



Work Program

MBTA Service Equity Analysis

October 15, 2026

Proposed Motion

The Boston Metropolitan Planning Organization (MPO) votes to approve this work program.

Project Identification

Unified Planning Work Program (UPWP) Classification

Not listed in federal fiscal year (FFY) 2027 UPWP

Project Number TBD

Client

Massachusetts Bay Transportation Authority (MBTA)

Project Supervisors

Principal: Rosemary McCarron

Manager: Sophie Fox

Funding Source

MBTA Contract

Schedule and Budget

Schedule: 36 months from notice to proceed

Budget: \$140,000

Schedule and budget details are shown in Exhibits 1 and 2, respectively.

Relationship to MPO Work

This study is supported in full with non-MPO funding. Committing MPO staff to this project will not impinge on the quality or timeliness of MPO-funded work.

Background

As an agency that receives federal funds, the MBTA is subject to Title VI of the Civil Rights Act of 1964, which protects people from discrimination based on race, color, and national origin. The MBTA's Service and Fare Change Equity Policy¹ documents how the agency evaluates the impacts of proposed fare and major service changes on minority and low-income populations relative to other groups in compliance with the Federal Transit Administration's (FTA) Title VI Circular 4702.1B.²

According to the Service and Fare Change Equity Policy, the MBTA must evaluate the impact of major service changes. The MBTA has requested that MPO staff update and maintain a generalized methodology to determine whether a proposed service change meets the definition of a major service change and to complete service equity analyses when the major service change threshold is met. MPO staff will then apply this methodology as the MBTA develops service change proposals.

Objectives

This work will update and maintain the existing methodology for evaluating service changes and evaluate proposed MBTA service changes for equity impacts.

Work Description

Task 1 Project Coordination

MPO staff will coordinate with representatives of the MBTA throughout methodology development. MBTA staff will provide direction on this work and give feedback to MPO staff on the preliminary results of the analyses. MPO staff will coordinate with the MBTA to describe the service changes and to report results.

Task 2 Maintain Data and Analysis Methods

MPO staff have developed an approach for evaluating service changes. The purpose of this task is to make sure that the process is maintained and updated based on new data and any policy changes.

¹ Massachusetts Bay Transportation Authority (MBTA), "MBTA Service and Fare Change Equity Policy," October 24, 2023. <https://cdn.mbta.com/sites/default/files/2023-10/2023-10-Service-Fare-Change-Equity-Policy-English-Accessible.pdf>.

² Federal Transit Administration (FTA), "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," Circular 4702.1B, October 1, 2012. <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/title-vi-requirements-and-guidelines-federal-transit>.

Task 3 Perform Service Equity Analyses

For major service changes, MPO staff will evaluate revenue vehicle hours and access to the service based on guidance in the MBTA Service and Fare Change Equity Policy. For each service equity analysis, MPO staff will prepare summary results of proposed service changes and document these results in a memorandum.

Products of Task 3

SEA technical memoranda

Task 4 Perform Annual Lookback Analyses

MPO staff will perform annual lookback analysis to understand the cumulative impact of both major and minor service changes on revenue vehicle hours and access to MBTA service. For each lookback analysis, MPO staff will prepare summary results of proposed service changes and document these results in a memorandum.

Products of Task 4

Lookback technical memoranda

Exhibit 1

ESTIMATED SCHEDULE

MBTA SERVICE EQUITY ANALYSIS

Task	Quarter											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Project Coordination												
2. Maintain Data and Analysis Methods												
3. Perform Service Equity Analyses						A						
4. Perform Annual Lookback Analyses			B				B				B	

Products/Milestones

A: SEA technical memorandum

B: Lookback technical memorandum

Exhibit 2
ESTIMATED COST
MBTA SERVICE EQUITY ANALYSIS

Direct Salary and Overhead						\$140,000
Task	Person-Weeks by Pay Grade			Direct Salary	Overhead (120.3%)	Total Cost
	G-8	G-6	Total			
1. Project Coordination	1.0	3.0	3.9	\$6,809	\$8,191	\$15,000
2. Maintain Data and Analysis Methods	1.0	8.7	9.7	\$15,887	\$19,113	\$35,000
3. Perform Service Equity Analyses	0.5	10.9	11.4	\$18,157	\$21,843	\$40,000
4. Perform Annual Lookback Analyses	1.8	12.0	13.8	\$22,696	\$27,304	\$50,000
Total	4.3	34.5	38.8	\$63,550	\$76,450	\$140,000
Other Direct Costs						\$0
TOTAL COST						\$140,000

Funding
MBTA Contract

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For additional information or to file a civil rights complaint, visit www.bostonmpo.org/mpo_non_discrimination.

To request this information in a different language or format, please contact:

Boston Region MPO Title VI Specialist

10 Park Plaza, Suite 2150

Boston, MA 02116

Phone: 857.702.3700

Email: civilrights@ctps.org

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