Franklin Region
Unified Planning Work Program
for
Transportation Planning Activities

May 23, 2017

DRAFT
The Franklin County Transportation Planning Organization (TPO) endorses the FY 2018 Franklin Regional Council of Governments Unified Planning Work Program as the guiding document for the work performed by the FRCOG transportation planning staff on behalf of the Franklin TPO and ensures that the UPWP is consistent with and strives to meet the goals, objectives and programs stated within the Franklin County Regional Transportation Plan.

SIGNATORY CERTIFICATION

Stephanie Pollack, Secretary and CEO
MassDOT

Thomas Tinlin, Highway Administrator
MassDOT Highway Division

Bill Perlman, Chair
FRCOG Executive Committee

Lance Fritz, Chair
Franklin Regional Transit Authority

William Martin, Mayor
City of Greenfield

Jay DiPucchio
Regionally Elected Representative to the FRCOG Executive Committee

Robert Dean
West County Sub-Regional Appointment
Jonathan Edwards
Central County Sub-Regional Appointment

Vacant
East County Sub-Regional Appointment

Date

Date
Franklin Regional Council of Governments
Unified Planning Work Program

for

Transportation Planning Activities

October 1, 2017 - September 30, 2018

Transportation Staff

Jessica Atwood, Economic Development Program Manager
Ryan Clary, Senior GIS Specialist
Elizabeth Giannini, Senior Transportation Planner II
Alyssa Larose, Land Use Planner
Jessica McMillin, Public Health and Transportation Planner
Maureen Mullaney, Transportation & GIS Program Manager II
Megan Rhodes, Senior Transportation Planner
Laurie Scarbrough, Transportation Planning Engineer
Margaret Sloan, Director of Planning & Development

May 23, 2017

Prepared under contract 75369 in cooperation with the
Massachusetts Executive Office of Transportation and the
U.S. Department of Transportation, Federal Highway Administration.
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If you need help understanding this document because you do not speak English or have a disability which impacts your ability to read the text, please contact FRCOG’s Title VI Specialist at (413) 774-3167 (voice) (MA Relay System: 800-439-2370), 413-774-3169 (fax), or mrhodes@frcog.org (e-mail).

If you believe that you or anyone in a specific class of persons has been subjected to discrimination prohibited by Title VI and other nondiscrimination laws based on race, color, national origin, sex, age, disability, or gender, you or your representative may file a complaint with the FRCOG, which we can help complete. A complaint must be filed no later than 180 days after the date of the alleged discrimination for Title VI complaints and no later than 300 days for state protected category complaints. If you require further information, please contact FRCOG’s Title VI Specialist at (413) 774-3167 (voice) (MA Relay System: 800-439-2370), 413-774-3169 (fax), or mrhodes@frcog.org (e-mail).

**English:** If this information is needed in another language, please contact the FRCOG Title VI Specialist at (413) 774-3167.

**Spanish:** Si necesita esta información en otro idioma, por favor contacte al especialista de FRCOG del Título VI al (413)774-3167.
Russian: Если Вам необходима данная информация на любом другом языке, пожалуйста, свяжитесь со специалистом по Титулу VI FRCOG по тел: (413) 774-3167.
Introduction
The Unified Planning Work Program (UPWP) describes the scope and estimated cost of work tasks to be conducted by the transportation planning staff of the Franklin Regional Council of Governments (FRCOG) on behalf of the Franklin County Transportation Planning Organization (TPO) over the next contract year. The UPWP outlines the region's long and short-range transportation planning objectives and describes how these objectives will be met.

This UPWP has been developed to reflect State and Federal requirements, as well as local priorities and needs. Specific tasks have been identified through the analyses conducted and recommendations generated for the Regional Transportation Plan since 1993. Tasks within this UPWP are also a direct response to previous work and input from the Franklin County Transportation Planning Organization and the Franklin Regional Planning Board.

Planning Priorities for the Franklin Region
For over the last decade, Franklin County has prioritized the use of its limited transportation funds to support the repair and maintenance of its transportation infrastructure rather than the construction of new facilities. This is particularly highlighted in the development of a Pavement Management Program (task 2.6) that assesses pavement conditions to assist with prioritizing improvements that are most cost effective. At the same time, developing improvements in a manner that reflects and respects the rural nature of Franklin County is very important. Context Sensitive Design, as embraced in the MassDOT Design Guidebook, is typically a first consideration of Franklin County municipalities in developing transportation improvements for their communities. These priorities are addressed in this UPWP when preparing the TIP (task 1.3), through Local Technical Assistance (task 4.1) and Education, Outreach and Interregional Collaboration (task 4.6).

Another regional priority is safety. Nearly all of the transportation planning work undertaken in the Franklin Region has grown out of a desire to create the safest transportation network possible. In particular, tasks such as the Hazardous Intersection Report Assessment (task 3.8) and Vision Zero Action Report (task 3.3) focus on safety for all roadway users. However, safety considerations can be found in other tasks including Geographic Information Systems (task 2.2), and Traffic Counting and Data Collection (task 2.5), both of which provide important data inputs to other safety planning work.

In addition, the Franklin Region has prioritized Mode Shift in its transportation planning activities. Mode Shift in Franklin County means planning for ways to encourage travelers to shift their travel from singly-occupied vehicles to other forms of transportation. This year's
UPWP includes tasks to encourage mode shift and support other forms of transportation. These tasks include Implementation of Van Sharing (task 3.2), the Online Mapping of the Bicycle & Pedestrian Infrastructure (task 3.5), Bicycle and Rail Tourism (task 3.6), the Transit and Rail Service task (task 4.3), and Franklin County Bikeway and Pedestrian planning and implementation task (task 4.5).

Further, the Franklin Region places a strong emphasis on integrating long range regional planning for transportation and land use in a way that makes full use of a robust public participation process, and provides technical assistance to our small, mostly volunteer staffed, municipalities (tasks 1.4, 4.1, and 4.6).

Finally, the UPWP is derived from work and priorities identified through the region’s long range regional transportation plan (RTP). This plan looks at our existing network, successes, opportunities, gaps and challenges, and makes financially-constrained recommendations for transportation improvements over a 25-year time horizon. In developing the transportation plan, MAP-21 states that the TPO shall consider 8 key factors as they relate to the plan’s 25-year horizon and, thus, future transportation planning activities. The update to the RTP did address all of the requirements and goals of MAP-21. The most recent transportation funding legislation, FAST Act, added two additional factors, which will also be addressed by tasks in the UPWP as listed in the table below.

<table>
<thead>
<tr>
<th>FAST Act Ten Planning Factors</th>
<th>Corresponding UPWP Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency</td>
<td>3.1, 3.2, 3.7, 4.3, 4.4, 4.6</td>
</tr>
<tr>
<td>2) Increase the safety of the transportation system for motorized and non-motorized users</td>
<td>2.2, 2.5, 2.6, 3.3, 3.8, 4.2</td>
</tr>
<tr>
<td>3) Increase the security of the transportation system for motorized and non-motorized users</td>
<td>2.2, 3.1, 4.3, 4.4</td>
</tr>
<tr>
<td>4) Increase the accessibility and mobility of people and for freight</td>
<td>1.5, 2.6, 3.2, 3.7, 4.2, 4.3, 4.5</td>
</tr>
<tr>
<td>5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns</td>
<td>2.1, 2.3, 3.2, 3.4, 3.6, 4.4, 4.5, 4.7</td>
</tr>
<tr>
<td>6) Enhance the integration and connectivity of the transportation system, across and between modes for people and freight</td>
<td>3.1, 3.2, 3.5, 4.3, 4.4, 4.5</td>
</tr>
<tr>
<td>7) Promote efficient system management and operation</td>
<td>3.1, 3.7, 4.1, 4.4, 4.5</td>
</tr>
<tr>
<td>8) Emphasize the preservation of the existing transportation system</td>
<td>1.3, 2.2, 2.6,</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>4.1, 4.6</td>
<td>Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation</td>
</tr>
<tr>
<td>2.2, 3.4</td>
<td>Enhance travel and tourism</td>
</tr>
</tbody>
</table>

In addition to the Planning Factors listed above, the Federal Highway Administration (FHWA) sets national planning priorities that all MPO’s should consider in the development of their UPWPs. The FY2018 Planning Emphasis Areas (PEAs) are:

- Bike and Pedestrian Networks;
- Performance Management;
- Sustainability;
- Regional Models of Cooperation; and
- Ladders of Opportunity.

The FCTPO and the FRCOG address all of these PEAs in various ways. The UPWP Task 4.4 is dedicated to bikeway and pedestrian planning in the region. The UPWP also usually has a planning study focused on the topics of bicycling and/or walking – as it does this year with Task 3.5. The UPWP Task 2.4 focuses on FAST Act Implementation with the incorporation of performance measures into various processes and tasks. Sustainability is a major guiding element in FRCOG’s Planning work beginning with the *Franklin County Regional Plan for Sustainable Development* and the *Regional Transportation Plan*, which has as its main goal the promotion of a sustainable transportation network. Many UPWP tasks reflect this emphasis on sustainability, such as Task 3.4. The FRCOG has long been a statewide model for regional cooperation on many levels and topics. It continues to create new regional relationships and build on previously established relationships in its 3C work and also through other planning work. Task 4.5 sets aside funding specifically for this effort. The Ladder of Opportunity PEA refers to the identification of connectivity gaps in accessing essential services. The FRCOG has been working on this issue with its participation in the Franklin County Regional Coordinating Council, Title VI activities, and through several of the UPWP tasks (3.2, 3.5, 4.3, and 4.5).

In addition to the priorities established by the Long Range Regional Transportation Plan, the FHWA Planning Emphasis Areas, and the FAST Act Planning Factors, the UPWP also tries to focus on the issue of public health. MassDOT has emphasized this issue in its Healthy Transportation Compact which was signed in 2009. This UPWP addresses public health through many of its tasks. Specifically, the planning task of 3.4 examines ways in which water and air quality can be improved for the health of Franklin County residents. Task 4.4
examines how improved infrastructure can facilitate people increasing their physical activity while commuting through walking and bicycling.

**Format of the UPWP**

The UPWP is divided into four categories: management and support of the planning process; data collection and analysis activities; transportation planning studies; and ongoing transportation activities.

Included within the **management and support category** is the preparation of the Transportation Improvement Program, monitoring of this UPWP and preparation of FRCOG’s next UPWP, Public Participation for transportation planning activities, and a focus on Environmental Justice and Title VI activities to continue outreach to areas with low income, and minority populations to strengthen the participation of these target groups in the decision-making process. Building on work conducted during FY 2001 through 2017, this work plan will remain committed to addressing Environmental Justice and Title VI issues. The FRCOG will continue to ensure that its Title VI program complies with all requirements and that it is up-to-date. The FRCOG will also work to improve its ability to serve persons with Limited English Proficiency and minority populations by exploring various public participation methods.

Examples of tasks within the **data collection and analysis category** are the traffic counting and data collection program, the maintenance and continued development of the geographic information system, and regional Pavement Management System. This category also includes work related to being a State Data Center Affiliate such as aggregation, analysis, and distribution of Census or other data released, and the preparation of data reports by request and/or to support planning projects. In addition, air quality compliance activities will be important to support continuing efforts to implement qualified Congestion Mitigation Air Quality (CMAQ) projects. Finally, this group includes the ability to review ENFs and EIRs and provide transportation-related comments on projects proposed for the region.

In group 3, the **transportation planning studies** that will be undertaken during the upcoming year include: examining the transportation of hazardous materials; implementing a van sharing program; reducing traffic fatalities; improving roadway resiliency and reducing stormwater; online mapping of bicycle & pedestrian infrastructure; implementing a tourism program at the local level; evaluating the current and future needs of the Route 5/10 corridor; and assessing the effectiveness of past Hazardous Intersection Reports.
Ongoing transportation activities include providing Local Technical Assistance to our municipalities and boards; the implementation of the recommendations identified in the Route 2 Safety Improvement Study; continued activities related to expanding the Franklin County Bikeway and providing Pedestrian opportunities and infrastructure; and ongoing efforts to expand transit and paratransit services in the region, and participation in efforts to support increased passenger rail service in Franklin County. We will also continue efforts for education, outreach, and interregional collaboration. This task allows for staff to share information at conferences and workshops that is related to innovative projects, results, and participation in state efforts such as serving on various task forces, for the on-going education of other transportation professionals and citizens, and the advancement of transportation planning goals. Finally, this group includes a task devoted to Scenic Byways in our region, including development of corridor management plans, seeking funding for projects, and the implementation of approved projects.

The FRCOG Metropolitan Planning Organization
Federal regulations require a Metropolitan Planning Organization be formed in urbanized areas of 200,000 or more population. While the Franklin Region does not meet this criterion, MassDOT provides planning funds for comprehensive transportation planning in this region. As such, the Franklin Region functions as an MPO and conforms to the requirements of Federal transportation planning regulations. A formal Memorandum of Understanding was developed in 2007 and updated in 2010, establishing the Franklin County Transportation Planning Organization. The updated MOU expanded participation in the transportation planning process for Franklin County.

The Franklin Region TPO
Stephanie Pollack, Secretary and CEO of Transportation, MassDOT
Thomas Tinlin, Administrator of MassDOT Highway Division
Jay DiPucchio, FRCOG Regionally Elected Council Representative
Lance Fritz, Chair of the Franklin Regional Transit Authority
William Martin, Mayor of Greenfield
Bill Perlman, Chair of the FRCOG Executive Committee
Robert Dean, West County Sub-Regional Appointment
Jonathan Edwards, Central County Sub-Regional Appointment
Vacant, East County Sub-Regional Appointment
Ex-Officio member, Kevin Wright, Federal Highway Administration
Ex-Officio member Kristin Wood, Federal Transit Administration
The FRCOG Executive Committee Chair acts as one of the local members of the Franklin Region TPO.

The FRCOG Transportation Planning Staff
The following table lists staff currently working on transportation planning issues and the percent of their work time expected to be devoted exclusively to 3-C activities during this work year.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Employee</th>
<th>Percent Time Devoted to 3-C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Planning and GIS Program Manager II</td>
<td>Maureen Mullaney</td>
<td>90%</td>
</tr>
<tr>
<td>Transportation Planning Engineer</td>
<td>Laurie Scarbrough</td>
<td>88%</td>
</tr>
<tr>
<td>Senior Transportation Planner II</td>
<td>Elizabeth Giannini</td>
<td>80%</td>
</tr>
<tr>
<td>Senior Transportation / Land Use Planner</td>
<td>Megan Rhodes</td>
<td>50%</td>
</tr>
<tr>
<td>Senior GIS Specialist</td>
<td>Ryan Clary</td>
<td>40%</td>
</tr>
<tr>
<td>Public Health and Transportation Planner</td>
<td>Jessica McMillin</td>
<td>20%</td>
</tr>
<tr>
<td>Economic Development Program Manager</td>
<td>Jessica Atwood</td>
<td>5%</td>
</tr>
<tr>
<td>Land Use Planner</td>
<td>Mary Praus</td>
<td>3%</td>
</tr>
<tr>
<td>Land Use Planner</td>
<td>Alyssa Larose</td>
<td>3%</td>
</tr>
</tbody>
</table>

UPWP Amendment/Administrative Adjustment Guidance
All 3C documents (TIP, RTP, UPWP, PPP, etc.) endorsed by the FCTPO must follow standardized procedures regarding amendments and/or administrative adjustments. The procedures must also be clearly outlined in narrative form within the documents. Below are general guidelines regarding the conditions that constitute an administrative adjustment or amendment to the Unified Planning Work Program (UPWP). All proposed administrative adjustments and amendments must be presented to the FCTPO for consultation prior to endorsement. Both adjustments and amendments must be voted on by the FCTPO members and amendments must be released for 21-Day public comment period prior to endorsement.

<table>
<thead>
<tr>
<th>UPWP Administrative Adjustment</th>
<th>UPWP Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reallocation of budget funds</td>
<td>Addition or Removal of UPWP task(s)</td>
</tr>
<tr>
<td>Change in start/completion dates within the originally intended federal fiscal year(s)</td>
<td>Change in start/completion dates, outside of originally intended federal fiscal year(s)</td>
</tr>
<tr>
<td>Adjustment to project scope</td>
<td>Significant change in project scope, cost, and/or time allocation</td>
</tr>
</tbody>
</table>

Submission of Budget Reallocation Request:
When submitting the standard Budget Reallocation Request form to MassDOT OTP, all fields must be filled out with clear indication that the FCTPO was consulted prior to submission. Back
up documentation must be submitted, including the UPWP description of the task(s) affected, original budget, revised budget, and justification for request.

**Definition of Significant Change:**
A change to a project scope, budget, and/or project schedule is considered significant when it alters the original intent of the project or intended conclusions of the project.

**Geographic Distribution of UPWP Studies**
It is important to the FCTPO that UPWP studies are equitably distributed in Franklin County – both on a geographic basis and a social equity basis. To ensure an equitable distribution, the FRCOG staff have examined the past six years of UPWP-funded studies and prepared the following tables, which show the geographic distribution of studies by municipality and by location within FCTPO-identified Environmental Justice Target Areas/Title VI areas. In addition, the Appendix contains a map of all UPWP projects during this study period and their distribution across the region.

**Table 1: Geographic Distribution of UPWP Projects (FY2012-FY2017) by Municipality**

<table>
<thead>
<tr>
<th>Towns</th>
<th>Total # of Projects</th>
<th>% of Tasks</th>
<th>Median Town Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashfield</td>
<td>26</td>
<td>4%</td>
<td>$71,364</td>
</tr>
<tr>
<td>Bernardston</td>
<td>28</td>
<td>4%</td>
<td>$59,167</td>
</tr>
<tr>
<td>Buckland</td>
<td>27</td>
<td>4%</td>
<td>$52,356</td>
</tr>
<tr>
<td>Charlemont</td>
<td>29</td>
<td>4%</td>
<td>$49,000</td>
</tr>
<tr>
<td>Colrain</td>
<td>27</td>
<td>4%</td>
<td>$46,452</td>
</tr>
<tr>
<td>Conway</td>
<td>29</td>
<td>4%</td>
<td>$79,286</td>
</tr>
<tr>
<td>Deerfield</td>
<td>31</td>
<td>4%</td>
<td>$75,307</td>
</tr>
<tr>
<td>Erving</td>
<td>28</td>
<td>4%</td>
<td>$61,083</td>
</tr>
<tr>
<td>Gill</td>
<td>26</td>
<td>4%</td>
<td>$75,776</td>
</tr>
<tr>
<td>Greenfield</td>
<td>34</td>
<td>5%</td>
<td>$48,493</td>
</tr>
<tr>
<td>Hawley</td>
<td>26</td>
<td>4%</td>
<td>$68,000</td>
</tr>
<tr>
<td>Heath</td>
<td>25</td>
<td>3%</td>
<td>$56,458</td>
</tr>
<tr>
<td>Leverett</td>
<td>27</td>
<td>4%</td>
<td>$78,125</td>
</tr>
<tr>
<td>Leyden</td>
<td>25</td>
<td>3%</td>
<td>$74,375</td>
</tr>
<tr>
<td>Monroe</td>
<td>26</td>
<td>4%</td>
<td>$32,083</td>
</tr>
<tr>
<td>Montague</td>
<td>30</td>
<td>4%</td>
<td>$47,236</td>
</tr>
<tr>
<td>New Salem</td>
<td>26</td>
<td>4%</td>
<td>$78,667</td>
</tr>
<tr>
<td>Northfield</td>
<td>26</td>
<td>4%</td>
<td>$60,721</td>
</tr>
<tr>
<td>Orange</td>
<td>30</td>
<td>4%</td>
<td>$41,473</td>
</tr>
<tr>
<td>Rowe</td>
<td>26</td>
<td>4%</td>
<td>$54,375</td>
</tr>
<tr>
<td>Shelburne</td>
<td>28</td>
<td>4%</td>
<td>$54,167</td>
</tr>
<tr>
<td>Shutesbury</td>
<td>27</td>
<td>4%</td>
<td>$73,173</td>
</tr>
<tr>
<td>Towns</td>
<td>Total # of Projects</td>
<td>% of Tasks</td>
<td>Median Town Income</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------</td>
<td>------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Sunderland</td>
<td>29</td>
<td>4%</td>
<td>$50,417</td>
</tr>
<tr>
<td>Warwick</td>
<td>26</td>
<td>4%</td>
<td>$54,911</td>
</tr>
<tr>
<td>Wendell</td>
<td>26</td>
<td>4%</td>
<td>$38,636</td>
</tr>
<tr>
<td>Whately</td>
<td>27</td>
<td>4%</td>
<td>$75,982</td>
</tr>
</tbody>
</table>

Table 2: Geographic Distribution of UPWP Projects (FY2012-FY2017) by Environmental Justice and Title VI Areas

<table>
<thead>
<tr>
<th>Environmental Justice / Title VI Area (blockgroup)</th>
<th>Environmental Justice Area</th>
<th>Title VI Area</th>
<th>Total # of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colrain, eastern portion</td>
<td>X</td>
<td>X</td>
<td>27</td>
</tr>
<tr>
<td>Deerfield, northern portion</td>
<td>X</td>
<td>X</td>
<td>31</td>
</tr>
<tr>
<td>Erving, western portion</td>
<td>X</td>
<td>X</td>
<td>28</td>
</tr>
<tr>
<td>Gill, entire town</td>
<td>X</td>
<td>X</td>
<td>26</td>
</tr>
<tr>
<td>Greenfield, Cheapside area</td>
<td>X</td>
<td>X</td>
<td>0*</td>
</tr>
<tr>
<td>Greenfield, town center and surrounding areas</td>
<td>X</td>
<td>X</td>
<td>34</td>
</tr>
<tr>
<td>Greenfield, west of I-91/Leyden Woods</td>
<td>X</td>
<td>X</td>
<td>0*</td>
</tr>
<tr>
<td>Monroe/Rowe/Charlemont</td>
<td>X</td>
<td>X</td>
<td>29</td>
</tr>
<tr>
<td>Montague, Millers Falls</td>
<td>X</td>
<td></td>
<td>0*</td>
</tr>
<tr>
<td>Montague, non-urban area</td>
<td>X</td>
<td>X</td>
<td>0*</td>
</tr>
<tr>
<td>Montague, Turners Falls</td>
<td>X</td>
<td>X</td>
<td>30</td>
</tr>
<tr>
<td>Northfield, northern portion</td>
<td>X</td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>Orange, town center and surrounding areas</td>
<td>X</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Shelburne, Shelburne Falls</td>
<td>X</td>
<td></td>
<td>28</td>
</tr>
<tr>
<td>Shutesbury/Leverett</td>
<td>X</td>
<td>X</td>
<td>27</td>
</tr>
<tr>
<td>Sunderland, entire town</td>
<td>X</td>
<td>X</td>
<td>29</td>
</tr>
<tr>
<td>Warwick/east Erving</td>
<td>X</td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>Wendell, entire town</td>
<td>X</td>
<td>X</td>
<td>26</td>
</tr>
</tbody>
</table>

*Because many of these projects are region-wide and not focused on a specific location or corridor, Table 2 shows several EJ areas without any projects. This is because there are several towns with multiple EJ areas (Greenfield and Montague). Because of the nature of the region-wide/town-wide projects, these projects were assigned to just one of the towns’ EJ areas.
The examination of proposed, current, and past UPWP projects show that the FCTPO has equitably distributed projects across the region and with respect to Environmental Justice and Title VI areas. Specifically, Table 1 shows that each town in the region has received between 4-5% of the projects that have occurred in the study period (25-34 projects per town). Many of these projects are region-wide studies that benefit all Franklin County towns, such as the *Regional Transportation Plan* or the *Regional Assessment of Crashes Resulting in Injury*.

In terms of Environmental Justice (which looks at both income and race) and Title VI (which for the purposes of this report, looks at only race), the FCTPO has distributed more than half (56%) of the projects to EJ/Title VI areas.
Management and Support of the Planning Process

1.1 3C Program Support

Objectives:
To maintain an open, comprehensive, cooperative and continuing transportation planning and programming process involving local, regional, state and federal levels of government in conformance with applicable federal and state requirements and guidelines as per 23 CFR 450.314.

Previous Work:
1. Staff support to the Franklin County Transportation Planning Organization and the Franklin Regional Planning Board.
2. Liaison between towns and MassDOT.
3. All billing and administrative functions related to the 3-C contract.
4. Work on special projects including those not otherwise identified in this UPWP and/or covered under separate MassDOT contracts.

Procedures:
1. Provide administrative and technical support to the regional planning process. This includes:
   - Serving as support staff for the Franklin County Transportation Planning Organization (TPO) and the Franklin Regional Planning Board.
   - Providing liaison and technical assistance to local communities on transportation planning matters.
   - Reviewing federal and state transportation programs and related documents as required.
2. Present transportation plans and programs developed through the public participation process to the Committee of Signatories of the Franklin County Transportation Planning Organization for appropriate action.
3. Manage the transportation planning contract with the Office of Transportation Planning including:
   - Staff supervision and work assignments.
   - Attendance at monthly Transportation Planning Program Managers meetings.
   - Contract invoicing.
   - Staff participation in educational programs.
Products:
1. Public planning process including Transportation Planning Organization and Franklin Regional Planning Board meetings and other related meetings (on-going).
2. Administration of contract (on-going throughout the year).
4. Minutes and reports of TPO meetings (on-going).
5. Annual fiscal year audit reports. The FRCOG audit is completed as soon as possible following the close of the State Fiscal Year (June 30th). The audit and the associated Cost Allocation Plan is usually ready for review and approval by the following December. In this case, it would be anticipated to be completed by December 2018 and will be submitted to MassDOT and FHWA as typically done each year.
6. Letters and memoranda as required.

Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns

1.2 Unified Planning Work Program

Objectives:
To develop a Unified Planning Work Program (UPWP) that describes the transportation planning activities to be undertaken for the coming program year. To monitor and report progress on work tasks.

Previous Work:
1. Monitoring of UPWPs.
2. Creation of UPWPs.

Procedures:
1. Prepare and continually maintain a Unified Planning Work Program endorsed by the Committee of Signatories of the Franklin County Transportation Planning Organization, which describes all transportation and transportation-related planning
activities anticipated in the region during a one-year period (on-going throughout the year).

2. Develop a new UPWP for each successive year of the contract (ready for Public Review and Comment during April 2018, and endorsed by May 2018).

3. Post all Draft versions of the UPWP on the FRCOG website for public review and comment (April 2018).

4. Post the endorsed Final version of the UPWP on the FRCOG website for informational purposes (May 2018).

Products:

1. Monthly progress reports to be included with the contract invoicing (monthly).


3. Draft and Final versions of the UPWP available on the FRCOG website (as available).

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns

1.3 Transportation Improvement Program Preparation and Project Assistance

Objectives:
To develop a multi-year program of transportation improvement projects that is consistent with the region's transportation plan. To produce a TIP that is in compliance with the State Implementation Plan (SIP). To prepare TIP Amendments or Adjustments as required. To ensure that all projects in the TIP are designed and advertised as efficiently as possible by working with municipalities and MassDOT. To assist municipalities with completion of Project Notification Forms and other forms contained in the MassDOT Design Guidebook that will help lead to project implementation. To apply Transportation Evaluation Criteria (TEC) in ranking potential TIP projects.
Previous Work:
1. Creation of Transportation Improvement Programs.
2. Tracking project status to assist municipalities.
3. Assistance in completing Project Need Forms.
4. Monitoring and assisting proponents with Transportation Enhancement and TDM contract development.
5. Application of the Transportation Evaluation Criteria in ranking potential TIP projects.

Procedures:
1. Ensure early involvement of local legislators, chief local officials and citizens (Ongoing).
2. Provide technical assistance to municipalities and private interests in developing projects and priorities (as needed/requested).
3. Maintain a prioritized list of projects requested by MassDOT, Franklin County municipalities, the Franklin Regional Transit Authority (FRTA), or by the FRCOG (ongoing).
4. Participate in “TIP Day” meeting with MassDOT Highway Districts 1 & 2 Project Engineers, and the MassDOT Office of Transportation Planning in developing project information (March/April 2018 – this day is typically scheduled by OTP and is subject to their timeframe).
5. Solicit information on potential projects and the status of existing projects from local municipalities and stakeholders to develop the upcoming 2019-2023 TIP.
6. Meet with municipalities to complete Project Needs Forms and other appropriate forms from the MassDOT Design Guidebook, as needed (on-going).
7. Apply Transportation Evaluation Criteria (TEC) in ranking potential TIP projects (March/April 2018).
8. Convene a meeting of the Franklin TPO to release the TIP for public review and comment (April 2018).
9. Convene a meeting with the Franklin TPO to endorse the Final TIP (May 2018).
10. Post all Draft TIPs on the FRCOG website for review and comment by the Public (ongoing throughout the year, but primarily focused during March through May, 2018).
11. Post Final TIP on the FRCOG website for informational purposes following endorsement (June 2018).
12. Prepare any TIP Amendments or Adjustments as required using the approved Franklin TPO Public Participation Plan.
13. Participate in the Statewide Highway Safety Improvement Program (HSIP) Steering Committee (ongoing).
Products:
2. An endorsed TIP for the Franklin County region that includes a listing of all transportation projects eligible to receive federal aid (by May 2018).
3. A Priority Listing of projects that is multimodal and developed with the Franklin TPO members using the regional Transportation Evaluation Criteria (April 2018).
4. Amendments and Adjustments to the TIP in accordance with FRCOG and statewide processes and endorsed by the TPO (as needed).
5. A listing of projects that were advertised for construction during FY 2017 for public information (by November 2017).
6. Draft and Final TIPs posted on the FRCOG website for public review, comment, and informational purposes (June 2018).

Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns

1.4 Public Participation Process
Objectives:
To provide the public with accessible and complete information, timely notice, full access to key decisions and decision-making, and the opportunities for early and continuing involvement to uphold the goals of the 3C process in accordance with the provisions of the FAST Act. The process will adhere to Title VI, Environmental Justice regulations, as well as Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency. Work will be conducted in accordance with the endorsed Franklin TPO Public Participation Plan. In addition, a focus on the concept of “Ladders of Opportunity” will be included in the process.

Previous Work:
1. Attended relevant board meetings, committee meetings and conferences.
2. Worked during 2005/2006 to restructure the Franklin TPO planning process and composition of signatories.
3. Updated the Public Participation Process as needed to reflect necessary changes resulting from the passage of SAFETEA-LU and MAP-21 (2010 and 2015).

Procedures:
1. Continue work to update the Franklin TPO for greater inclusion of local and regional stakeholders in the decision-making processes (ongoing).
2. Analyze the existing public involvement practices for their effectiveness in achieving the performance measures outlined in the planning regulations and identify additional innovative public involvement techniques and processes (ongoing).
3. Provide for, and support, the public participation process in transportation planning for Franklin County including: (ongoing)
   - Participate in local parking, traffic, bikeway and environmental committee meetings;
   - Provide information to the public in all areas of transportation that affect Franklin County;
   - Promote increased awareness of transportation issues and alternatives in the region;
   - Participate in informational programs related to handicapped accessibility and all environmental issues related to transportation; and
   - Provide preliminary and follow-up work for meetings as required.
4. Continue to post documents for review including the RTP, TIP, UPWP and other appropriate documents (ongoing).

Products:
1. Endorsed Plans, TIPs, UPWPs and other transportation-related documents, that reflect an active public participation process. An endorsed TIP and UPWP will be in place by September 2018.
2. Provide access by the general public to documents on the FRCOG website (on-going).
3. An evaluation of various public participation methodologies that may have applicability for Franklin County (on-going).
4. A public well informed about, and represented in, transportation issues and decisions in the region (on-going).
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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns

1.5 Title VI/Environmental Justice

Objectives:
To ensure that all segments of the population are able to fully participate in the transportation planning process and have access to transportation facilities. The FCTPO and FRCOG staff comply with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color, and national origin. Additional federal nondiscrimination laws considered by the Federal Highway Administration (FHWA) and MassDOT also prohibit discrimination on the basis of age, sex, and disability status. The FCTPO and FRCOG staff also complies with the 1994 Presidential Executive Order, which directs agencies receiving federal funds to make environmental justice part of its mission and to identify and address disproportionately high and adverse effects of its programs, policies, and activities on minority populations and low-income populations.

Previous Work:
1. Attendance at various meetings with MassDOT and FHWA to discuss the issue of Title VI and environmental justice and receive guidance on ensuring compliance.
2. Attendance at a FHWA Environmental Justice workshop.
3. Preparation of the 2000 to 2015 Updates to the Long Range Regional Transportation Plan included information and strategies about ensuring environmental justice.
5. Public outreach to target populations via local human service agencies and other appropriate organizations.

Procedures:
1. Continue to monitor and revise, as necessary, the Franklin County public participation process to strengthen minority, low income, and LEP population representation (ongoing).
2. Continue to review and update GIS data locating these target populations, including revisions to update information using new Census figures (ongoing).
3. Analyze regional projects for both adverse impacts and benefits to these populations.
4. Consider environmental justice in all corridor studies, area-wide studies, and environmental impact statements (ongoing).
5. Consider the concept of Ladders of Opportunity during planning processes (ongoing).
6. Update the 2018 Title VI Compliance report according to MassDOT guidance (September 2018).
7. Prepare additional information as directed by MassDOT.

Products:
1. An inclusive transportation planning process with efforts to broaden representation on decision-making boards (on-going).
2. An updated Title VI Compliance Report according to guidance provided by MassDOT by September 2018.

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns

2. Data Collection and Analysis Activities

2.1 Review and Comment on Environmental Notification Forms (ENFs), Environmental Impact Reports (EIRs), and Support other Transportation Studies

Objectives:
To ensure proper review and analysis of traffic impacts of major residential, commercial and industrial developments throughout the region. To provide such information to MassDOT,
EOEEA-MEPA Unit, town officials and other interested parties, as required. To support other transportation studies that may be occurring in the region.

Previous Work:
1. Review and comment on ENFs, EIRs, and related traffic studies.

Procedures:
1. Review ENFs, EIRs and other relevant documents, perform site visits, and identify appropriate mitigation measures as necessary.

Products:
1. Written and verbal comments to MasDOT, OTP, MEPA, the towns, and other interested organizations as required throughout the year until September 30, 2018.

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns

2.2 Geographic Information Systems and Computer Operations Support

Objective:
To apply Geographic Information System capabilities to planning analyses conducted by the Franklin Regional Council of Governments Planning Department and to other transportation-related projects in the region using current GIS Technology and software. To perform regular maintenance and upgrading of computers.

Previous Work:
1. Maintenance of GIS hardware and software installation.
2. Refined and expanded knowledge of ArcGIS and ArcINFO.
3. Creation and maintenance of datalayers.
4. Maintenance of all office computers.
5. MassGIS Regional Services contract on address verification and NextGen 911.
Procedures:
1. Map creation for planning analysis (on-going throughout the year).
2. Acquire new digital databases from research organizations, universities, consultants, utilities, etc. (on-going throughout the year).
3. Fulfill requests for digital data, mapped or viewed (on-going throughout the year).
4. Participate in regional data and technology sharing efforts, particularly with MassDOT OTP and MassGIS (as available and on-going throughout the year).
5. Provide technical support to staff and member towns and organizations (on-going throughout the year).
6. Investigate and pursue ways of increasing computer mapping applications through the use of GIS (on-going throughout the year).
7. Perform regular maintenance of computers including cleaning, troubleshooting, software installation and hardware set up (as needed and on-going throughout the year).

Products:
1. New or updated data layers including bridge locations and condition, TIP projects, traffic volumes, crash locations, traffic count locations, route systems, bicycle and pedestrian facilities, and others as warranted, by September 30, 2018.
2. Map compositions, as needed and on-going throughout the year.

Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns

2.3 Air Quality Compliance, Modeling and Activities

Objective:
To provide information to MassDOT to support the on-going development and use of statewide air quality modeling. To achieve and maintain conformity as defined by the Clean Air Act Amendments and FAST Act, and to assure that all relevant documents are in conformance with the SIP. To remain actively committed to air quality improvements in
Franklin County and advancing projects that will improve air quality. To prepare information necessary for any projects to be presented to the Congestion Mitigation Air Quality (CMAQ) Consultation Committee. To quantify GHG impacts of all TIP Projects.

Previous Work:
1. Air quality analyses for RTPs and TIPs.
2. Attendance at all relevant air quality and modeling meetings.
3. Preparation of air quality analyses for the CMAQ Consultation Committee.

Procedures:
1. Work with the staff and consultants from MassDOT OTP to provide information as needed to support the development and use of a statewide air quality model.
2. Prepare documentation as required for eligible Congestion Mitigation Air Quality (CMAQ) projects.
3. Calculate GHG impacts of all TIP projects.

Products:
1. An air quality assessment of all TIP projects expected to have an adverse impact on air quality (non-exempt projects) by September 30, 2018.
2. Table of GHG impacts for TIP by September 30, 2018.

Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns

2.4 Performance Measurement/State Data Center Affiliate

Objectives:
To monitor and track the established RTP performance measures as data becomes available. To maintain a comprehensive regional database of socioeconomic, land use, traffic pattern and other statistics in order to fulfill requests and support analysis and planning. To disseminate the products of the Census Bureau and the UMass Amherst
Donahue Institute, the state data center. To fulfill the responsibilities of a state data center affiliate and to create and/or provide access to other databases, tabular or mapped. Continue partnership with the Pioneer Valley Planning Commission and other regional agencies on the development of an online data center product.

Previous Work:
1. Fulfilled data requests.
2. Produced reports and analyses for internal and public use.

Procedures:
1. Gather data for performance measures in the RTP and track the progress of the measures against established goal targets.
2. Provide existing data upon request.
3. Conduct analysis as required by data requests.
4. Circulate and produce new data reports: including U.S. Census American Community Survey products, Donohue Institute Population Projections, State Labor Force statistics, etc as it becomes available.
5. Work with other regional agencies on the development of an online data portal (ongoing).

Products:
1. Performance measure summary and progress as data is available.
2. Customized data packets and analysis, as requested throughout the year.
3. Fulfilled data requests, on-going throughout the year.
4. Assimilated American Community Survey data as available.

Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns
2.5 Traffic Counting and Additional Data Collection

Objectives:
To maintain a database of traffic counts for Franklin County to be used for transportation planning, including bicycle and pedestrian counts. To monitor growth in traffic volumes and to determine existing traffic volumes on Franklin County roads. To perform the coverage counts for MassDOT. To conduct travel time runs, intersection analyses, and other data collection activities as necessary to support transportation planning efforts to continue improving regional mobility and air quality.

Previous Work:
1. Regional traffic counting program from 1991 to 2017.
2. Seasonal adjustment of traffic counts.
3. Compilation of all counts into a published database.
4. Analyzed congested intersections in region.
5. Updated crash statistics for the region and produced reports on the most hazardous intersections in Franklin County approximately every 3 years.
6. Assisted MassDOT District 2 with data collection to support safety improvements along Route 116 in Sunderland.
7. Worked with MassDOT District 2 to identify safety improvements for the I-91/Route 2 rotary.

Procedures:
1. Perform counts in accordance with approved schedule, and as directed by MassDOT OTP (as weather permits).
2. Gather counts from other sources; MassDOT, PVPC, BRPC, towns, the states of Vermont and New Hampshire, developers, etc. (ongoing).
4. Perform local counts as requested (Spring-Fall).
5. Perform internally identified counts to support continued development of other transportation projects as needed.
6. Conduct a bicycle count on the Canalside Trail Bikepath using automated traffic counter (Spring-Fall).
7. Conduct intersection analyses, analyze results, and recommend congestion improvements at identified congestion areas as needed.

Products:
1. Updated database that includes date of counts, average daily traffic, factored average daily traffic, peak hour traffic volume, average speed, vehicle type, and
breakdown of traffic by hour by December 2017. This database will include bicycle and pedestrian counts conducted.

Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns

2.6 Continued Development of a Pavement Management Program of the Federal Aid System

Objectives:
Maintain a pavement management program for Franklin County and maintain a database of pavement condition on federal aid eligible roadways in the region. Collect pavement condition data on the federal aid road system over a three year rotating schedule. The data collected through this task will be analyzed in an effort to assist TPO staff in assigning priorities to roadways regarding rehabilitation needs.

Previous Work:
7. Updates to the Road Inventory File (2010).

Procedures:
1. Conduct training sessions for internal staff on pavement condition data collection procedures (Spring 2018)
2. Survey federal aid roads on a rotating basis over three years (Spring-Fall 2018)
3. Perform an analysis of inventoried roads (Fall-Winter 2016-2018)
4. Update the database, including recent roadway improvement projects (Winter 2016-2018)
5. Assist towns with Pavement Management analysis upon request.

Products:
1. Updated database of pavement conditions for one of three groups of federal aid eligible roads (September 2018).
2. Map of pavement conditions in the region (September 2018).

Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns

3. Transportation Planning Studies

Often, studies included in this section can generate projects that will be considered by the TPO for inclusion on a future TIP. It is the intent of these projects to complete the planning necessary for projects to advance to an implementation stage, or to support the implementation of additional projects, such as safety improvements identified through the investigation of hazardous intersections. The TPO will take into consideration the results of these projects when developing subsequent UPWPs and TIPS.

3.1 Update to the Regional Transportation Plan

Objectives:
To begin updating the Regional Transportation Plan. Work will focus on the movement of freight and hazardous materials; identifying potential TIP-eligible projects in the towns’ Natural Hazard Mitigation Plans; mapping traffic volume patterns for both cars and trucks; and researching low clearance bridges.

Previous Work:
1. Developed and updated the Long Range Regional Transportation Plans since 1993.
2. Franklin County Pedestrian Plan (2014)
3. Franklin County Bikeway Plan (2009)
4. West County Transit Study (2007), North County Transit Study (2011), East County Transit Study (2016)

Procedures:
1. Inventory of the Transportation of Hazardous Materials in Franklin County.
   a. Conduct surveys of trains and trucks to determine the quantity and types of hazardous materials that are on average passing through Franklin County (Summer-Winter 2018)
2. Evaluation of Natural Hazard Mitigation Plans
   a. Assess the completed Natural Hazard Mitigation Plans for every town in Franklin County for potential TIP-eligible projects to ensure transportation system resiliency (Winter 2018)
3. Mapping of Traffic Volumes for Franklin County.
   a. To better visualize the relative traffic congestion in the region, create a map with traffic counts from the previous 3 years along with turning movement counts and car/truck volumes. (Winter 2018)
4. Evaluate Low-Clearance Bridges for Improved Warning Systems.
   a. Examine the bridge network in the region for low-clearance overpasses, particularly known locations with issues, and evaluate the existing warning signage to determine if improvements are possible. (Fall-Winter 2018)

Products:
1. Summary inventory of the types and quantities of hazardous materials that are being transported through the region on both rail and roadway (Spring 2018).
2. A listing of TIP-eligible projects that advance the region’s resiliency from natural hazards. (Spring 2018)
3. A map showing traffic volume patterns at the regional scale. (Spring 2018)
4. A listing of low-clearance bridges in the region and recommendations for improving the warning systems for vehicles and trucks. (Summer 2018)

Funding:

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3.2 Implementation of Van Sharing Programs and Other Transit Models for the Region

Objectives:
Build on the 2017 UPWP task to establish a regional Van Sharing Program among social service providers. Staff would provide technical assistance in organizing the program and seek supplemental funding sources. Staff would also continue to explore the possibility of bringing Mobility on Demand transit models or other options to the region to enhance mobility.

Previous Work:
2. West County Transit Study (2007), North County Transit Study (2011), East County Transit Study (2016)
3. Transportation Needs of COAs (2012)
4. Locally Coordinated Plan for Franklin County (2015)

Procedures:
1. Work with interested social service providers to establish van sharing logistics, develop a Van Sharing Agreement, and seek supplemental funding for a van sharing program. (Fall 2017-Fall 2018)
2. Continue to explore ways to bring technology-based transit/Mobility on Demand models to the region. (Fall 2017-Fall 2018)

Products:
1. Progress towards a regional van sharing program (September 2018)
2. Progress towards implementation of alternative transit models for the region (September 2018).

Funding:

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Responsible Party:
FRCOG Staff
Community Beneficiary:
All Franklin County towns

3.3 Vision Zero Initiative

Objectives:
The Vision Zero concept, which is the goal of eliminating all traffic fatalities, is growing in popularity. As a concept, it provides a framework for tying together many activities, from traffic crash analysis to promotion of Complete Streets principles. This task will include researching techniques to implement a Vision Zero goal for Franklin County and developing a Vision Zero Action Plan. This task will also focus on distracted driving as a growing safety concern.

Previous Work:
1. Road Safety Audits: Greenfield (Rotary, Colrain Road/GCC, Mohawk Trail/River St/Solon St, Route 2/Colrain Road/Big Y, Cheapside/Hope Street, Turners Falls Road), Deerfield/Whately (Route 5 & 10 intersections), Shelburne (Route 2/Colrain-Shelburne Rd), Erving (Route 2/Route 2A)
3. Regional Assessment of Crashes resulting in Injury (2015)

Procedures:
1. Review and research crash reports where distracted driving was a factor. (Summer-Fall 2017)
2. Review bicycle and pedestrian crash reports. (Summer-Fall 2017)
3. Assemble a multi-disciplinary Vision Zero steering committee (Fall 2017)
4. Work with Committee to create an Action Plan with safety recommendations and initiatives. (Fall-Summer 2018)

Products:
1. Report on distracted driving crashes in Franklin County (January 2018)

Funding:

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Responsible Party:
FRCOG Staff
Community Beneficiary:
All Franklin County towns

3.4 Improve Resiliency of Transportation System and Reduce Stormwater Impacts

Objectives:
Utilize the results of the MassDOT culvert study for the Deerfield River Watershed (to be completed June 2017) to create maps of stream crossings in each watershed town. The maps will identify the resiliency rating for each crossing based on MassDOT’s assessment. Develop a document for the towns’ DPWs to accompany each map that describes how to use the information on the maps and next steps towns can take to upgrade stream crossings.

Previous Work:
1. Green Infrastructure Primer for DPW’s (2017)
2. Inventory of Bridges and Culverts in Franklin County (2015)
3. LID Pilot Project at Orange Riverfront Park (2005)
4. LID / Stormwater Projects at two sites in Greenfield (2014)

Procedures:
1. Develop maps for each Watershed Town from the MassDOT Study. (Fall 2017)
2. Develop a document that describes how to use the information on the maps and next steps towns can take to upgrade stream crossings. (Winter 2018)
3. Create a list of prioritized projects for each town with potential funding sources. (Spring 2018)
4. Distribute to town DPWs (by September 2018)

Products:
Stream crossing map by town with accompanying technical documents for town DPWs. (September 2018)

Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
Towns of Ashfield, Buckland, Conway, Colrain, Charlemont, Deerfield, Greenfield, Hawley, Heath, Leyden, Monroe, Shelburne, and Rowe.
3.5 Create Interactive Online Bicycle & Pedestrian Maps

Objectives: Develop interactive online mapping of the bicycle and pedestrian infrastructure in Franklin. Particular focus will be on recent and planned Complete Streets improvements and bicycle rack parking.

Previous Work:
1. Franklin County Pedestrian Plan (2014)
2. Franklin County Bikeway Plan (2009)
3. Franklin County Bikeway Maps (2013)
5. Walk Franklin County Maps (2010)

Procedures:
1. Create map templates (Fall 2017).
2. Work to finalize online maps (Summer 2018)

Products:
Online maps showing the bicycling and pedestrian infrastructure in Franklin County (September 2017),

Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns

3.6 Bicycle and Rail Tourism

Objectives: Continue to promote tourism in Franklin County by expanding outreach to the bicycling tourist market, and encouraging visiting the region by rail.

Previous Work:
1. Bicycle Tourism Plan (2017)
2. Tourism by Rail (2017)
3. Franklin County Bikeway Plan (2009)
Procedures:
1. Assemble local and regional business, tourism, and municipal representatives to identify ways to implement bicycle tourism and promote the use of passenger rail (Fall 2017).
2. Map the lodging, attractions, and transportation options in Franklin County to be used as a base for developing travel itineraries (Fall 2017).
3. Map off road bike facilities (Fall/Winter 2017).
4. Develop sample travel itineraries (i.e. mountain biking and lodging, 1-3 day road biking, rail trip with bike, rail trip without bike, etc) and create downloadable on-line maps of selected itineraries. (Winter 2017).
5. Identify outlets to place itineraries and other tourist resources. (Spring/Summer 2018).
6. Explore options to generate a web presence for bicycle and rail tourism in Franklin County. (Summer 2018).
7. Conduct a membership drive to expand the Bike-Friendly Business program (Fall 2017).
8. Coordinate with the Massachusetts Office of Travel and Tourism and applicable Regional Tourism Council(s) to provide information that they can use to market bicycle and rail tourism in the region and state. (Spring/Summer 2018).

Products:
1. Map of lodging, attractions, transportation options, and off road biking facilities for use in identifying possible travel itineraries. (By December 2017)
2. Sample itineraries for different types of bike riders and tourists that can be downloaded. (By June 2018)
3. A list of outlets in which to market travel itineraries. (By August 2018)
4. A Bike-Friendly Business membership drive. (By June 2018)
5. Three meetings with local, regional and state stakeholders to review tourist materials, participate in itinerary development, and assist in placing materials. (One in November, 2017 one in March, 2018 and one in September, 2018)
6. A report on options and opportunities for creating a web presence for potential bicycle tourists and those traveling by train. (By September 2018)

Funding:

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3.7 Route 5/10 Corridor Study in Deerfield and Whately

Objectives:
Conduct a study to better understand the existing and future conditions and needs of the Route 5/10 corridor. This study will examine current and future land uses and roadway conditions with a multimodal and safety emphasis. This study will also be conducted in partnership with the Franklin Regional Transit Authority and the Pioneer Valley Transit Authority.

Previous Work:
1. Rt. 5/10/116 Corridor Study (2002)
2. Rt. 5/10 Corridor Study in Bernardston and Northfield (2009)
5. Road Safety Audits (2011-ongoing)

Procedures:
1. Assess existing demographic, land use, traffic, and roadway conditions (Summer-Winter 2018).
2. Speak with town officials and evaluate zoning for potential future impacts on corridor area. (Winter 2018)
3. Summarize findings in a report (Summer 2018)

Products:
1. A report summarizing the existing conditions and future recommendations for the Rt. 5/10 Corridor in Deerfield and Whately (by September 2018).

Funding:

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Responsible Party:
FRCOG Staff
Community Beneficiary:
Deerfield and Whately

3.8 Revisit past Most Hazardous Intersection Reports to assess the effects of improvements

Objectives: Assess the effectiveness of high-crash location reporting and subsequent improvements by reviewing past reports, identifying where safety improvements have been implemented, and analyzing before-and-after crash occurrences.

Previous Work:
1. Road Safety Audits: Greenfield (Rotary, Colrain Road/GCC, Mohawk Trail/River St/Solon St, Route 2/Colrain Road/Big Y, Cheapside/Hope Street, Turners Falls Road), Deerfield/Whately (Route 5 & 10 intersections), Shelburne (Route 2/Colrain-Shelburne Rd), Erving (Route 2/Route 2A)
3. Regional Assessment of Crashes resulting in Injury (2015)

Procedures:
1. Examine past Most Hazardous Intersection Reports to determine how rankings of hazardous intersections change over time. (Summer 2017-Fall 2017)
2. Determine whether improvements have been implemented at hazardous intersections and how that has affected a site’s ranking. (Fall-Winter 2018)
3. Summarize findings. (Summer 2018)

Products:
1. A report summarizing effectiveness of improvements for the most hazardous intersections in Franklin County (by September 2018).

Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns
4. **Ongoing Transportation Activities**

4.1 **Local Technical Assistance**

**Objective:**
To assist municipalities in all aspects of transportation planning and related issues.

**Previous Work:**
1. Assisted Franklin County towns with a variety of transportation-related issues.

**Procedures:**
1. Provide local technical assistance to communities on an as-requested basis. Such assistance could include data collection, operational analyses, Origin-Destination surveys, GIS products, traffic calming studies, or alternate design studies.
2. Work with local legislators to provide information on projects and coordinate efforts to secure funding for some projects (ongoing).
3. Provide information on transportation planning activities to the FRCOG website, quarterly reports, and annual report (ongoing).
4. Assist communities to advance projects from planning studies into the MassDOT Project Development Process, specifically the preparation of Project Need Forms and Project Initiation Forms (as needed).

**Products:**
1. Document and record all work completed for municipalities (on-going).
2. Exact products to be determined based on requests by the towns that are unknown until the requests are made.
3. Contribution to the FRCOG website, quarterly report, and annual report (ongoing).
4. Completed Project Need Forms and Project Initiation Forms for towns as requested.

**Funding:**

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**Responsible Party:**
FRCOG Staff
Community Beneficiary:
All Franklin County towns

4.2 Implementation of the Route 2 East Safety Improvement Study

Objectives:
To work cooperatively with MassDOT, the Montachusett Regional Planning Commission (MRPC), and the Route 2 Task Force in the analysis and implementation of the recommended safety improvements resulting from the Route 2 Safety Improvement Study.

Previous Work:
1. Facilitated completion of Route 2 Safety Improvement Study.
2. Provided staff support to Route 2 Task Force.
3. Worked with MassDOT Highway District 2 to pursue improvement projects.
4. Participated in development and review of design and engineering of the first four significant construction/implementation projects.
5. Participated in the development of safety recommendations for Farley, Erving Center areas of Erving, and for Gill and Greenfield.
6. Coordinated several information meetings and tours with local legislators and stakeholders.

Procedures:
1. Provide technical support to the Route 2 Task Force as needed.
2. Facilitate public participation, especially in Route 2 communities, to ensure broad representation and consensus (ongoing).
3. Work with MassDOT to schedule and hold public information meetings and design public hearings for the Erving Center and Farley plans currently under development.
4. Complete appropriate analysis and work necessary to continue implementation of recommended safety improvements as needed.

Products:
1. Implementation of Route 2 Safety Improvement Study recommendations (on-going).
2. Public information meetings and design hearings for Erving Center and Farley (as design stages are achieved).
Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns

4.3 Expansion of Transit and Rail Service in Franklin County

Objective:
To assess and identify new transit fixed routes and/or expansion of existing fixed routes and paratransit services to enhance the mobility of residents in Franklin County. To continue to advocate for increased public transit options in the region. To also continue to advocate for increased freight and passenger rail service in Franklin County to improve the mobility of people and goods. To work to bring Expanded Regional Passenger Rail Service to the region and support the region’s preparation for the potential regional rail service to ensure a successful ridership.

Previous Work:
1. Conducted public outreach for the FRTA Comprehensive Service Analysis.
2. Served on the Regional Coordinating Council for Franklin County.
4. Completed the West County and North County Transportation Study.
5. Completed Greenfield to Gardner Transit study and participated in the start-up of the “G-Link” between Greenfield and Gardner.
6. Worked with local transit authorities to expand current fixed routes and began efforts to start new route between Greenfield and Northampton.
7. Developed the Locally Coordinated Plan for Franklin County.
8. Participation in the Knowledge Corridor rail feasibility planning study.

Procedures:
1. Work with the Franklin Regional Transit Authority, the Montachusett Regional Planning Commission, and the Montachusett Regional Transit Authority to secure permanent funding for the G-Link/Route 32 services (ongoing).
2. Work with the Franklin Regional Transit Authority, Pioneer Valley Transit Authority, UMass Transit, Montachusett Regional Transit Authority to ensure that efficient and effective connections are made between Franklin County and other regions (ongoing).

3. Work with the FRTA to continue pursuing expanded transit service in the County (ongoing).

4. Continue to pursue opportunities that will enhance transportation options for the underserved.

5. Participate in the Regional Coordination Councils (RCC) to address paratransit community transportation service gaps (ongoing).

6. Continue efforts to increase rail freight movement.

7. Continue efforts to identify east-west passenger rail opportunities.

8. Continue working with stakeholders to implement regional expanded rail service throughout the day between Greenfield and Springfield.

Products:
1. Progress toward expansion of existing fixed route services and an enhanced demand response system for Franklin County (on-going).
2. Progress toward increasing transit ridership in region (on-going).
3. Progress toward expansion of freight rail use in Franklin County (on-going).

Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns
4.4 Franklin County Bikeway and Pedestrian Planning

Objectives:
To continue implementation of previously identified portions of the Franklin County Bikeway as a non-motorized transportation alternative that is multi-user and multi-purpose, to begin implementation of newly identified bikeway facilities, to explore additional bike route options, and to develop and implement pedestrian facilities in the region. To continue to work towards making bicycling and walking throughout the region safer.

Previous Work:
1. Updated Franklin County Bikeway Plan, 2009.
3. Oversaw design of Riverside Greenway and Canalside Trail.
4. Secured a 2002 TDM approval to purchase and install shared roadway signs and bike parking racks along the planned bikeway, and to develop a promotional campaign to encourage traveling by bike.
5. Determined sign locations needed to install Share the Road and Franklin County Bikeway trailblazing signs.
6. Developed the Franklin County Pedestrian Plan.
7. Updated Walk Franklin County walking maps (2017).

Procedures:
1. Continue bicycle safety efforts by working with law enforcement, government agencies, and other stakeholders in the region (ongoing).
2. Work with the Franklin County Bikeway Advisory Committee on route prioritization, decision-making, public outreach and education. Coordinate with affected landowners, residents, local businesses and government agencies to ensure that all interests are involved (ongoing).
3. Foster construction and maintenance partnerships with interested groups (ongoing).
4. Support efforts to include pedestrian facilities in the construction of other transportation improvements (on-going).
5. Promote bicycle tourism in the region (on-going).
6. Support efforts to promote Complete Streets in Franklin County (on-going).
7. Support and prioritize the administration of a bicycle parking program should there be available Congestion Mitigation Air Quality funds (on-going).
8. Identify gaps in the bicycling and pedestrian networks and work with local and state officials to close these gaps (on-going).
9. Assist communities in advancing projects into the MassDOT Highway Division’s project development process.
10. Work with MassDOT as its updates the statewide bicycle and pedestrian plans.

**Product:**
1. Ongoing planning and development of new bikeway connections and expansions of the proposed network (on-going).
2. Ongoing promotion of bicycle tourism in the region (on-going).
3. Work toward implementation of pedestrian facilities (on-going).
4. Development of complete streets recommendations for upcoming construction projects (On-going).
5. Development of a bicycle parking program for the region (on-going).

**Funding:**

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**Responsible Party:**
FRCOG Staff

**Community Beneficiary:**
All Franklin County towns

### 4.5 Education, Outreach, and Interregional Coordination

**Objectives:**
To participate in interregional and statewide efforts, and to present information created either through these interregional efforts or through the FRCOG transportation work program to agencies, professional organizations, or conferences. To work with neighboring regions on identifying scopes of work and implementation plans for interregional projects such as scenic byway corridor management plans and projects.

**Previous Work:**
1. MARPA representation on various task forces including the Transportation Enhancement Committee.
Procedures:
1. Work cooperatively with MassDOT and MARPA to address interregional and statewide transportation planning and funding issues (ongoing).
2. Conduct public presentations to inform local and regional advocacy groups, transportation professionals, and public officials about statewide and interregional transportation planning efforts, funding issues, or innovative programs (ongoing).
3. Work with Berkshire Regional Planning Commission, Pioneer Valley Planning Commission, Montachusett Regional Planning Commission, Central Massachusetts Regional Planning Commission, Windham County Regional Planning Commission (Vermont) and the Southwest Region Planning Commission (New Hampshire) on interregional projects including scenic byway planning and project implementation, and interregional biking opportunities.
5. Examine how cross-border regional transit authorities currently participate in the MPO process and determine if the FCTPO MOU needs to be updated to formalize their participation (by September 2018).

Products:
1. State and interregional agreements about transportation planning and funding as appropriate and as determined by the Franklin TPO (on-going throughout the year).
2. A public well informed about transportation planning efforts, funding, and innovative programs (on-going).
3. Cooperative work agreements between the FRCOG and neighboring regions to conduct interregional planning and projects (on-going).
4. Agreement between the towns of Whatley and Williamsburg, PVPC and FRCOG, and MassDOT District 1 and 2, on an implementation plan regarding the rehabilitation of Haydenville Road (by September 2018).
5. An updated FCTPO MOU reflecting participation of cross-border regional transit authorities as warranted (September 2018).

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4.6 Scenic Byway Implementation

Objectives:
To maintain public awareness about the Scenic Byways in Franklin County by carrying out the recommendations that were identified in previously completed Corridor Management Plans. To work with the communities along the Scenic Byways to implement projects that are already funded. Continue to develop new projects as outlined in the Corridor Management Plans. To secure funding to implement projects contained in the Corridor Management Plans.

Previous Work:
6. Design and Development of Improvements at the Sunderland Scenic Turnout.
7. Design and Development of informational kiosks, historic district signs and vista pruning on the Mohawk Trail Scenic Byway.
10. Preparation of applications for funding to the National Scenic Byway Program.

Procedures:
1. Provide local technical assistance to the communities along the five Scenic Byways in Franklin County to implement approved and funded Scenic Byway Projects, to further the priorities identified in the Corridor Management Plans, and to support the overall goals of the Byway program (on-going).
2. Provide support to maintain the Scenic Byway website that was established as part of the Western Massachusetts Scenic Byway Marketing Project (quarterly).
3. Complete follow-up and support to other Scenic Byway projects such as the Western Massachusetts Scenic Byway Marketing Project, the Scenic Byway Land Protection Project and the previously completed Corridor Management Plans (on-going).

Products:
1. Facilitated meetings of the Scenic Byway Advisory Committees (as needed).
2. Completed Scenic Land Acquisitions for the Mohawk Trail, Connecticut River, and Route 112 Scenic Byways (as funding allows).
3. Completed periodic updates to and maintenance of the information contained on the website developed as part of the Western Massachusetts Scenic Byways Marketing Project (as needed).

Funding:

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Responsible Party:
FRCOG Staff

Community Beneficiary:
All Franklin County towns
## 2018 Franklin Unified Planning Work Program

### Budget Summary by Task

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<td>4</td>
<td><strong>ONGOING TRANSPORTATION ACTIVITIES</strong></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Local Technical Assistance</td>
<td>$15,000</td>
</tr>
<tr>
<td>4.2</td>
<td>Implementation of Route 2 Safety Improvement Study</td>
<td>$4,000</td>
</tr>
<tr>
<td>4.3</td>
<td>Expansion of Transit and Rail Service in Franklin County</td>
<td>$40,000</td>
</tr>
<tr>
<td>4.4</td>
<td>Franklin County Bikeway and Pedestrian Planning</td>
<td>$30,000</td>
</tr>
<tr>
<td>4.5</td>
<td>Education, Outreach, and Interregional Coordination</td>
<td>$20,000</td>
</tr>
<tr>
<td>4.6</td>
<td>Scenic Byway Implementation</td>
<td>$15,000</td>
</tr>
<tr>
<td></td>
<td><strong>Task 4 Subtotal</strong></td>
<td><strong>$124,000</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$541,243</strong></td>
</tr>
</tbody>
</table>
APPENDIX

Geographic Distribution of UPWP Projects (FY2012-FY2017)
Other Regional Projects and Federal Grants

A summary of the transportation funding sources for the Franklin Regional Council of Governments Planning Department are represented in the 2018 UPWP, and through the forthcoming separate contracts, follows.

**FHWA/MassDOT Funded Grants During FY 2018 UPWP Year**

<table>
<thead>
<tr>
<th>Name of Grant</th>
<th>Source of Funding</th>
<th>Budgeted Amount During 2018 UPWP Year</th>
<th>Total Budgeted Amount</th>
<th>Expiration of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-C (contract # 95427)</td>
<td>SPR</td>
<td>$527,067</td>
<td>$2,108,268</td>
<td>9/30/20</td>
</tr>
<tr>
<td>Scenic Byway Land Protection</td>
<td>Scenic Byway</td>
<td>Separate Contract</td>
<td>$4,861,129</td>
<td>9/30/17</td>
</tr>
</tbody>
</table>

**Related Planning Projects Being Conducted by the FRCOG**

Beyond the tasks described within this document, the Franklin Regional Council of Governments is involved in other projects that will affect the transportation planning process in the region. The FRCOG is currently working on projects related to public health, food security, housing needs, and economic development. This work throughout the region will support 3C related projects. The following table summarizes other FRCOG planning grants that will influence and improve transportation planning during the FY 2018 UPWP year.

<table>
<thead>
<tr>
<th>Name of Grant</th>
<th>Source of Funding</th>
<th>Budget</th>
<th>Term of Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Local Technical Assistance</td>
<td>MA DHCD</td>
<td>$95,000</td>
<td>1/1/2017 - 12/31/2018</td>
</tr>
<tr>
<td>Planning Partnership Grant</td>
<td>US EDA</td>
<td>$70,000</td>
<td>7/1/2016 – 6/30/2017</td>
</tr>
<tr>
<td>Planning Partnership Grant</td>
<td>US EDA</td>
<td>$70,000</td>
<td>7/1/2017 – 6/30/2018 pending</td>
</tr>
<tr>
<td>Brownfields Assessment Grant</td>
<td>US EPA</td>
<td>$300,000</td>
<td>10/1/2014 - 9/30/2017</td>
</tr>
<tr>
<td>River Corridor Management for the Deerfield Watershed</td>
<td>US EPA</td>
<td>$273,281</td>
<td>2019</td>
</tr>
<tr>
<td>1422/Mass in Motion Grant</td>
<td>MA DPH</td>
<td>$440,000</td>
<td>9/30/2018</td>
</tr>
</tbody>
</table>

The Planning Department is also actively involved in other significant transportation projects in the region. MassDOT is currently implementing and designing projects identified in the Route 2 Safety Improvement Study. Since 2006, several major projects have been
constructed. Additional projects that are nearing the 25% design stage are in Erving Center and Farley, and improvements for Greenfield/Gill are in the planning stage. The FRCOG is working closely with MassDOT District 2, the Montachusett Regional Planning Commission, and the Route 2 Task Force during all phases of this work.
Relevant Transportation-Related Acronyms

AASHTO: American Assoc. of State Highway & Transportation Officials
ABP: Accelerated Bridge Program
ADA: Americans with Disabilities Act
ADT: Average Daily Traffic
AFC: Automated Fare Collection
AICP: American Institute of Certified Planners
ANR: Approval Not Required
ATR: Automatic Traffic Recorder
BMS: Bridge Management System
CAAA: Clean Air Act Amendments of 1990
CDBG: Community Development Block Grant
CFR: Code of Federal Regulations
CIP: Capital Improvement Program
CMAQ: Congestion Mitigation and Air Quality
CMP: Congestion Management Process
CO: Carbon Monoxide
COA: Council On Aging
CPS: Corridor Planning Study
CSS: Context Sensitive Solutions
DCR: Department of Conservation and Recreation
DDS: Department of Developmental Services
DEP: Department of Environmental Protection
DHCD: Department of Housing & Community Development
DLTA: District Local Technical Assistance
DMA: Division of Medical Assistance
DOT: Department of Transportation
DPH: Department of Public Health
DTA: Division of Transitional Assistance
EDA: Economic Development Administration
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EJ: Environmental Justice
ENF: Environmental Notification Form
EOEEA: Executive Office of Energy and Environmental Affairs
EOT: Executive Office of Transportation
EPA: Environmental Protection Agency
EPDO: Equivalent Property Damage Only
ESS: Elder Shopper Service
FAA: Federal Aviation Administration
DRAFT

FAST Act: Fixing America’s Surface Transportation Act
FCTPO: Franklin County Regional Transportation Planning Organization
FHWA: Federal Highway Administration
FO: Functionally Obsolete
FRCOG: Franklin Regional Council of Governments
FRA: Federal Railroad Administration
FTA: Federal Transit Administration
GIS: Geographic Information System
GPS: Global Positioning System
HAZMAT: Hazardous Material
HCM: Highway Capacity Manual
HOV: High Occupancy Vehicle
HPMS: Highway Performance Monitoring System
HPP: High Priority Project
HSIP: Highway Safety Improvement Program
I&M: Inspection & Maintenance
IM: Interstate Maintenance
ITE: Institute of Transportation Engineers
ITS: Intelligent Transportation Systems
ISTEA: Intermodal Surface Transportation Efficiency Act of 1991
JARC: Job Access Reverse Commute
LOS: Level of Service
LPA: Local Planning Assistance
LPMS: Local Pavement Management System
MAC: Massachusetts Aeronautics Commission
MARPA: Massachusetts Association of Regional Planning Agencies
MARTA: Massachusetts Association of Regional Transit Authorities
MassDOT: Massachusetts Department of Transportation
MassGIS: Massachusetts Geographic Information System
MBTA: Massachusetts Bay Transportation Authority
MEMA: Massachusetts Emergency Management Agency
MEPA: Massachusetts Environmental Policy Act
MHC: Massachusetts Historical Commission
MIS: Major Investment Study
MISER: Massachusetts Institute for Social and Environmental Research
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization
MTA: Massachusetts Turnpike Authority
MUTCD: Manual on Uniform Traffic Control Devices
MWRA: Massachusetts Water Resources Authority
NAAQS: National Ambient Air Quality Standards
DRAFT

NEPA: National Environmental Policy Act
NFA: Non Federal-Aid
NHS: National Highway System
NOx: Any of the Oxides of Nitrogen
NTD: National Transit Database
NTS: National Transportation System
NTSB: National Transportation Safety Board
OCI: Overall Condition Index (used with pavement)
OEDP: Overall Economic Development Program
OTP: Office of Transportation Planning
PCI: Pavement Condition Index
PL: Metropolitan Planning funds
(federal)
PMS: Pavement Management System
PMUG: Pavement Management User’s Group
POP: Public Outreach Program
PPP: Public / Private Partnership
PRC: Project Review Committee
PRWORA: Personal Responsibility & Work Opportunity Reconciliation Act
PUD: Planned Unit Development
PWED: Public Works/Economic Development
RIF: Roadway Inventory Files
RFP: Request For Proposal
RFQ: Request For Qualifications
ROW: Right Of Way
RPA: Regional Planning Agency
RSA: Roadway Safety Audit
RTA: Regional Transit Authority
RTP: Regional Transportation Plan
SAFETEA-LU: Safe, Accountable, Flexible and Efficient Transportation Equity Act
SAR: Strategic Assessment Report
SD: Structurally Deficient
SIP: State Implementation Plan (for Air Quality)
SOV: Single Occupancy Vehicle
SPR: Statewide Planning & Research
STIP: Statewide Planning & Research
STIP: State Transportation Improvement Program
STP: Surface Transportation Program
TAZ: Transportation Analysis Zone
TBD: Transportation Benefit District
TCM: Transportation Control Measures
TDM: Travel Demand Management
DRAFT

TEA-21: Transportation Equity Act for the 21st Century
TEC: Transportation Evaluation Criteria
TI: Transportation Improvement (in SAFETEA-LU)
TIF: Transportation Information Forum
TIP: Transportation Improvement Program
TMA: Transportation Management Association
TMC: Turning Movement Count
TOFC: Trailer On Flat Car
TRB: Transportation Research Board
TSM: Transportation Systems Management
UPWP: Unified Planning Work Program
VMS: Variable Message Sign
VMT: Vehicle Miles of Travel
Public Review and Comment
This UPWP meets the FHWA requirement of funding at least one third of the Task 3.0 funds studies that yield tangible products.

A 21-day Public Review and comment period was held from May 24, 2017 through June 25, 2017. During that time comments were received from MassDOT. The comments are included below and were incorporated into the final UPWP as appropriate.
Geographic Distribution of UPWP Projects in Environmental Justice and Title VI Areas (2012-2017)

Legend
- Town Boundaries
- 12% or more of blockgroup population is below poverty level
- 9% or more of blockgroup population is minority

Number of UPWP Projects per Town each Year
- FY 2012 UPWP Projects
- FY 2013 UPWP Projects
- FY 2014 UPWP Projects
- FY 2015 UPWP Projects
- FY 2016 UPWP Projects
- FY 2017 UPWP Projects

Source: Blockgroup data from the 2008-2013 ACS, U.S. Census. Town boundary provided by MassGIS.
# 2018 Unified Planning Work Program Checklist

<table>
<thead>
<tr>
<th>Region:</th>
<th>Review items:</th>
<th>Yes?</th>
<th>RPA Staff Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPWP Document</td>
<td>Dates listed within the UPWP reflect FFY 2018?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UPWP links back to national planning factors (including the 2 new factors)?</td>
<td>Yes</td>
<td>See pages 6-8</td>
</tr>
<tr>
<td></td>
<td>33% of PL funds result in tangible products?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A geographic distribution table of UPWP funded studies by municipality, including name of beneficiary and number of tasks per year has been provided.</td>
<td>Yes</td>
<td>See pages 12-14</td>
</tr>
<tr>
<td></td>
<td>A narrative accompanying the geographic distribution table has been provided.</td>
<td>Yes</td>
<td>See pages 12-14</td>
</tr>
<tr>
<td></td>
<td>A section on Amendment/Adjustment Procedures for the UPWP has been provided and clearly outlined within the narrative (including, but not limited to: scope and/or budget changes, additions and deletions)</td>
<td>Yes</td>
<td>See pages 11-13</td>
</tr>
<tr>
<td></td>
<td>Individual tasks have detailed scopes?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Individual tasks have budgets?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Individual tasks have schedules? (Begin/Completion Dates; Multi-Year Projects have schedules)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Individual tasks have outcomes?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Individual tasks have referenced a community beneficiary?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PPP and Title VI/EJ are separate tasks?</td>
<td>Yes</td>
<td>Task 1.4 and 1.5</td>
</tr>
<tr>
<td></td>
<td>Is there a distinction between Title VI and EJ?</td>
<td>Yes</td>
<td>See Task 1.5</td>
</tr>
<tr>
<td></td>
<td>Corridor study scopes identify partnership with RTAs?</td>
<td>Yes</td>
<td>See Task 3.7</td>
</tr>
<tr>
<td></td>
<td>Tasks include any follow-up actions from Recertification findings?</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UPWP narrative is updated to reflect regulatory changes from the FAST ACT?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sufficient resources are provided to meet the requirements of performance based planning regulations?</td>
<td>Yes</td>
<td>See Task 2.4</td>
</tr>
<tr>
<td>Pedestrian planning includes sub-task to identify gaps in networks?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public health is identified in study scopes?</td>
<td>Yes</td>
<td>See page 8 and Tasks 3.3, 3.5, and 4.4.</td>
<td></td>
</tr>
</tbody>
</table>

**UPWP Appendix**

<table>
<thead>
<tr>
<th>UPWP Appendix includes other projects in the Region/Federal Grants?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Glossary/Acronym have been included</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Comments as well as those from MassDOT and Federal Agencies have been included</td>
<td>Yes</td>
</tr>
</tbody>
</table>