



## BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

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Stephanie Pollack, MassDOT Secretary and CEO and MPO Chair  
Karl H. Quackenbush, Executive Director, MPO Staff

### *MEMORANDUM*

**DATE** October 20, 2016  
**TO** Boston Region Metropolitan Planning Organization  
**FROM** Karl H. Quackenbush, Executive Director  
**RE** Work Program for: Access Advisory Committee Support: FFY 2017

#### **Action Required**

Review and approval

#### **Proposed Motion**

That the Boston Region Metropolitan Planning Organization (MPO) vote to approve the work program for Access Advisory Committee Support: FFY 2017, presented in this memorandum

#### **Project Identification**

##### **Unified Planning Work Program Classification**

Administration, Resource Management, and Other Support Activities

##### **CTPS Project Number**

9417

##### **Client**

Boston Region MPO

##### **CTPS Project Supervisors**

*Principal:* Lourenço Dantas

*Manager:* Janie Guion

##### **Funding**

MPO §5303 Contract # 91027 (and subsequent contract)

## Impact on MPO Work

This work is supported by the MPO on behalf of the MBTA and will be carried out in conformance with the priorities established by the MPO.

## Background

For many years, the MPO has assisted the MBTA in meeting Americans with Disabilities Act (ADA) requirements by providing staff and funding for the ongoing support of the Access Advisory Committee to the MBTA (AACT).

AACT is an outgrowth of an advisory group called the Special Needs Advisory Committee (SNAC), which was established in 1975 to provide advice and recommendations to the MBTA on improving accessible transportation services in the Boston area for persons with disabilities and for the elderly. SNAC was initially a subcommittee, and later an independent member, of the Joint Regional Transportation Committee (JRTC), which is now the Regional Transportation Advisory Council (Advisory Council).

Over time, SNAC, and later AACT, entered into several legal agreements with the MBTA in conformance with Section 504 of the federal Rehabilitation Act of 1973 and subsequent federal legislation, including the Americans with Disabilities Act of 1990. These agreements gave AACT the right to participate more fully in the MBTA's evaluation and decision-making processes.

Today, in addition to being a voting member of the Advisory Council, AACT has a vote on the MBTA selection committees concerning various THE RIDE services: transportation contractors, Eligibility Center (which approves applicants), and the Access Center (call center for booking rides). AACT also advises the MBTA on all accessibility matters relating to the use of MBTA fixed-route services, the Plan for Accessible Transit Infrastructure, and THE RIDE paratransit services for the elderly and persons with disabilities.

## Objectives

The purpose of this work program is to support the activities of AACT, which in turn supports the MBTA in meeting the requirements of ADA. The objectives of AACT's work are to:

1. Reach out to persons with disabilities and the elderly and create a forum where they can voice their ideas and concerns
2. Keep the disability community informed of issues relating to THE RIDE program and services, other MBTA services, and other matters that are related to transportation accessibility, such as passenger assistance training, station design and evacuation procedures

3. Monitor accessibility in the MBTA system, track the performance of THE RIDE, and give feedback on these matters to the MBTA
4. Identify accessibility problems in the MBTA's fixed-route and paratransit systems, and work toward solutions

## **Work Description**

MPO staff supports AACT by coordinating the activities and communications of AACT and its board of directors, providing general information and assistance to AACT members and other persons with disabilities and the elderly, and supporting the MBTA's Department of Systemwide Accessibility's effort to expand AACT membership and increase participation in AACT meetings and activities.

### **Task 1 Support AACT Membership Meetings**

AACT holds monthly meetings of its members, which are also open to the public. These meetings provide a forum for the disability community to learn about MBTA services and programs that affect persons with disabilities and the elderly and to give feedback to the MBTA.

In support of the AACT membership meetings, staff perform the following activities:

- Work with the AACT chair, vice chair, and board members to identify issues to be discussed
- Manage logistics for each meeting, including arranging for speakers, scheduling a room, ensuring proper room and audio equipment setups, and scheduling sign language interpreter services
- Prepare agendas, notices, flyers, meeting minutes, and other materials for the meetings. These are created in print, electronic, audio, and Braille formats, and are distributed by US mail or email
- Maintain a database of AACT members and interested parties for information distribution
- Support the AACT chair in managing meetings, including passing the microphone, recording the meetings, taking attendance, taking notes, and helping to ensure compliance with the bylaws and implementation of organizational procedures, such as elections

### ***Products of Task 1***

Meeting notifications and materials for monthly AACT membership meetings

**Task 2 Support AACT Board of Directors**

AACT's board of directors meets monthly to discuss issues that are of concern to the disability community; topics to present and discuss with AACT members; AACT organizational matters; and information gathered at meetings with transportation agencies and committees and the MBTA executive staff.

In support of the monthly AACT board meetings, MPO staff perform the following activities:

- Represent or accompany board members at meetings of other entities to assist with note taking, listen to the discussion, and deliver a comment
- Prepare correspondence to send AACT comments to the MBTA, express concerns, and make requests for important actions with regard to accessibility and other correspondence, as needed, for program planning and follow-up
- Plan special events
- Coordinate activities of special committees of AACT's board of directors
- Serve as a resource to board members for information about federal and state regulations pertaining to accessibility requirements

***Products of Task 2***

- Meeting notifications and materials for monthly meetings of AACT's board of directors
- Correspondence

**Task 3 Provide Support for Annual Summit on Transit Accessibility**

In partnership with the MBTA, staff will support the work of the planning committee for the Annual Summit on Transit Accessibility by assisting with committee and summit meeting logistics, coordination, and follow-up; producing an attendees' booklet; creating and distributing invitations to interested parties; developing informational flyers; planning forum logistics; preparing banners and name tags; and coordinating activities during the summit.

***Products of Task 3***

Correspondence, meeting notes, flyers, mailings, and other materials needed to support the Annual Summit on Transit Accessibility

**Task 4 Provide Information and Assistance to AACT Constituents**

Staff provide additional support to AACT members, persons with disabilities, and the elderly in a variety of ways, including:

- Serving as AACT's liaison to the MBTA with regard to a variety of issues

- Gathering information from various departments at the MBTA and other organizations and agencies for dissemination to AACT members, persons with disabilities, and the elderly
- Forwarding information to AACT members electronically or by US mail in audio, print, and Braille formats
- Mailing AACT information packets to prospective members and adding new members to the contact list
- Receiving complaints and relaying them to the AACT chair or the MBTA for resolution
- Answering questions and providing information
- Providing a calendar of AACT events to post in THE RIDE vehicles to inform riders about AACT

#### ***Products of Task 4***

Copies of informational materials produced in electronic, print, Braille, and audio formats

#### **Task 5 Support Mobility Assistance Program**

In the past, the staff have participated in the interagency committee that reviews and provides recommendations on applications from local agencies, such as councils on aging, for grants to purchase the accessible vans funded by the federal Mobility Assistance Program. This work will be continued, as time allows.

#### **Estimated Schedule**

The tasks presented in this work program will be completed throughout the 12 months of federal fiscal year (FFY) 2017. The proposed schedule, by task, is shown in Exhibit 1.

#### **Estimated Cost**

The total cost of this project is estimated to be \$89,130. This includes the cost of 42.5 person-weeks of staff time and overhead at the rate of 102.70 percent. A detailed breakdown of estimated costs is presented in Exhibit 2.

**Exhibit 1**

**ESTIMATED SCHEDULE**

**Access Advisory Committee Support: FFY 2017**

Task	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Support AACT Membership Meetings												
2. Support AACT Board of Directors												
3. Provide Support for Summit on Transit Accessibility						A						
4. Provide Information and Assistance to AACT Constituents												
5. Support Mobility Assistance Program												

Products/Milestones

A: Event: Summit on Transit Accessibility

**Exhibit 2**  
**ESTIMATED COST**  
**Access Advisory Committee Support: FFY 2017**

<b>Direct Salary and Overhead</b>										<b>\$89,130</b>
Task	Person-Weeks						Direct Salary	Overhead (102.70%)	Total Cost	
	M-1	P-4	P-2	P-1	Temp	Total				
1. Support AACT Membership Meetings	0.4	0.0	14.0	1.4	0.8	16.6	\$17,065	\$17,526	\$34,591	
2. Support AACT Board of Directors	0.6	0.0	14.0	1.4	0.8	16.8	\$17,426	\$17,897	\$35,323	
3. Provide Support for Summit on Transit Accessibility	0.4	0.4	4.1	1.0	0.6	6.5	\$6,730	\$6,912	\$13,642	
4. Provide Information and Assistance to AACT Constituents	0.0	0.0	2.0	0.0	0.0	2.0	\$2,115	\$2,172	\$4,288	
5. Support Mobility Assistance Program	0.0	0.0	0.6	0.0	0.0	0.6	\$635	\$652	\$1,286	
Total	1.4	0.4	34.7	3.8	2.2	42.5	\$43,971	\$45,159	\$89,130	
<b>Other Direct Costs</b>										<b>\$0</b>
<b>TOTAL COST</b>										<b>\$89,130</b>

**Funding**  
MPO §5303 Contract # 91027 (and subsequent contract)