splits due to new development.

**Products**

None.

**Meetings**

August 10, Model Users Group Meeting.  
August 18, Model Steering Committee Meeting.  
August 25, Network Scenario Management Workshop.  
August 25, Massport ground access modeling coordination.  
August 27, MoDX beta-tester kickoff meeting.  
August 31, LRTP modeling coordination.

**Objectives for Next Month**

Continued review of high-level design with steering committee.

Compile summaries from bus lane project exploratory analysis and coordinate with MBTA for review.

Produce recommendations for TAZ splits.

Initiate estimation of new vehicle availability model.

Initiate estimation of new trip generation rates.

---

---

**Research Next Generation Data and Tools FFY21 (3.3 - 7221)**

**Mgr: S. Andrews**

---

**Financial Status**

Total Project Budget:	\$57,790	
Total Labor Expended This Period:	\$2,090	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$12,248	( 21% of total budget )
Balance:	\$45,542	( 79% of total budget )

**Work Status**

Ongoing

**Progress**

Began drafting plans to validate and enhance the latest version of the Data Axle (formerly Infogroup) employment data.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Develop tools to process employment data in a transparent, reproducible manner. Develop strategy to determine potential improvements to the dataset and to distribute the work.

---



---

**Transit Working Group Support FFY21 (3.3 - 8921)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$64,120	
Total Labor Expended This Period:	\$3,023	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$52,238	( 81% of total budget )
Balance:	\$11,882	( 19% of total budget )

**Work Status**

Ongoing

**Progress**

Held internal coordination meetings to plan a transition of the Transit Working Group from a pilot to an ongoing activity.  
Began planning the sixth Transit Working Group meeting, to be held in fall 2021.  
Analyzed data about participation in Transit Working Group events.  
Planned a Transit Working Group participant feedback session to be held in September 2021.  
Developed a draft logo for the Transit Working Group.  
Continued working on a summary of proceedings from the fifth (July 9, 2021) Transit Working Group meeting.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue planning the sixth Transit Working Group meeting, to be held in fall 2021.  
Continue to analyze data about participation in Transit Working Group events.  
Continue planning and implementing next steps to collect feedback about the Transit Working Group and transition the group from a pilot to an ongoing activity, including sharing information with the MPO.  
Draft a memorandum summarizing progress made during the Transit Working Group pilot.  
Finalize a summary of an MBTA regional rail discussion with Transit Working Group participants.  
Finalize a summary of proceedings from the fourth (March 19, 2021) Transit Working Group meeting.  
Finalize a summary of proceedings from the fifth (July 9, 2021) Transit Working Group meeting.  
Update the Transit Working Group contact list, as needed.  
Update the Transit Working Group web page, as needed.  
Correspond with Transit Working Group participants and other interested parties, as needed.

---

---

**Transportation Equity Program FFY21 (3.3 - 8521)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$140,100	
Total Labor Expended This Period:	\$6,062	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$120,856	( 86% of total budget )
Balance:	\$19,244	( 14% of total budget )

**Work Status**

Ongoing

**Progress**

Participated in the evaluation of MassDOT's Community Transportation Grant Program.  
Long-Range Transportation Plan Disparate Impact and Disproportionate Burden Analysis metrics:  
Updated documentation about the process to calculate average travel times for the LRTP starting from data collection.  
Finished third draft and several updates of the script that calculates the average travel time thresholds.  
Equity and Bikeshare project:  
Helped flesh out GIS methodology for finding counts of who has access to Bluebikes stations.  
Converted text files containing X and Y locations of Bluebikes stations into shapefiles.  
Refined scope of work.  
Met with project team several times and coordinated upcoming tasks with them.  
Calculated figures in ArcMap for visuals.  
Incorporated long range transportation plan color palette into StoryMap design.  
Developed list of analyses to conduct using GIS analyst tools.

**Products**

None.

**Meetings**

August 19, with CPTS staff and staff from the MassDOT's Office of Performance Management and Innovation to discuss possible collaboration on various work efforts.  
August 16, with public engagement staff at the Greater Portland Council of Governments to discuss the Community Transportation Leaders Program.  
August 25, with Blue Hills Regional Coordinating Council leaders to discuss the scope of the upcoming study on access to the Blue Hills reservation.

**Objectives for Next Month**

Send out summer/fall edition of the Equity Newsletter.

Update Transportation Equity and Civil Rights web pages.

Support LRTP scenario planning efforts and needs assessment, as needed.

Begin rescoring programmed TIP projects using updated Census data and new project evaluation criteria.

Equity and Bikeshare project:

Continue working on the StoryMap.

Transfer data from ArcMap to ArcGIS Online.

Finish writing descriptive language.

---

---

**Transportation Improvement Program (TIP) FFY21 (3.3 - 8221)**

**Mgr: M. Genova**

---

**Financial Status**

Total Project Budget:	\$278,890	
Total Labor Expended This Period:	\$11,308	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$201,153	( 72% of total budget )
Balance:	\$77,737	( 28% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the TIP policy subcommittee, including hosting one meeting and revising two drafts of policy recommendations.

Advanced work on TIP database, including exploring how to transition initial brainstorm of needs and goals into a format that can facilitate the build out of a new database.

Continued work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including TIP how-to guide.

Continued conversations on project administration for the MPO's Community Connections Program in preparation for FFYs 2023-27 TIP cycle, including drafting a program update presentation for the September 2, 2021, MPO meeting.

Started presentation for MAPC's LandLine Coalition meeting in September, which will highlight funding opportunities for bicycle and pedestrian projects in the Boston region.

**Products**

Two PowerPoint presentations and two draft policy memos for the TIP policy subcommittee.

Mock-ups of prospective changes to the TIP database based on possible features discussed thus far in planning process.

Draft of PowerPoint presentation for 9/2/2021 MPO meeting presentation on Community Connections program.

**Meetings**

August 3 and 18, TIP policy committee (Eric Bourassa and MPO staff).

August 4 and 12, TIP check-in (LivableStreets Alliance).

August 5 and 19, Boston Region MPO.

August 10, Community Connections Program administration (MAPC and MPO staff).

August 12, MetroWest trail event (MAPC).

August 17, Building Effective Supervisory Relationships training.

August 19, TIP policy subcommittee.

August 20, LandLines presentation preparation (MAPC).

August 25, Windstream training.

August 31, Community Connections Program (MBTA).

**Objectives for Next Month**

Continue to support the TIP policy subcommittee, including hosting one meeting and preparing committee recommendations for consideration by the full MPO board.

Advance work on TIP database, including updating existing database and continuing to explore larger-scale changes as part of a possible new data management system.

Continue work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including TIP how-to guide and project criteria and scoring guides.

Continue conversations on project administration for the MPO's Community Connections Program in preparation for FFYs 2023-27 TIP cycle, including presenting to the MPO and updating the program application.

Update the website to include information on the TIP policy subcommittee.

Present to MAPC's LandLine Coalition to highlight funding opportunities for bicycle and pedestrian projects in the Boston region.

Begin outreach process for FFYs 2023-27 TIP, including updating TIP contacts and organizing materials for project scoring.

Clean up TIP subfolder in Certification Activities folder on CTPS server, in service of better long-run information management.

---

---

**Unified Planning Work Program (UPWP) FFY21 (3.3 - 8321)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$127,480	
Total Labor Expended This Period:	\$5,438	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$109,164	( 86% of total budget )
Balance:	\$18,316	( 14% of total budget )

**Work Status**

Ongoing

**Progress**

Supported UPWP Committee meeting on August 5.  
Secured release of Amendment One to the FFY 2021 UPWP at MPO meeting on August 5.  
Managed remainder of FFY 2022 UPWP public comment period.  
Finalized FFY 2022 UPWP document, including creating Appendix B (documents public comments received during the public comment period).  
Supported UPWP Committee meeting on August 19.  
Secured MPO endorsement of the FFY 2022 UPWP on August 19.  
Managed review period for Amendment One to the FFY 2021 UPWP.  
Created materials for UPWP Committee meeting on September 2, 2021.

**Products**

Final FFY 2022 UPWP.  
Materials for UPWP Committee meeting on September 2, 2021.

**Meetings**

August 5, UPWP Committee meeting.  
August 5, appeared at MPO meeting to secure release of Amendment One to the FFY 2021 UPWP.  
August 19, UPWP Committee meeting.  
August 19, appeared at MPO meeting to secure MPO endorsement of the FFY 2022 UPWP.  
August 25, Outreach meeting with planners and nonprofit leaders from around the Blue Hills to help scope a FFY 2022 study.

**Objectives for Next Month**

Monitor FHWA review of the FFY 2022 UPWP.  
Support scoping efforts for FFY 2022 studies.  
Support UPWP Committee meeting on September 2, 2021.  
Appear at MPO meeting on September 2, 2021 to gain endorsement of Amendment One to the FFY 2021 UPWP.  
Begin discussions about planning fall outreach for the UPWP.

---

---

**Access to Commercial Business Districts (CBD) Phase 2 (4.2 - 14370)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$75,000	
Total Labor Expended This Period:	\$18,633	( 25% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$56,632	( 76% of total budget )
Balance:	\$18,368	( 24% of total budget )

**Work Status**

72% complete.

**Progress**

Finished stakeholder interviews, summarizing and coding interview findings, and creating a recovery scenario and framework.  
Finished and gave presentation to the MPO on study progress to date. Began writing the guidebook.

**Products**

August 5 MPO presentation.

**Meetings**

August 11, interview with city of Lynn.  
August 10, focus group with community based organizations.  
August 3, town of Maynard interview.

**Objectives for Next Month**

Complete guidebook.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$99,100	
Total Labor Expended This Period:	\$9,098	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$59,815	( 60% of total budget )
Balance:	\$39,285	( 40% of total budget )

**Work Status**

55% complete.

**Progress**

Conducted fieldwork to observe AM traffic and record signal timing at intersections for the Grove Street corridor in Braintree.  
Completed 2021 AM peak-hour Synchro model for the study corridor.  
Analyzed existing roadway cross-sections and started developing potential reconfigurations.  
Reviewed comments from Boston Region MPO FFY 2021 outreaches for potential FFY 2022 study locations.  
Contacted MassDOT Districts for suggestions of potential subregional priority corridors for study in FFY 2022.

**Products**

2021 AM peak-hour Synchro traffic analysis and simulation model.

**Meetings**

None.

**Objectives for Next Month**

Complete the existing roadway cross-sections analysis and develop potential reconfigurations.  
Complete the base-year PM traffic model.  
Conduct intersection capacity analyses and traffic simulations to calibrate the base-year PM models.  
Develop short- and long-term improvement ideas.

---



---

**All-Hazards Planning Application Update (4.2 - 13306)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$29,876	
Total Labor Expended This Period:	\$7,477	( 25% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$23,711	( 79% of total budget )
Balance:	\$6,165	( 21% of total budget )

**Work Status**

77% complete.

**Progress**

Incorporated modifications into versions 17 and 18 of the All-Hazards web map and web app.  
Replaced all OGC WMS data sources from MassGIS and CTPS with "hosted feature layers" hosted in the CTPS AGOL account.  
Resolved issue of two-level entries in application layer list.  
Continued to develop the final list of modifications to the app.

**Products**

Produced versions 17 and 18 of the All-hazards web map and web app.  
Drafted "About" language with data sources and links to external resources.

**Meetings**

August 4, 11, 18, 25, weekly check in meeting with project team.

**Objectives for Next Month**

Implement the final round of changes to the All-hazards app, and deploy it as version 19 including the replacement of the MBTA Commuter Rail layers with the latest versions of these layers from MassGIS.  
Finalize "About" language.

---

---

**Future of the Curb Phase 2 (4.2 - 14371)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$12,650	( 21% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$49,810	( 83% of total budget )
Balance:	\$10,190	( 17% of total budget )

**Work Status**

81% complete.

**Progress**

Completed first draft of guidebook.

**Products**

Guidebook Draft Text.

**Meetings**

None.

**Objectives for Next Month**

Revise guidebook text, expand a few sections, include more local examples, and interview quotes.  
Create final guidebook and present results to board.

---

---

**Improving Pedestrian Variables in the Travel Demand Model (4.2 - 13302)      Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$25,000	
Total Labor Expended This Period:	\$2,462	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$21,754	( 87% of total budget )
Balance:	\$3,246	( 13% of total budget )

**Work Status**

87%

**Progress**

Finished the list of proposed urban form variables that have influence on walking and biking travel behavior.  
Completed the technical memorandum outline.

**Products**

Finalized list of variables to evaluate the pedestrian environment.

**Meetings**

Two meetings were held internally. The meetings discussed 1) the finalized list of urban variables; 2) the technical memorandum outline.

**Objectives for Next Month**

Complete the draft technical memorandum to summarize the findings from researching the current PEV.

---

---

**Informing the Big Ideas Behind Scenario Planning Process (4.2 - 13308)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$20,700	
Total Labor Expended This Period:	\$8,035	( 39% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$19,271	( 93% of total budget )
Balance:	\$1,429	( 7% of total budget )

**Work Status**

75% complete.

**Progress**

Continued to convene modeling and LRTP team members to discuss scenario development based on focus group input.  
Completed draft StoryMap text.  
Began organizing Big Ideas presentation.  
Continued to develop StoryMap design.

**Products**

Refined Story Map text with example pictures and design.  
Graphic layout in Story Map.

**Meetings**

August 2021, Scenario Development Meeting.

**Objectives for Next Month**

Complete StoryMap.  
Continue to prepare MPO presentation.  
Continue to organize Big Ideas/LRTP launch event.  
Continue to develop Causal Loop Diagrams based on focus group input.

---

---

**Intersection Improvement Program (4.2 - 13305)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$56,500	
Total Labor Expended This Period:	\$8,200	( 15% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$17,627	( 31% of total budget )
Balance:	\$38,873	( 69% of total budget )

**Work Status**

24% complete.

**Progress**

Analyzed suggested intersection locations for study.  
Selected four locations for potential study.  
Contacted potential study location municipalities to ensure interest and willingness to improve the selected intersections.

**Products**

Four intersections identified as potential study locations.

**Meetings**

August 10, internal meeting to discuss suggested locations.

**Objectives for Next Month**

Confirm intersections that will be studied.  
Request count data for selected study locations.  
Begin visiting study intersections and collecting data.

---

---

**Low-Cost Imp to Express Hwy Bottleneck Locations FFY21 (4.2 - 13621)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$42,000	
Total Labor Expended This Period:	\$11,287	( 27% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$37,939	( 90% of total budget )
Balance:	\$4,061	( 10% of total budget )

**Work Status**

58% complete.

**Progress**

Collected police reports that include narratives and diagrams for all crashes in both directions of the study corridor (I-95 from Exit 57 to Exit 61).  
Reviewed the police reports to identify exact location of each crash in the study corridor.  
Received AM and PM peak-period turning movement counts at signalized interchanges of Exits 57, 60, and 61 from MassDOT.  
Requested and received signal permits (timing plans) of the signalized interchanges from MassDOT Highway District 4.  
Constructed base-year AM Peak-hour traffic model for the three interchanges by using Synchro traffic analysis and simulation program.  
Conducted AM intersection capacity analyses and traffic simulations based on the turning movement counts collected on August 4, 2021.

**Products**

2021 AM peak-hour Synchro traffic model.

**Meetings**

None.

**Objectives for Next Month**

Complete crash data analysis for the selected study locations.  
Complete 2021 PM peak hour traffic model.  
Perform highway capacity analysis for the selected study locations.

---

---

**Priority Corridors from LRTP Needs Assessment FY21 (4.2 - 13521)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$110,000	
Total Labor Expended This Period:	\$4,833	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$77,596	( 71% of total budget )
Balance:	\$32,404	( 29% of total budget )

**Work Status**

57% complete.

**Progress**

Identified the corridor weaknesses, strengths, and needs based on the analyses of data, existing conditions, and field reconnaissance.  
Began work on FFY 2022 study location selection process.  
Updated data about crashes, projects and studies, traffic volumes, and transit service for rating and ranking arterial segments.  
Started developing improvement concepts to address corridor needs.

**Products**

Updated GIS layers for FFY 2022 study location selection process, draft, 8/31/2021.  
Concepts for addressing corridor needs, draft, 8/31/2021.

**Meetings**

None.

**Objectives for Next Month**

Continue to develop improvement concepts to address corridor needs.  
Continue FFY 2022 study location selection process.

---

---

**Regional Travel Demand Management (RTDM) Strategies (4.2 - 13303)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$10,000	
Total Labor Expended This Period:	\$593	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,683	( 57% of total budget )
Balance:	\$4,317	( 43% of total budget )

**Work Status**

70% complete.

**Progress**

Conducted additional research to support second TDM forum and define discussion questions.  
Continued to coordinate with panelists and MAPC staff to support second TDM forum.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Hold planning meeting(s) with panel participants for second TDM forum.  
Create publicity materials for second TDM forum.  
Support and execute second TDM forum on September 30, 2021.

---



---

**Staff-Generated Research & Tech Assistance FFY21 (4.2 - 20905)**

**Mgr: M. Atkinson**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$4,818	( 24% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$11,720	( 59% of total budget )
Balance:	\$8,280	( 41% of total budget )

**Work Status**

Ongoing.

**Progress**

Completed memo about Environmental Justice commuting patterns based on the 2011-MTS. Finished analysis of MPO towns to assess the clustering of demographic variables across the region.

**Products**

Technical Memorandum: Commuting Profiles of Environmental Justice Communities.

**Meetings**

None.

**Objectives for Next Month**

Complete documentation of process and algorithms used in cluster analysis of MPO towns based on demographic variables. Complete initial assessment of the potential for clustering at the tract level for the MPO region. Make Technical Memorandum: Commuting Profiles of Environmental Justice Communities ready for public distribution.

---

---

**TIP Before-and-After Studies FFY20 (4.2 - 13294)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$518	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$52,304	( 87% of total budget )
Balance:	\$7,696	( 13% of total budget )

**Work Status**

95% complete.

**Progress**

Continue with editing process to finalize the report.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete final memorandum and present to MPO.

---

---

**Trip Generation Rate Research (4.2 - 13304)**

**Mgr: D. Joshi**

---

**Financial Status**

Total Project Budget:	\$45,000	
Total Labor Expended This Period:	\$7,158	( 16% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$19,689	( 44% of total budget )
Balance:	\$25,311	( 56% of total budget )

**Work Status**

60% complete.

**Progress**

Continued coordination with the team.  
Completed literature review.  
Completed analyzing household survey data and derived trip rates by purpose by new land use type.  
  
Coordinated with MassDOT on selecting travel monitoring reports to analyze for the final report.  
Started exploring travel monitoring reports.

**Products**

None.

**Meetings**

August 12, with MassDOT on travel monitoring reports.

**Objectives for Next Month**

Continue coordination with the team.  
Produce final report.

---

---

**Bicycle and Pedestrian Support Activities FFY21 (4.3 - 2521)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$77,420	
Total Labor Expended This Period:	\$513	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$74,146	( 96% of total budget )
Balance:	\$3,274	( 4% of total budget )

**Work Status**

Ongoing

**Progress**

Updated MPO website pages for September bicycle and pedestrian count dates.  
Attended meetings and webinars related to transportation planning for people who walk and bike.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

Updated MPO website pages.

**Meetings**

August 19, attended the Pedestrian and Bicycle Information Center (PBIC) webinar titled "Rails-with-Trails: Best Practices and Lessons Learned".

**Objectives for Next Month**

Facilitate September bicycle and pedestrian counts.  
Attend meetings and webinars related to transportation planning for people who walk and bike.  
Continue learning about best practices for people walking and bicycling.  
Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

---

---

**Community Transportation Technical Assistance FFY21 (4.3 - 2421)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$69,190	
Total Labor Expended This Period:	\$6,834	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$30,704	( 44% of total budget )
Balance:	\$38,486	( 56% of total budget )

**Work Status**

Ongoing

**Progress**

Continued working on the Salem study associated with congestion on North Street (Route 114).

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue with Salem study.

---

---

**Regional Transit Service Planning Tech Support FFY21 (4.3 - 4121)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$55,360	
Total Labor Expended This Period:	\$2,762	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$10,135	( 18% of total budget )
Balance:	\$45,225	( 82% of total budget )

**Work Status**

Ongoing

**Progress**

Completed and released final survey for responses on August 16.  
Update client each week on survey responses.  
Provided client with guidance on survey translation options.  
Started to plan for data analysis options.

**Products**

Final survey.

**Meetings**

None.

**Objectives for Next Month**

Analyze survey results.

---

---

**Roadway Safety Audits FFY21 (4.3 - 2321)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$7,740	
Total Labor Expended This Period:	\$463	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,674	( 73% of total budget )
Balance:	\$2,066	( 27% of total budget )

**Work Status**

Ongoing

**Progress**

Participated in a RSA on August 18 for Hartwell Avenue in Lexington.

**Products**

None.

**Meetings**

August 18, RSA for Hartwell Avenue in Lexington.

**Objectives for Next Month**

Participate in Road Safety Audits in the MPO Region.

---

---

**Traffic Data Support FFY21 (4.3 - 2721)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$18,180	
Total Labor Expended This Period:	\$932	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$10,101	( 56% of total budget )
Balance:	\$8,079	( 44% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to growth rate and other requests.

**Products**

Growth rate and data requests for Wrentham, Milton, Bolton, and Lynn.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to traffic related data requests to the MPO.

---



---

**Bus Network Redesign Service Equity Analysis (5.2 - 13309)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$48,190	
Total Labor Expended This Period:	\$624	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,355	( 5% of total budget )
Balance:	\$45,835	( 95% of total budget )

**Work Status**

5% complete.

**Progress**

Held meeting client. Was informed by client that Bus Network Redesign equity analysis will be delayed until October.

**Products**

None.

**Meetings**

August 19, with MassDOT.

**Objectives for Next Month**

Finalize scripts and data processing to prepare for actual data.

---

---

**Computer Resource Management FFY21 (6.0 - 6021)**

**Mgr: G. Weaver**

---

**Financial Status**

Total Project Budget:	\$335,040	
Total Labor Expended This Period:	\$22,897	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$271,427	( 81% of total budget )
Balance:	\$63,613	( 19% of total budget )

**Work Status**

Ongoing

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Had Windstream perform the Pretest and installed all equipment prior to upgrading the bandwidth. Put equipment back into the office after the carpet installation. Plugged printers back in and installed new surge protectors for some of the printers. Organized backup tapes in the server room. Reboot computers and phones after Carpet installation. Setup multiple virtual machines for staff.

Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup and restore functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches. Gathered quotes and submitted PO requests for various hardware and software maintenance contracts. Submitted invoices. Troubleshoot issues with accessing Microsoft Office 365 licenses with Dell and Microsoft. Sent Windstream information about our extensions and how we want the auto-attendant and the hunt group setup. Attend ITS75 state procurement webinar about software contracts. Attend Windstream Administrator and End-User training. Wrote up instructions on how to access the Asana Troubleshoot form for the Intranet for staff to use. Made additional changes to the Asana Troubleshoot form.

Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution. Setup staff for Windstream OfficeSuite training. Copy former employees data to the file server and additional off-boarding tasks for former staff.

**Products**

None.

**Meetings**

August 10, 16, and 26 with Windstream to discuss plans for the internet bandwidth and phone upgrade.

August 25, with Microsoft and Dell to discuss Office 365 OnBoarding and problems with licensing.

**Objectives for Next Month**

Continue setting up additional virtual machines for staff.  
Purchase various maintenance contracts.  
Had Windstream perform the Internet bandwidth upgraded and migrated the phones to the OfficeSuite softphone app.  
Complete all Allworx OfficeSuite training.  
Had the new server installed by Dell.  
Continue support, as required.

---

---

**Data Resources Management FFY21 (6.0 - 5021)**

**Mgr: D. Knudsen**

---

**Financial Status**

Total Project Budget:	\$268,100	
Total Labor Expended This Period:	\$21,442	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$201,922	( 75% of total budget )
Balance:	\$66,178	( 25% of total budget )

**Work Status**

Ongoing

**Progress**

Updated MassGIS data in CTPS databases. Downloaded decennial Census redistricting data and converted to four user-friendly formats. Created maps and calculated statistics to show a first look at the current demographic state of affairs for the state of Massachusetts and the MPO region. Prepared crash tables and point layers for 2007-2018 using the new MassDOT format, updating processing tools for the new format, and comparing content in the new format with content in the old format. Reviewed MassGIS geocoding REST API documentation.

Attended (virtual) State of Data Science Conference. Participated in AMPO GIS and Data Visualization Working Group meeting, monthly INRIX/MassDOT/CTPS coordination meeting, and MassDOT's Spatial Working Analysis Group meeting. Directed data request for designated truck routes in Massachusetts to the MassDOT Office of Transportation Planning GIS Services manager.

Managed cloud GIS accounts for new and departing users on agency staff.

Continued preparing to migrate MPO website to newer version of content management software (CMS), Drupal, focusing on resolving remaining styling issues and enhancing responsivity of layout for mobile devices. Added two rediscovered reports to archived publications list. Updated and reformatted staff listing to better reflect management structure. Resolved issue of form submissions not being received via email. Enabled new staff members to publish event and attachments to the MPO calendar and conducted brief training.

**Products**

Maps, statistics, and email about what the decennial Census redistricting data tells us about our region and state.

Updated, extended CTPS spatial database.

Updated MPO website.

**Meetings**

August 4 and 11, Data Resources group meeting.

August 5, Spatial Working Analysis Group meeting.

August 13, meeting with member of Transportation Model Development group to discuss how best to disseminate information about the decennial Census redistricting data.

August 18, monthly INRIX/MassDOT/CTPS meeting.

August 20, State of Data Science conference

August 25, AMPO GIS and Data Working Group meeting

**Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available.  
Continue preparing to migrate website to newer version of CMS.  
Continue responding to requests for data.

---

---

**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY21 (6.0 - 1021)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$83,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$3,030	( 4% of budgeted direct costs )
Amount Expended to Date:	\$58,325	( 70% of total budget )
Balance:	\$25,175	( 30% of total budget )

**Work Status**

Ongoing

**Progress**

Direct Costs were incurred for translations of the UPWP Executive Summary and for a staff member to attend the New England Climate Change and Resiliency Annual Summit.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**3C Planning and MPO Support FFY21 (3.2 - 9021)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$533,170	
Total Labor Expended This Period:	\$23,628	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$499,625	( 94% of total budget )
Balance:	\$33,545	( 6% of total budget )

**Work Status**

Ongoing

**Progress**

- Planned, organized, and held two virtual MPO meetings
- Planned, organized, and held one TIP Ad Hoc Committee meeting
- Developed website text updates, social media content, and Mail Chimp messages
- Organized and drafted responses to press inquiries and public comments
- Provided outreach and communications support for the MPO Elections Survey
- Provided outreach and communications support for the MPO Elections 2021
- Provided outreach and communications support to the Bicycle and Pedestrian Program
- Provided outreach and communications support to planning the next TDM forum
- Provided support to LRTP website development
- Provided communications support to the draft Public Outreach Plan Public Review Period
- Provided ongoing support to virtual/hybrid/in-person meeting planning post-COVID.

**Products**

- Agendas, minutes, and presentation materials for MPO and TIP Ad Hoc Committee meetings
- 10 Mail Chimp messages regarding MPO and TIP Ad Hoc Committee agendas, TIP Policy Public Comment, Transit Working Group, Public Outreach Plan Public Comment and Open House, Equity in TDM Forum, Bicycle and Pedestrian Counts
- 14 Tweets
- 2 Facebook posts
- One presentation and memo for the MPO regarding the MPO Elections Survey results

**Meetings**

- September 2, Boston Region MPO
- September 2, TIP Project Costs Ad-Hoc Committee
- September 8, Advisory Council
- September 16, EDC Virtual Public Involvement Committee
- September 23, Boston Region MPO
- September 27, Public Outreach Plan (POP) Open House
- September 29, Navigating Hybrid Engagement Workshop #2

**Objectives for Next Month**

Continue to plan regularly scheduled MPO, MPO Committee, Advisory Council meetings.  
Continue to plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program, Public Outreach Program, and technical projects as needed.  
Plan a kickoff outreach event for the LRTP.  
Continue to produce communication material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn, as needed.  
Continue to produce monthly and quarterly updates for MAPC Matters, MPO mailing list, and TE subscribers.  
Continue to process public input and communicate information back to the board.  
Continue to respond to press inquiries, as needed.  
Continue to provide outreach and communications support to Future of the Curb, Access to CBDs, Intersection Improvement Program, Bike Counts project teams.  
Continue to support the Informing the Big Ideas for the MPO's Scenario Planning study.  
Facilitate monthly meetings with the Livable Streets Alliance on Transportation Modeling and other MPO Activities.  
Continue to plan and facilitate Inner Core Committee Transportation Meetings.  
Continue work on renaming the agency blog.  
Continue to plan co-sponsored APA MA Transportation Committee and MPO webinars.  
Continue to plan hybrid/virtual/in-person meeting logistics post-COVID.  
Continue to provide communications and outreach support for the Transit Working Group activities.  
Continue to coordinate with the MBTA Fare Transformation team.  
Continue to plan Plain Language Working Group meetings.

---



---

**MPO General Graphics FFY21 (3.2 - 9221)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$95,290	
Total Labor Expended This Period:	\$9,295	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$95,192	( 100% of total budget )
Balance:	\$98	( 0% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS, as needed.

---

---

**Professional Development FFY21 (3.2 - 9521)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$52,720	
Total Labor Expended This Period:	\$5,976	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$34,147	( 65% of total budget )
Balance:	\$18,573	( 35% of total budget )

**Work Status**

Ongoing

**Progress**

Charges were incurred for staff to attend Project Management and Building Supervisory Relationship training programs.  
In addition, one staff member attended Woman's Transportation Seminar and Street Light Seminar.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

---

---

**Provision of Materials in Accessible Formats (FFY21) (3.2 - 3121)**

**Mgr: J. Gillis**

---

**Financial Status**

Total Project Budget:	\$110,040	
Total Labor Expended This Period:	\$6,951	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$109,959	( 100% of total budget )
Balance:	\$81	( 0% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.

**Meetings**

September 15, 2021, Template Committee Meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.

---

---

**Air Quality Conformity Determination and Support FFY21 (3.3 - 8421)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$54,690	
Total Labor Expended This Period:	\$3,347	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$50,991	( 93% of total budget )
Balance:	\$3,699	( 7% of total budget )

**Work Status**

Ongoing

**Progress**

Two model years (2020 and 2040) were run and processed for a quality check comparing new MOVES 3 factors to MOVES 2014b factors.  
Prepared material for posting MOVES documentation and MOVES 3 emission factors on MassDOT website.

**Products**

Final emission factors for 2040 and 2050.  
Draft materials for posting MOVES 3 information on MassDOT website.

**Meetings**

September 1, with OTP to discuss MOVES.

**Objectives for Next Month**

Finalize information on MOVES 3 materials for posting on MassDOT website. Work with CTPS staff to link this data on MPO website.  
Run idle emission factors for project calculations.  
Train staff on the MOVES model.  
Work with MassDOT to update CMAQ templates  
Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.  
Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.  
Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

---

---

**Congestion Management Process FFY21 (3.3 - 2121)**

**Mgr: R. Hicks**

---

**Financial Status**

Total Project Budget:	\$118,240	
Total Labor Expended This Period:	\$9,064	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$102,702	( 87% of total budget )
Balance:	\$15,538	( 13% of total budget )

**Work Status**

Ongoing

**Progress**

Staff received and addressed comments for the Bicycle Parking Memorandum from MassDOT.  
Continued to work on the State of Congestion Study.  
Staff began working on the meeting minutes from the previous CMP committee meeting.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue to work on the State of Congestion study.  
Finish meeting minutes from the previous CMP committee meeting.  
Begin planning a CMP committee meeting for December (Meeting was delayed from October 21 due to a scheduling conflict).  
Finish cost estimate for the State of Congestion dashboard.

---

---

**Freight Planning Support FFY21 (3.3 - 2221)**

**Mgr: W. Kuttner**

---

**Financial Status**

Total Project Budget:	\$83,340	
Total Labor Expended This Period:	\$11,929	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$72,809	( 87% of total budget )
Balance:	\$10,531	( 13% of total budget )

**Work Status**

Ongoing

**Progress**

Editing, staff and client review of hazardous cargoes memorandum complete; ready to present to MPO.  
Started review of status and condition of roadway classification count facilities.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Present hazardous cargoes memorandum to MPO.  
Complete status review of classification count facilities.

---

---

**Long-Range Transportation Plan (LRTP) FFY21 (3.3 - 8021)**

**Mgr: A. McGahan**

---

**Financial Status**

Total Project Budget:	\$276,120	
Total Labor Expended This Period:	\$33,866	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$217,241	( 79% of total budget )
Balance:	\$58,879	( 21% of total budget )

**Work Status**

Ongoing

**Progress**

Continued coordination of work for the next LRTP and Needs Assessment to be adopted in 2023:  
Conducted project management planning for LRTP and Needs Assessment tasks.  
Continued peer reviews of other MPO processes for assessing needs and conducting scenario planning.  
Met with staff to discuss bicycle, pedestrian, congestion, and freight analysis for the Needs Assessment.  
Met with staff to discuss how to model scenarios and strategies using the MPO's travel demand model.  
Continued to discuss public outreach and general communications plans for Destination 2050.  
Updated the LRTP brochure and presentation materials.  
Continued to review and revise text for the Big Ideas StoryMap which will provide input for scenario planning. The StoryMap will be posted on the Destination 2050 website once completed.  
Continued planning for Destination 2050 kickoff and initial scenarios to be presented to the MPO.  
Continued to work with staff to revisit the LRTP planning framework (vision, goals, and objectives) to make any necessary updates for Destination 2050.  
Continued to meet internally with staff to discuss the process for developing a website for the next LRTP.  
Continued work on climate resiliency activities in the MPO region to integrate into the next LRTP Needs Assessment and other MPO planning activities.  
Continued work on implementation of Destination 2040, including coordination with the UPWP and TIP.  
Coordination with MassDOT and MAPC on demographics development.  
Participated in the first socioeconomic projections committee meeting to create population, household, and employment projections for 2050.

**Products**

None.

**Meetings**

September 1, MassDOT coordination meeting on demographic committee.  
September 2, MPO meeting.  
September 8, statewide Socio-Economic Projections Committee meeting.  
September 8, Transportation Managers Group Data User Group meeting.  
September 9, MAPC MetroCommon Advisory Committee meeting.  
September 23, MPO meeting.  
September 29, internal resiliency coordination with CTPS staff.

### **Objectives for Next Month**

Continue to meet internally with staff to discuss the process for developing a website for the next LRTP.  
Continue conducting project management planning for LRTP and Needs Assessment tasks.  
Continue peer reviews of other MPO processes for assessing needs and conducting scenario planning.  
Work with input collected from scenario planning focus groups held in Spring 2021 to develop a list of potential scenarios to be prioritized by the MPO.  
Prepare presentation(s) on Destination 2050 kickoff, Big Ideas StoryMap and scenario planning for the MPO  
Present about the LRTP at MAPC subregional meetings and other public events  
Attend October 2021 Demographic Projections Committee  
Meet with staff and external partners to discuss data needs and resources.  
Continue internal coordination on refreshing MPO goal areas to support the next LRTP and Needs Assessment development.  
Continue implementing new LRTP investment programs.  
Continue supporting public outreach and updates on LRTP implementation.  
Continue to address the resiliency of the transportation network.  
Conduct analysis for the next LRTP Needs Assessment  
Continue to coordinate with MAPC on MetroCommon and demographic development.  
Continue coordination with MassDOT and other external partners on LRTP development.

---



---

**Performance-Based Planning and Programming FFY21 (3.3 - 8821)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$109,870	
Total Labor Expended This Period:	\$4,730	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$83,617	( 76% of total budget )
Balance:	\$26,253	( 24% of total budget )

**Work Status**

Ongoing

**Progress**

Attended MPO meetings.  
Attended the September 2021 Transportation Manager's Group meeting.  
Explored the Conveyal destination access analysis application to build capacity for performance-based planning and other analysis projects.  
Provided updated TIP project data for inclusion in the TIP database.  
Continued to identify desired changes to the TIP internal and external interactive databases, include changes that would support the tracking of performance data.  
Attended the MPO open house about the Public Participation plan to answer questions about performance-based planning and programming, as needed.

**Products**

None.

**Meetings**

September 2, attended the MPO meeting.  
September 23, attended the MPO meeting.  
September 27. attended the Public Outreach Plan open house.

**Objectives for Next Month**

Attend MPO meetings and TIP cost change policy ad hoc committee meetings to support performance-based planning and programming work.  
Attend the October Transportation Manager's Group meeting to support performance-based planning and programming work.  
Plan performance-based planning and programming tasks for federal fiscal year 2022.  
Continue to identify desired changes to the TIP internal and external interactive databases, including changes that would support the tracking of performance data.  
Continue to explore the Conveyal destination access analysis application and meet with MassDOT Office of Transportation Planning (OTP) staff and others to discuss issues and questions.  
Explore metrics and performance targets to support the next Long-Range Transportation Plan.  
Review updated Public Transportation Agency Safety Plans, as available.  
Attend performance-based planning and programming webinars, as available.

---

**Regional Model Enhancement FFY21 (3.3 - 7121)**

**Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$927,370	
Total Labor Expended This Period:	\$91,824	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$876,944	( 95% of total budget )
Balance:	\$50,426	( 5% of total budget )

**Work Status**

Ongoing

**Progress**

Continued development of TDM23 high-level design document and review with model steering committee. Specified household, trip purpose, and mode alternative segments for the model.  
Initiated comparison of GTFS files to update transit network to 2019  
Continued revisions to 2011 MTS trip categorizations for new model estimation.  
Completed code development of new mode choice component.  
Completed tests of new roadway volume delay function formulation.  
Collected feedback from model data explorer beta-test and initiated development of platform specification  
Continued coding balanced roadway counts on interstates and major restricted access highways in the region onto the model network.  
Reviewed and summarized metrics from bus lane projects within EMAT prototype.  
Developed work flow for network management process and supporting forms for network change requests.  
Completed compilation and review of parking space data for City of Boston.  
Continued development of proposed modifications to TAZ geometries with splits due to new development.  
Initiated review of vehicle availability model input variables.

**Products**

None.

**Meetings**

September 3, Internal 4-Step Modeling Tutorial.  
September 7, 14, 28 - LRTP coordination.  
September 14, Model Users Group Meeting.  
September 10,29 Model Steering Committee Meeting.  
September 21, MoDX beta-ester feedback meeting.  
September 22, Massport ground access modeling coordination.

**Objectives for Next Month**

Continued review of high-level design with steering committee.

Complete review of vehicle availability input model parameters and estimate draft model.

Complete revisions to 2011 MTS trip categorizations and prepare data sets for model estimation.

Produce recommendations for TAZ splits.

Initiate evaluation of trip generation rate factors.

---

---

**Research Next Generation Data and Tools FFY21 (3.3 - 7221)**

**Mgr: S. Andrews**

---

**Financial Status**

Total Project Budget:	\$57,790	
Total Labor Expended This Period:	\$5,734	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$17,982	( 31% of total budget )
Balance:	\$39,808	( 69% of total budget )

**Work Status**

Ongoing

**Progress**

Created a framework for modifying the Data Axle employment data file.  
Researched opportunities to use free and open source software to further data discovery goals.  
Participated in the FOSS4G conference (free and open source software for geospatial applications).

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Fully develop tools to process employment data in a transparent, reproducible manner. Develop strategy to determine potential improvements to the data set and to distribute the work.

---

---

**Transit Working Group Support FFY21 (3.3 - 8921)**

**Mgr: M. Scott**

---

**Financial Status**

Total Project Budget:	\$64,120	
Total Labor Expended This Period:	\$4,224	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$56,463	( 88% of total budget )
Balance:	\$7,657	( 12% of total budget )

**Work Status**

Ongoing

**Progress**

Continue planning the sixth Transit Working Group meeting, including identifying speakers and agenda items.  
Hosted a focus group to collect feedback about transit provider's experiences participating in the Transit Working Group and their suggestions for improvement.  
Continued planning and implementing next steps to collect feedback about the Transit Working Group and transition the group from a pilot to an ongoing activity, including sharing information with the MPO.  
Drafted a summary of proceedings from the fifth (July 9, 2021) Transit Working Group meeting.  
Updated the Transit Working Group contact list.

**Products**

Survey form to collect feedback on the Transit Working Group Pilot.

**Meetings**

September 9, met with MassDOT Office of Transportation Planning and Rail and Transit Division staff to discuss coordination with the Transit Working Group.  
September 10, hosted a focus group to collect feedback about the Transit Working Group pilot.  
September 14, met with SK Solutions to discuss a presentation for the Transit Working Group.  
September 22, attended a meeting with the Cape Ann Transportation Authority to discuss the Community Connections program.

**Objectives for Next Month**

Host the sixth Transit Working Group meeting on October 12, 2021. Create and send presentation materials.

Continue planning and implementing next steps to collect feedback about the Transit Working Group and to transition the group from a pilot to an ongoing activity, including sharing information with the MPO.

Continue drafting a memorandum summarizing progress made during the Transit Working Group pilot.

Finalize a summary of proceedings from the fourth (March 19, 2021) Transit Working Group meeting.

Finalize a summary of proceedings from the fifth (July 9, 2021) Transit Working Group meeting.

Update the Transit Working Group contact list, as needed.

Update the Transit Working Group web page, as needed.

Correspond with Transit Working Group participants and other interested parties, as needed.

---

---

**Transportation Equity Program FFY21 (3.3 - 8521)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$140,100	
Total Labor Expended This Period:	\$6,158	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$127,014	( 91% of total budget )
Balance:	\$13,086	( 9% of total budget )

**Work Status**

Ongoing

**Progress**

Worked on developing tasks for the FFY 2022 Transportation Equity Program.  
Equity and Bikeshare project: met with project team several times and coordinated upcoming tasks with them.  
Assisted in quantitative analysis for Bluebikes equity analysis project.  
Worked write-up for StoryMap.  
Posted edits to the transportation equity webpage online.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Send out summer/fall edition of the Equity Newsletter.  
Complete StoryMap for Equity and Bikeshare project.  
Finish draft of staff language assistance guide.  
Continue work on exploring the use of ITHIM in the equity program.  
Begin exploring the development of CTPS staff guide for EJ analysis.

---

---

**Transportation Improvement Program (TIP) FFY21 (3.3 - 8221)**

**Mgr: M. Genova**

---

**Financial Status**

Total Project Budget:	\$278,890	
Total Labor Expended This Period:	\$10,704	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$211,857	( 76% of total budget )
Balance:	\$67,033	( 24% of total budget )

**Work Status**

Ongoing

**Progress**

Continued to support the TIP policy subcommittee, including hosting one committee meeting and presenting committee recommendations to the full MPO board.  
Advanced work on TIP database, including updating some existing project data and continuing to explore larger-scale changes as part of a possible new data management system.  
Continued work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including TIP how-to guide and project criteria and scoring guides.  
Began planning for fall outreach to MAPC subregional groups.  
Continued conversations on project administration for the MPO's Community Connections Program in preparation for FFYs 2023-27 TIP cycle, including meeting with several RTAs and presenting recommendations for program reforms to the MPO.  
Updated the website to include information on the TIP policy subcommittee.  
Presented to MAPC's LandLine Coalition to highlight funding opportunities for bicycle and pedestrian projects in the Boston region.  
Cleaned up TIP subfolder in Certification Activities folder on CTPS server, in service of better long-run information management.

**Products**

PowerPoint presentation and final draft policy memo for the TIP policy subcommittee.  
PowerPoint presentation for MAPC LandLine committee meeting.  
Initial draft of PowerPoint for MAPC subregional outreach meetings.  
Web updates for TIP committee work.

**Meetings**

September 1, TIP check-in (LivableStreets Alliance).  
September 2 and 23, Boston Region MPO.  
September 2, TIP policy committee.  
September 7, TIP check-in (Ipswich).  
September 8 and 14, Community Connections Program administration (MAPC, OTP, FHWA, and MPO staff).  
September 21, Building Effective Supervisory Relationships training.  
September 22, Community Connections check-ins (BAT and CATA).  
September 29, Community Connections check-ins (MBTA, MRTA, and GATRA).  
September 29, MAPC LandLine Coalition.



## **Objectives for Next Month**

Continue to support the TIP policy subcommittee, including hosting a public open house, compiling public comments received on the draft proposal, hosting one committee meeting, and preparing any necessary adjustments to the recommendations in preparation for a final vote by the full MPO board.

Advance work on TIP database, including making additional data updates and continuing to explore larger-scale changes as part of a possible new data management system.

Continue work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including TIP how-to guide and project criteria and scoring guides.

Continue conversations on project administration for the MPO's Community Connections Program in preparation for FFYs 2023-27 TIP cycle, including presenting a final program proposal to the MPO and updating the program application for release this fall.

Update the website to reflect the new federal fiscal year.

Continue outreach process for FFYs 2023-27 TIP, including attending MAPC subregional meetings, sending kick-off emails, updating TIP contacts, refreshing the TIP project universe, hosting informational sessions, and beginning to organize materials for project scoring.

---

---

**Unified Planning Work Program (UPWP) FFY21 (3.3 - 8321)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$127,480	
Total Labor Expended This Period:	\$3,851	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$113,014	( 89% of total budget )
Balance:	\$14,466	( 11% of total budget )

**Work Status**

Ongoing

**Progress**

Monitored FHWA review of the FFY 2022 UPWP.  
Supported scoping efforts for FFY 2022 studies.  
Supported UPWP Committee meeting on September 2, 2021.  
Appeared at MPO meeting on September 2, 2021 to gain endorsement of Amendment One to the FFY 2021 UPWP.  
Begin discussions about planning fall outreach for the UPWP.  
Prepared materials for fall outreach for the FFY 2023 UPWP.  
Updated web pages as needed to reflect the new UPWP.

**Products**

Final FHWA-approved FFY 2022 UPWP.  
Updated UPWP web page.  
Draft outreach materials for fall outreach for FFY 2023 UPWP.

**Meetings**

September 2, 2021, UPWP Committee meeting.  
September 2, 2021, MPO meeting.

**Objectives for Next Month**

Begin administration of the FFY 2022 UPWP.  
Begin outreach for the development process for the FFY 2023 UPWP.  
Prepare materials for the transition to a new UPWP manager.

---

---

**Access to Commercial Business Districts (CBD) Phase 2 (4.2 - 14370)**

**Mgr: E. Harvey**

---

**Financial Status**

Total Project Budget:	\$75,000	
Total Labor Expended This Period:	\$18,302	( 24% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$74,934	( 100% of total budget )
Balance:	\$66	( 0% of total budget )

**Work Status**

100% complete.

**Progress**

Finished writing the study guidebook.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$99,100	
Total Labor Expended This Period:	\$18,529	( 19% of budgeted labor )
Direct Costs Expended This Period:	\$99	( 99% of budgeted direct costs )
Amount Expended to Date:	\$78,443	( 79% of total budget )
Balance:	\$20,658	( 21% of total budget )

**Work Status**

63% complete.

**Progress**

Completed 2021 PM peak-hour Synchro model for the study corridor: Plain Street, Grove Street, and Columbian Street in Braintree.  
Estimated the corridor growth rate from the most recent CTPS travel demand regional model.  
Completed 2030 AM/PM no-build scenarios and started to test 2030 improvement alternatives.  
Completed the analysis of existing roadway cross-sections and developed potential reconfigurations.  
Complete the preliminary evaluation of potential FFY 2022 study locations.  
Started to prepare graphics of presenting analyses and findings.

**Products**

2021 PM peak-hour Synchro traffic analysis and simulation model.  
2030 AM/PM peak-hour Synchro no-build scenarios.  
Draft graphics of the existing roadway cross sections and potential reconfigurations.

**Meetings**

None.

**Objectives for Next Month**

Complete testing of long-term improvement alternatives by using 2030 AM/PM Synchro traffic analysis and simulation models.  
Develop short- and long-term improvement alternatives for critical locations in the corridor.  
Schedule a meeting with study advisory members from Baintree and MassDOT to review findings and proposed improvements.

---

---

**All-Hazards Planning Application Update (4.2 - 13306)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$29,876	
Total Labor Expended This Period:	\$2,751	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$26,462	( 89% of total budget )
Balance:	\$3,414	( 11% of total budget )

**Work Status**

100% complete.

**Progress**

Editorial reviewed All-Hazards text (four pages) for the web application (three rounds of edits).  
Completed implementation of final version (version 20) of All-Hazards web application, incorporating edited text contents of app's "About" box.

**Products**

Final version of All-Hazards web application.

**Meetings**

September 1, weekly meeting with project manager.  
September 7-13, Editorial Review.

**Objectives for Next Month**

Support MPO Activities Group manager in preparing a presentation on the project to the MPO Board.

---

---

**Future of the Curb Phase 2 (4.2 - 14371)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$9,715	( 16% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$59,525	( 99% of total budget )
Balance:	\$475	( 1% of total budget )

**Work Status**

99% complete.

**Progress**

Completed multiple revisions of Guidebook text and prepared notes for graphics layout.

**Products**

Nearly complete draft of guidebook text.

**Meetings**

None.

**Objectives for Next Month**

Complete finishing touches to guidebook text and send to graphics for final layout.  
Final guidebook version completed.  
Presentation of guidebook to MPO board.

---

---

**Improving Pedestrian Variables in the Travel Demand Model (4.2 - 13302)      Mgr: M. Milkovits**

---

**Financial Status**

Total Project Budget:	\$25,000	
Total Labor Expended This Period:	\$3,197	( 13% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$24,951	( 100% of total budget )
Balance:	\$49	( 0% of total budget )

**Work Status**

100% complete.

**Progress**

Completed the technical memorandum. It summarizes the findings from researching the current PEV and a list of proposed urban form variables that might be used to replace the current PEV.

**Products**

The draft technical memorandum.

**Meetings**

Internal meeting held, finalizing the outline for the memorandum.

**Objectives for Next Month**

None. Project is complete.

---

---

**Informing the Big Ideas Behind Scenario Planning Process (4.2 - 13308)**

**Mgr: J. Church**

---

**Financial Status**

Total Project Budget:	\$20,700	
Total Labor Expended This Period:	\$853	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$20,124	( 97% of total budget )
Balance:	\$576	( 3% of total budget )

**Work Status**

100% complete.

**Progress**

Continued to convene modeling and LRTP team members to discuss scenario development based on focus group input.  
Revised a draft of the StoryMap.  
Continued to develop StoryMap design and illustrations.

**Products**

Revised draft of the Big Ideas Story Map.

**Meetings**

None.

**Objectives for Next Month**

Finalize StoryMap.  
Continue to prepare MPO presentation.

---



---

**Intersection Improvement Program (4.2 - 13305)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$56,500	
Total Labor Expended This Period:	\$1,698	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$19,325	( 34% of total budget )
Balance:	\$37,175	( 66% of total budget )

**Work Status**

34% complete.

**Progress**

Held virtual kick-off meeting for Woburn intersection.  
Held virtual kick-off meeting for Stow intersection.  
Held virtual kick-off meeting for Wellesley intersection.

**Products**

None.

**Meetings**

September 21, Woburn intersection kick-off meeting.  
September 23, Stow intersection kick-off meeting.  
September 23, Wellesley intersection kick-off meeting.

**Objectives for Next Month**

Begin visiting study intersections and collecting data.  
Grade intersections using bicycle and pedestrian report card tools.  
Document field observations.

---

---

**Low-Cost Imp to Express Hwy Bottleneck Locations FFY21 (4.2 - 13621)**

**Mgr: C. Wang**

---

**Financial Status**

Total Project Budget:	\$42,000	
Total Labor Expended This Period:	\$2,213	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$40,153	( 96% of total budget )
Balance:	\$1,847	( 4% of total budget )

**Work Status**

62% complete.

**Progress**

Completed review of police reports all crashes from 2016 to 2019 in the study corridor (I-95 from Exit 57 to Exit 61).  
Completed base-year AM/PM peak-hour Synchro traffic analysis models for the signalized interchanges of Exits 57, 60, and 61.  
Estimated the corridor AM/PM peak-hour traffic growth rates from the most recent CTPS travel demand regional models.

**Products**

2021 PM peak-hour Synchro traffic model.

**Meetings**

None.

**Objectives for Next Month**

Prepare crash analysis graphics for the selected study locations.  
Perform base-year and future-year highway capacity analysis for the selected study locations.

---

---

**Priority Corridors from LRTP Needs Assessment FY21 (4.2 - 13521)**

**Mgr: S. Asante**

---

**Financial Status**

Total Project Budget:	\$110,000	
Total Labor Expended This Period:	\$13,432	( 12% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$91,029	( 83% of total budget )
Balance:	\$18,971	( 17% of total budget )

**Work Status**

70% complete.

**Progress**

MPO staff continued work on FFY 2022 study location selection process, including updating data about crashes, projects and studies, traffic volumes, and transit service for rating and ranking arterial segments. In addition MPO staff continued developing improvement concepts to address corridor needs and preparing graphics illustrating the concepts and improvements.

**Products**

Concepts for addressing corridor needs, draft, 9/30/2021.  
Updated GIS layers for FFY 2022 study location selection process, draft, 9/30/2021.  
Figures illustrating the problems and suggested solutions, draft, 9/30/2021

**Meetings**

None.

**Objectives for Next Month**

Continue to develop improvement concepts to address corridor needs.  
Complete the FFY 2022 study location selection process.

---

---

**Regional Travel Demand Management (RTDM) Strategies (4.2 - 13303)**

**Mgr: S. Johnston**

---

**Financial Status**

Total Project Budget:	\$10,000	
Total Labor Expended This Period:	\$2,522	( 25% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$8,205	( 82% of total budget )
Balance:	\$1,795	( 18% of total budget )

**Work Status**

100% complete.

**Progress**

Held planning meeting(s) with panel participants for second TDM forum.  
Created publicity materials for second TDM forum.  
Supported and executed second TDM forum on September 30, 2021.

**Products**

September 30, 2021, second TDM forum and supporting materials.

**Meetings**

September 9, 2021, planning meeting with panelists for the second TDM forum.  
September 23, 2021, planning meeting with CTPS staff and panelists for the second TDM forum.  
September 30, 2021, second TDM forum.

**Objectives for Next Month**

None. Project is complete.

---

---

**Staff-Generated Research & Tech Assistance FFY21 (4.2 - 20905)**

**Mgr: M. Atkinson**

---

**Financial Status**

Total Project Budget:	\$20,000	
Total Labor Expended This Period:	\$5,102	( 26% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$16,821	( 84% of total budget )
Balance:	\$3,179	( 16% of total budget )

**Work Status**

Ongoing.

**Progress**

Edited Technical Memorandum titled Commuting Profiles of Environmental Justice Communities and sent to clients for review. Finalized analysis of Towns and Tracts using unsupervised clustering algorithms. Finalized documents to share explaining Exploring Equity with Machine Learning project.

**Products**

Edited Technical Memorandum titled Commuting Profiles of Environmental Justice Communities. Two HTML documents detailing and explaining the results of the Exploring Equity Classifications with Machine Learning project.

**Meetings**

None.

**Objectives for Next Month**

None.

---

---

**TIP Before-and-After Studies FFY20 (4.2 - 13294)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$52,304	( 87% of total budget )
Balance:	\$7,696	( 13% of total budget )

**Work Status**

96% complete.

**Progress**

Continue finalizing the draft report.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete final memorandum and present to MPO.

---

---

**Trip Generation Rate Research (4.2 - 13304)**

**Mgr: D. Joshi**

---

**Financial Status**

Total Project Budget:	\$45,000	
Total Labor Expended This Period:	\$19,811	( 44% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$39,500	( 88% of total budget )
Balance:	\$5,500	( 12% of total budget )

**Work Status**

100% complete.

**Progress**

Continued coordination with the team.  
Using travel monitoring reports , prepared comparison between observed and ITE foretasted trips for the selected developments. Used model to estimate trips for the selected developments. Created comparison between derived trips form all different sources. Performed statistical analysis.  
Analyzed and summarized findings from data analysis.  
Discussed and Prepared next steps for trip generation model improvements.  
Prepared draft report.

**Products**

Draft Trip Generation Rate Research Report.

**Meetings**

September 3, with MassDOT on travel monitoring reports.  
September 10, with MAPC.

**Objectives for Next Month**

Project will be completed under Regional Model Development.

---

---

**Bicycle and Pedestrian Support Activities FFY21 (4.3 - 2521)**

**Mgr: C. Claude**

---

**Financial Status**

Total Project Budget:	\$77,420	
Total Labor Expended This Period:	\$2,060	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$76,206	( 98% of total budget )
Balance:	\$1,214	( 2% of total budget )

**Work Status**

Ongoing

**Progress**

Attended meetings and webinars related to transportation planning for people who walk and bike.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

None.

**Meetings**

September 22, attended the September Massachusetts Bicycle and Pedestrian Advisory Board meeting (MABPAB).  
September 29, attended the September LandLine Coalition meeting.

**Objectives for Next Month**

Process and post bicycle and pedestrian count data.  
Attend meetings and webinars related to transportation planning for people who walk and bike.  
Continue learning about best practices for people walking and bicycling.  
Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

---



---

**Community Transportation Technical Assistance FFY21 (4.3 - 2421)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$69,190	
Total Labor Expended This Period:	\$6,523	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$37,227	( 54% of total budget )
Balance:	\$31,963	( 46% of total budget )

**Work Status**

Ongoing

**Progress**

Continued working on the Salem study associated with congestion on North Street (Route 114).  
Conducted a meeting with Medway to discuss a possible study of Route 109 and Trotter Drive.  
Also emailed Judy Lehrer about the Skyline Trail roadway crossing in the Blue Hills.

**Products**

None.

**Meetings**

10/5/2021 - Meeting with Medway to discuss technical assistance for Route 109 at Trotter Drive.

**Objectives for Next Month**

Continue with Salem study.

---

---

**Regional Transit Service Planning Tech Support FFY21 (4.3 - 4121)**

**Mgr: P. Christner**

---

**Financial Status**

Total Project Budget:	\$55,360	
Total Labor Expended This Period:	\$9,772	( 18% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$19,908	( 36% of total budget )
Balance:	\$35,452	( 64% of total budget )

**Work Status**

Ongoing

**Progress**

Updated client each week on survey responses.  
Posted translated surveys.  
Started to develop data analysis framework.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Analyze survey results.  
Prepare presentation summarizing survey results.  
Present survey results to NSTMA.  
Prepare for survey results presentation to City of Peabody in early November.

---

---

**Roadway Safety Audits FFY21 (4.3 - 2321)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$7,740	
Total Labor Expended This Period:	\$621	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$6,296	( 81% of total budget )
Balance:	\$1,444	( 19% of total budget )

**Work Status**

Ongoing

**Progress**

Participated in a RSA on September 30 for Beacon Street at Charlesgate East and West in Boston.

**Products**

None.

**Meetings**

September 30, RSA for Beacon Street at Charlesgate East and West in Boston.

**Objectives for Next Month**

Participate in Road Safety Audits in the MPO Region.

---

---

**Traffic Data Support FFY21 (4.3 - 2721)**

**Mgr: M. Abbott**

---

**Financial Status**

Total Project Budget:	\$18,180	
Total Labor Expended This Period:	\$1,450	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$11,551	( 64% of total budget )
Balance:	\$6,629	( 36% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to growth rate and other requests.

**Products**

Growth rate and data requests for Medford.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to traffic related data requests to the MPO.

---

---

**Bus Network Redesign Service Equity Analysis (5.2 - 13309)**

**Mgr: B. Acton**

---

**Financial Status**

Total Project Budget:	\$48,190	
Total Labor Expended This Period:	\$1,034	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,388	( 7% of total budget )
Balance:	\$44,802	( 93% of total budget )

**Work Status**

6% complete.

**Progress**

Compiled scripts from past service equity analysis and began converting scripts to read bus network redesign schedule files.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Receive schedule files and run abbreviated analysis.

---

---

**Computer Resource Management FFY21 (6.0 - 6021)**

**Mgr: G. Weaver**

---

**Financial Status**

Total Project Budget:	\$335,040	
Total Labor Expended This Period:	\$26,869	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$298,296	( 89% of total budget )
Balance:	\$36,744	( 11% of total budget )

**Work Status**

Ongoing

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Installed 4 Macbooks. Started installing Dell laptops for staff. Attempted to go live multiple times with the Windstream bandwidth upgrade and switch to the softphone app. Worked with Windstream and Intrasystems to resolve multiple issues that was delaying the project. Connect desktops directly to the Ethernet drops in the office. Labeled ports on the patch panel in the server room. Had the PDU checked for it's quarterly maintenance and had the HVAC checked for it's maintenance. Installed the VMware Horizons host server. Work with building management to fix the electrical outlets at the front desk and to fix the chiller and provide cooling in the server room. Setup four Macbooks for Graphics staff.

Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup and restore functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches. Gathered quotes and submitted PO requests for various hardware and software maintenance contracts. Submitted invoices. Attend Windstream receptionist operator panel training. Wrote up instructions on how to access the OfficeSuite app and use various functions for the Intranet for staff to use. Finished setting up Microsoft 365 accounts for staff. Updated user accounts in the Windstream portal. Setup additional Asana accounts. Installed VMware Horizons on the VMware Horizons host server. Troubleshoot Windstream operator software, installing an OS on a server, and accessing VMware Horizons software. Fix Secure certificate issue on an applications server. Added multi-factor authentication to Amazon cloud accounts. Created GitHub accounts for three additional CTPS staff members under the "CTPSSTAFF" organizational account.

Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution. Copy former employees data to the file server and additional off-boarding tasks for former staff.

**Products**

GitHub accounts for three additional CTPS staff members under the "CTPSSTAFF" organizational account.

**Meetings**

September 7, with Windstream to discuss plans for the internet bandwidth and phone upgrade.  
September 8, and 24, with VMware to discuss what is needed to install VMware Horizons and troubleshoot account access.  
September 16, attend receptionist operator panel training from Windstream.  
September 22, and 23, with Intrasystems to discuss firewall policies, VPN, and managed services.  
September 23, and 30, with Docuware and Inception Tech to discuss scanning project documents to free up physical space.  
September 24, with Google to discuss various disaster recovery options.  
September 27, with PublicInput to discuss a govt. focused CRM tool.

### **Objectives for Next Month**

Finish the VMware Horizons install with VMware.  
Continue setting up additional virtual machines for staff.  
Had Windstream perform the Internet bandwidth upgraded and migrated the phones to the OfficeSuite softphone app.  
Install the 14 Dell Precision laptops that have been received.  
Update network topology diagram when network upgrade and installation of new VMWare server have been completed.  
Continue support, as required.

---

---

**Data Resources Management FFY21 (6.0 - 5021)**

**Mgr: D. Knudsen**

---

**Financial Status**

Total Project Budget:	\$268,100	
Total Labor Expended This Period:	\$17,304	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$219,226	( 82% of total budget )
Balance:	\$48,874	( 18% of total budget )

**Work Status**

Ongoing

**Progress**

Continued preparing crash tables and point layers for 2007-2018 using the new MassDOT format, updating processing tools for the new format, and comparing content in the new format with content in the old format. Updated minority counts and percentages and corresponding maps and analyses for MassDOT's Capital Investment Plans (CIPs) and the Rail & Transit's Triennial Title VI reports. Supported a request from the City of Somerville for origin-destination (O/D) travel data. Prepared PostgreSQL database to host employment data from Data Axle for review and editing. Conducted preparatory investigation for adding balanced volume data for new routes (e.g., I-90, SR-24, and US-3) to the balanced volumes web application. Attended Association of Metropolitan Planning Organizations (AMPO) "vendor roadshow" for vendors of tools used in transportation modeling. Managed access to GIS tools and accounts for staff. Continued preparing to migrate MPO website to newer version of content management software (CMS), Drupal, developing SQL statements to transform calendar references to new format, resolving remaining styling issues and enhancing responsivity of layout for mobile devices. Completed configuration of future staging web server. Received and read accessibility consultant report on select website pages. Applied patches and upgrades to MPO website operating system (OS) and CMS. Posted Route 28 Milton Priority Corridor and Exploring Resilience studies. Published new page on CTPS' strategic plan.

**Products**

Updated MPO website. Newly configured staging server for MPO website editing following migration.  
Updated maps for Rail and Transit Triennial Title VI report and updated shapefile and analysis spreadsheet for CIP 2021 and 2022 equity analyses.

**Meetings**

September 22, AMPO modeling vendor virtual "roadshow."

**Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available.  
Prepare three-, five-, and ten-year crash data summaries using newest MassDOT crash data.  
Address accessibility issues identified by consultant in future, migrated version of MPO website.  
Continue responding to requests for data.





---

**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY21 (6.0 - 1021)**

**Mgr: P. Amisano**

---

**Financial Status**

Total Project Budget:	\$83,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$9,453	( 11% of budgeted direct costs )
Amount Expended to Date:	\$67,777	( 81% of total budget )
Balance:	\$15,723	( 19% of total budget )

**Work Status**

Ongoing

**Progress**

Direct Costs were incurred for one Poweredge server and for translations of the Public Outreach Plan (POP) Executive Summary and the POP Guidebook.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

---