

**Boston Region MPO**  
**FFY 2021 - UPWP Spending through Quarter 3**

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	Active	\$458,170	\$403,465	\$54,705	88%	\$458,170	\$403,465	\$54,705	88%
3-14	9221	MPO General Graphics	MPO	Ongoing	Active	\$85,290	\$59,552	\$25,738	70%	\$85,290	\$59,552	\$25,738	70%
3-15	3121	Provision of Materials in Accessible Formats (FFY21)	MPO	Ongoing	Active	\$102,040	\$75,865	\$26,175	74%	\$102,040	\$75,865	\$26,175	74%
3-16	9521	Professional Development	MPO	Ongoing	Active	\$52,720	\$14,469	\$38,251	27%	\$52,720	\$14,469	\$38,251	27%
<b>3C Planning and Programming and Other Certification Requirements</b>													
3-17	8021	Long-Range Transportation Plan (LRTP)	MPO	Ongoing	Active	\$324,120	\$148,295	\$175,825	46%	\$324,120	\$148,295	\$175,825	46%
3-20	8221	Transportation Improvement Program (TIP)	MPO	Ongoing	Active	\$278,890	\$180,531	\$98,359	65%	\$278,890	\$180,531	\$98,359	65%
3-22	8821	Performance-Based Planning and Programming	MPO	Ongoing	Active	\$153,570	\$73,074	\$80,496	48%	\$153,570	\$73,074	\$80,496	48%
3-24	8421	Air Quality Conformity Determination and Support	MPO	Ongoing	Active	\$34,690	\$37,048	(\$2,358)	107%	\$34,690	\$37,048	(\$2,358)	107%
3-27	8321	Unified Planning Work Program (UPWP)	MPO	Ongoing	Active	\$127,480	\$91,190	\$36,290	72%	\$127,480	\$91,190	\$36,290	72%
3-29	8521	Transportation Equity Program	MPO	Ongoing	Active	\$174,100	\$101,841	\$72,259	58%	\$174,100	\$101,841	\$72,259	58%
3-31	2121	Congestion Management Process	MPO	Ongoing	Active	\$118,240	\$74,507	\$43,733	63%	\$118,240	\$74,507	\$43,733	63%
3-32	2221	Freight Planning Support	MPO	Ongoing	Active	\$68,340	\$54,052	\$14,288	79%	\$68,340	\$54,052	\$14,288	79%
3-34	7121	Regional Model Enhancement	MPO	Ongoing	Active	\$875,370	\$612,303	\$263,067	70%	\$875,370	\$612,303	\$263,067	70%
3-37	7221	Research Next Generation Data and Tools	MPO	Ongoing	Active	\$57,790	\$10,158	\$47,632	18%	\$57,790	\$10,158	\$47,632	18%
3-39	8921	Transit Working Group Support	MPO	Ongoing	Active	\$64,120	\$41,705	\$22,415	65%	\$64,120	\$41,705	\$22,415	65%
<b>MPO Planning Studies</b>													
4-5	13420	Add'g Sfty, Mblty & Access on Subreg. Priority	MPO	Discrete	Complete	\$13,400	\$43,319	(\$29,919)	323%	\$115,000	\$114,874	\$126	100%
4-5	13299	Exploring Resilience in MPO-funded Corridor and	MPO	Discrete	Complete	\$960	\$19,520	(\$18,560)	2033%	\$90,000	\$89,940	\$60	100%
4-5	13293	Locations with High Bicycle and Pedestrian Crash	MPO	Discrete	Complete	\$960	\$9,658	(\$8,698)	1006%	\$70,000	\$69,992	\$8	100%
4-5	13520	Priority Corridors from LRTP Needs Assessment	MPO	Discrete	Complete	\$13,400	\$39,952	(\$26,552)	298%	\$120,000	\$119,423	\$577	100%
4-5	13720	Safety & Oper Analyses at Selected Int's: FFY20	MPO	Discrete	Complete	\$7,420	\$23,561	(\$16,141)	318%	\$80,000	\$79,882	\$118	100%
4-5	13294	TIP Before-and-After Studies FFY20	MPO	Discrete	Active	\$22,480	\$10,362	\$12,118	46%	\$60,000	\$50,596	\$9,404	84%
4-9	13302	Improving Pedestrian Variables in the Travel	MPO	Discrete	Active	\$25,000	\$17,256	\$7,744	69%	\$25,000	\$17,256	\$7,744	69%
4-11	13303	Regional Travel Demand Management (RTDM)	MPO	Discrete	Active	\$10,000	\$4,004	\$5,996	40%	\$10,000	\$4,004	\$5,996	40%
4-12	13421	Add'g Sfty, Mblty & Access on Subreg. Priority	MPO	Discrete	Active	\$127,900	\$48,211	\$79,689	38%	\$127,900	\$48,211	\$79,689	38%
4-13	13521	Priority Corridors from LRTP Needs Assessment	MPO	Discrete	Active	\$137,000	\$52,408	\$84,592	38%	\$137,000	\$52,408	\$84,592	38%
4-14	13621	Low-Cost Imp to Express Hwy Bottleneck Locations	MPO	Discrete	Active	\$64,500	\$17,015	\$47,485	26%	\$64,500	\$17,015	\$47,485	26%
4-15	13304	Trip Generation Rate Research	MPO	Discrete	Active	\$45,000	\$7,054	\$37,946	16%	\$45,000	\$7,054	\$37,946	16%

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4-16	13305	Intersection Improvement Program	MPO	Discrete	Active	\$75,000	\$2,154	\$72,846	3%	\$75,000	\$2,154	\$72,846	3%
4-17	14370	Access to Commercial Business Districts (CBD)	MPO	Discrete	Active	\$75,000	\$22,077	\$52,923	29%	\$75,000	\$22,077	\$52,923	29%
4-18	14371	Future of the Curb Phase 2	MPO	Discrete	Active	\$60,000	\$29,939	\$30,061	50%	\$60,000	\$29,939	\$30,061	50%
4-20	13306	All-Hazards Planning Application Update	MPO	Discrete	Active	\$30,000	\$12,607	\$17,393	42%	\$29,876	\$12,607	\$17,269	42%
4-21	20905	Staff-Generated Research & Tech Assistance FFY21	MPO	Discrete	Active	\$20,000	\$2,917	\$17,083	15%	\$20,000	\$2,917	\$17,083	15%
4-22	13307	Mapping Major Trans Infrastructure Projects	MPO	Discrete	Complete	\$20,000	\$19,411	\$589	97%	\$20,000	\$19,411	\$589	97%
4-23	13308	Informing the Big Ideas Behind Scenario Planning	MPO	Discrete	Active	\$20,700	\$6,794	\$13,906	33%	\$20,700	\$6,794	\$13,906	33%
<b>MPO Technical Analysis</b>													
4-24	4221	Transit Data Support	MPO	Ongoing	Active	\$13,730	\$13,404	\$326	98%	\$13,730	\$13,404	\$326	98%
4-25	2721	Traffic Data Support	MPO	Ongoing	Active	\$18,180	\$8,341	\$9,839	46%	\$18,180	\$8,341	\$9,839	46%
4-26	2321	Roadway Safety Audits	MPO	Ongoing	Active	\$13,740	\$4,233	\$9,507	31%	\$13,740	\$4,233	\$9,507	31%
4-27	2521	Bicycle and Pedestrian Support Activities	MPO	Ongoing	Active	\$77,420	\$72,088	\$5,332	93%	\$77,420	\$72,088	\$5,332	93%
4-29	4121	Regional Transit Service Planning Tech Support	MPO	Ongoing	Active	\$55,360	\$5,248	\$50,112	9%	\$55,360	\$5,248	\$50,112	9%
4-30	2421	Community Transportation Technical Assistance	MPO	Ongoing	Active	\$69,190	\$18,305	\$50,885	26%	\$69,190	\$18,305	\$50,885	26%
5-8	13309	Bus Network Redesign Service Equity Analysis	MPO	Discrete	Active	\$48,190	\$1,296	\$46,894	3%	\$48,190	\$1,296	\$46,894	3%
6-3	6021	Computer Resource Management	MPO	Ongoing	Active	\$335,040	\$220,034	\$115,006	66%	\$335,040	\$220,034	\$115,006	66%
6-5	5021	Data Resources Management	MPO	Ongoing	Active	\$328,820	\$161,093	\$167,727	49%	\$328,820	\$161,093	\$167,727	49%
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 FFY21	MPO	Ongoing	Active	\$83,500	\$55,294	\$28,206	66%	\$83,500	\$55,294	\$28,206	66%

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

**Mgr: J. Church**

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**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.

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

**Mgr: J. Gillis**

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**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.

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

**Mgr: P. Amisano**

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**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.

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

**Mgr: J. Gillis**

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**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.

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

**Mgr: A. McGahan**

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**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.

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

**Mgr: R. Hicks**

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**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.

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

**Mgr: W. Kuttner**

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**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.

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

**Mgr: A. McGahan**

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**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.

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

**Mgr: M. Scott**

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**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.

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

**Mgr: M. Milkovits**

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**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.

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

**Mgr: S. Andrews**

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**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.

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

**Mgr: M. Scott**

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**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.

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

**Mgr: E. Harvey**

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**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.

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

**Mgr: M. Genova**

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**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).

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

**Mgr: S. Johnston**

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**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.

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**Access to Commercial Business Districts (CBD) Phase 2 (4.2 - 14370)**

**Mgr: E. Harvey**

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**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.

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

**Mgr: C. Wang**

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**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.

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

**Mgr: C. Wang**

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**Financial Status**

Total Project Budget:	\$118,100	
Total Labor Expended This Period:	\$4,720	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$34,559	( 29% of total budget )
Balance:	\$83,541	( 71% 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.

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

**Mgr: J. Church**

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**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.

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

**Mgr: B. Acton**

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**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.

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

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**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.

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

**Mgr: J. Church**

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**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.

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

**Mgr: C. Claude**

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**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.

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**Low-Cost Imp to Exp Hwy Bottleneck Locations FY21 (4.2 - 13621)**

**Mgr: C. Wang**

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**Financial Status**

Total Project Budget:	\$55,500	
Total Labor Expended This Period:	\$5,837	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,837	( 11% of total budget )
Balance:	\$49,663	( 89% 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.

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

**Mgr: K. Dumas**

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**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.

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

**Mgr: S. Asante**

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**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.

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

**Mgr: S. Asante**

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**Financial Status**

Total Project Budget:	\$134,000	
Total Labor Expended This Period:	\$14,027	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$26,083	( 19% of total budget )
Balance:	\$107,917	( 81% 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.

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

**Mgr: S. Johnston**

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**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.

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

**Mgr: C. Wang**

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**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.

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

**Mgr: D. Joshi**

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**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.

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

**Mgr: C. Claude**

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**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.

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

**Mgr: M. Abbott**

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**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.

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

**Mgr: P. Christner**

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**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.

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

**Mgr: M. Abbott**

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**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.

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

**Mgr: M. Abbott**

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**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.

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

**Mgr: P. Christner**

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**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.

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

**Mgr: G. Weaver**

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**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.

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

**Mgr: D. Knudsen**

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**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.

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

**Mgr: S. Ayvazyan**

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**Financial Status**

Total Project Budget:	\$108,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$3,281	( 3% of budgeted direct costs )
Amount Expended to Date:	\$40,987	( 38% of total budget )
Balance:	\$67,513	( 62% 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.

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

**Mgr: J. Church**

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**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.

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

**Mgr: J. Gillis**

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**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.

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

**Mgr: P. Amisano**

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**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.

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

**Mgr: J. Gillis**

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**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.

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

**Mgr: A. McGahan**

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**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 MOVES3 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.

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

**Mgr: R. Hicks**

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**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.

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

**Mgr: A. McGahan**

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**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.

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

**Mgr: M. Scott**

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**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.

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

**Mgr: M. Milkovits**

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**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.

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

**Mgr: M. Scott**

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**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.

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

**Mgr: E. Harvey**

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**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 its 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**

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.

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

**Mgr: M. Genova**

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**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.

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

**Mgr: S. Johnston**

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**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.

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**Access to Commercial Business Districts (CBD) Phase 2 (4.2 - 14370)**

**Mgr: E. Harvey**

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**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.

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

**Mgr: C. Wang**

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**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.

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

**Mgr: C. Wang**

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**Financial Status**

Total Project Budget:	\$118,100	
Total Labor Expended This Period:	\$6,721	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$41,281	( 35% of total budget )
Balance:	\$76,819	( 65% 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.

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

**Mgr: J. Church**

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**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.

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

**Mgr: B. Acton**

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**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.

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**Improving Pedestrian Variables in the Travel Demand Model (4.2 - 13302)**

**Mgr: M. Milkovits**

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**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.

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

**Mgr: J. Church**

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**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.

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**Intersection Improvement Program (4.2 - 13305)**

**Mgr: C. Claude**

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**Financial Status**

Total Project Budget:	\$73,500	
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:	\$72,666	( 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.

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

**Mgr: C. Claude**

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**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.

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**Low-Cost Imp to Exp Hwy Bottleneck Locations FY21 (4.2 - 13621)**

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**Mgr: C. Wang**

**Financial Status**

Total Project Budget:	\$55,500	
Total Labor Expended This Period:	\$5,195	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$11,033	( 20% of total budget )
Balance:	\$44,467	( 80% 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.

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

**Mgr: K. Dumas**

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**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.

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

**Mgr: S. Asante**

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**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.

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

**Mgr: S. Asante**

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**Financial Status**

Total Project Budget:	\$134,000	
Total Labor Expended This Period:	\$13,628	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$39,712	( 30% of total budget )
Balance:	\$94,288	( 70% 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.

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

**Mgr: S. Johnston**

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**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.

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

**Mgr: C. Wang**

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**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.

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

**Mgr: C. Claude**

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**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.

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

**Mgr: M. Abbott**

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**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.

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

**Mgr: P. Christner**

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**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.

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

**Mgr: M. Abbott**

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**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.

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

**Mgr: M. Abbott**

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**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.

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

**Mgr: P. Christner**

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**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.

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**Bus Network Redesign Service Equity Analysis (5.2 - 13309)**

**Mgr: B. Acton**

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**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.

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

**Mgr: G. Weaver**

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**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.

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

**Mgr: D. Knudsen**

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**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.

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

**Mgr: S. Ayvazyan**

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**Financial Status**

Total Project Budget:	\$108,500	
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	( 38% of total budget )
Balance:	\$67,353	( 62% 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.

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**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY19 (6.0 - 1019)**

**Mgr: P. Amisano**

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**Financial Status**

Total Project Budget:	\$192,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$31,260	( 16% of budgeted direct costs )
Amount Expended to Date:	\$168,116	( 88% of total budget )
Balance:	\$23,884	( 12% of total budget )

**Work Status**

Ongoing

**Progress**

Direct expenses were incurred for the final payment on the Strategic Planning Initiative.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

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

**Mgr: J. Church**

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**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.

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

**Mgr: J. Gillis**

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**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.

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

**Mgr: P. Amisano**

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**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.

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

**Mgr: J. Gillis**

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**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.

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

**Mgr: A. McGahan**

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**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.

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

**Mgr: R. Hicks**

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**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.

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

**Mgr: W. Kuttner**

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**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

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

**Mgr: A. McGahan**

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**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.

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

**Mgr: M. Scott**

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**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.

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

**Mgr: M. Milkovits**

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**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.

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

**Mgr: M. Scott**

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**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.

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

**Mgr: E. Harvey**

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**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 skims 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.

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

**Mgr: M. Genova**

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**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.

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

**Mgr: S. Johnston**

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**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.

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**Access to Commercial Business Districts (CBD) Phase 2 (4.2 - 14370)**

**Mgr: E. Harvey**

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**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.

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

**Mgr: C. Wang**

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**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.

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

**Mgr: C. Wang**

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**Financial Status**

Total Project Budget:	\$118,100	
Total Labor Expended This Period:	\$6,930	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$48,211	( 41% of total budget )
Balance:	\$69,889	( 59% 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.

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

**Mgr: J. Church**

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**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

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

**Mgr: B. Acton**

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**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.

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

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**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.

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

**Mgr: J. Church**

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**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.
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**Intersection Improvement Program (4.2 - 13305)**

**Mgr: C. Claude**

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**Financial Status**

Total Project Budget:	\$73,500	
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	( 3% of total budget )
Balance:	\$71,346	( 97% 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.

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**Low-Cost Imp to Exp Hwy Bottleneck Locations FY21 (4.2 - 13621)**

**Mgr: C. Wang**

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**Financial Status**

Total Project Budget:	\$55,500	
Total Labor Expended This Period:	\$5,982	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$17,015	( 31% of total budget )
Balance:	\$38,485	( 69% 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.

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

**Mgr: K. Dumas**

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**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.

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

**Mgr: S. Asante**

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**Financial Status**

Total Project Budget:	\$134,000	
Total Labor Expended This Period:	\$12,696	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$52,408	( 39% of total budget )
Balance:	\$81,592	( 61% 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.

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

**Mgr: S. Johnston**

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**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.

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

**Mgr: C. Wang**

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**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.

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

**Mgr: M. Abbott**

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**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.

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

**Mgr: D. Joshi**

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**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.

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

**Mgr: C. Claude**

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**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.

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

**Mgr: M. Abbott**

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**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.

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

**Mgr: P. Christner**

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**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.

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

**Mgr: M. Abbott**

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**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.

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

**Mgr: M. Abbott**

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**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.

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

**Mgr: P. Christner**

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**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.

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**Bus Network Redesign Service Equity Analysis (5.2 - 13309)**

**Mgr: B. Acton**

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**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.

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

**Mgr: G. Weaver**

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**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.

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

**Mgr: D. Knudsen**

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**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.

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

**Mgr: S. Ayvazyan**

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**Financial Status**

Total Project Budget:	\$108,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$14,148	( 13% of budgeted direct costs )
Amount Expended to Date:	\$55,294	( 51% of total budget )
Balance:	\$53,206	( 49% 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.

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