



**CENTRAL MASSACHUSETTS
METROPOLITAN PLANNING ORGANIZATION
(CMMPO)**

**MPO Endorsed 2015 Program Year
Public Outreach Program (POP)**



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Planning Organization**
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***Central Massachusetts Metropolitan Planning Organization
Endorsement Sheet***

***2015 Program Year
Public Outreach Program (POP)***

The Central Massachusetts Metropolitan Planning Organization (CMMPO) hereby endorses the 2015 Program Year Public Outreach Program (POP) document. The POP ensures early and continuing opportunities for the public to express their views on transportation issues and to become active participants in the transportation decision-making process of the CMMPO. The 2015 Program Year POP document was endorsed at a meeting of the CMMPO on July 22, 2015.

CMMPO Chairman

DATE: _____

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***2015 Public Outreach Program
For Ongoing Transportation Planning Activities Including Specific Requirements for Major
Planning Documents***

PURPOSE

The Central Massachusetts Metropolitan Planning Organization (CMMPO) is responsible for carrying out the continuing, cooperative, and comprehensive transportation planning process in the Central Massachusetts Region that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. The purpose of this Public Outreach Program (POP) is to ensure early and continuing opportunities for the public to express their views on transportation issues and to promote active participation in the transportation decision-making process.

As a result, this POP has been developed with input from a wide variety of transportation stakeholders, including those interested in environmental, freight, transit, roadway, pedestrian, and bike concerns. Input was also sought from representatives of low-income, disabled, and elder populations. Input on ways to improve outreach, communication, and feedback on transportation planning issues has been, and will continue to be, an on-going process. Valuable input that has been incorporated into this plan includes:

- Maintaining on-going dialogue with stakeholders so that information about projects is provided early in the planning process when potential mitigation can be addressed most efficiently.
- Incorporating stakeholder data into the planning process at the early stages of project development.
- Communicating in a manner that meets the requirements of stakeholders, such as using visualization to translate technical issues to be easily understood by lay individuals or providing more technical information to those who require it.
- Providing information in a format that allows the stakeholders to compare projects geographically and to understand the impacts of historical projects within an area.

BACKGROUND

Moving Ahead for Progress in the 21st Century (MAP-21)

The Moving Ahead for Progress in the 21st Century (MAP-21), the current transportation enabling regulation, continues to emphasize the importance of public involvement in the transportation planning process. This requirement was also included in preceding transportation bills: Safe, Accountable, Flexible, and Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) of 2005, the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and the Transportation Equity Act for the Twenty-first Century (TEA-21) of 1998.

Moreover, the legislation (23CFR Part 450) requires all metropolitan transportation planning agencies to develop a Public Participation Plan “in consultation with all interested parties.” (See Appendix A for more details). Key requirements of the public participation process are: an all-inclusive decision making process and a proactive public involvement process that provide timely public notice, complete information, full access to decision making and support early consultation in the development of metropolitan transportation plans and transportation improvement programs.

Americans with Disabilities Act of 1990 (ADA)

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

ADA requires specific public participation efforts for the development of paratransit plans:

- Hold a public hearing
- Provide an opportunity for public comment
- Consult with disabled individuals

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964, together with related statutes and regulations, provides that “no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The entire institution,

whether educational, private or governmental, must comply with Title VI and related Federal civil rights laws, not just the program or activity receiving federal funds.

FTA C 4702.1B, Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients, provides guidance on promoting inclusive public participation. This circular recommends “to seek out and consider the needs and input of the general public, including interested parties and those traditionally underserved by existing transportation systems, such as minority and LEP persons, who may face challenges accessing employment and other services” It identifies the following effective practices for fulfilling the inclusive public participation requirement:

- Coordinate with individuals, institutions, or organizations and implement community-based public involvement strategies to reach out to members of the affected minority and/or low income communities.
- Provide opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture verbal comments.
- Use locations, facilities, and meeting times that are convenient and accessible to low income and minority communities.
- Utilize different meeting sizes or formats or vary the type and number of news media used to announce public participation opportunities, tailoring communications to the particular community or population.
- Implement DOT’s policy guidance concerning recipient’s responsibilities to LEP persons to overcome barriers to participation.

Executive Order 12898 - Environmental Justice

Executive Order 12898, issued in 1994, expanded the impact of the 1964 Civil Rights Act and responded to the concern that everyone within the United States deserves equal protection under the country’s laws; thus the concept known as “environmental justice” was developed. The Executive Order organized and explained in detail the Federal government’s commitment to promote environmental justice. Each Federal agency was directed to review its procedures and to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on minority populations and low-income populations.

The U.S. Department of Transportation issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations in 1997. As partners of DOT, MPOs are expected to embrace the principles of environmental justice as well. The USDOT Order states, in part, that *“In undertaking the integration with existing operations ...DOT (and by extension MPOs) shall observe the following principles:*

- (1) Planning and programming activities that have the potential to have a*

disproportionately high and adverse effect on human health or the environment shall include explicit consideration of the effects on minority populations and low-income populations. Procedures shall be established or expanded, as necessary, to provide meaningful opportunities for public involvement by members of minority populations and low-income populations during the planning and development of programs, policies, and activities (including the identification of potential effects, alternatives, and mitigation measures).

- (2) *Steps shall be taken to provide the public, including members of minority populations and low-income populations, access to public information concerning the human health or environmental impacts of programs, policies, and activities, including information that will address the concerns of minority and low-income populations regarding the health and environmental impacts of the proposed action.*

Following both the Executive Order 12898 and the USDOT Order as a guide, the CMMPO created its own Environmental Justice Task Force to assist the MPO in identifying low income and minority communities or neighborhoods throughout the region and create a Statement of Environmental Justice Principles. In that Statement, it was defined that the MPO should create “plans and programs that consider all transportation modes and supports metropolitan community development and social goals.” In addition, transportation planning should assure that:

- The transportation system is socially equitable; enabling all people to gain access to good jobs, education and training, and needed services.
- No group is disproportionately adversely impacted by planning decisions that affect human health or the environment.
- There is full and fair participation in the planning process by all affected communities, with particular efforts made to extend outreach to those minority and low-income residents not traditionally engaged in the planning process.
- The quality, livability and character of communities will be enhanced, revitalization without excessive displacement be supported, and it is integrated with land use planning.

Further, the transportation system should include the use of effective and efficient outreach to insure the opportunity for all Central Massachusetts residents to participate fully in society regardless of age, ability, ethnicity, or income. The Central Massachusetts Metropolitan Planning Organization transportation planning process seeks to provide for:

- **Procedural equity.** The process by which transportation decisions are carried out should be in a uniform, educational, fair, and consistent manner with involvement of diverse public stakeholders.

- **Geographic equity.** The effect of these decisions should not result in disproportionate negative impact upon one geographic area over another. Transportation decisions have distributive impacts (positive and negative) that are geographic, such as rural vs. suburban vs. central city. Environmental justice concerns revolve around the extent that transportation systems address outcomes (diversity and quality of services, resources and investments, facilities and infrastructure, access to primary employment centers, etc.).
- **Social equity.** The effect of these decisions should not result in disproportionate negative impact upon one population group over another. Transportation decisions have distributive impacts (positive and negative) that are social, economic and intergenerational in nature that can produce life-altering events.

Executive Order 13166 - Limited English Proficiency

Executive Order 13166, issued in 2000, also expanded the impact of the 1964 Civil Rights Act and responded to the concern that persons with limited English proficiency deserve equal participation in the transportation planning process. In accordance with the Executive Order, the U.S. DOT issued *Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons*, which is modeled after the U.S. Department of Justice's general LEP policy guidance document. As described in the guidance, DOT recipients are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. The guidance applies to all DOT funding recipients, which include MPOs.

The US DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

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

VALUES, PRINCIPLES AND GOALS

The Central Massachusetts MPO public participation core values are included in the Memorandum of Understanding (March 2015) as follows:

“the members of the MPO recognize that transportation planning and programming must be conducted as an integral part of and consistent with the regional planning and development process, and that the process must involve the fullest possible participation by state agencies, local governments, private institutions, other appropriate groups and the general public”

Moreover, the CMMPO recognizes the importance to operate in concert with MassDOT’s values, goals and principles, as included in their Public Participation Plan. As such, the CMMPO adopts MassDOT’s values, goals and principles. Values are centered on Dedication, Respect, Innovation, Diversity and Honesty. The public participation principles are:

- Promote respect;
- Provide proactive and timely opportunities for involvement;
- Offer authentic and meaningful participation;
- Provide a clear, focused and predictable process;
- Foster diversity and inclusiveness
- Be responsive to participants;
- Record, share and respond to public comments; and
- Self-evaluation and plan modification

The goals encompass the aforementioned values and principles, and are expanded as follows:

1. Obtain Quality Input and Participation

Comments received are to be encouraged and reviewed to the extent they can be useful, relevant, and constructive, and contribute to better plans, projects, programs, and decisions.

2. Establish Consistent Commitment

The CMMPO strives to communicate regularly and develop trust with communities, while helping build community capacity to provide public input, as needed.

3. Increase Diversity

Participants who are encouraged to participate in public engagement processes should represent, as appropriate to a project or those impacted, a range of socioeconomic, ethnic, and cultural perspectives and include people from low-income and minority neighborhoods, people with limited English proficiency, and other traditionally underserved people.

4. Ensure Accessibility

Every effort should be made to ensure that participation opportunities are physically, geographically, temporally, linguistically and culturally accessible.

5. Provide Relevance

Issues should be framed clearly and simply such that the significance and potential effect may be understood by the greatest number of participants.

6. Foster Participant Satisfaction

The CMMPO should encourage the public to participate in project and initiative related discussions, recognizing that people who take the time to participate feel it is worth the effort to join the discussion and provide feedback.

7. Clearly Define Potential for Influence

The process should clearly identify and communicate where and how participants can have influence and direct impact on decision making.

8. Establish and Maintain Partnerships

The CMMPO develops and maintains partnerships with communities and community-based organizations through the activities described herein. The CMMPO should ensure discussions, particularly where there are conflicting views, are structured to allow for levels of compromise and consensus that will satisfy the greatest number of community concerns and objectives. The CMMPO recognizes that processes which allow for consensus to be achieved are critical to enable public support for recommended actions.

PUBLIC PARTICIPATION PROCESS

The CMMPO public participation process meets and addresses the public participation plan elements and fundamentals contained in the Title 23, Section 450.316 of the Code of Federal Regulations (CFR). The CMMPO recognizes the importance of inclusivity and diversity in the public participation process. As such, the CMMPO adopts and follows the standardized protocols and procedures included in MassDOT Public Participation Plan (May 2014) to ensure the accessibility of all public activities, while tailoring them to the CMMPO region's characteristics and the specific needs of the region's vulnerable populations.

1. Provide adequate public notice for public review and comment at key decision points.

- a. Notices will be posted on the CMRPC website at least two weeks prior to selected meeting dates. Also, CMMPO draft documents that require public review will be posted in the website as well.
- b. Direct email will be sent at least two weeks prior to selected meeting dates and to a wide variety of stakeholders including the following:
 - CMRPC Commission Members
 - Central Massachusetts MPO Advisory Committee
 - WRTA Advisory Board
 - Regional Board of Selectmen Chairs
 - Regional City/Town Managers
 - Regional State Legislators
 - State Agencies (including MassDOT and DEP)
 - Interested individuals and Private Transportation Providers (who ask to be placed on the mailing list)
 - Environmental Justice and environmental stakeholders
- c. Public notices will be distributed to a number of local and regional media outlets including, but not limited to, the daily regional newspaper (the *Worcester Telegram & Gazette*), weekly regional newspapers, local radio and television stations in the region.
- d. Notices will be posted in multiple languages (following the LEP Plan) and will be noted at the bottom of each notice that they are available in multiple languages.

2. *Provide timely notice and reasonable access to information about transportation issues and processes.*

- a. Early in the process of developing the RTP, UPWP and TIP, a schedule of public activities is posted in the regional newspaper, sent to key stakeholders, and is posted on the website.
- b. Prior to scheduled public meetings, press releases are sent to all local newspapers for publication at least two weeks prior to the established meeting date.
- c. The CMMPO has strong networks with local advocacy groups which help to distribute transportation planning materials to their associates, including local community organizations.
- d. A minimum public comment period of 30 days has been established for the RTP, TIP, UPWP and major amendments; however the MPO, at their discretion, may vote to abbreviate the public comment period under what they consider to be extraordinary circumstances. All comments received during that time are considered before making a recommendation for MPO endorsement.
- e. Copies of major documents are readily available for viewing on the website and are available at the Central Massachusetts Regional Planning Commission's office during normal business hours. Executive summaries of major MPO documents (RTP, TIP, and UPWP) and this POP can be made available in multiple languages following LEP Plan guidance.
- f. In an effort to broaden the public's knowledge of the transportation planning process, CMMPO staff periodically updates a brochure that outlines the steps in the transportation planning process. The guide is tailored to the needs of stakeholders as outlined in the CMRPC Limited English Proficiency (LEP) and also is made available in multiple languages.

3. *Employ visualization techniques to describe major planning documents.*

- a. The CMMPO has the flexibility to tailor visualization techniques to the expected audience and related to the document that is being prepared and/or discussed.
- b. Examples of visualization techniques include, but are not limited to, maps, tri-folds, simulated photos, videos, computer modeled images, interactive GIS systems, PowerPoint presentations and drawings.

4. *Make public information (technical information and meeting notices) available in electronically accessible formats.*

- a. CMRPC has a “user-friendly” website. It includes all current MPO documents for download, meeting notices, agendas and a specific CMMPO subpage to describe the roles and duties of the MPO.
- b. CMRPC distributes a quarterly e-newsletter which includes coverage of MPO transportation issues. It is available on the website and is distributed to local/state officials, agencies and individuals.

5. *Hold public meetings at convenient and accessible locations and times.*

- a. Open public meetings are held throughout the CMMPO’s district (see Figure 1), tailored to times and locations that maximize the potential for public input and participation. CMMPO staff use past time experiences to best determine the times and locations for meetings.
- b. All meetings are held in locations that are accessible to all persons. Also, the CMMPO will use the “Accessibility Checklist for Meeting Planners” developed by MassDOT and included in their MassDOT Public Participation Plan (May 2014).
- c. Language interpreters or translation services are provided on an as needed/requested basis. The procedures on how to request translations services and or special accommodations are posted in all public notices.

Worcester Area, Worcester Elder Home Care, the Seven Hills Foundation, and the Massachusetts Commission for the Blind.

- c. Relationships with additional advocacy groups representing low income and minority populations are currently being broadened to other groups such as Neighbor to Neighbor, Centro Las Americas, Lutheran Social Services and Ascentria Care Alliance, to build on efforts conducted in the past.
- d. Throughout the planning process the CMMPO staff conducts traditional and non-traditional outreach to potentially affected populations, including those traditionally underserved. Workshops, one-on-one conversation and Open Houses are some of the strategies used in the past for this purpose. The CMMPO is looking on ways to keep strengthening the partnerships already in place and to identify new partners to keep fostering the discussion of the region's transportation future.
- e. The CMMPO endorsed the region's Environmental Justice definition in November 2013 based in regional characteristics. As a result, the areas or neighborhoods of environmental concern in the region were identified as a census block group where the minority population was 20.3% or higher, or the household median income is less than 65% of the regional household median income (\$50,259).
- f. In addition, the CMMPO identified other vulnerable population criteria and these include the following: 1) linguistically isolated households, 2) zero-car households, 3) Hispanic or Latino population, and 4) elderly population (75 years of age or more). These criteria allow the CMMPO to have an initial idea of the area's characteristics where a transportation project is likely to be planned, programmed or built. Also, support and guide possible outreach and engagement strategies or activities to be used in any particular case. The CMMPO does not constraint the environmental justice analysis to only these criteria, but is flexible to add more if it is pertinent to any given project based on input from various committees, stakeholders and public outreach activities.
- g. When transportation projects are identified by staff as having the potential to impact communities of environmental justice concern, CMMPO staff encourages project proponents to use additional effective and efficient outreach, which may include (but not be limited to): the use of multi-lingual radio announcements on radio stations targeting the impacted communities, multi-lingual notices in newspapers circulated widely within the impacted communities, announcements in newsletters of community-based organizations serving the impacted communities, and notices to neighborhood organizations serving the impacted communities.
- h. The CMMPO keeps a comprehensive contact list of social service agencies, media outlets, community-based organizations, and neighborhood organizations serving

environmental justice communities throughout the region and make it readily available to transportation project proponents.

- i. The CMMPO will provide opportunities for public participation through means other than written communication to capture oral comments. Methods used to capture oral comments may include, but are not limited to, one-on-one interviews, use of audio or video recording devices to capture comments and/or having MPO staff write down comments from participants on their behalf.

8. *Provide an additional opportunity for public comment, if final major documents differ significantly from the version that was made available for public comment by the MPO*

- a. The CMMPO is committed to re-advertising a notice of proposed amendments and scheduling an additional public meeting followed by an abbreviated comment period if the need arises to substantially revise or amend the content of a major document following the initial 30-day public comment period. Adjustments, defined as relatively minor alterations to major documents, are not considered amendments and will not be re-advertised.

9. *Periodically review the effectiveness of the procedures and strategies contained in the outreach program to ensure a full and open participation process.*

- a. Through its Central Massachusetts MPO Advisory Committee, the CMMPO is committed to reviewing its Public Outreach Program on a regular basis in order to implement any necessary refinements that may be needed.

TRANSPORTATION PLANS AND PROGRAMS

Federal and state regulations require that each MPO document public involvement processes be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement; they leave the choice of methods for facilitating participation to the discretion of each MPO. The CMMPO principal mechanisms for public participation are frequent open public meetings, letters, emails and phone calls. For specific MPO documents, the MPO has tailored its outreach methods to achieve the most effective public participation.

Central Massachusetts Long Range Transportation Plan

The Central Massachusetts Long Range Transportation Plan (LRTP) is the long-range transportation planning document that describes the region's current transportation system and how that system should be maintained and modified over the next 20 or more years. The LRTP needs to be updated every four years by the Central Massachusetts Metropolitan Planning Organization as required by MAP-21. It addresses each of the major modes of transportation within the Central Massachusetts region. It is considered both a multimodal and an intermodal document by providing an inventory of the major modes, identifies challenges and needs, and also provides a series of recommendations. Project-specific, and major transportation improvements need to be reflected in the LRTP in order to be eligible for Federal-Aid funding through the region's Transportation Improvement Program (TIP).

The most current LRTP, Mobility2040, included several public participation outreach methods. Staff used diverse approaches to educate and inform the public about the long-range transportation plan process and encourage interested parties to express their views and provide input on transportation issues in the Central Massachusetts region. See Appendix C for a list of Mobility2040 outreach activities.

Transportation Improvement Program (TIP)

The CMMPO Transportation Improvement Program, commonly referred to as the "TIP", is a federally required planning document that lists all highway, bridge, transit and intermodal projects in the Central Massachusetts planning region that are programmed to receive federal-

aid funding. Projects of regional & statewide significance, non-federal-aid (NFA), or state-funded projects, as well as projects that improve air quality and safety are also included in the TIP document. Cognizant of limited statewide transportation funding resources, the annual program of projects must demonstrate financial constraint within the federal-aid funding targets established for each of the state's MPOs by the Office of Transportation Planning.

The CMMPO TIP development process is designed to guarantee early involvement of local legislators, chief local officials, stakeholders, individuals and other interested parties through the CMMPO's formal Public Outreach Program (POP) with full consideration of the principles of Environmental Justice, including special meetings such as community-targeted TIP information sessions. Moreover, the TIP document customarily includes a comprehensive overview of the proactive public outreach process used throughout the development of the TIP. See Appendix D for a copy of the 2015 "TIP Development Schedule".

Unified Planning Work Program (UPWP)

The CMMPO Unified Planning Work Program (UPWP) is a project-by-project description of all transportation planning and transportation-related air quality planning activities anticipated within the region during the upcoming program year. It indicates who will perform the work, as well as anticipated available funding, the schedule for completion and the products that will be produced.

Under federal regulations pertaining to the transportation planning process, the UPWP must be prepared and endorsed annually by the Metropolitan Planning Organization (MPO) prior to the start of the planning program period. The UPWP development process is included in Appendix E.

STAKEHOLDERS AND COMMITTEES

The public participation process shall be closely coordinated with the public participation processes developed by state and local agencies in regards to transportation operations, economic development, environmental protection, and community development. The following list outlines the various organizations that CMMPO staff had contact with during outreach performed for different transportation planning projects or activities:

Annual Environmental Consultation Session

- Department of Environmental Protection (DEP)
- Department of Conservation & Recreation (DCR)
- US Environmental Protection Agency (EPA), Region 1
- Conservation Law Foundation (CLF)
- P&W Railroad
- Federal Highway Administration, MA Division
- Town of Spencer
- MassDOT Stormwater Program
- The Nature Conservancy
- MAPC
- University of Massachusetts, Amherst
- Commonwealth of Massachusetts Riverways Program

Environmental & Climate Change

- Regional Environmental Council (REC)
- John H. Chafee Blackstone River Valley National Heritage Corridor Commission
- Blackstone River Coalition
- Blackstone Canal Conservancy
- Uxbridge Conservative Club
- Friends of Upton State Forest
- Massachusetts Audubon Society
- Quaboag/Quacumquasit Lake Association (QQLA)
- Blackstone River Watershed Association (BRWA)
- Spencer Conservation Commission

Environmental Justice

- Neighbor to Neighbor
- Common Pathways
- TPAG Elderly & Disabled Transportation Task Force
- Mass. Mobility Task Force (United We Ride Program)
- WRTA Transit Consumer Advocacy Committee

- Regional Workforce Development
- Centro Las Americas
- South Sudan-American Friendship and Trade Association (SSAFTA)

Freight

- Growth Options for the 21st Century (GO21), railroad advocacy group
- New England Rail Expo, Grafton & Upton Railroad
- State Rail Plan public meetings
- Providence & Worcester Railroad 166th Annual Shareholder meeting
- MassCentral Railroad Ribbon Cutting Ceremony, South Barre,
- New England Automotive Gateway (NEAG) intermodal facility, East Brookfield/Spencer
- Regional Freight Advisory Committee meetings

Health

- Mass. In Motion
- Edward M. Kennedy Community Health Center
- Worcester Refugee Mental Health
- Milford Regional Medical Center
- Golden Life Board and Care Home

Bicycle & Pedestrian

- Bicycle & Pedestrian Task Force
- Bay State Trail Riders Assoc.
- Dudley Trails and Greenways

Land Use

- Mendon Land Use
- Representatives and planners from the towns of Sturbridge, Spencer, Holden, Millbury, Douglas, Dudley, Leicester, Auburn, Northbridge, Mendon, West Boylston, Oxford, Charlton, Paxton, Warren, Worcester, Blackstone
- Dudley Conservation Land Trust
- Upton Open Space
- Metacomet Land Trust
- Common Ground Land Trust
- Opacum Land Trust

Economic Development

- Worcester Office on Economic Development
- Regional Planners Forum
- Worcester Regional Chamber of Commerce

- Blackstone Valley Chamber of Commerce
- Massachusetts Executive Office of Housing and Economic Development
- Chamber of Central Mass South (CMS Chamber)
- Worcester Business Development Corporation
- Dudley Economic Development Committee

Legislative

- U.S. Congressional Delegation, including Representative James McGovern
- Central Massachusetts Legislative Delegation

Academic Institutions

- Clark University
- Quinsigamond Community College
- Holy Cross
- Worcester State University (WSU)
- Worcester Polytechnic Institute (WPI)
- Assumption College

Central Regional Homeland Security Advisory Council (Worcester County)

Additionally, the following standing and ad-hoc technical task forces also provide participation support to the CMMPO.

- **The Central Massachusetts Advisory Committee** (and its predecessor, the Central Massachusetts Transportation Committee) performs in an advisory capacity and provides recommendation and comments on documents requiring MPO endorsement. Recommendations made by the Committee are presented by CMRPC staff to the 10 member MPO.
- **The Elderly and Disabled Technical Task Force** acts primarily in an advisory capacity to the Worcester Regional Transit Authority (WRTA). The Task Force provides a forum for addressing service related issues that impact the WRTA's elderly and disabled transit users. Representation on the Task Force is broadly based, including elderly and disabled service users, human service agencies, the WRTA's service providers, the WRTA Administrator and representatives from the CMRPC who are staff to the Task Force. Its regular monthly meetings are held the third Wednesday at the WRTA. The meetings are advertised and open to all who wish to attend.
- **The Environmental Justice Strategic Planning Task Force**, assembled in 2002, serves in an advisory capacity to the MPO to provide overall guidance to the MPO and staff as they incorporate the principles of environmental justice into the transportation planning

process and establish various measures and standards by which to review transportation decisions. Representation on the Task Force includes staff from various social service agencies serving minority and low-income populations within Worcester County.

- **Corridor Planning Study Technical Task Forces** are ad-hoc in nature and are established for each corridor planning study (CPS) performed by CMRPC staff for the MPO. The purpose of these task forces is to provide early input on transportation issues affecting the particular corridor, to review work performed by staff and to provide recommendations as to which alternatives, if any, should proceed toward project development. The membership of these task forces varies but generally includes 3 to 4 members from each of the affected communities as well as technical, legislative and Massachusetts Highway Department (MHD) representatives. CPS Task Force meetings are generally held monthly with CMRPC providing total staff support. The meetings are advertised and open to all who wish to attend.
- **Other MPO related Technical Task Forces** are formed on an as-needed basis. The purpose of these task forces is to provide early input on issues related to the particular subject, to review work performed by staff or study consultants, and to provide advisory recommendations on courses of action. Membership on these task forces varies but is generally made up of those with technical expertise on the subject.

OUTREACH ACTIVITIES

Federal and state regulations require that public involvement processes be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement; they leave the choice of methods for facilitating participation to the discretion of each MPO. Public meetings held for various CMMPO Outreach efforts are included below.

CMMPO Meetings

FY12

- July 20, 2011
- August 24, 2011
- November 2, 2011
- January 11, 2012
- March 14, 2012
- April 11, 2012
- May 9, 2012
- June 13, 2012

FY13

- July 18, 2012
- August 22, 2012
- October 10, 2012
- November 14, 2012
- December 12, 2012
- January 16, 2013
- February 13, 2013
- March 13, 2013
- April 3, 2013
- April 24, 2013
- May 8, 2013
- June 12, 2013

FY14

- July 17, 2013
- August 7, 2013
- September 11, 2013
- October 9, 2013
- November 13, 2013
- January 8, 2014
- February 12, 2014
- March 12, 2014



- April 2, 2014
- April 23, 2014
- May 14, 2014
- June 25, 2014

FY15

- September 10, 2014
- October 8, 2014
- November 12, 2014
- December 10, 2014
- January 14, 2015
- February 11, 2015
- March 11, 2015
- March 25, 2015
- April 8, 2015
- April 29, 2015
- May 20, 2015

CMMPO Member Election Meetings Consultation Meetings

- October 12, 2011 – Southeast Subregion Member Selection, Sutton Town Hall
- October 13, 2011 – Southwest Subregion Member Selection, Oxford Town Hall
- September 20, 2012 – Northeast Subregion Member Selection, Shrewsbury Town Hall
- September 26, 2012 – West Subregion Member Selection, Brookfield Town Hall
- September 19, 2013 – North Subregion Member Selection, Rutland Free Public Library
- September 24, 2014 – Southeast Subregion Member Selection, Uxbridge Town Hall
- September 25, 2014 – Southwest Subregion Member Selection, Jacob Edwards Library - Southbridge

CMMPO Advisory Committee Meetings

FY 12

- July 27, 2011
- August 24, 2011
- October 26, 2011
- December 7, 2011
- January 25, 2012
- March 28, 2012
- April 25, 2012
- May 23, 2012
- June 27, 2012

FY 13

- July 25, 2012
- September 26, 2012
- October 24, 2012
- December 5, 2012
- January 9, 2013

- February 27, 2013
- April 24, 2013
- May 22, 2013
- June 26, 2013

FY 14

- August 28, 2013
- September 25, 2013
- December 4, 2013
- January 22, 2014
- February 26, 2014
- March 26, 2014
- April 23, 2014
- May 28, 2014
- June 25, 2014

FY 15

- August 27, 2014
- September 24, 2014
- October 22, 2014
- December 3, 2014
- February 11, 2015
- February 25, 2015
- March 25, 2015
- April 22, 2015
- May 20, 2015

Public Meetings for TIP (both for New TIP Releases and TIP Amendments)

- August, 17, 2011 – FY 12-15 Draft TIP Public Meeting
- March 28, 2012 – FY 12-15 Amendment #1
- May 23, 2012 – FY 13-16 Draft TIP Public Meeting
- August 8, 2012 – FY 12-15 Amendment #2
- November 7, 2012 – FY 13-16 Amendment #1
- January 9, 2013 – FY 13-16 Amendment #2
- May 1, 2013 – FY 13-16 Amendment #3
- May 22, 2013 – FY 14-17 Draft TIP Public Meeting
- August 28, 2013 – FY 13-16 Amendment #4
- March 26, 2014 – FY 14-17 Amendment #1
- May 28, 2014 – FY15-18 Draft TIP Public Meeting
- February 4, 2015 – FY15-18 Amendment #1
- March 25, 2015 – FY15-18 Amendment #2
- May 6, 2015 – FY15-18 Amendment #3

TIP Environmental Consultation Meetings

- August 10, 2011
- June 20, 2012
- May 1, 2013
- May 7, 2014
- April 15, 2015

2012 Regional Transportation Plan (RTP)***Public Outreach***Subregional Public Input Meetings

- June 7, 2010 – West Subregion, Shepard Municipal Building, Warren, MA
- June 16, 2010 – Southeast Subregion, Sutton Town Hall, Sutton, MA
- June 17, 2010 – Northeast Subregion, Shrewsbury Town Hall, Shrewsbury, MA
- June 21, 2010 – Southwest Subregion, Oxford Senior Center, Oxford, MA
- June 23, 2010 – Central Subregion, CMRPC's Union Hall, Union Station, Worcester, MA
- June 30, 2010 – North Subregion, Princeton Town Hall Annex, Princeton, MA

2016 Regional Transportation Plan (RTP)***Public Outreach***Subregional Public Information Tables/Public Input Meetings

- September 18, 2014 – Southwest Subregion, Big Bunny Supermarket, Southbridge
- September 23, 2014 – Southeast Subregion, Shaws Supermarket, Northbridge
- September 27, 2014 – Southwest Subregion, Auburn Mall, Auburn
- October 2, 2014 – Central Subregion, Worcester Polytechnic Institute, Worcester
- October 2, 2014 – Central Subregion, Worcester Regional Transit Authority Hub at Union Station, Worcester
- October 9, 2014 – Central Subregion, Union Station, Worcester
- October 15, 2014 – Central Subregion, WalkBike Worcester, Worcester
- October 23, 2014 – Northeast Subregion, 495/MetroWest Partnership, Westborough
- October 27, 2014 – Central Subregion, Quinsigamond Community College, Worcester
- December 9, 2014 – North Subregion, Franklin Wood Studio, Rutland
- April 29, 2015 – Central Subregion, Union Station, Mobility 2040 Public Meeting

Food and Active Living Policy Council MeetingsFY 14

- July 18, 2013
- August 22, 2013
- September 19, 2013
- October 17, 2013
- November 21, 2013
- December 19, 2013
- January 16, 2014
- February 20, 2014
- March 20, 2014
- April 17, 2014

WalkBike Worcester Meetings

FY 12

- October 19, 2011
- November 16, 2011
- December 14, 2011
- January 18, 2012
- February 15, 2012
- March 21, 2012
- April 18, 2012
- May 16, 2012
- June 20, 2012

FY 13

- July 18, 2012
- August 15, 2012
- September 19, 2012
- October 17, 2012
- November 14, 2012
- December 19, 2012
- January 16, 2013
- February 20, 2013
- March 20, 2013
- April 17, 2013
- May 15, 2013
- June 19, 2013

FY 14

- July 17, 2013
- August 21, 2013
- September 18, 2013
- October 16, 2013
- November 20, 2013
- December 18, 2013
- January 15, 2014
- February 19, 2014
- March 19, 2014
- April 16, 2014
- May 21, 2014
- June 18, 2014

FY 15

- July 16, 2014
- August 20, 2014



- September 17, 2014
- October 15, 2014
- December 17, 2014
- January 21, 2015
- February 18, 2015
- March 18, 2015
- April 15, 2015
- May 27, 2015

APPENDIX A**Federal Public Participation Mandates****23 CFR 450**

The federal regulations concerning public participation in metropolitan transportation decision making are specified in Title 23, Section 450.316 of the Code of Federal Regulations (CFR).

*(a) The MPO shall develop and use a documented **participation plan** that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.*

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.



(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

Moreover, the MPO shall provide the opportunity to comment in the metropolitan transportation plan, Section 450.322, and also comment on projects or projects phase included in the Transportation Improvement Program, Section 450.323. Furthermore, Title 23, Section 450.212, specifies the public participation requirements for systems-level, corridor, and subarea planning studies.

MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (MAP-21)

MAP-21, Moving Ahead for Progress in the 21st Century Act (P.L. 112-141 and subsequent extensions), signed into law on July 6, 2012, also includes public transportation as a hallmark in transportation planning, with special attention to the development of the transportation plan [Section 1201, subsection 134 (i)(6); 134 (i)(7)] and the transportation improvement program [Section 1201, subsection 134 (j)(1)(B); (j)(4); (j)(7)(A); and (j)(7)(B)(i)].

(i) Development of Transportation Plan

(6) PARTICIPATION BY INTERESTED PARTIES

(A) IN GENERAL- Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

(B) CONTENTS OF PARTICIPATION PLAN- A participation plan--

*(i) shall be developed in consultation with all interested parties;
and*

(ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.

(C) METHODS- In carrying out subparagraph (A), the metropolitan planning organization shall, to the maximum extent practicable--

(i) hold any public meetings at convenient and accessible locations and times;

(ii) employ visualization techniques to describe plans; and

(iii) make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information under subparagraph (A).

(7) PUBLICATION- A transportation plan involving Federal participation shall be published or otherwise made readily available by the metropolitan planning organization for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, approved by the metropolitan planning organization and submitted for information purposes to the Governor at such times and in such manner as the Secretary shall establish.

Map-21 TIP - Section 1201, subsection 134 (j)(1)(B); (j)(4); (j)(7)(A); and (j)(7)(B)(i).

(j) Metropolitan TIP

(1) DEVELOPMENT

(B) OPPORTUNITY FOR COMMENT- In developing the TIP, the metropolitan planning organization, in cooperation with the State and any affected public transportation operator, shall provide an opportunity for participation by interested parties in the development of the program, in accordance with subsection (i)(5).

(4) NOTICE AND COMMENT –Before approving a TIP, a metropolitan planning organization, in cooperation with the State and any affected public transportation operator, shall provide an opportunity for participation by interested parties in the development of the program, in accordance with subsection (i)(5).

(7) PUBLICATION—

(A) Publication of TIPS –A TIP involving Federal participation shall be published or otherwise made readily available by the metropolitan planning organization for public review.

(B) Publication of annual listings of projects –

(i) In general – An annual listings of projects, including investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds have been obligated in the preceding year shall be published or otherwise made available by the cooperative effort of the State, transit operator, and metropolitan planning organization for public review.

23 USC 109(h)

The U.S. Secretary of Transportation is required by 23 USC 109(h) to promulgate guidelines to ensure that possible adverse economic, social, and environmental effects relating to any proposed project on any federal-aid system have been fully considered in developing such project, and that the final decisions on the project are made in the best overall public interest, taking into consideration the need for fast, safe, and efficient transportation, public services, and the costs of eliminating or minimizing such adverse effects as the following:

- Air, noise, and water pollution
- Destruction or disruption of manmade and natural resources, aesthetic values, community cohesion, and the availability of public facilities and services
- Adverse employment effects, and tax and property value losses
- Injurious displacement of people, businesses, and farms
- Disruption of desirable community and regional growth

23 CFR 771

The joint FHWA/FTA regulations of 23 CFR 771 prescribe the policies and procedures for implementing the National Environmental Policy Act of 1969 as amended (NEPA) and the Council on Environmental Quality (CEQ), 40 CFR 1500-1508. It sets forth all FHWA, FTA, and U.S. DOT requirements under NEPA for the processing of highway and urban mass transportation projects and sets forth procedures to comply with 23 USC 109(h), 128 and 138, and 49 USC 303, 1602(d), 1604(h), 1604(i), 1607a, 1607a-1, and 1610.

Section 771.111 discusses early coordination, public involvement, and project development.

Section 771.111 (h) specifies (for the federal-aid highway program) that each state must have procedures approved by the FHWA to carry out a public involvement/public hearing program pursuant to 23 USC 128 and 40 CFR parts 1500 through 1508.

State public involvement/public hearing procedures must provide for:

- Coordination of public involvement activities and public hearings with the entire NEPA process.
- Early and continuing opportunities during project development for the public to be involved in the identification of social, economic, and environmental impacts, as well as impacts associated with relocation of individuals, groups, or institutions.
- One or more public hearings or the opportunity for hearing(s)⁴ to be held by the state highway agency at a convenient time and place for any federal-aid project that requires significant amounts of right-of-way, substantially changes the layout or functions of connecting roadways or of the facility being improved, has a substantial adverse impact on abutting property, otherwise has a significant social, economic, environmental, or other effect, or for which the FHWA determines that a public hearing is in the public interest.
- Reasonable notice to the public of either a public hearing or the opportunity for a public hearing. Such notice will indicate the availability of explanatory information. The notice shall also provide information required to comply with public involvement requirements of other laws, executive orders, and regulations.

49 CFR 24.8(b)

This section requires that the implementation of uniform relocation assistance and real property acquisition for federal and federally-assisted programs is in compliance with Title VI of the Civil Rights Act of 1964.



APPENDIX B

TITLE VI AND NONDISCRIMINATION NOTICE OF RIGHTS OF BENEFICIARIES

The CMMPO hereby states its policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related federal and state statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Massachusetts law also prohibits discrimination based on race, color and/or national origin, and the CMMPO assures compliance with these laws and related federal and state civil rights laws prohibiting discrimination based on sex, age, and/or disability. Individuals who feel they have been discriminated against in violation of Title VI must file a complaint within 180 days with the CMRPC/CMMPO Title VI/Nondiscrimination Specialist.

The CMMPO also upholds the Massachusetts Public Accommodation Law, M.G.L. c 272 §§92a, 98, 98a, and the Governor’s Executive Order 526, section 4 which provide that access to programs, services and benefits be provided without regard to religious creed, sexual orientation, gender identity or expression, veteran's status and/or ancestry, along with the bases previously referenced. Public accommodation concerns can be brought to the CMMPO’s Title VI Nondiscrimination Specialist. Complaints must be filed with the Massachusetts Commission Against Discrimination (MCAD) within 300 days of an alleged violation.

For information or to file a complaint under Title VI or the state Public Accommodations law, the contacts are as follows:

Mr. Lawrence Adams, Executive Director
Central Massachusetts Regional Planning Commission
2 Washington Square
Union Station, Suite 200
Worcester, MA 01604
(508) 756-7717

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place, 6th Floor
Boston, MA 02109
(617) 994-6000
TTY: 617-994-6196

The CMMPO is equally committed to implementing federal Executive Order 12898, entitled “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income

Populations.” In this capacity, the CMMPO identifies and addresses disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. The CMMPO carries out this responsibility by involving minority and low income individuals in the transportation process and considering their transportation needs in the development and review of the CMMPO’s transportation plans, programs and projects.

This policy statement will be referenced in all contracts, agreements, programs and services where the CMMPO receives or administers federal financial assistance in its programs and activities. For more information, visit MassDOT’s Title VI Program website at www.mass.gov/massdot. Translations of this and other key documents are provided at no cost when requested.

Si necesita esta información en otro lenguaje, favor contactar al especialista de Título VI de CMRPC/CMMPO al (508) 791-9782.

Caso esta informação seja necessária em outro idioma, favor contatar o Especialista em Título VI do CMRPC/CMMPO pelo fone (508) 791-9782.

Nếu bạn cần thông tin bằng ngôn ngữ khác, xin vui lòng liên lạc với Tiêu đề VI Chuyên CMRPC/CMMPO tại (508) 791-9782.

如果用另一种语言需要的信息，请联系第六章专门CMRPC/CMMPO (508) 791-9782.

As jy inligting nodig het in 'n ander taal, kontak asseblief die Titel VI Spesialis CMRPC/CMMPO by (508) 791-9782.

APPENDIX C

Mobility2040 Outreach Activities

During the Mobility2040 development process, public participation was conducted through a variety of outreach methods as outlined in the CMMPO Public Outreach Program (POP). CMMPO Staff used diverse approaches to educate and inform the public about the long-range transportation plan process and encourage interested parties to express their views and provide input on transportation issues in the Central Massachusetts region.

Information was distributed to the public through press releases, the Mobility2040 webpage on the CMRPC website, social media, and e-mails to a robust distribution list. The press release was sent to over forty traditional and online-only media outlets throughout the region. Staff produced the Mobility2040 webpage and hosted the page through the CMRPC website. The page focuses on background information, the planning process, and how the public can be involved.

Using YouTube, staff created a five-minute video based on the information that was listed on the webpage. For accessibility purposes, a transcript of the video was provided. The Mobility2040 Twitter account served the purpose of detailing public information meetings locations and times. E-mails were sent to various committees, stakeholder groups, member community staff and boards, interested parties, and others.

CMMPO and CMMPO Advisory Committee Meetings

The Central Massachusetts Metropolitan Planning Organization (CMMPO) is the region's transportation policy and programming body. As required by MAP-21, the CMMPO oversees the development and update of a Long Range Transportation Plan document, every four years in the Central Massachusetts region.

The CMMPO has discussed the development of Mobility2040 at all of their monthly meetings starting in September 2014 and continuing to the present. The CMMPO Advisory Committee is a group formed by the CMMPO to provide input on a wide range of both technical and non-technical subjects. The Advisory Committee consists of a number of individuals from a variety of backgrounds with expertise in both transportation and transportation-related topics such as land use and conservation. As directed by the CMMPO, the Advisory Committee has discussed the development of Mobility2040 at all of their monthly meetings starting in August 2014 and continuing to the present.

Stakeholder Meetings

A series of meetings were held with transportation stakeholders in the region throughout the Mobility2040 development process. The purpose was to learn what issues and challenges exist within the current multi-modal transportation network while seeking input on crafting performance measures and targets that would be used to guide a vision for the future. This type of outreach allowed for interaction with a broad range of participants from a variety of expertise and backgrounds.

Public Information Meetings

A series of public information meetings were held in different communities throughout the region. These meetings were designed for the public to interact with staff and learn about the Mobility2040 process and transportation happenings in their area. Meetings included a table-top with a poster board display of various transportation topics, paper and interactive surveys, and business cards with the Mobility2040 webpage and social media information. There were fourteen public information meetings completed at a variety of venues; grocery stores, colleges, shopping centers, farmer's market, business exposition, and others.

Survey Methods

In addition to public information and stakeholder meetings, three survey methods were prepared to encourage participation. Overall, 623 surveys were completed.

The first method was an interactive survey tool displayed on a computer table that was available at public information and stakeholder meetings, which asked participants how they would hypothetically invest into seven main categories that transportation dollars are invested into. The results of this particular survey will assist in developing funding scenarios in the financial chapter. This survey received 61 responses.

The second method was a paper survey that was distributed at all Mobility2040 meetings and was available in English and Spanish, for accessibility purposes. The survey asked respondents to choose their top three priorities for investment of transportation funding. Paper surveys were also available at public libraries and other municipal buildings in twenty-two member communities. This survey received 229 responses.

The third method was an eight question online survey that incorporated questions from the other two survey methods. This survey received 333 responses, which proved more successful than the online survey conducted for the 2012 RTP. Links to the survey website were sent primarily through e-mail, the Mobility2040 website and Twitter page, and were available on the homepage of a few member community websites. Questions included the location of where respondents live and work, modes of travel, methods of transportation important in the present and future, issues to consider in Mobility2040, and the most difficult areas and/or intersections faced.

APPENDIX D**2016 to 2019****Transportation Improvement Program (TIP):
DEVELOPMENT SCHEDULE**

- December 2014:** Annual outreach effort for TIP begins with invitations for community presentations, currently programmed project progress updates, new project proposals or previously submitted active projects status updates.
- January 14, 2015:** **CMMPO meeting 4:30 PM.** TIP introduction session and overview.
- January 28, 2015:** CMMPO Advisory Committee meeting, 3:00 PM.
- January 28, 2015:** **CMMPO meeting 4:30 PM.** TIP project presentations by invited communities. CMMPO Advisory Committee members to attend.
- February 11, 2015:** **CMMPO meeting 4:30 PM.** Annual TIP development continues. TIP project presentations discussed by MPO members.
- February 25, 2015:** CMMPO Advisory Committee Meeting, 3:00 PM.
- March 11, 2015:** **CMMPO meeting 4:30 PM.** Annual TIP development continues. CMMPO Advisory Committee TIP project recommendations discussed.
- March 2015:** MassDOT provides 2016 to 2019 regional federal-aid funding targets for TIP development purposes.
- March 25, 2015:** CMMPO Advisory Committee Meeting, 3:00 PM. **CMMPO meeting 4:30 PM.** Mobility2040 – Long Range Transportation Plan discussion.
- April 8, 2015:** **CMMPO meeting 4:30 PM.** Annual TIP development discussion continues.
- April 10 2015:** “TIP Development Day” to be held at the MassDOT Highway Division District #3 office. The status of eligible TIP projects will be reviewed to inform the MPO’s programming efforts. *(This is a MassDOT/CMRPC-only working session.)*
- April 15, 2015:** “TIP (& RTP) Environmental Consultation Session” held at Union Station, 10:00 AM.
- April 22, 2015:** CMMPO Advisory Committee Meeting, 3:00 PM.
- April 29, 2015:** **CMMPO meeting 4:30 PM.** Mobility2040, TIP, and UPWP discussion.
- May 12, 2015:** Due date for the submittal of community project status updates for active projects, 4:30 PM.
- May 20, 2015:** CMMPO Advisory Committee meeting, 3:00 PM. **CMMPO meeting 4:30 PM.**
- June 10, 2015:** **CMMPO meeting 4:30 PM.** MPO finalizes draft listing of programmed projects for highway and transit. Approved *Draft* TIP listings released for public review and comment; listings available on CMRPC website. 30-day public review & comment period begins, legal ad appears in the *T&G* and nationwide mailing invites all interested parties to attend public meeting.



CMMPO PUBLIC OUTREACH PROGRAM

- June 24, 2015:** CMMPO Advisory Committee meeting, 3:00 PM.
- June 24, 2015:** 2016 to 2019 TIP Public Meeting, CMRPC conference room, Union Station, 5:00 PM.
- July 10, 2015:** Public comment period on *Final Draft* TIP closed, 4:30 PM
- July 15, 2015:** **CMMPO meeting 4:30 PM.** Endorsement of *Final* TIP document considered after review of all submitted comment. TIP documentation subsequently finalized for federal agency review with accompanying Technical Appendix materials.
- July/August/**
- September 2015:** Federal agency review of CMMPO *Endorsed* TIP underway.
- October 1, 2015:** Federally approved CMMPO *Endorsed* TIP is in effect and available for distribution to interested parties.

APPENDIX E

**Development of the
Year 2015 Unified Planning Work Program (UPWP)
for the
Central Massachusetts
Metropolitan Planning Organization (CMMPO)**

The UPWP is a project-by-project description of all transportation planning and transportation-related air quality planning activities anticipated within the region during the upcoming program year. It indicates who will perform the work, as well as anticipated available funding, the schedule for completion and the products that will be produced.

January 8, 2014: Meeting of the CMMPO. Staff reviews need to develop *Draft Year 2015 UPWP* document.

March 2014: MassDOT-Planning forwards federal Planning (PL) and Special Planning Research (SPR) funding levels for each MPO/RPA to be used in the development of the *2015 UPWP* document. Year *2015 UPWP* work tasks should include emphasis areas of MAP-21 Implementation including Performance Measures, Public Participation, Environmental Justice and Title VI, Livability and Climate Change, Limited English Proficiency (LEP), and Management Systems Integration.

March 12, 2014: Meeting of the CMMPO. Staff provides initial work task summary materials for the *Draft Year 2015 UPWP* document.

April 2014: Meeting of the CMMPO. Staff provides general overview of both required and potential discretionary work tasks to be considered for inclusion in the *Draft Year 2015 UPWP* document. Staff indicates compilation of *Draft Year 2015 UPWP* document is underway.

April 23, 2014: (Tentative) Meeting of the CMMPO Advisory Committee. UPWP development process discussed, including the need for various tasks, including emphasis areas of MAP-21 Implementation including Performance Measures, Public Participation, Environmental Justice and Title VI, Livability and Climate Change, Limited English Proficiency (LEP), and Management Systems Integration.

May 14, 2014: Scheduled meeting of the CMMPO. MPO approves release of *Draft Year 2015 UPWP* document for 30-day public review & comment period. Draft document subsequently posted on the CMRPC agency website. Legal advertisement appears in the *Telegram & Gazette*. Conduct region wide mailing to invite interested parties to attend public meeting scheduled for May 28th.



May 28, 2014: Meeting of the CMMPO Advisory Committee. *Draft Year 2015 UPWP* work task summary reviewed. Recommendation concerning MPO endorsement sought.

May 28, 2014: Scheduled *2015 UPWP* Public Meeting, CMRPC conference room, Union Station, Worcester, 5:00 PM. Proceedings summarized for full consideration by the MPO.

June 17, 2014: 30-day public review & comment period on *Draft Year 2015 UPWP* document closed. Endorsement process is now underway.

June 18, 2014: Scheduled meeting of the CMMPO. *Final Year 2015 UPWP* work task summary reviewed; results of May public meeting and MPO Advisory Committee discussed. MPO moves to endorse *Final Year 2015 UPWP* document.

August/September 2014: *CMMPO Endorsed Year 2015 UPWP* document finalized and submitted for MassDOT and subsequent FHWA & FTA review and approval.

October 1, 2014: Beginning of FFY 2015. *CMMPO Endorsed Year 2015 UPWP* in effect.