

DRAFT

**Franklin Region
Unified Planning Work Program
for
Transportation Planning Activities**

Endorsed
July 23, 2019

**Submitted for Amendment
*June 23, 2020***

TPO ENDORSEMENT
Franklin County Transportation Planning Organization
Unified Planning Work Program
October 1, 2019 – September 30, 2020

The Franklin County Transportation Planning Organization (TPO) endorses this AMENDMENT to the FY 2020 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

Date

Jonathan Gulliver, Highway Administrator
MassDOT Highway Division

Date

Kevin Fox
FRCOG Executive Committee

Date

Bill Perlman
Regionally Elected Representative to the FRCOG

Date

Lance Fritz, Chair
Franklin Regional Transit Authority

Date

Roxann Wedegartner, Mayor
City of Greenfield

Date

Marguerite Willis
West County Sub-Regional Appointment

Date

Steve Ellis
Central County Sub-Regional Appointment

Date

Jane Peirce
East County Sub-Regional Appointment

Date

**Franklin Regional Council of Governments
Unified Planning Work Program**

for

Transportation Planning Activities

October 1, 2019 - September 30, 2020

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July 23, 2019

Prepared under contract 95427 in cooperation with the
Massachusetts Department of Transportation and the
U.S. Department of Transportation, Federal Highway Administration.

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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 (RTP) 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.

The 2020 RTP has five goals that the tasks in this UPWP directly implement. Those goals, which are a reflection of the region's vision, are:

- Goal 1: Maintain infrastructure to facilitate the mobility of people and goods traveling to, from, and through Franklin County.
- Goal 2: Improve safety and security of the transportation network.
- Goal 3: Increase transportation options and reduce vehicle emissions.
- Goal 4: Promote economic development of the region while maintaining its rural character.
- Goal 5: Promote sustainable transportation, reduce greenhouse gas emissions, and prepare for climate change.

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. Safety considerations can be found in 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 Pedestrian Plan Update (task 3.1) will focus on safety for pedestrians, while the Rural Road Guidance will recommend ways to increase safety on the region's more rural roads (task 3.4).

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 the Update to the Pedestrian Plan (task 3.1), Marketing & Monitoring of New Passenger Rail Service (task 3.5), 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), last updated in 2016. 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, Fixing America's Surface Transportation Act (FAST), added two additional factors, which will also be addressed by tasks in the UPWP as listed in the table below.

FAST Act Ten Planning Factors		Corresponding UPWP Task
1)	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency	3.2, 3.5, 3.6, 4.3, 4.4, 4.6
2)	Increase the safety of the transportation system for motorized and non-motorized users	2.2, 2.5, 2.6, 3.1, 3.4, 4.2
3)	Increase the security of the transportation system for motorized and non-motorized users	2.2, 3.1, 4.3, 4.4
4)	Increase the accessibility and mobility of people and freight	1.5, 2.6, 3.1, 3.2, 4.2, 4.3, 4.5
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	2.1, 2.3, 3.1, 3.2, 3.4, 3.6, 4.4, 4.5, 4.7
6)	Enhance the integration and connectivity of the transportation system, across and between modes for people and freight	3.1, 3.2, 3.4, 3.5, 4.3, 4.4, 4.5
7)	Promote efficient system management and operation	3.1, 4.1, 4.4, 4.5
8)	Emphasize the preservation of the existing transportation system	1.3, 2.2, 2.6, 3.3, 3.4, 4.1, 4.6
9)	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	2.2, 2.6, 3.3, 3.4
10)	Enhance travel and tourism	3.5, 3.6, 4.3, 4.4

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:

- Performance Management;
- Regional Models of Cooperation; and
- Ladders of Opportunity.

The FCTPO and the FRCOG address all of these priorities in various ways. The UPWP Task 2.4 focuses on FAST Act Implementation with the incorporation of performance measures into various processes and tasks. 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 priority 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 (3.1, 3.2, 4.3, and 4.5).

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 managing the 3C contract and staff supervision, 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 2019, 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 the 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 as needed.

In group 3, the **transportation planning studies** that will be undertaken during the upcoming year include: updating the Franklin County Pedestrian Plan; increasing Rideshare Availability; assessing Culvert Infrastructure; creating a Rural Road Guidance for communities;

Marketing and Monitoring of the New Passenger Rail Service to the region; and developing itineraries for tourism in the region.

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 250,000 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 of Transportation and CEO, MassDOT

Jonathan Gulliver, Administrator of Highway Division, MassDOT

Bill PErlman, FRCOG Regionally Elected Council Representative

Lance Fritz, Chair of the Franklin Regional Transit Authority

William Martin, Mayor of Greenfield

Kevin Fox, Chair of the FRCOG Executive Committee

Robert Dean, West County Sub-Regional Appointment

Vacant, Central County Sub-Regional Appointment

Jane Peirce, East County Sub-Regional Appointment

Ex-Officio member, Kenneth Miller, Federal Highway Administration
 Ex-Officio member Kristin Wood, Federal Transit Administration
 Ex-Officio member Tom Miner, Franklin Regional Planning Board

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.

Position Title	Employee	Percent Time Devoted to 3-C
Transportation Planning and GIS Program Manager II	Maureen Mullaney	85%
Transportation Planning Engineer	Laurie Scarbrough	75%
Senior Transportation Planner II	Elizabeth Giannini	72%
Senior Transportation / Land Use Planner	Megan Rhodes	40%
Senior GIS Specialist	Ryan Clary	31%
Economic Development Program Manager	Jessica Atwood	5%
Senior Land Use Planner	Alyssa Larose	5%
Senior Public Health Planner	Mark Maloni	3%

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. The FCTPO has a Public Participation Plan that outlines the public involvement and outreach that are required for 3C documents. The Public Participation Plan can be found at the FRCOG website at https://frcog.org/public_participation_plan.

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

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 (FY2014-FY2019) by Municipality

Towns	Total # of Projects	% of Tasks	Median Town Income
Ashfield	31	4%	\$71,364
Bernardston	32	4%	\$59,167
Buckland	32	4%	\$52,356
Charlemont	34	4%	\$49,000
Colrain	31	4%	\$46,452
Conway	34	4%	\$79,286
Deerfield	36	4%	\$75,307
Erving	33	4%	\$61,083
Gill	31	4%	\$75,776
Greenfield	39	5%	\$48,493
Hawley	31	4%	\$68,000
Heath	31	4%	\$56,458
Leverett	32	4%	\$78,125
Leyden	31	4%	\$74,375
Monroe	32	4%	\$32,083
Montague	35	4%	\$47,236
New Salem	33	4%	\$78,667
Northfield	31	4%	\$60,721

Towns	Total # of Projects	% of Tasks	Median Town Income
Orange	35	4%	\$41,473
Rowe	32	4%	\$54,375
Shelburne	33	4%	\$54,167
Shutesbury	33	4%	\$73,173
Sunderland	34	4%	\$50,417
Warwick	31	4%	\$54,911
Wendell	32	4%	\$38,636
Whately	33	4%	\$75,982

Table 2: Geographic Distribution of UPWP Projects (FY2014-FY2019) by Environmental Justice and Title VI Areas

Environmental Justice / Title VI Area (blockgroup)	Environmental Justice Area	Title VI Area	Total # of Projects
Colrain, eastern portion	X	X	31
Deerfield, northern portion	X	X	36
Erving, western portion	X	X	33
Gill, entire town	X	X	31
Greenfield, Cheapside area	X	X	0*
Greenfield, town center and surrounding areas	X	X	39
Greenfield, west of I-91/Leyden Woods	X	X	0*
Monroe/Rowe/Charlemont	X		34
Montague, Millers Falls	X		0*
Montague, non-urban area	X	X	0*
Montague, Turners Falls	X	X	35
Northfield, northern portion	X		31
Orange, town center and surrounding areas	X		35
Shelburne, Shelburne Falls	X		33
Shutesbury/Leverett	X	X	33
Sunderland, entire town	X	X	34
Warwick/east Erving	X		31
Wendell, entire town	X	X	32

*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 shows that the FCTPO has equitably distributed projects across the region and across 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 (31-39 projects per town). Many of these projects are region-wide studies that benefit all Franklin County towns, such as the *Pedestrian Plan Update* or the *Regional Transportation Plan*.

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 (55%) 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 (as seen on page 1).
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.
4. Update the MPO's Memorandum of Understanding.

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).
3. Monthly invoices (monthly).
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 2019 and will be submitted to MassDOT and FHWA as typically done each year.
6. Letters and memoranda as required.
7. Update to the MPO's Memorandum of Understanding.

Funding:

Budget	Source	Estimated Staff Hours
\$72,124 Total	FHWA/MassDOT: 3C	26 weeks
\$57,699 Federal (80%)		21 weeks
\$14,424 State (20%)		5 weeks

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 2020, and endorsed by May 2020).
3. Post all Draft versions of the UPWP on the FRCOG website for public review and comment (April 2020).
4. Post the endorsed Final version of the UPWP on the FRCOG website for informational purposes (May 2020).

Products:

1. Monthly progress reports to be included with the contract invoicing (monthly).
2. A draft UPWP for the period of October 1, 2020 to September 30, 2021 by May 2020.
3. Draft and Final versions of the UPWP available on the FRCOG website (as available).

Funding:

Budget	Source	Estimated Staff Hours
\$20,000 Total	FHWA/MassDOT: 3C	7 weeks
\$16,000 Federal (80%)		6 weeks
\$ 4,000 State (20%)		1 week

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. Connect capital investments to municipal strategic land use plans by working with local municipalities.

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. Connect capital investments to municipal strategic land use plans by working with local municipalities. (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 (on-going).
4. Participate in “Readiness Day” meeting with MassDOT Highway Districts 1 & 2 Project Engineers, and the MassDOT Office of Transportation Planning in developing project information (February 2020 – 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 2021-2025 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 2020).
8. Convene a meeting of the Franklin TPO to release the TIP for public review and comment (April 2020).
9. Convene a meeting with the Franklin TPO to endorse the Final TIP (May 2020).
10. Post all Draft TIPs on the FRCOG website for review and comment by the Public (on-going throughout the year, but primarily focused during March through May, 2020).
11. Post Final TIP on the FRCOG website for informational purposes following endorsement (June 2020).
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).
14. Participate in the development of the State-coordinated Capital Investment Plan.

Products:

1. Evaluation of potential TIP projects using the Transportation Evaluation Criteria (March/April, 2020).
2. An endorsed TIP for the Franklin County region that includes a listing of all transportation projects eligible to receive federal aid (by May 2020).
3. A Priority Listing of projects that is multimodal and developed with the Franklin TPO members using the regional Transportation Evaluation Criteria (April 2020).
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 2019 for public information (by November 2019).
6. Draft and Final TIPs posted on the FRCOG website for public review, comment, and informational purposes (June 2020).

Funding:

Budget	Source	Estimated Staff Hours
\$25,000 Total	FHWA/MassDOT: 3C	9 weeks
\$20,000 Federal (80%)		7 weeks
\$5,000 State (20%)		2 weeks

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).
4. Completed the Title VI Language Implementation Plan with Limited English Proficiency in 2012.

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.

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 May 2020.
2. Provide access by the general public to documents (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).

Funding:

Budget	Source	Estimated Staff Hours
\$10,000 Total	FHWA/ MassDOT: 3C	4 weeks
\$8,000 Federal (80%)		3 weeks
\$ 2,000 State (20%)		1 week

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 2020 Updates to the Long Range Regional Transportation Plan included information and strategies about ensuring environmental justice.
4. Mapping of population target areas using U.S. Census information.
5. Public outreach to target populations via local human service agencies and other appropriate organizations.
6. Preparation of the Franklin Region's Title VI Report 2005-2019.

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 2019 Title VI Compliance report according to MassDOT guidance (December 2019).
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 December 2019.

Funding:

Budget	Source	Estimated Staff Hours
\$8,000 Total	FHWA/MassDOT: 3C	3 weeks
\$ 6,400 Federal (80%)		2 weeks
\$ 1,600 State (20%)		1 week

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,

E0000-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 MassDOT, OTP, MEPA, the towns, and other interested organizations as required throughout the year until September 30, 2020.

Funding:

Budget	Source	Estimated Staff Hours
\$3,000 Total	FHWA/MassDOT: 3C	1 week
\$2,400 Federal (80%)		0.9 week
\$600 State (20%)		0.1 week

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).
8. Explore ways to use available LIDAR data, including an investigation of optimal software packages and licenses to purchase.
9. Continue to post documents for review including the RTP, TIP, UPWP and other appropriate documents on the FRCOG website (ongoing).

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, 2020.
2. Map compositions, as needed and on-going throughout the year.

Funding:

Budget	Source	Estimated Staff Hours
\$40,000 Total	FHWA/MassDOT: 3C	14 weeks
\$32,000 Federal (80%)		11 weeks
\$8,000 State (20%)		3 weeks

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 Green House Gases (GHG) impacts of all TIP Projects. To explore the creation of an electric vehicle charging station bulk purchase program for Franklin County municipalities.

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, 2020.
2. Table of GHG impacts for TIP by May 2020.

Funding:

Budget	Source	Estimated Staff Hours
\$2,000 Total	FHWA/MassDOT: 3C	0.7 week
\$1,600 Federal (80%)		0.57 week
\$400 State (20%)		0.14 week

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 and coordinate with MassDOT and FHWA regarding performance measure requirements. 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 Donohue 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 regional agencies to develop, refine, and facilitate distribution of important data sets.

Previous Work:

1. Fulfilled data requests.
2. Produced reports and analyses for internal and public use.
3. Establishment of Performance Measures for the Regional Transportation Plan.

Procedures:

1. Gather data for performance measures in the RTP and track the progress of the measures against established goal targets.
2. Coordinate with MassDOT and FHWA regarding performance measure requirements, including FHWA Performance Measures, as well as MassDOT's Transportation Asset Management (TAM) measures.
3. Coordinate with FRTA regarding transit performance measures.
4. Provide existing data upon request.
5. Conduct analysis as required by data requests.
6. 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.
7. Work with other regional agencies to develop, refine and facilitate distribution of important data sets (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:

Budget	Source	Estimated Staff Hours
\$ 9,000 Total	FHWA/MassDOT: 3C	3 weeks
\$ 7,200 Federal (80%)		2 weeks
\$ 1,800 State (20%)		1 week

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 2019.
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 an 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).
3. Submit raw data to MassDOT for processing and factoring (March 2020).
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 2019. This database will include bicycle and pedestrian counts conducted.

Funding:

Budget	Source	Estimated Staff Hours
\$47,000 Total	FHWA/MassDOT: 3C	16 weeks
\$37,600 Federal (80%)		13 weeks
\$ 9,400 State (20%)		3 weeks

Responsible Party:

FRCOG Staff

Community Beneficiary:

All Franklin County towns

2.6 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:

1. Regional pavement management program from 1994-1997, 2011-2019.
2. Buckland-Shelburne Pavement Management Analysis for the 1998 Master Plan.
3. Heath Pavement Management Study (2000).
4. Shelburne Pavement Management Analysis (2002).
5. Various Pavement Management Studies for Executive Order 418 (2004).
6. Montague Pavement Management Study (2006).
7. Updates to the Road Inventory File (2010).
8. Update to the Regional Transportation Plan (2015).

Procedures:

1. Conduct training sessions for internal staff on pavement condition data collection procedures (Spring 2020).
2. Survey federal aid roads on a rotating basis over three years (Spring-Fall 2020).
3. Perform an analysis of inventoried roads (Fall-Winter 2019-2020).
4. Update the database, including recent roadway improvement projects (Winter 2019-2020).
5. Assist towns with Pavement Management analysis upon request.
6. Evaluate pavement conditions and future needs with regards to effects of climate change on pavement resiliency (ongoing).

Products:

1. Updated database of pavement conditions for one of three groups of federal aid eligible roads (September 2020).
2. Map of pavement conditions in the region (September 2020).

Funding:

Budget	Source	Estimated Staff Hours
\$14,000 Total	FHWA/MassDOT: 3C	5 weeks
\$11,200 Federal (80%)		4 weeks
\$2,800 State (20%)		1 week

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 Franklin County Pedestrian Plan

Objectives:

To update the 2011 Franklin County Regional Pedestrian Plan. The update will build on previous pedestrian planning work, including the MassDOT Pedestrian Plan, and focus on regional connectivity and improving facilities for pedestrians. It will provide guidance to towns to identify pedestrian infrastructure improvement projects, and also develop an overall regional vision.

Previous Work:

1. Complete Streets Prioritization Plans for multiple municipalities.
2. Complete Streets at Bus Stops in Franklin County
3. Franklin County Complete Streets Project (2012 and 2014)
4. Complete Streets Assessments (2013-2017)
5. Franklin County Pedestrian Plan (2011)
6. Franklin County Bikeway Plan (2009)

Procedures:

1. Evaluate the existing conditions using previously completed site assessments, new site assessments, surveys of town staff about pedestrian infrastructure priorities, and other relevant plans.
2. Evaluate the methodologies used in the Massachusetts Pedestrian plan and apply as applicable.
3. Identify places in the region that are ideal for walking and where walking could be encouraged more. Also identify major connecting points to regional transit and assess the walkability around these transit hubs. Identify any locations of concern that are a high priority for improvements.
4. Complete public outreach to gather input on possible regional initiative to encourage walking and improve conditions.
5. Develop pedestrian infrastructure recommendations.
6. Identify funding and resources that are available for helping towns implement pedestrian improvements.

Products:

1. Updated Franklin County Pedestrian Plan (Fall 2020).

Funding:

Budget	Source	Estimated Staff Hours
\$60,000 Total	FHWA/ MassDOT: 3C	21 weeks
\$48,000 Federal (80%)		17 weeks
\$12,000 State (20%)		4 weeks

Responsible Party:

FRCOG Staff

Community Beneficiary:

All Franklin County towns

3.2 Rideshare Promotion

Objectives:

To bring additional transportation options to Franklin County by increasing the availability of rideshare vehicles in the region for both the general public and for regional entities, such as social service agencies.

Previous Work:

1. Feasibility of Alternative Transit Models for the Region (2017)
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 rideshare companies (Transportation Network Companies or TNCs) to increase the number of drivers in the region.
2. Explore partnering with regional social service providers to create a subsidized ride program that would utilize rideshare vehicles.

Products:

1. Summary report of progress (September 2020).
2. Increased availability of rideshare vehicles in the region (September 2020).

Funding:

Budget	Source	Estimated Staff Hours
\$25,000 Total	FHWA/MassDOT: 3C	8 weeks
\$20,000 Federal (80%)		7 weeks
\$ 5,000 State (20%)		1 week

Responsible

Party:

FRCOG Staff

Community Beneficiary:

All Franklin County towns

3.3 Culvert Assessments

Objectives:

Assess and map municipal culverts to create an infrastructure inventory and evaluate conditions. Depending on size of towns, 2-3 communities will be assessed. Communities will be selected based on responses to annual FRCOG survey of town planning needs.

Previous Work:

1. Assessment of culverts in the Towns of Hawley and Erving (2018-2019).

Procedures:

1. Assess and GPS culverts.
2. Compile summary report that provides a condition rating for each culvert.
3. Create an online, interactive map that shows the location and evaluation information for each culvert.

Products:

1. Summary report (September 2020).
2. Online map of municipal culverts (September 2020).

Funding:

Budget	Source	Estimated Staff Hours
\$30,000 Total	FHWA/ MassDOT: 3C	10 weeks
\$24,000 Federal (80%)		8 weeks
\$6,000 State (20%)		2 weeks

Responsible Party:

FRCOG Staff

Community Beneficiary:

Selected Franklin County towns

3.3 Inventory of Recreation Assets

Objectives:

An inventory of recreational assets is currently underway for the western Franklin County subregion through a collaboration of the Mohawk Trail Woodlands Partnership (MTWP), Berkshire Regional Planning Commission (BRPC), and other local stakeholders. This work is being funded by a state grant. This UPWP task will extend that inventory to the rest of Franklin County. The inventory will document recreational assets in a database and GIS mapping. The inventory will be used to support tourism, promote recreational activities, and be used for the creation of a future Outdoor Recreation Plan for Franklin County.

Previous Work:

1. Franklin County Regional Transportation Plans
2. Scenic Byway Corridor Management Plans
3. Completed the Bicycle and Rail Tourism Study
4. Complete Streets assessments
5. Study of Parking for Recreational Access to Deerfield River

Procedures:

1. GPS recreational assets in the Central and Eastern subregions that are open to the public, including support services such as public restrooms, parking areas, and visitor information centers, etc.
2. Create a GIS map and database with each asset mapped with accompanying descriptive information and pictures.

Products:

1. An online GIS map and database (Fall 2020).

Funding:

Budget	Source	Estimated Staff Hours
\$36,000 Total	FHWA/ MassDOT: 3C	12 weeks
\$28,800 Federal (80%)		9 weeks
\$7,200 State (20%)		3 weeks

Responsible Party:

FRCOG Staff

Community Beneficiary:

All Franklin County towns

3.4 Rural Road Guide

Objectives:

To compile a guidebook for municipal officials in Franklin County of federal, state and local transportation policies, regulations, and standards. The purpose is to provide concise summaries of the transportation policies and procedures that are most applicable and commonly encountered by the rural communities of Franklin County. This would also include procedures for safety audits, speed regulations, commercial vehicle regulations and restrictions, Complete Streets programs, infrastructure project initiation and development, and other transportation issues, in one convenient reference guide.

Previous Work:

1. Franklin County Regional Transportation Plan
2. Scenic Byway Corridor Management Plans
3. Culvert assessments (2018-2019)
4. Complete Streets assessments

Procedures:

1. Review federal and state transportation policies and summarize those relevant to rural local roads.
2. Conduct outreach to towns to determine a list of frequently asked transportation questions by municipal officials, including DPW/Highway Dept. personnel.
3. Research and compile answers to these frequently asked questions.
4. Compile a list of relevant references and resources for further information.
5. Prepare a guidebook of rural road transportation regulations, policies, standards, and procedures for Franklin County.

Products:

1. A Rural Road Guidebook (Fall 2020).

Funding:

Budget	Source	Estimated Staff Hours
\$25,000 Total	FHWA/ MassDOT: 3C	8 weeks
\$20,000 Federal (80%)		7 weeks
\$5,000 State (20%)		1 week

Responsible Party:

FRCOG Staff

Community Beneficiary:

All Franklin County towns

3.5 Develop Tourism Itineraries

Objectives:

Develop tourism itineraries for Franklin County. Based on regional scenic, historic and/or natural assets develop routes and schedules that direct visitors on tours of the region by bicycle, walk or automobile. The intention is to develop detailed travel agendas that highlight the assets of the region.

Previous Work:

1. Inventory of Recreation/Active Transportation Assets in Franklin County.
2. Route 116 Scenic Byway Corridor Management Plan.
3. Route 122 Scenic Byway Corridor Management Plan.
4. Route 112 Scenic Byway Corridor Management Plan.
5. Mohawk Trail East and West Scenic Byway Corridor Management Plans.
6. Connecticut River Scenic Byway Corridor Management Plan.
7. Development of a Scope of Work and Budget for the Completion of an Update to the Connecticut River Scenic Byway Corridor Management Plan.
8. Study of Parking for Recreational Access to Deerfield River.
9. Mahican-Mohawk Trail map.

Procedures:

1. Using information from previously developed tourism projects develop tour routes that highlight the assets and resources of the area. Research details of the resources along the routes in order to build itineraries that can be marketed through tourism agencies and local businesses. (Fall – Winter 2020).
2. Create recommended routes for each of the modes of transportation (Spring 2020).
3. Conduct outreach to businesses and tourism agencies in order to compile detailed information on the attractions along the routes (Spring 2020).

Products:

1. A map and/or on-line map of the itineraries (Fall 2020).
2. Written detailed itineraries of the travel routes and attractions along the way (Fall 2020).

Funding:

Budget	Source	Estimated Staff Hours
\$19,000 Total	FHWA/ MassDOT: 3C	6 weeks
\$15,200 Federal (80%)		5 weeks
\$3,800 State (20%)		1 week

Responsible Party:

FRCOG Staff

Community Beneficiary:

All Franklin County towns

3.6 Marketing of New Passenger Rail Service and Monitoring of Performance

Objectives:

A pilot passenger rail service expansion to Greenfield is anticipated to begin in 2019. The FRCOG will work with the Pioneer Valley Planning Commission, local Chambers of Commerce, regional tourism councils, MassDOT, and other stakeholders to identify target groups and create a marketing plan to promote this service to residents, businesses, and regional entities. Staff will also work with MassDOT and the Pioneer Valley Planning Commission (PVPC) to compile and track performance measures to determine the success of the pilot service expansion.

Previous Work:

1. Began tracking and surveying ridership at rail platforms (Spring 2019).
2. Served on the advisory board of the I-91 Passenger Rail Feasibility Study.
3. Participated in the Knowledge Corridor rail feasibility planning study.
4. Completed the Bicycle and Rail Tourism Study (2018)
5. Completed the Enhance Visitor Use of Passenger Rail Study (2017)

Procedures:

1. Work with the Pioneer Valley Planning Commission, local Chambers of Commerce, regional tourism councils, MassDOT, and other stakeholders to identify target groups and create a marketing plan (Fall 2019).
2. Work with MassDOT, Amtrak, and PVPC to finalize a set of performance measures to evaluate the success of the service (Fall 2019).
3. Continue tracking the performance measures (Fall 2019).
4. Start to identify and understand the aspects of the service expansion that are working well (or are less successful) to refine and improve service (Summer 2020).

Products:

1. Marketing plan for regional promotion of the pilot passenger rail expansion (ongoing).
2. Performance measures to track success of pilot passenger rail service (Fall 2019).

- Summary report of performance measures for pilot service to date with initial evaluation of aspects of service that are working well or as less successful (Spring 2020).

Funding:

Budget	Source	Estimated Staff Hours
\$20,000 Total	FHWA/ MassDOT: 3C	7 weeks
\$16,000 Federal (80%)		6 weeks
\$4,000 State (20%)		1 week

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:

- Assisted Franklin County towns with a variety of transportation-related issues.

Procedures:

- 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.
- Work with local legislators to provide information on projects and coordinate efforts to secure funding for some projects (ongoing).
- Provide information on transportation planning activities to the FRCOG website, quarterly reports, and annual report (ongoing).
- Assist communities in advancing projects from planning studies into the MassDOT Project Development Process, specifically the preparation of Project Need Forms and Project Initiation Forms (as needed).

Products:

- 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. Contribute to the FRCOG website, quarterly report, and annual report (on-going).
4. Completed Project Need Forms and Project Initiation Forms for towns as requested.

Funding:

Budget	Source	Estimated Staff Hours
\$16,000 Total	FHWA/MassDOT: 3C	5 weeks
\$12,800 Federal (80%)		4 weeks
\$3,200 State (20%)		1 week

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 to analyze and implement 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 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:

Budget	Source	Estimated Staff Hours
\$3,000 Total	FHWA/MassDOT: 3C	1 week
\$ 2,400 Federal (80%)		0.8 weeks
\$ 600 State (20%)		0.2 weeks

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 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.
3. Served on the advisory board of the I-91 Passenger Rail Feasibility Study.
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.
9. Served on the FRTA Advisory Board.

Procedures:

1. 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).
2. Work with the FRTA to continue pursuing expanded transit service in the County (ongoing).
3. Continue to pursue opportunities that will enhance transportation options for the underserved.
4. Participate in the Regional Coordination Councils (RCC) to address paratransit community transportation service gaps (ongoing).
5. Continue efforts to increase rail freight movement.
6. Continue efforts to identify east-west passenger rail opportunities.
7. Continue working with stakeholders to implement regional expanded rail service throughout the day between Greenfield and Springfield.
8. Continue to evaluate the Massachusetts Rail Plan to ensure that there is coordination between rail planning efforts.

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).
4. Continued participation in the Enhanced Regional Rail Service Implementation (on-going).

Funding:

Budget	Source	Estimated Staff Hours
\$33,000 Total	FHWA/MassDOT: 3C	11 weeks
\$26,400 Federal (80%)		9 weeks
\$6,600 State (20%)		2 weeks

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.
2. Updated Eastern, Western, and Central Franklin County Bikeway maps (2017) and Connecticut River Scenic Byway Bikeway Map (2014).
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 and implement additional recommendations from the Bicycle Public Safety Campaign 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 (on-going).
3. Foster 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. Assist communities in placing projects into the MassDOT Highway Division’s project development process (on-going).
8. Use GIS to identify gaps in the bicycling and pedestrian networks and work with local and state officials to close these gaps (on-going).
9. Work with MassDOT as its implements the statewide bicycle and pedestrian plans.

Product:

1. Ongoing implementation of the Bicycle Public Safety Campaign (ongoing).
2. Ongoing planning and development of new bikeway connections and expansions of the proposed network (on-going).
3. Ongoing promotion of bicycle tourism in the region (on-going).
4. Work toward implementation of pedestrian facilities (on-going).
5. Development of complete streets recommendations for upcoming construction projects (On-going).

Funding:

Budget	Source	Estimated Staff Hours
\$40,000 Total	FHWA/MassDOT: 3C	14 weeks
\$32,000 Federal (80%)		11 weeks
\$8,000 State (20%)		3 weeks

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. To work with local stakeholders on efforts to support healthy transportation and improve regional health outcomes.

Previous Work:

1. MARPA representation on various task forces including the Transportation Enhancement Committee.
2. Participation in the development of the MassDOT Highway Design Guidebook.
3. Participation and presentation in various Roundabout workshops in New England.
4. Participation in the MassDOT Project Selection Advisory Council.
5. Partner with Windham Regional Commission and the Southwest Region Planning Commission on Tri-State transportation and economic development issues.
6. Participant in developing the region's first Community Health Improvement Plan (CHIP).

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 Regional Commission (Vermont) and the Southwest Region Planning Commission (New Hampshire) on interregional projects including scenic byway planning and project implementation, and interregional biking opportunities.

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. Continued participation in the CHIP planning process to improve the health of Franklin County residents through healthy transportation planning (on-going).

Funding:

Budget	Source	Estimated Staff Hours
\$28,000 Total	FHWA/MassDOT: 3C	9 weeks
\$22,400 Federal (80%)		7 weeks
\$5,600 State (20%)		1 week

Responsible Party:

FRCOG Staff

Community Beneficiary:

All Franklin County towns

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. To update and maintain the Western Massachusetts Scenic Byway website.

Previous Work:

1. Route 116 Scenic Byway Corridor Management Plan (2013).
2. Route 122 Scenic Byway Corridor Management Plan (2011).
3. Route 112 Scenic Byway Corridor Management Plan (2009).
4. Mohawk Trail East and West Scenic Byway Corridor Management Plans (2009).
5. Connecticut River Scenic Byway Corridor Management Plan (2016).
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.
8. Implementation of the Mohawk Trail, Connecticut River Byway and Route 112 Scenic Byways Land Protection Project.
9. Development of a scope of work for the Erving Connecticut River Streetscape improvements.
10. Preparation of applications for funding to the National Scenic Byway Program.
11. Completion of the Western Massachusetts Scenic Byway Marketing Project (2014).
12. Completion of the Tri State Bicycle Map, Wayfinding Sign and Parking Racks (2014).

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:

Budget	Source	Estimated Staff Hours
\$10,000 Total	FHWA/MassDOT: 3C	3 weeks
\$8,000 Federal (80%)		2 weeks
\$2,000 State (20%)		1 week

Responsible Party:

FRCOG Staff

Community Beneficiary:

All Franklin County towns

**2020 Franklin Unified Planning Work Program
Budget Summary by Task**

1	MANAGEMENT & SUPPORT OF THE PLANNING PROCESS	3C
1.1	3C Program Support	\$72,124
1.2	Unified Work Program	\$20,000
1.3	TIP Preparation and Project Assistance	\$25,000
1.4	Public Participation Process	\$10,000
1.5	Title VI/Environmental Justice	\$8,000
	Task 1 Subtotal	\$135,124
2	DATA COLLECTION AND ANALYSIS ACTIVITIES	
2.1	Review and Comments on ENFs, EIRs and Other Traffic Studies	\$3,000
2.2	Geographic Information Systems and Computer Operations Support	\$40,000
2.3	Air Quality Compliance, Modeling and Activities	\$2,000
2.4	Performance Measurement / State Data Center Affiliate	\$9,000
2.5	Traffic Counting and Additional Data Collection	\$47,000
2.6	Pavement Management	\$14,000
	Task 2 Subtotal	\$115,000
3	TRANSPORTATION PLANNING STUDIES	
3.1	Update to the Pedestrian Plan	\$60,000
3.2	Rideshare Promotion	\$25,000
3.3	Inventory of Recreation Assets	\$36,000
3.4	Rural Road Guidance	\$25,000
3.5	Develop Tourism Itineraries	\$19,000
3.6	Marketing & Monitoring of New Passenger Rail Service	\$20,000
	Task 3 Subtotal	\$185,000
4	ONGOING TRANSPORTATION ACTIVITIES	
4.1	Local Technical Assistance	\$16,000
4.2	Implementation of Route 2 Safety Improvement Study	\$3,000
4.3	Expansion of Transit and Rail Service in Franklin County	\$33,000
4.4	Franklin County Bikeway and Pedestrian Planning	\$40,000
4.5	Education, Outreach, and Interregional Coordination	\$28,000
4.6	Scenic Byway Implementation	\$10,000
	Task 4 Subtotal	\$130,000
	TOTAL	\$565,124

APPENDIX

Map Showing the Geographic Distribution of UPWP Projects (FY2014-FY2019)

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 2020 UPWP, and through the forthcoming separate contracts, follows.

FHWA/MassDOT Funded Grants During FY 2020 UPWP Year

Name of Grant	Source of Funding	Budgeted Amount During 2019 UPWP Year	Total Budgeted Amount	Expiration of Contract
3-C (contract # 95427)	SPR	\$565,124	\$2,108,268	9/30/20

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 2020 UPWP year.

Name of Grant	Source of Funding	Budget	Term of Grant
District Local Technical Assistance	MA DHCD	\$100,000	1/1/2019 - 12/31/2020
Planning Partnership Grant	US EDA	\$70,000	7/1/2019 - 6/30/2020 <i>pending</i>
Brownfields Assessment Grant	US EPA	\$200,000	10/1/2019 - 9/30/2022
Erving Culvert & Bridge Asset Evaluation	MA DOR	\$20,000	12/30/2019

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
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
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: State Transportation Improvement Program
STP: Surface Transportation Program
TAZ: Transportation Analysis Zone
TBD: Transportation Benefit District
TCM: Transportation Control Measures
TDM: Travel Demand Management
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 June 28, 2019 through July 18, 2019. During that time comments were received from MassDOT. The comments are included on the next page and were incorporated into the final UPWP as appropriate.