



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Bureau of Planning & Community Assistance
May 8, 2019

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract with the Rockingham Planning Commission (Vendor #154887), Exeter, NH, in the amount of \$1,150,684.20 to undertake certain transportation related planning activities from July 1, 2019, or the date of Governor and Executive Council approval, whichever is later, through June 30, 2021. 100% Federal Funds.

Funding is contingent upon the availability and continued appropriation of funds for FY 2020 and FY 2021, with the ability to adjust encumbrances through the Budget Office between State Fiscal Years if needed and justified:

04-096-096-962515-2944	<u>FY 2020</u>	<u>FY 2021</u>
SPR Planning Funds		
072-500575 Grants to Non-Profits-Federal	\$575,342.10	\$575,342.10

EXPLANATION

The Rockingham Planning Commission a designated Metropolitan Planning Organization (MPO), contains the Urbanized Area communities of Salem and Plaistow as well as Portsmouth and other and surrounding communities in the Southeastern region of the state. The Fixing Americas Surface Transportation (FAST) Act provides planning and transit funds for each Regional Planning Commission (RPC). Cooperatively, the New Hampshire Department of Transportation (NHDOT) and the Rockingham Planning Commission has developed procedures for addressing transportation planning issues.

The Rockingham Planning Commission has developed a proposal to carry out the Metropolitan Planning process as identified by 23 CFR Subpart C and USC Title 23 Section 134 and the Transit Planning process as identified in Section 5303 of the Federal Transit Act.

This contract comprises the biennium Unified Planning Work Plan (UPWP) for State Fiscal Years 2020 and 2021. As part of this program, Rockingham Planning Commission will provide transportation planning and programming services and products to support state, regional, and local needs. The Rockingham Planning Commission will focus on ten planning factors as follows:

- 1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency,
- 2) Increase the safety of the transportation system for motorized and non-motorized users,

- 3) Increase the security of the transportation system for motorized and non-motorized users,
- 4) Increase the accessibility and mobility of people and freight,
- 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,
- 6) Enhance the integration and connectivity of the transportation system, across and between modes, people and freight,
- 7) Promote efficient system management and operation,
- 8) Emphasize the preservation of the existing transportation system,
- 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
- 10) Enhance travel and tourism.

These planning factors are identified in the Fixing America's Surface Transportation (FAST) Act. Additionally, the Rockingham Planning Commission will address the New Hampshire Federal Highway Administration and Federal Transit Administration Planning Emphasis Areas (PEAs), which include FAST Act implementation of performance based planning and programming, regional planning cooperation and ladders of opportunities for access to essential services and identification of connectivity gaps.

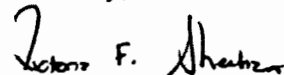
The Rockingham Planning Commission can accomplish this work for a total fee not to exceed \$1,278,538.00. The funding to be used is from Federal Highway Administration (FHWA) Planning funds and local funds. The Federal portion \$1,150,684.20 is Federal Aid (involving Metropolitan Planning (PL), Statewide Planning & Research (SPR) funds and Consolidated Planning Grant funds) with additional \$127,853.80 in local funds (collected by the Rockingham Planning Commission to be applied towards total cost).

The funding is 80% federal funds with 10% state match. Turnpike toll credit is being utilized for match requirement, effectively using 90% federal funds and 10% local funds from Rockingham Planning Commission. The Capital Budget Overview Committee approved the use of Turnpike Toll Credits on June 5, 2019.

The Contract has been approved by the Attorney General as to form and execution and funding for each fiscal year is contingent upon the availability and continued appropriations of funds. Copies of the fully executed contract are on file at the Secretary of State's office and the Department of Administrative Services office and subsequent to Governor and Executive Council approval, will be on file at the Department of Transportation.

It is respectfully requested that authority be given to enter into a Contract for professional services as detailed in the Requested Resolution.

Sincerely,



Victoria F. Sheehan
Commissioner

Attachments



CAP 19-011

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Legislative Budget Assistant
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CHRISTOPHER M. SHEA, MPA
Deputy Legislative Budget Assistant
(603) 271-3161

State of New Hampshire
OFFICE OF LEGISLATIVE BUDGET ASSISTANT
State House, Room 102
Concord, New Hampshire 03301

STEPHEN C. SMITH, CPA
Director, Audit Division
(603) 271-2785

June 5, 2019

Victoria F. Sheehan, Commissioner
Department of Transportation
John O. Morton Building
7 Hazen Drive
Concord, New Hampshire 03302-0483

Dear Commissioner Sheehan,

The Capital Budget Overview Committee, pursuant to the provisions of RSA 228:12-a, on June 5, 2019 approved the request of the Department of Transportation, Bureau of Planning and Community Assistance, to use \$2,413,084 of Turnpike Toll Credit, based on the \$12,065,422 estimated cost of all work efforts over the 2 year period to meet funding match requirements for the proposed Statewide Planning and Research (SPR) Transportation Planning Work Program for 2020-2021, subject to the conditions as specified in the request dated May 15, 2019.

Sincerely,

Michael W. Kane
Legislative Budget Assistant

MWK/pe
Attachment

cc: Marie Mullen, Director of Finance, Department of Transportation ✓
Bill Watson, Bureau of Planning and Community Assistance, DOT

RECEIVED
FINANCE AND CONTRACTS

JUN 06 2019

NH DEPT OF TRANSPORTATION

BUREAU OF PLANNING & COMMUNITY ASSISTANCE
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ARTICLE I

ROCKINGHAM
PLANNING COMMISSION
FED. NO.: A004(897)
STATE NO.: 42538A

**BUREAU OF PLANNING & COMMUNITY ASSISTANCE CONTRACT
FOR PLANNING SERVICES**

PREAMBLE

THIS AGREEMENT made by and between the STATE OF NEW HAMPSHIRE, hereinafter referred to as the STATE, acting by and through its COMMISSIONER OF THE DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the COMMISSIONER, acting under Chapter 228 of the Revised Statutes Annotated, and the Rockingham Planning Commission, with principal place of business at 156 Water Street in the Town of Exeter, State of New Hampshire, hereinafter referred to as the COMMISSION, witnesses that

Pursuant to 23 CFR 450 subpart C, 23 U.S.C. 134, and Section 5303 of the Federal Transit Act the Department of Transportation, State of New Hampshire, hereinafter referred to as the DEPARTMENT, proposes to provide Federal Highway Administration (FHWA) Planning funds to the COMMISSION for carrying out the comprehensive, cooperative and continuing transportation planning process in all jurisdictions of the Rockingham Planning Commission.

The DEPARTMENT requires planning services to complete the tasks set forth in the attached work program.

This AGREEMENT becomes effective upon approval by the Governor and Council.

ARTICLE I - DESCRIPTION OF PLANNING SERVICES TO BE RENDERED

NOW THEREFORE, in consideration of the undertakings of the parties hereinafter set forth, the DEPARTMENT hereby engages the COMMISSION, who agrees to fulfill requirements for metropolitan planning in the Rockingham area as set forth in the Unified Planning Work Program (UPWP).

A. LOCATION AND DESCRIPTION OF PROJECT

All communities falling under the jurisdiction of the Rockingham Planning Commission designated Metropolitan Planning Organization.

B. SCOPE OF WORK

As described in the attached work program, which forms a part of the AGREEMENT, which has been approved by the DEPARTMENT and Federal Highway Administration (FHWA).

C. MATERIAL FURNISHED BY THE DEPARTMENT OF TRANSPORTATION

The DEPARTMENT will furnish to the COMMISSION data and/or records pertinent to the work to be performed.

D. WORK SCHEDULE AND PROGRESS REPORTS

The COMMISSION shall begin performance of the services designated in the Contract promptly upon receipt from the DEPARTMENT of a Notice to Proceed and the material to be furnished as herein described. The COMMISSION shall complete these services without delay unless unable to do so for causes not under the COMMISSION'S control.

The COMMISSION'S sequence of operation and performance of the work under the terms of this AGREEMENT shall be varied at the direction of the DEPARTMENT to give priority in critical areas so that schedules and other STATE commitments, either present or future, can be met.

2020-2021

Unified Planning Work Program



ROCKINGHAM



**PLANNING
COMMISSION**

**156 Water Street
Exeter, NH 03833
603.778.0885
www.rpc-nh.org**

Approved – 4/10/2019



ENDORSEMENTS

<u>Committee/Agency</u>	<u>Date of Endorsement</u>	<u>Amended</u>
ROCKINGHAM PLANNING COMMISSION		
Technical Advisory Committee	<u>3/28/2019</u>	<u> </u>
MPO Policy Committee	<u>4/10/2019</u>	<u> </u>
Technical & Budget Revisions (Funding & Task Tables)	<u> </u>	<u> </u>
NH DEPARTMENT OF TRANSPORTATION	<u> </u>	<u> </u>

The preparation of this document was funded in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research [Section 505(a)], and Metropolitan Planning Programs [Section 104(d)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official view or policies of the U. S. Department of Transportation.



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Figure 1: RPC Region

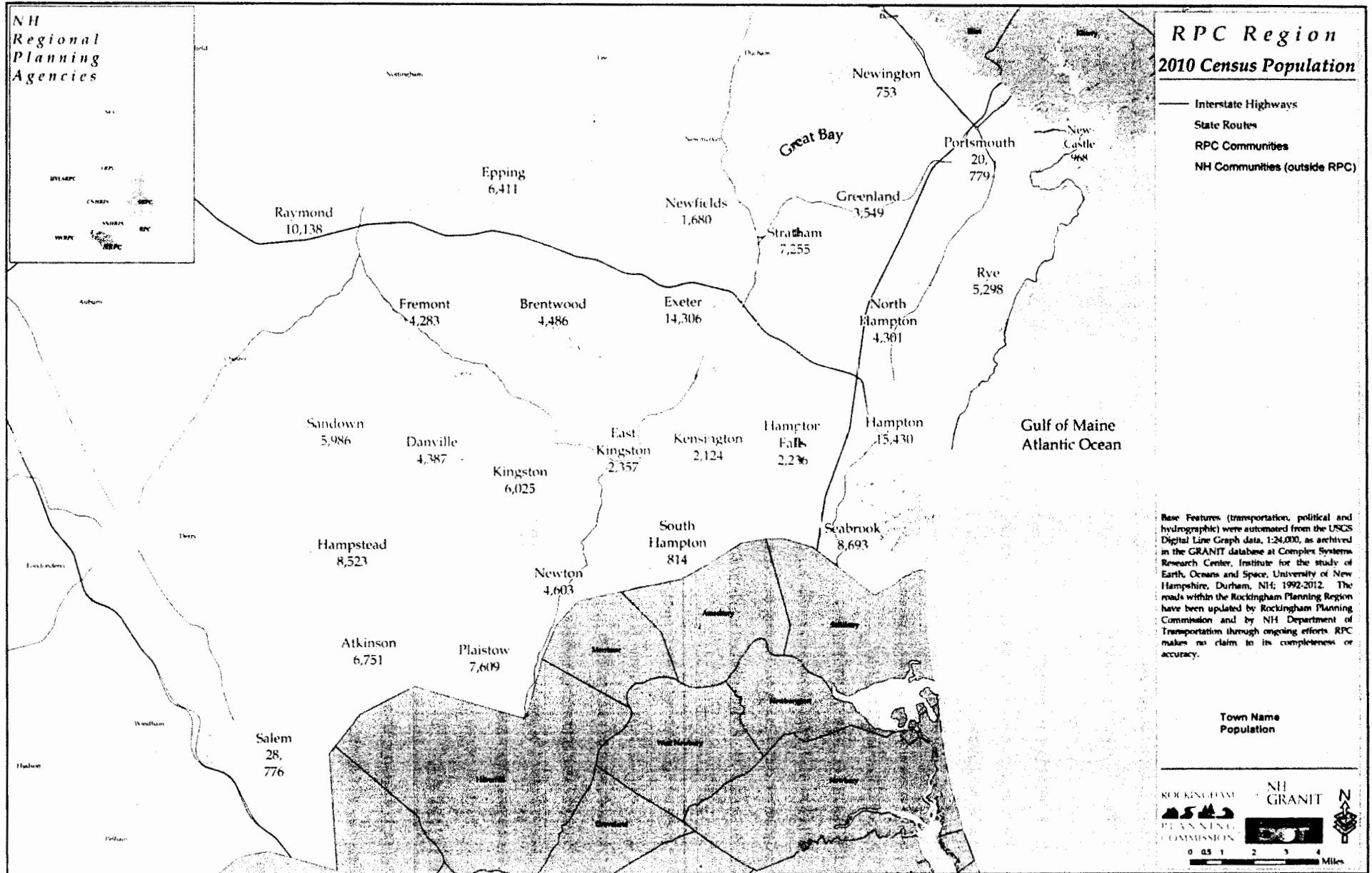




Figure 2: LIST OF ABBREVIATIONS and ACRONYMS

Agencies & Organizations

ACT	Alliance for Community Transportation
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association
CART	Greater Derry-Salem Cooperative Alliance for Regional Transportation
COAST	Cooperative Alliance for Regional Transportation
CTAA	Community Transit Association of America
EPA.....	Environmental Protection Agency
FHWA.....	Federal Highway Administration
FTA.....	Federal Transit Administration
GACIT	Governor's Advisory Commission on Intermodal Transportation (State)
HSEM.....	Homeland Security and Emergency Management (State)
MVPC.....	Merrimack Valley Planning Commission (MPO)
MVRTA	Merrimack Valley Regional Transit Authority
NARC.....	National Association of Regional Councils
NEIWPC.....	New England Interstate Water Pollution Control Commission
NNECAPA	Northern New England Chapter of the American Planning Association
NNEPRA.....	Northern New England Passenger Rail Authority
NIIDES.....	New Hampshire Department of Environmental Services
NHDHHS	New Hampshire Department of Health & Human Services
NHDOT	New Hampshire Department of Transportation
NRPC	Nashua Regional Planning Commission (MPO)
OMB.....	Office of Management and Budget (Federal)
OSI.....	New Hampshire Office of Strategic Initiatives (State)
PDA	Pease Development Authority
PNSY.....	Portsmouth Naval Shipyard
PREP.....	Piscataqua Region Estuaries Partnership
REDC	Regional Economic Development Center
RPC.....	Rockingham Planning Commission (MPO)
SMPDC.....	Southern Maine Planning & Development Commission (MPO)
SNHPC.....	Southern New Hampshire Planning Commission (MPO)
SRPC	Strafford Regional Planning Commission (MPO)
TASC.....	Transportation Assistance for Seacoast Citizens
USDOT	United States Department of Transportation
URISA.....	Urban and Regional Information Systems Association

Plans and Programs

CEDS.....	Comprehensive Economic Development Strategy
CMAQ.....	Congestion Mitigation/Air Quality Program
CMP.....	Congestion Management Process
HPMS.....	Highway Performance Monitoring System



HSIP.....Highway Safety Improvement Program
JLUS.....Portsmouth Naval Shipyard Joint Land Use Study
LRTP.....Long Range Transportation Plan also referred to as the Plan)
MTP.....Metropolitan Transportation Plan (Alternate name for the LRTP)
NFPP.....National Freight Performance Program
NHCP.....New Hampshire Coastal Program (Part of NHDES)
NHPP.....National Highway Performance Program
NHS.....National Highway System
PEL.....Planning and Environmental Linkages
PL.....MPO Planning Funds administered by FHWA
RSMS.....Road Surface Management Systems
SIP.....State Implementation Plan (for Air Quality Conformity)
SPR.....State Planning and Research Program
TAP.....Transportation Alternatives Program
TIP.....Transportation Improvement Program
UPWP.....Unified Planning Work Program

Federal Legislation

ADA.....Americans with Disabilities Act of 1990
CAAA.....Clean Air Act Amendments of 1990
CFR.....Code of Federal Regulations
DBE/WBE.....Disadvantaged Business Enterprises/Women's Business Enterprises
FAST.....Fixing America's Surface Transportation Act (2015-2020)
ISTEA.....Intermodal Surface Transportation Efficiency Act (1991)
MAP-21.....Moving Ahead for Progress in the 21st Century (2012)
NAAQS.....National Ambient Air Quality Standards
SAFETEA-LU.....Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for
Users (2005-2011)
TEA-21.....Transportation Equity Act for the 21st Century (1998-2004)

Committees and Workgroups

BPTAC.....State Bicycle and Pedestrian Technical Advisory Committee
CAW.....Coastal Adaptation Workgroup
NHSG.....NH Seacoast Greenway
RCC.....Regional Coordinating Council for Community Transportation
SABR.....Seacoast Area Bicycle Routes
SAC.....Special Advisory Committee on Transportation Needs for the Elderly and
Disabled
SCC.....State Coordinating Council for Community Transportation
SWA.....Southeast Watershed Alliance
TAC.....Technical Advisory Committee
TPC.....Transportation Planners Collaborative



Other

ACS.....	American Community Survey
ADT/AADT	Average Daily Traffic / Average Annual Daily Traffic
BWWD.....	Bike/Walk to Work Day
CTPP.....	Census Transportation Planning Package
DRI	Developments of Regional Impact
FY	Fiscal Year
GIS.....	Geographic Information System
ICR.....	Indirect Cost Rate
IMS.....	Incident Management Systems
ITS.....	Intelligent Transportation Systems
LEHD.....	Longitudinal Employment-Household Dynamics (US Census)
LEP.....	Limited English Proficiency
LODES.....	LEHD Origin-Destination Employment Statistics
MOU.....	Memorandum of Understanding
MPA.....	Metropolitan Planning Area (MPO study area)
MPO.....	Metropolitan Planning Organization
RFP/RFQ	Request for Proposals/Qualifications
SADES.....	Statewide Asset Data Exchange System
TAM.....	Transit Asset Management –ALSO– Transportation Asset Management
TAZ	Traffic Analysis Zone
TDM.....	Transportation Demand Management
TMA.....	Transportation Management Association –ALSO– Transportation Management Area
UZA	Urbanized Area
3Cs	Continuing, Comprehensive, and Cooperative Transportation Planning



1 INTRODUCTION

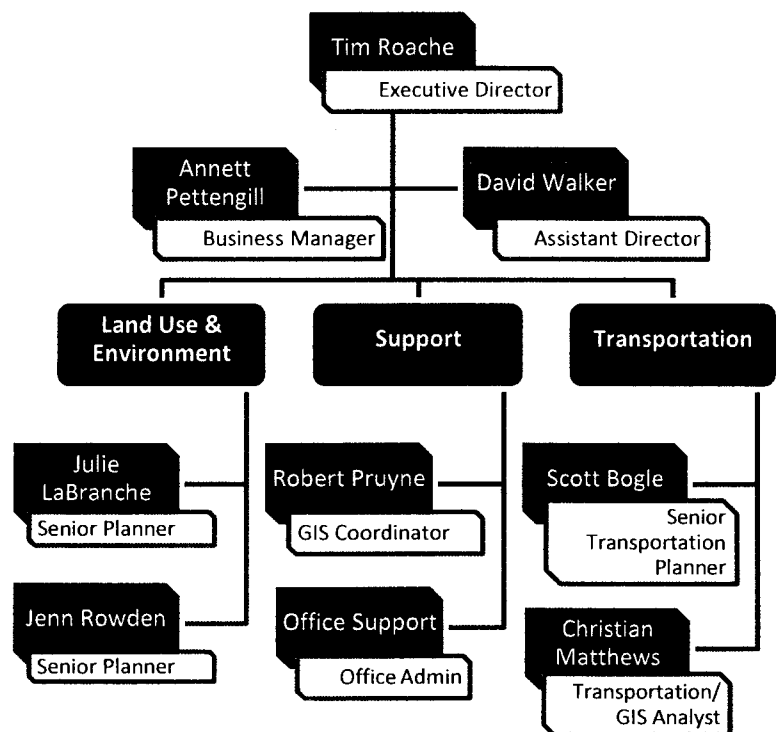
The Unified Planning Work Program (UPWP) of the Rockingham Metropolitan Planning Organization (MPO) specifies the planning priorities, activities, and tasks that the MPO will address during the two-year period, as well as the sources and amount of funding available to accomplish this work. The UPWP is required as part of the 3Cs metropolitan planning process and the Metropolitan Planning Rules (23 CFR §450.308). The “unified” aspect, as indicated in the document name, means that it encompasses all MPO transportation planning activities that are foreseen at the time of its preparation, regardless of funding source or implementing agency.

The UPWP is developed in coordination with the NHDOT, FHWA, FTA, COAST and CART and the MPO TAC and Policy Committees. A two-year scope is used instead of a single year to be more forward looking and to streamline the contracting process. Accordingly, this UPWP covers the MPO’s planning work anticipated to occur in the ensuing two-year period, from July 1, 2019 to June 30, 2021.

The Metropolitan Planning Area (MPO study area) encompasses the 27 communities of the Rockingham Planning Commission for two reasons: (1) all were located within New Hampshire’s designated air quality non-attainment area, and (2) all except one community (Kensington) included portions of either the Boston or Portsmouth urbanized area. The MPO region is illustrated in **Figure 1**. Staffing of the MPO is provided by the Rockingham Planning Commission as shown in the organization chart (**Figure 3**). The Planning Commission, with the addition of appropriate State, Federal and regional transportation agencies, acts as the policy-making body of the MPO.

Consistent with past programs, this UPWP has been prepared to reflect the ongoing implementation of the Clean Air Act Amendments of 1990 (CAAA), and the last authorized Federal surface transportation act, the Fixing America’s Surface Transportation (FAST) Act, passed in 2015. These laws and their implementing regulations mandate a high level of transportation planning and analysis as identified through the general Planning Factors identified in FAST and in the annual emphasis areas suggested by FHWA and FTA. New planning regulations for FAST were finalized in May, 2016 and the MPO will operate under those rules and regulations. In addition, US DOT approved rules for safety performance measures

Figure 3: RPC Organization Chart





(March, 2016), asset management (October, 2016), bridge and pavement condition and performance (January, 2017), and performance of the National Highway System (NHS), Freight movement, and Congestion Mitigation and Air Quality (CMAQ) program (March, 2017) that play an important role in defining the work that the MPO will undertake over the next two years.

1.1 ORGANIZATION OF THE UPWP

The UPWP summarizes the tasks that will be undertaken to support the MPO's planning effort. **Section 1** (This section) provides introductory information regarding the document. **Section 2** provides details regarding the content of the UPWP, and **Section 3** discusses the Planning Priorities being addressed during the next two fiscal years. Each task is identified as part of one of the following work areas that are presented sequentially in **Section 4** along with a description and the related SAFETEA-LU/MAP-21 Planning Factors:

CATEGORY 100 – Administration and Training

CATEGORY 200 – Policy and Planning

CATEGORY 300 – Public Involvement and Coordination

CATEGORY 400 – Plan Support

CATEGORY 500 – Technical Assistance and Support

Within each of these major program areas, tasks are listed which include the following elements:

- Objectives
- Proposed Activities
- Work products and schedules

Following the detailed discussion of the work tasks, **Section 5** describes the other transportation planning activities that the MPO is involved with outside of the UPWP contract. The final section of the document, **Section 6**, provides tables that detail the funding sources, cost and distribution of hours, and scheduling of tasks for the two fiscal years.



2 CONTENTS OF THE UPWP

Section 450.308 of the Metropolitan Planning Rules (which implement the Metropolitan Planning requirements of FAST) specifies that a UPWP should be developed cooperatively with the State (NHDOT) and the public transportation operators in the MPO area (COAST and CART) and should document and address the following elements:

- Planning priorities for the MPO;
- Work proposed for the program period by major activity and task (including activities to address the FAST Act planning factors);
- The agency/entity responsible to perform each task;
- Schedule for performing the tasks;
- Anticipated products
- Funding sources, both totals by source and itemized by activity or task.

In addition, NHDOT has issued guidance on the contents of this UPWP which requests additional details regarding identification of completion dates and deliverables for tasks that are not ongoing.

Administrative requirements for the UPWP are as specified in 23 CFR 420 and FTA Circular 8100. In addition, the NHDOT plans to issue an administrative manual consistent with these rules which, when adopted will provide additional guidance.

2.1 DEVELOPMENT OF THE UPWP

The format and general contents of the UPWP were established by consensus of Federal, State, and Regional agencies in 2010. Minor modifications have been made to this structure have been made since then to accommodate new tasks. Budget information for the 2020-2021 period was provided to the RPC by NH DOT in December 2018 and work began on developing a draft UPWP at that time. An initial draft document and budget was completed and provided to NH DOT, FHWA, and FTA on February 15, 2019 for review and comment. The RPC Transportation Advisory Committee reviewed and recommended approval of the draft UPWP on March 28, 2019 and this was followed by approval from the MPO Policy Committee on April 10, 2019. Adjustments to budgets and activity descriptions continued during the approval process to reflect updated information.

2.2 PREVIOUS WORK

The proposed UPWP is, for the most part, the extension and continuation of past transportation planning work in the region. In some cases, the work is part of an ongoing and/or mandated process, such as the support for Policy and TAC committees, traffic data collection, model maintenance, or TIP and Plan maintenance. In other cases, it is a specific project or task with definable start and end points, as with the development of a Congestion Management Process (CMP), completion of a corridor study, development of FAST compliant planning documents, and the identification of specific tasks to address the 2019-2020 Planning Emphasis Areas identified by FHWA and FTA. In



preparing the UPWP the status of all ongoing and carryover work was evaluated, including a review of the MPO UPWP Performance Report for FYs 2016–2017 (the last completed UPWP), the most recent MPO Planning review conducted by FHWA and FTA (January, 2017), and the most recent mid-contract UPWP review conducted with NHDOT (July, 2018).

2.3 MPO CORE FUNCTIONS

FHWA's Transportation Planning Process Briefing Book establishes that MPOs

"...[have] authority and responsibility for transportation policy-making in metropolitan planning areas. ...MPOs ensure that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative and comprehensive (3-C) planning process. MPOs also cooperate with State and public transportation operators to set spending levels for Federal funds that are meant for transportation projects."

"...MPOs serve an overall coordination and consensus-building role in planning and programming funds for projects and operations. The MPO must involve local transportation providers in the planning process by including transit agencies, State and local highway departments, airport authorities, maritime operators, rail-freight operators, Amtrak, port operators, private providers of public transportation, and others within the MPO region."

Further, the document lists that MPOs have **six core functions**:

1. **Establish a setting for effective decision-making** regarding transportation needs and priorities. This function is supported in the Rockingham Planning Commission region primarily through the Transportation Advisory Committee (TAC) and MPO Policy Committee, and secondarily through outreach to local officials and transportation stakeholders
2. **Identify and evaluate transportation improvement options.** This is supported through data analysis, corridor or other special studies, and through the application of general planning methods.
3. **Prepare and maintain a Metropolitan Transportation Plan** that has a 20+ year horizon. The Plan is intended to be responsive to the 10 planning factors [discussed below] and includes other specific content requirements.
4. **Develop a fiscally constrained Transportation Improvement Program (TIP)** that identifies project priorities drawn from the Long Range Transportation Plan
5. **Identify performance measure targets and monitor whether implemented projects are achieving targets.** This includes preparation of a System Performance Report as part of the Long Range Plan update process.
6. **Involve the public,** both general and specifically affected constituencies, in efforts related to each of the core functions above.

In addition to these functions, MPOs must also cooperate with the State, the region's public transportation providers and municipalities to create an effective regional transportation planning process. This includes the function of coordinating the Long Range Transportation Plan, the TIP with the State Ten Year Plan and the STIP. New Hampshire MPOs are also called upon to participate in and contribute to statewide transportation initiatives, such as the interregional corridor and major



facility studies, the state air quality planning process, regional community transportation coordination, CMAQ and TAP project evaluation processes, cooperative data collection efforts, and others. Other tasks in the UPWP support work related to “Planning Emphasis Areas” that are periodically established by the FHWA and FTA. In addition, the MPO Policy Board from time to time establishes specific priority tasks that it determines are a priority for the region. While not technically ‘core functions’ from a Federal perspective these additional functions and tasks are necessary to effectively address “3C’s” transportation planning in our region and the State.

The objective of the UPWP is to support the fulfillment of the six core MPO tasks, and the secondary task as described. The work identified in this document directly or indirectly supports that objective.

2.4 PLANNING FACTORS AND REQUIREMENTS OF THE FAST ACT

When developing the work program for the FY 2018-2019 UPWP, the provisions of 23 U.S. Code § 134 (23 CFR Part 450.306) of the Planning Regulations were considered. This section requires that the MPO, in cooperation with State and regional planning partners:

“develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the state.” [23 CFR §450.306]

This performance-based approach is required to be in support of the national performance goals described in 23 USC §150(b):

- **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure Condition** - To maintain the highway infrastructure asset system in a state of good repair
- **Congestion Reduction** - To achieve a significant reduction in congestion on the National Highway System
- **System Reliability** - To improve the efficiency of the surface transportation system
- **Freight Movement and Economic Vitality** - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental Sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced Project Delivery Delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices

Fundamental to the MPO planning process it that it be “*continuous, cooperative, and comprehensive*” [3Cs Process], and each project, strategy, and service of the MPO must provide for



consideration and implementation of the ten planning factors established in FAST:

1. Support the economic viability of the metropolitan area, especially by enabling global - competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
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;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

The metropolitan planning rules also specify several other elements that should be addressed in the scope of the planning process. They call for increased integration of transportation and land use planning, as well as consideration for employment and housing patterns, community and economic development, and the natural and built environment. Other elements identified in the rules focus on ensuring coordination and consistency with:

- the statewide planning process;
- Intelligent Transportation Systems (ITS) architectures;
- Coordinated Public Transit-Human Services Transportation Plan(s);
- the Strategic Highway Safety Plan, and transit safety and security plans and programs
- the cooperative development of a Congestion Management Process involving adjacent MPOs and NHDOT;

The tasks identified within the FY 2020-2021 UPWP are consistent with the Planning Factors, transportation planning emphasis areas and the Goals and Objectives as identified in the Rockingham MPO Long Range Transportation Plan. They are intended to facilitate the effective and efficient implementation of the Plan and Transportation Improvement Programs for the MPO area.

2.5 UPWP FUNDING

The Unified Planning Work Program for the Rockingham MPO is primarily funded by the Federal



Highway Administration (FHWA) through the Metropolitan Planning (PL) and the State Planning and Research (SPR) programs, and Federal Transit Administration (FTA) through the 5303 Program via a unified planning grant under FHWA purview. Federal sources, which pass through NHDOT, are subject to a 20% match of state and/or local funds as shown in **Table 1** which provides an abbreviated budget summary. Half of this match is currently provided by local revenues from the Rockingham Planning Commission (RPC) communities, while the remainder utilizes Turnpike Toll Credits from NHDOT to satisfy the match requirements in place of funds. Additional budget tables are included at the end of the document including a budget summary (**Table 2**), a more detailed budget that shows the full distribution of personnel resources to UPWP tasks (**Table 3**), and the anticipated schedule for work tasks and deliverables (**Table 4**).

Table 1: UPWP Funding & Expenditures Summary

Revenue					
Funding Source	UPWP Total	FY 2020	% of Funding	FY 2021	% of Funding
2018-2019 FHWA PL Funds	\$793,958	\$396,979	62%	\$396,979	62%
FTA 5303 Planning Funds	\$204,296	\$102,148	16%	\$102,148	16%
State Planning & Research Funds	\$105,900	\$52,950	8%	\$52,950	8%
FTA 5305 Grant (Category 600)	\$46,530	\$23,265	4%	\$23,265	4%
Total Federal Funds	\$1,150,684	\$575,342	90%	\$575,342	90%
RPC Match (Local funds)	\$127,854	\$63,927	10%	\$63,927	10%
DOT Match*	\$-	\$-		\$-	
Total Available Funding	\$1,278,538	\$639,269	100%	\$638,269	100%

* NHDOT match is in the form of Turnpike Toll Credits which help to offset the match requirement for the Federal funding but provide no actual revenues.

Expenditures						
Work Area	FY 2020			FY 2021		
	Total	Personnel	Non-Personnel	Total	Personnel	Non-Personnel
Category 100: MPO Administration	\$73,961	\$70,286	\$3,675	\$70,890	\$67,215	\$3,675
Category 200: Policy & Planning	\$202,525	\$200,325	\$2,200	\$213,845	\$211,320	\$2,433
Category 300: Public Involvement	\$63,778	\$62,903	\$875	\$66,546	\$65,671	\$875
Category 400: Planning Support	\$167,644	\$112,369	\$51,328	\$162,707	\$109,329	\$53,378
Category 500: Technical Assistance	\$98,687	\$97,212	\$1,475	\$106,346	\$104,696	\$1,650
Category 600: Transit Economic Impacts	\$32,673	\$27,082	\$5,591	\$19,028	\$16,578	\$2,450
UPWP Total	\$639,269	\$574,125	\$65,144	\$639,269	\$574,808	\$64,461



3 PLANNING PRIORITIES

The work tasks identified and addressed in this UPWP reflect the transportation planning needs and priorities within the Rockingham Planning Commission region and are from several sources:

- The requirements for implementing the provisions of the FAST Act, and current Metropolitan Planning Rules (23 CFR 450).
- The requirements and schedule of the State Ten Year Plan process
- Consultation with staff from FHWA, New Hampshire Division, FTA Region I, NHDOT Bureau of Planning and Community Assistance, COAST, and CART.
- Consultation with the MPO Technical Advisory Committee and Policy Committees.
- Addressing findings and recommendations made during the most recent MPO Planning Review conducted by FHWA and FTA in November 2017.
- Completion of certain tasks begun under the previous UPWP.
- The specific needs and circumstances of the MPO.

3.1 NEW HAMPSHIRE PLANNING EMPHASIS AREAS

During the preparation of the UPWP, the FHWA New Hampshire Division Office and FTA Region I Office recommended that nine New Hampshire emphasis areas be addressed as planning priorities. The priorities that have been developed for the RPC region are the following:

1. ***Compliance with all metropolitan planning and programming requirements:*** The UPWP should continue to identify resources and work elements as necessary to ensure that the MPO incorporates the Planning Factors into transportation planning activities and complies with statewide and metropolitan planning and programming requirements.
2. ***Performance Based Planning & Programming Requirements.*** The UPWP should include work elements and activities that support continued cooperative data collection, development, and monitoring of required performance measures and targets. In addition, ensure that the MOU between NHDOT, New Hampshire MPOs, and transit operators incorporates all federally required performance measures.
3. ***Urbanized Area Set-asides, Suballocation, and Project Selection.*** The UPWP should include the necessary resources to work collaboratively to ensure that the established framework of set-asides, suballocation and project selection requirements are implemented.
4. ***Congestion Management Process implementation.*** UPWP work elements should support the data collection and monitoring efforts necessary to update and implement a Congestion Management Process (CMP) that is consistent with federal requirements and that addresses recommendations from the most recent MPO Planning Review.



5. **Freight Planning.** The MPO is encouraged to identify resources and work elements necessary to develop a metropolitan freight plan that assesses the condition and performance of the region's critical freight network and identifies solutions to freight bottlenecks and other deficiencies.
6. **Fiscal Constraint and Financial Planning.** The UPWP should identify resources and work elements necessary to ensure that the Long Range Transportation Plan and Transportation Improvement Program include financial plan documentation and processes that meet the requirements of the FAST Act and the Metropolitan Transportation Planning Rules.
7. **Metropolitan Travel Demand Model Maintenance.** The UPWP should identify the resources and work elements necessary to ensure that the MPO is maintaining the function and capacity of the travel demand model and keeping it up-to-date and developing applications to utilize the model in transportation planning functions. This includes working collaboratively to implement a Household Travel Survey.
8. **Data Collection for HPMS/Performance Measures, and CMP.** The UPWP must include the resources and work elements as necessary to provide for MPO involvement in the complete traffic counting, pavement condition monitoring, and other activities and data for maintaining New Hampshire's statewide HPMS data and meeting performance-based planning requirements.
9. **Project Monitoring.** The UPWP should identify resources and work elements as necessary to support effective project monitoring and the development of MPO annual listing of obligated highway, bike/pedestrian and transit projects.

Along with the ten FAST Act Planning Factors, these areas of emphasis have been integrated into the UPWP tasks discussed in Section 4.0 and apply to each task as shown in **Figure 4**.

3.2 MPO PLANNING PRIORITIES

In addition to the focus provided by the Federal Planning Factors and the emphasis areas from FHWA and FTA, there are a few areas that the MPO finds important to address. The priorities that have been developed for the RPC region from these various efforts are the following:

- A. **Climate Change, Climate Adaptation and Resiliency and, Stormwater Impacts.** It is a priority of the MPO to continue planning efforts that address the potential impacts of climate change, sea-level rise, storm surge and extreme precipitation on the region, as well as the development of mitigation, adaptation, and resiliency strategies. Another emerging issue of high concern is the impact of stormwater on infrastructure management and investment, local flooding, water quality and aquatic habitat. The region has benefited from several local, regional, and state studies and reports that have helped to identify challenges and strategies for further consideration in the planning process. It is critical that the MPO continue to build on these efforts to support the long-term viability of the region.



Figure 4: Matrix of Tasks and Related Planning Factors and Emphasis Areas

Category & Task	Federal Planning Factors										FHWA/FTA Emphasis Areas									MPO Priorities		
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	A	B	C
CATEGORY 100: MPO ADMINISTRATION																						
Task 101 Accounting & Invoices																						
Task 102 MPO Program Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Task 103 Staff Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 104 Indirect Cost Rate Adjustment																						
Task 105 Performance Measures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 200: POLICY AND PLANNING																						
Task 201 State Ten Year Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 202 Planning & Environmental Linkages	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 203 Transportation Planners Collaborative	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 204 Interagency Consultation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 205 Transportation Improvement Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 206 Congestion Management Process	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 207 Intelligent Transportation Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 208 Metropolitan Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 209 Transportation Conformity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 210 State Long Range Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 211 Bicycle and Pedestrian Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 212 Freight Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 300: PUBLIC INVOLVEMENT																						
Task 301 Technical Advisory Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 302 Planning Commission Meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 303 Public Participation Plan											✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 304 Public Outreach	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 305 MPO Policy Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 400: PLAN SUPPORT																						
Task 401 Traffic Counts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 402 SADES RMS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 403 Geographic Information Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 404 Demographics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 405 Equipment & Supplies											✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 406 Travel Demand Model	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 407 Memberships & Subscriptions	✓										✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 500: TECHNICAL ASSISTANCE																						
Task 501 Local and Regional Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 502 Statewide Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 503 Local Project Administration Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 504 Special Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 505 Regional Coordinating Councils	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 506 Transit Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 507 Transportation Demand Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 600: TECHNICAL ASSISTANCE																						
Task 601 Transit Economic Development Grant	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

B. **Livability and Sustainability.** The Long-Range Transportation Plan and the MPO planning process are built upon livability and sustainability principles emphasizing integrating all transportation modes with human scale environments, benefits and services. This includes supporting planning activities for public transit, bicycle, and pedestrian transportation, and efforts to address integrated land use, environmental protection, economic development, and transportation planning.

C. **Congestion Management Process:** The original Congestion Management Process (CMP) adopted by the MPO in 2010 needs to be updated to reflect current data collection methodologies, the new Federal Performance-Based Planning process, and current thinking on congestion management.



4 CATEGORY & TASK DESCRIPTIONS

Section 4 of the UPWP contains the detailed descriptions of the five work categories. The narrative for each includes the general purpose of the category and the tasks included under each. The task areas list the objective as well as the proposed activities and expected work products. Specific budgeting information related to these categories is included in tables at the beginning of the document which establishes the time and funding allocated to the specific tasks as well as the general timeframe and schedule in which they will be worked on. The RPC is the lead agency on all tasks except for where specifically noted in an activity or work product. Some work products and activities are dependent upon the actions and activities of partner agencies

CATEGORY 100: MPO ADMINISTRATION

Purpose: *Facilitates administration of the UPWP Planning Agreement with NHDOT, the development of the MPO Prospectus and UPWP, financial management, training of staff, and conduct of other activities needed to maintain compliance with MPO requirements.*

TASK 101 — ACCOUNTING AND INVOICES

Objective

Staff efforts related to the development, submittal, and approval of reimbursement requests, for monitoring financial controls and ensuring compliance with contract obligations.

Activities

1. **Financial Management and Reporting:** The day to day accounting needs of the MPO. This includes continued refinements to the MPO financial accounting and reporting system to better meet agency and reporting needs.
2. **Audits and Audit Preparation:** Preparation for annual financial audits in compliance with OMB Circulars A-87 and A-133, and others as appropriate.

Work Products

- Monthly UPWP invoices and Status Reports
- Annual Financial Audit for each fiscal year meeting the requirements of 2 CFR 200 and submitted through the federal clearinghouse.



TASK 102 — MPO ADMINISTRATION

Objective

To provide for the development of the MPO UPWP and Prospectus, general administrative and clerical services, and coordination of efforts with other agencies supporting the timely completion of tasks.

Activities

1. **Development of and Amendments to Unified Planning Work Program:** The development, implementation, modification of and administration of the MPO Unified Planning Work Program (UPWP). The MPO staff work cooperatively with NHDOT, FHWA, FTA and regional transit operator to formulate the UPWP, incorporating new planning needs, requirements and emphasis areas. Occasionally changes to the UPWP are required to adjust the document to fit unanticipated needs or shifting timeframes or priorities. This can take the form of a budget adjustment, redistribution of funding/resources between categories of work, or adding/removing of work tasks. Minor revisions may occur multiple times over the course of the UPWP with larger modifications or amendment processed much less frequently each cycle.
2. **UPWP Administration:** General administrative tasks relevant to the fulfillment of the FY 2018-2019 MPO Unified Planning Work Program and to ensure compliance with federal and state regulations. This includes completion of timesheets and monthly work program reports, attendance at staff meetings, attendance at coordination meetings with NHDOT and other agencies, and other administrative tasks.
3. **Contract Management:** Tasks related to the conduct of the UPWP contract and any related sub-contracts and agreements and related procurement process. Includes meetings with NH DOT to discuss UPWP contracts, maintenance of the DBE program and goals, and Title VI implementation.
4. **MPO Prospectus Updates:** Update, as needed, the MPO Prospectus document which has three functions; establish the federally mandated "3C" transportation planning process, defines the roles and responsibilities of the various Federal, State, Regional, and local agencies involved in the MPO, and it documents the interagency agreements between involved agencies.
5. **UPWP Administration Guidance Document:** The NHDOT is in the process of developing a uniform guidance document for the administration of MPO and RPO UPWPs in New Hampshire. To ensure input from MPOs the NHDOT has requested that several MPO and RPO staff participate in a working group to refine the existing draft document. One RPC staff member will participate.



Work Products

- Approved UPWP for Fiscal Years 2022 and 2023
- Minor revisions, modifications, and amendments to the UPWP for Fiscal Years 2020 and 2021 as needed.
- Monthly Work Program Reports and other required reporting
- Completed employee timesheets
- DBE Program and goal analysis (as needed)
- Revised RPC internal procurement guidelines, model RPF, RFQ, and third-party contract.
- Revisions and Amendments to the MPO Prospectus (as needed)

TASK 103 — STAFF TRAINING

Objective

To provide for development of staff skills through attendance at transportation related workshops, seminars, and conferences.

Activities

1. **Conferences, Seminars, and Workshops:** Continued training of MPO planning staff through attendance at transportation related conferences, workshops, and seminars with content having relevance to the work program.
 - **Transportation Planning** training events, including national conferences, offered by FHWA, FTA, NHDOT, Community Transportation Association of America (CTAA), National Highway/Transit Institutes (NHI/NTI), Institute of Transportation Engineers (ITE), Association of Metropolitan Planning Organizations (AMPO), National Association of Regional Councils (NARC), Transportation Research Board (TRB), League of American Bicyclists, Association of Pedestrian and Bicycle Professionals (APBP), and other relevant organizations.
 - **Geographic Information System (GIS)** training offered by ESRI, URISA, as well as regional organizations and academic institutions.
 - **Statistical data training** offered by the US Census Bureau, NHOEP, and other relevant organizations.
 - **Land use and Environmental** training that relates to the transportation system such as storm water management, hazard mitigation, as well as climate resiliency and adaptation. This includes the PREP Estuaries Conference and the New England Interstate Water Pollution Control Commission (NEIWPPCC) as well as more broadly-based planning



conferences that offer transportation planning related tracks or sessions such as NH Municipal Association Road Law training, American Planning Association (APA), Northern New England Chapter of the APA (NNECAPA).

2. **Model/Software Training:** Specialized training for transportation modeling staff in the theory and application of travel demand modeling as well as the specific workings of the MPO regional Travel Demand Model through the MPO model Consultant (RSG) or through Caliper Software (TransCAD). Training in other specialized software relevant to the business of the MPO such as the EPA MOVES, Trafficware Synchro, Highway Capacity or Network Analysis software, scenario planning models, or others as opportunities arise.

Work Products

- None

TASK 104 — INDIRECT COST RATE ADJUSTMENTS

Objective

The development and monitoring of the Indirect Cost Rate in accordance with 2 CFR 200 to be used as the basis of monthly billing and cost allocation and adjusted post-audit.

This task is a placeholder. RPC utilizes a predetermined fixed indirect cost rate that is not subject to change while in effect.

TASK 105 — PERFORMANCE MEASURES

Objective

To understand and measure agency performance implementing the requirements of the transportation planning process in terms of completing efforts listed in the UPWP through the mid-contract UPWP progress reviews completed just after the first year, FHWA/FTA Planning Reviews which occur every four years, and the UPWP Performance Report completed immediately after the end of each two-year work program cycle.

Activities

1. **UPWP Performance Report:** The MPO UPWP performance report provides an assessment of tasks completed and progress made on efforts undertaken during the previous UPWP contract (FY18-19 UPWP). This document also includes an explanation of tasks not completed or carried over to the current UPWP. The materials utilized to



prepare for the mid-term progress review will be utilized as the Performance Report for the first half of the UPWP contract (Year 1).

2. **Planning and Progress Reviews:** Prepare for and meet with NHDOT, FHWA, and FTA as requested to discuss progress on the current UPWP and any ongoing issues and concerns with work to date. NHDOT UPWP mid contract reviews are expected to occur in the spring/summer of 2020; the FHWA/FTA planning review is not expected to be scheduled until the fall of 2021.

Work Products

- MPO UPWP Performance Report for the FY 2018-2019 work program due 90 days after the close of the fiscal year (September 28, 2019)
- Materials prepared for the UPWP Mid-term review meeting with NHDOT (Summer 2020)



CATEGORY 200: POLICY AND PLANNING

Purpose: *Provide for the development, maintenance, and update of the MPO Long Range Transportation Plan, Transportation Improvement Program (TIP), and other guiding documents and reports produced for the region. Also includes the conduct of special studies and projects such as updates to transportation and related chapters of the RPC Regional Master Plan, the initiation of corridor monitoring committees, and participation other relevant statewide and regional planning efforts.*

TASK 201 —STATE TEN YEAR PLAN

Objective

Participation in the State Ten Year Plan development, GACIT public hearings, and other tasks related to the adoption of the Ten Year Plan.

Activities

1. **Ten Year Plan Process:** Participation in meetings with NHDOT discussing the Ten Year Plan Process and timelines as well as developing/revising project selection criteria and other guidance for RPCs and communities.
2. **GACIT Ten Year Plan Hearings:** Participation in the hearings and efforts of the Governor's Advisory Council on Intermodal Transportation related to the adoption of the State Ten Year Plan. This also includes comments/response to the draft Ten Year Plan and development of a list of priority projects that the MPO recommends be added to the Ten Year Plan.

Work Products

- Ten Year Plan Project Selection Criteria as weighted by MPO TAC and Policy Committees
- Candidate Projects List submitted to NHDOT for engineering and cost estimate review in December of even numbered years.
- Priority project listing submitted to NH DOT for addition to the Ten Year Plan in April of odd numbered years.
- Formal comments and response to Drafts of the State Ten Year Plan as presented.



TASK 202 — PLANNING AND ENVIRONMENTAL LINKAGES

Objective

Work related to the role of the transportation system in relation to climate change, livability, overall sustainability, and includes activities that involve the nexus between land use, the environment, and transportation. RPC will work to implement appropriate transportation, land use, livability, and climate change recommendations identified in the newly adopted RPC Regional Master Plan.

Activities

- 1. Participation in Southeast Watershed Alliance (SWA) and the Stormwater Coalition:** RPC staff will continue participation in the SWA (approximately 10 meetings per year) and provide technical assistance regarding stormwater management and non-point source pollution. Within the SWA is the Stormwater Coalition which assists communities in meeting Phase II of the National Pollutant Discharge Elimination System Federal Stormwater Regulations and the Municipal Separate Storm Sewer System (MS4) requirements which is primarily concerned with managing roadway drainage and runoff.
- 2. Planning and Environmental Linkages:** The intent of the Planning and Environmental Linkages (PEL) approach is that information, analysis, and work products developed during the planning process be utilized to inform the NEPA review process. With each update to the LRTP, the MPO collaborative and integrated approach to transportation planning and project development creates more economically, environmentally, and socially sustainable transportation projects. Continued work in this area includes consultation with Resource Agencies regarding Long Range Transportation Planning and ensuring that planning products meet the conditions necessary to be utilized as part of the NEPA review process going forward.
- 3. Coastal Adaptation Workgroup (CAW):** Participation in approximately 10 meetings per year of the Coastal Adaptation Workgroup. RPC Staff will continue to participate in the Coastal Adaptation Workgroup which assists New Hampshire Coastal communities with training and education in preparing for natural hazard and climate change impacts. The goal of CAW is to help coastal communities develop and implement adaptation strategies through training, education, technical assistance, and outreach. Projected sea level rise, increased storm activity and severity will impact the transportation system of seacoast communities. RPC staff needs to have a full understanding to provide support via transportation planning and project recommendations as much transportation network of the RPC region is susceptible to impacts from sea level rise and increased storm activity. This information is utilized in both the development of the Long Range Transportation Plan and the project selection process for the Plan and the Ten Year Plan.
- 4. Climate Change Initiatives:** Further incorporate consideration of climate change mitigation and adaptation into the MPO Planning Process. In cooperation with other



agencies, participation in research, assessments, working groups, and other efforts to understand the vulnerability of the region to climate change, to understand the impacts of climate change, and help communities minimize its negative consequences and increase their resilience.

5. **Transportation System Resiliency:** Continue to build on previous efforts and develop approaches to build transportation system resilience to extreme weather events, a changing climate, and future environmental conditions. This will be accomplished through expanding stakeholder engagement and coordination with relevant agencies and other entities, and integration into the Long Range Transportation Plan.
6. **Hazard Mitigation:** Use the Regional Master Plan, regional vulnerability assessments, climate change projections and other resources to better integrate hazard mitigation into the MPO Long Range Transportation Plan.

Work Products

- Eco-logical principles of infrastructure planning and design incorporated into the MPO Long Range Transportation Plan and project development efforts.
- Integration of Ecosystems approach to planning to better link transportation planning with the activities of resource agencies, land management agencies, and local planning efforts.
- Integrate resiliency planning into the Long Range Transportation Plan
- Incorporate regional and local Hazard Mitigation recommendations into Long Range Transportation Plan and into other transportation planning activities.

TASK 203 — TRANSPORTATION PLANNERS COLLABORATIVE

Objective

Participation in the Transportation Planners Collaborative and improved communication and cooperation between and among transportation planning partners in New Hampshire.

Activities

1. **Transportation Planning Collaborative (TPC):** Participation in meetings of the NH transportation planners to foster improved communication between the NHDOT and RPCs/MPOs.

Work Products

- Materials prepared for discussion or presentation at TPC meetings.



TASK 204 — INTERAGENCY CONSULTATION

Objective

Coordination of activities and efforts with adjacent MPOs, State Agencies, and Federal planning partners is an important activity that reduces duplication of effort and ensures that issues of common concern are addressed.

Activities

1. **Interagency Consultation:** Participation in monthly interagency consultation conference calls/meetings and other meetings or communication with FHWA, NHDOT, MPOs and resource agencies to address TIP, Long Range Plan, Ten Year Plan, air quality conformity and other aspects of the 3Cs planning process.

Work Products

- Comments, questions, and ideas for discussion regarding the development of fiscal constraint, air quality, and other mutually agreed-upon components of the STIP/TIP and MPO Long Range Transportation Plans.
- Comments/questions on proposed TIP Administrative Adjustments and Amendments.
- Meeting notes for those meetings where RPC is the designated note-taking agency.

TASK 205 — TRANSPORTATION IMPROVEMENT PROGRAM

Objective

To maintain the current four-year Transportation Improvement Program (TIP) through amendments and minor revisions, approve the subsequent TIP, and related activities to meet the requirements of 23 CFR § 450.326.

Activities

1. **MPO Transportation Improvement Program Development:** The development of the MPO TIP occurs in cooperation with NHDOT and with the other New Hampshire MPOs on a biennial schedule and incorporates a number of activities to be compliant with 23 CFR Part 450, Subpart C:
 - Evaluating Regional Project Needs: Assessing regional transportation improvement needs using input from the Long Range Plan, the Congestion Management Process (CMP), the travel demand model, corridor plans and other studies, as well as from



NHDOT and other parties. This analysis is utilized to identify projects appropriate for inclusion in the Long Range Plan, State Ten Year Plan, and TIP.

- **Project Development:** Work with project applicants and NHDOT with application development and project implementation.
 - **TIP Preparation:** The preparation and adoption of the TIP, including Air Quality Conformity determination, financial constraint analysis, and a summary of results from prior TIPs. This also includes ensuring consistency between the TIP and the project specific element of the Long Range Transportation Plan and regional air quality conformity analysis.
 - **Performance Report:** The TIP must incorporate a report that identifies established performance measures and targets as well as an assessment of the impact of the TIP towards advancing those targets.
2. **Transportation Improvement Program Administrative Adjustments:** TIP Administrative Adjustments are minor revisions to the projects included in the TIP and are presented on a monthly basis. These changes must meet certain criteria outlined in the STIP/TIP revision process and must be evaluated and processed by the MPO in accordance with MPO TIP revision procedures.
 3. **Transportation Improvement Program Amendments:** Full Amendments to the TIP are proposed quarterly or biannually and are composed of all project changes that cannot be processed as Administrative Adjustments according to the STIP/TIP Revision Procedures. In some cases, Amendments also must include changes to the Air Quality Conformity Determination, the fiscal constraint documentation, and/or the Long Range Plan. The MPO must evaluate and process Amendments according to the TIP Revision procedures.
 4. **List of Obligated Projects:** Obligated projects are those that FHWA or FTA have committed to reimbursing a share of the cost of implementation and the MPO is required to annually produce a listing for all projects in the region for which Federal funds were obligated during the previous fiscal year.

Work Products

- Monthly TIP Administrative Adjustment approvals submitted to NHDOT.
- TIP Amendment approvals submitted to NHDOT as approved.
- Draft 2021-2024 Transportation Improvement Program
- Approved 2021-2024 Transportation Improvement Program
- MPO TIP Performance Report
- TIP project database that reflects project changes from Amendments and Administrative Adjustments and can produce up-to-date project tables.



- FY 2019 List of Obligated Projects (December 2019)
- FY 2020 List of Obligated Projects (December 2020)

TASK 206 — CONGESTION MANAGEMENT PROCESS

Objective

To complete all work related to the implementation and maintenance of the Congestion Management Process for designated Transportation Management Agencies (TMAs) to satisfy the requirements of 23 CFR 450.314(g).

Activities

1. **Congestion Management Process (CMP):** The MPO Congestion Management Process (CMP) is a tool for understanding regional traffic congestion and providing information on transportation system performance. A CMP must measure multi-modal transportation system performance, identify the causes of congestion, assess alternative actions, recommend cost-effective actions to implement, and evaluate the effectiveness of implemented actions. The MPO will utilize data from traffic counts, the National Performance Management Research Data Set (NPMRDS), and other resources as necessary to conduct an analysis for the region.

Work Products

- Updated Congestion Management Process (Anticipated January 2020).
- Analysis of travel time data from the NPMRDS to identify congested locations and assess system performance
- Regional level crash data analysis to complement congestion analysis and identify locations susceptible to frequent non-recurring congestion.
- Regional CMP Report (Anticipated July 2021 and during odd numbered years after)

TASK 207 — INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

Objective

Maintain the regional ITS architecture developed in cooperation with SRPC. The ITS Architecture and Strategic Plan were updated in 2012 and minimal work is anticipated during this UPWP. Participation in Incident Management System (IMS) efforts in the region such as that underway for the Newington-Dover Turnpike, I-93 Corridor, and I-95 corridor.



Activities

1. **Regional Intelligent Transportation Systems Architecture:** Maintenance and any required updates of the regional ITS architecture and Strategic Plan for the Strafford and Rockingham MPOs.
2. **Participation in Incident Management Systems:** There are active Incident Management Systems efforts occurring for the Spaulding Turnpike, I-93, and I-95 that the MPO can participate in as needed or requested.

Work Products

- Updated Regional ITS Architecture as necessary
- Updated ITS Strategic Plan as necessary.

TASK 208 — METROPOLITAN TRANSPORTATION PLAN

Objective

To develop and maintain the Rockingham MPO Long Range Transportation Plan and related policies that are consistent with the requirements of 23 CFR Part 450, Subpart C.

Activities

1. **Maintenance of the 2045 Long Range Transportation Plan:** Incorporate updates to the Long Range Transportation Plan necessary to maintain consistency with the 2019-2022 TIP.
2. **Transportation Plan Update:** Carry out the update of the Rockingham MPO Transportation Plan in conjunction with development of the 2021-2024 TIP and the 2021-2030 Ten Year Plan. Work will be focused in several areas: (1) further integration of performance-based planning, including continued refinement of supplemental measures not required by FHWA and FTA; (2) development of additional project details for transportation projects; (3) integration of Planning and Environmental Linkages approach; as well as (4) further addressing system resiliency, and climate change impacts and adaptation approaches.
3. **Integration of Performance-Based Planning:** Federal regulations require the implementation of a performance-based transportation planning process. This has been started and will require ongoing efforts to integrate performance measures, targets, and related data collection and analysis efforts into the MPO Long Range Transportation Plan. The full consideration of performance-based planning also requires coordination with an expanded set of planning partners that include NHDOT, NH Department of Safety (NHDOS), NH Department of Environmental Services (NHDES), the other three NH MPOs, Maine DOT



- and the Southern Maine Planning and Development Commission (SMPDC), as well as MASS DOT and the Merrimack Valley Planning Commission (MVPC).
4. **HSIP Performance Targets:** The MPO must adopt performance targets for the Highway Safety Improvement Program (HSIP) annually and within 180 days after NHDOT establishes statewide HSIP performance targets. This process requires coordination with the NHDOT, New Hampshire Department of Safety (NHDOS), FHWA, and the other New Hampshire MPOs. These targets must be integrated into the TIP and LRTP.
 5. **Pavement and Bridge Condition Performance Targets:** MPOs are required to establish 4-year Pavement and Bridge conditions on the National Highway System within 180 days of the State target setting. MPOs have the option to support the statewide targets or to establish their own for each of the pavement and bridge measures and these targets are updated every two years and must be included in the System Performance Report component of the TIP and LRTP.
 6. **System Reliability Performance Targets:** The System Performance Final Rule, effective, May 20, 2017, establishes six measures in three performance areas to carry out the National Highway Performance Program (NHPP), the National Highway Freight Program (NIIFP) and Congestion Mitigation and Air Quality Program (CMAQ). As the MPO region is in attainment for air quality and is not an urbanized area of over 1 million people, the (3) CMAQ measures are not utilized at this time. The MPO is required to establish 4-year targets for the three NHPP and NHFP measures and did so in 2018. These targets can be modified at the mid-point in 2020 and are required to be integrated into the TIP and LRTP.
 7. **Transit Asset Management (TAM) Performance Targets:** The Transit Asset Management (TAM) rule required Transit Agencies to set targets for their assets by January 1st, 2017 for the following fiscal year, and Metropolitan Planning Organizations (MPOs) to set regional targets 180 days after that. The targets deal with 4 broad areas of asset categories; Equipment, Rolling Stock, Infrastructure, and Facilities and the RPC is required to renew TAM targets with each update of the LRTP.
 8. **Livability/Sustainability:** Integrate livability and sustainability principles into the Long Range Plan to encourage expanded transportation choices, sustainable economic and land use development patterns, and leverage existing investments in infrastructure and communities. Integrate transportation planning to enhance quality of life, support open space and recreation, provide environmental and social justice equity, support employment opportunities, protect critical natural resources and ecosystem services, and improve public health and safety.
 9. **Fiscal Constraint Analysis:** The MPO must coordinate with NHDOT and the other New Hampshire MPOs to develop an analysis of projected revenues and expenditures by year for the region. This will include developing a budget of funds reasonably expected to be available in the region on which to base project specific recommendations and sequencing.



- 10. Transportation Project Development:** The MPO continues to refine the project solicitation and development process for the LRTP to provide more thorough and up-to-date information regarding scope, cost, and impacts to better facilitate the project prioritization process.
- 11. Environmental Mitigation, Climate Change, Adaptation and Resiliency:** The FAST Act (and its predecessors) requires that the MPO include discussions of environmental mitigation within the Long Range Plan. The MPO continues to revise and refine these discussions, to maintain up-to-date information regarding potential areas of mitigation (e.g. emissions reductions, reduced VMT, expansion of public transit, increased use of alternative modes, efficiency), and to maintain consistency with State, regional, and local environmental planning efforts. This component of the plan will also be expanded to include discussion of the impacts of climate change on land use, environment and transportation in the region, methods of adapting to the changing conditions, and reducing flood risk and impacts, , as well as building transportation and infrastructure systems that are resilient against extreme weather and the impacts of climate change and minimize environmental impacts. Related activities include presentations of RPC projects at local, regional, state and national conferences, workshops, webinars and other public events.
- 12. Latest Planning Assumptions:** Ensure that the population and employment projections included in the Long Range Plan and Air Quality Conformity Analysis to include the most up-to-date information available and are consistent with State estimates for the communities and region. Continue to refine the distribution model for the region.
- 13. Project Selection Criteria:** The RPC project selection process and criteria continually need to be revised and updated to reflect new considerations, methodologies, and to maintain consistency with the State Ten Year Plan process.
- 14. Project Programming Targets:** Working with NHDOT and the other MPOs/RPCs to establish transportation project programming budgets that reflect the likely investment in the transportation system in the MPO region.
- 15. Freight:** Update and expand discussion of freight in the region to reflect the new national emphasis on goods movement and the recently approved Statewide Freight Plan. Work with the Statewide Freight Advisory Committee to ensure that regional freight goals and objectives reflect statewide goals and objectives.

Work Products

- Amendments to the Long Range Plan (as necessary)
- Expanded project identification and development process to provide improved information for Long Range Plan and Ten Year Plan priority setting.
- Revised project selection criteria consistent with NHDOT and the other Planning Commissions and criteria weights as established by the MPO for the State Ten Year Plan.



- Development and maintenance of a transportation project database.
- Updates to transportation related chapter(s) of the Regional Master Plan and related efforts (None expected during the 2018-2019 UPWP)
- Fiscal Constraint Analysis for the Long Range Transportation Plan
- Long Range Transportation Plan Performance Report
- Annual HSIP Targets (by February 27 each year)
- Pavement and Bridge Condition (PM2) performance targets (2020 update)
- Transit Asset Management (TAM) performance targets (update with LRTP)
- System Reliability Performance Targets (2020 update)
- Supplemental Performance Targets for areas not included under the required federal performance areas.

TASK 209 — AIR QUALITY CONFORMITY

Objective

To complete work related to satisfying the requirements of the Clean Air Act Section 176(c), 40 USC § 93, and other policy documents from FHWA and EPA relating to air quality conformity.

Activities

1. In 2013 all of New Hampshire became unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standard (NAAQS) and in 2015, the 1997 8-Hour Ozone NAAQS was revoked for all purposes, including transportation conformity, releasing the Boston-Manchester-Portsmouth (SE) NH area from the requirement to demonstrate transportation conformity of transportation plans. A U.S. Court of Appeals for the D.C. Circuit decision requires that, as of February 16, 2019, transportation conformity for the 1997 ozone NAAQS will again apply in the Boston-Manchester-Portsmouth (SE) NH “Orphan Area” (South Coast Air Quality Management District v. EPA). RPC will be required to demonstrate conformity for the 1997 ozone NAAQS for any plans approved after February 16, 2019. This will require additional coordination and consultation with NHDOT, NHDES, FHWA, FTA, EPA, and the other NH MPOs.

Work Products

- Air Quality Conformity Analysis for the MPO TIP & LRTP, and Amendments to those documents, as necessary.



TASK 210 — STATE LONG RANGE TRANSPORTATION PLAN

Objective

For the state to complete work related to satisfying the requirements of 23 CFR §450.216 relating to the development and content of the statewide long-range transportation plan.

Activities

1. **State Long Range Transportation Plan:** The MPO will participate in the development of the State Long Range Transportation Plan by taking part in advisory committees as requested, contributing input at public information sessions or other opportunities, and providing input at providing comments and feedback on drafts.

Work Products

- MPO assistance in scoping the update and consultant selection process

TASK 211 — BIKE AND PEDESTRIAN PLANNING

Objective

To develop plans, facilities and programs that encourage bicycling and walking as an alternative to driving and improve bicycle and pedestrian safety using a 5Es approach including Engineering, Encouragement, Education, Enforcement and Evaluation.

Activities

1. **General Regional Bicycle/Pedestrian Planning:** Respond to requests from MPO communities for assistance in planning bicycle and pedestrian facilities. Work with NHDOT, other RPCs, TransportNH, the Bike/Walk Alliance of NH, Seacoast Area Bicycle Routes (SABR) and municipal partners to implement a bicycle and pedestrian traffic counting program.
2. **State Complete Streets Advisory Committee:** Participate in various initiatives of the NHDOT Complete Streets Advisory Committee (CSAC), and regional bicycle and pedestrian advisory committees as needed.
3. **Regional Bicycle and Pedestrian Plan:** Develop a regional bicycle and pedestrian plan in conjunction with public outreach for the Statewide Pedestrian & Bicycle Plan update.
4. **Bike/Walk to Work Week:** Continue collaboration with commuteSMARTSeacoast, SABR, SRPC and other partners to coordinate regional events for Bike/Walk to Work Day and



National Bike Month to encourage active transportation. Projects include regional bike/ped commuter breakfasts, the Business to Business (B2B) Commuter Challenge and educational events.

5. **Multi-Use Trail Projects:** MPO staff will continue to provide planning and project development assistance to the NH Seacoast Greenway (NHSG) Advisory Committee and corridor communities working to develop their segments of the NHSG. This will include working with the State and corridor communities to complete State acquisition of the Hampton Branch rail corridor between Hampton and Portsmouth, and tasks related to trail development along the full Hampton Branch corridor. MPO staff will also provide assistance to the Granite State Rail Trail and other trail initiatives in the MPO region as time allows.

Work Products

- Implement bike and pedestrian traffic counting program including analysis of Strava data (See Section 401 Traffic Count Program)
- Regional Bicycle and Pedestrian Plan
- Preparations for Seacoast Bike Month & Seacoast Bike/Walk to Work Day
- Documentation of annual BWWD events
- Project scoping and funding development assistance to communities working to develop their segments of the NHSG

TASK 212 — FREIGHT PLANNING

Objective

Planning for improved freight and goods movement in the region.

Activities

There are no identified tasks for this task area that are not covered under 208 or 502.

Work Products

- No Identified work products.



CATEGORY 300: PUBLIC INVOLVEMENT AND COORDINATION

Purpose: *Provide for appropriate public, stakeholder and constituent participation and input in the development of MPO policies, plans and related documents, including the Long Range Transportation Plan, the transportation improvement program, project prioritization policies and tools. This task is focused on staff support of the MPO Technical Advisory Committee and Policy Committee but may also involve advisory committees established for specific projects or tasks.*

TASK 301 — TRANSPORTATION ADVISORY COMMITTEE

Objective

This task provides for the on-going organizational support of the Transportation Advisory Committee (TAC).

Activities

1. **Transportation Advisory Committee (TAC) Support:** Continue to provide support to the MPO TAC, including staffing, public notices, mailings, committee presentation and other education, and other tasks. No less than four TAC meetings will be held in each year of the UPWP.

Work Products

- TAC agendas, minutes, memos and related committee information for no less than four meetings per year.
- Meeting presentation and educational materials developed for the TAC on transportation topics as time allows.

TASK 302 — PLANNING COMMISSION MEETINGS

NOTE: *RPC meetings that occur to consider MPO business or subjects are convened as MPO Policy Committee meetings rather than as Commission meetings – See Task 305 below.*



TASK 303 — PUBLIC PARTICIPATION PLAN

Objective

To evaluate and maintain the MPO Public Participation Process.

Activities

1. **Public Participation Process Review:** Conduct a biennial review of the MPO Public Participation Process, including assessment of needs for outreach to Limited English Proficiency (LEP) groups/populations. Update the Public Participation Process as appropriate including review by NHDOT Office of Federal Compliance.
2. **Title VI Civil Rights Program:** Update and revise the MPOs Title VI Civil Rights program that was adopted in 2017 to ensure that procedures remain compliant with Federal regulations and that the MPO is inclusive of all individuals interested in participating in the transportation planning process.

Work Products

- Revised and updated Public Participation Plan
- Revised and updated Title VI Civil Rights Program

TASK 304 — PUBLIC OUTREACH

Objective

To increase public awareness and participation in the transportation planning process and the implementation of plans and projects.

Activities

1. **MPO Website Development & Maintenance:** Maintain and expand the utilization of the MPO Website to include current and archived information from TAC and Policy Committee meetings, information on current projects, and current regional data as well as opportunities for member interaction.
2. **Media Monitoring:** Monitor traditional and social media coverage of transportation issues; utilize press releases and other media contacts to publicize transportation issues and MPO activities. Utilize social media to broadcast information and generate interest in MPO activities and efforts, as well as to gather public input regarding specific efforts.



3. **Surveys:** Conduct surveys utilizing the publicinput.com community engagement platform to gather input on transportation topics and planning documents. This platform integrates surveys with supporting content in an easily accessible platform, allows for responses to questions as well as open-ended comments, links social media outreach with email and meetings. In addition, the platform can be used to sign people in at meetings, and conduct live surveys, and generate interested parties lists. Data from outreach efforts is available to the MPO for analysis and reporting. The MPO intends to utilize the platform for collecting comments on the TIP and Plan, the Project Selection Criteria weighting process, corridor plans and other studies.
4. **Limited English Proficiency Outreach:** The MPO region has been near the threshold that would require publication of critical planning documents and outreach in Spanish. The MPO will be working towards increasing the availability of outreach materials in Spanish.

Work Products

- Maintenance of the MPO website with current information on transportation topics
- Documentation of press releases and media stories related to MPO projects.
- Spanish language MPO overview one-page flyer
- Data Analysis from survey/publicinput.com outreach efforts.

TASK 305 — POLICY COMMITTEE

Objective

This task provides for on-going organizational and meeting support of the MPO Policy committee.

Activities

1. **Policy Committee Support:** Continue to provide support to the MPO Policy Committee, including staffing, public notices, mailings, committee education and other tasks. No less than 3 Policy Committee meetings will be held in each year of the UPWP.

Work Products

- MPO Policy Committee agendas, minutes, memos and related committee information for no less than four meetings per year.
- Meeting presentation and educational materials developed for the Policy Committee on transportation topics as time allows.



CATEGORY 400: PLAN SUPPORT

Purpose: *Provide for the collection, analysis and maintenance of relevant data to support the MPO planning process. This includes the development, analysis, & mapping of socioeconomic, land use, environmental, & transportation system data to be used in the Long Range Transportation Plan, corridor studies, the Congestion Management Process, project development & planning, as well as other efforts. This category of work also includes activities pertaining to the maintenance and improvement of the travel demand model.*

TASK 401 — TRAFFIC COUNT PROGRAM

Objective

To collect and analyze traffic data in the MPO Study Area.

Activities

1. **Traffic Count Program:** Continue traffic data collection efforts to support HPMS and NHDOT traffic data needs. The majority of the counting program will be completed by outside vendors. Regular data submissions by the vendors will be reviewed, coordinated with and submitted to NH DOT per the terms of the contract. The RPC will maintain in-house capacity and equipment to support traffic studies as needed.
2. **Bicycle and Pedestrian Traffic Counts:** The Traffic Count Program will also include continuation and expansion of the new regional bicycle and pedestrian counting program. This will involve refining locations for ongoing annual manual counts, development of counting protocols in collaboration with other RPCs and the NHDOT Complete Streets Advisory Committee (CSAC), and a combination of automated and manual counts undertaken with regional partners.
3. **Assist Communities with local technical Studies:** RPC receives requests each year from communities for traffic counts at specific locations that are not part of the regular program. These are handled on a first come-first serve basis as resources are available.
4. **Assist NHDOT with local/regional technical studies:** Assist NHDOT with the collection of traffic data for localized studies dependent upon available resources.

Work Products

- Traffic Volume Counts as requested by NHDOT Traffic Bureau and supplied to NH DOT as per NHDOT specifications. Current count season request is 130 counts and RPC will complete those as well as others as needed for the Congestion Management Process or Travel Demand Model, or as requested by NHDOT or RPC communities as time/funds are available.



- Traffic Classification count data from at least the sites requested by NHDOT Traffic Bureau as part of the annual count program. Current count season includes 17 classification counts that will be supplied to NH DOT (and for MPO use) and others will be conducted as needed for the Congestion Management Process or Travel Demand Model, or as requested by NHDOT or RPC communities as time/funds are available.
- Data from manual Turning Movement Counts per year supplied to NH DOT or for MPO use as requested or needed for intersection operations analysis as funds are available.
- Additional traffic counts in response to community requests and MPO needs.
- Data from up to 20 manual and automated bike/ped counts at prioritized locations per year.

TASK 402 — SADES INVENTORIES

Objective

To work with NHDOT and the T2 Center to collect road surface condition, stream crossing, and other data in common formats and with consistent attributes using the SADES format and process to build community RSMS [Road Surface Management Systems], the Stream Crossing Inventory, and other datasets as appropriate.

Activities

1. **SADES Road Surface Management Systems (RSMS):** Activities and staff time devoted to the development and maintenance of road surface condition data for communities, identification of priorities for repair and strategies to best facilitate improvements, general cost estimates, and planning for future maintenance needs utilizing the Statewide Asset Data Exchange System (SADES) as developed by UNH Technology Transfer (T2) Center and NHDOT. Includes development of improvement and maintenance plans.
2. **SADES Stream Crossing Vulnerability Analysis:** Maintaining and updating the region-wide inventory and analysis of current road culverts/road crossings and report on the current status and conditions of these assets, based on the SADES protocol and the New Hampshire Stream Crossing Initiative. Culvert data collected for this effort will be utilizing the SADES field data collection program. All 27 communities in the RPC region have been surveyed and data collection efforts focus filling in missing data on updating information for locations that have had changes made.

Work Products

- RSMS roadway surface condition data collection for communities as resources are available



- Analysis of surface condition data for communities where data has been collected
- Identification of priorities for repair and strategies to best facilitate improvements
- Planning for future maintenance needs.
- Data maintenance on public road stream crossings
- Stream Crossing Vulnerability Assessment: The data from the stream crossing inventory work will be incorporated into the MPO Long Range Transportation Plan and project development process. The work will summarize the results of the inventory for the region and will examine issues such as likelihood of failure due to flooding or erosion, the impact on road network function if failure occurs, impact on aquatic organisms, and the potential interaction from storm surge and sea-level rise on tidal crossings and how that may impact the need for, or priority of, transportation projects.

TASK 403 — GEOGRAPHIC INFORMATION SYSTEMS

Objective

To collect and analyze transportation, land use, environmental, and socio-economic data relevant to the MPO Study Area and to support data requirements in the development of the Long Range Transportation Plan, the Transportation Improvement Program, the Congestion Management Process, Transportation Conformity analysis, transit planning, population projections, traffic analysis, regional travel demand modeling as well as other transportation planning efforts of the MPO.

Activities

1. **Geographic Information Systems:** Activities and staff time devoted to the development and maintenance of transportation focused data layers, including a reasonable share of transportation related layers and those that support transportation planning. This includes the maintenance of data layers, mapping, and spatial analysis as well as response to requests for data, mapping, and analysis of transportation related data.
2. **NH DOT Distributed Data:** The RPC will periodically obtain data sets from NH DOT including road and road attribute data, accident crash data, project inventory data, aerial photography and a variety of other data sets. The RPC will obtain and incorporate this data into the RPC database as needed and as it becomes available. In addition, the RPC will work with the NH DOT when possible to streamline the data sharing process. These products will be used for local special requests and local planning support, including town and regional master plans. At times the RPC may supplement this data with information otherwise not collected by the NH DOT by contacting local public safety agencies and will share results with NH DOT for inclusion in their data.



3. **Economic and Demographic Data:** Update and analyze maps and data depicting employment sites, housing, and major employers for use by the MPO in maintaining housing and employment data for the model; make data available to communities, social services, REDC and other agencies as appropriate. Data collected will be used to assist in ensuring that transportation programs and projects avoid or minimize adverse impacts to low income and minority populations. Also, data can be used to target outreach to Limited English Proficiency (LEP) groups/populations as needed. Utilize 2010 census and 2010 employment data from NH Department of Employment Security to assist in the update and calibration of the land use allocation module of the regional travel demand. Collect and maintain major employer data, unemployment data and related information to assist in assessing employment growth projections. This work will be done in coordination with the regional Comprehensive Economic Development Strategy (CEDS) initiative. This task also includes working with data available from the 2010 Census for the travel demand model, long range planning, and other efforts.
4. **Resource Layers:** Update and analyze maps and data depicting natural, cultural, historic and other resources. Data and maps will be utilized as inputs into the LRTP, travel demand model, any sustainability/livability initiatives, as well as individual transportation project development efforts. Use of other statewide and regional GIS databases such as the NH Coastal Viewer and NH Flood Hazards Geodatabase (in development).
5. **Standard Map Set:** Update of the standard set of maps that are produced for all communities within the region for use in planning and resource protection. The content of the maps includes transportation infrastructure, zoning, land use, surface water, stratified drift aquifers, composite tax data, conservation lands, community facilities, soils data, buildout data, and digital orthophotos. Additional maps will be produced dependent upon the data available.

Work Products

- **Zoning and Land Use Layers:** This is a continuation of the town by town updates to the zoning and land use/ land cover layers. Updates are incorporated into the RPC database as information becomes available for all 27 communities. Data collection may be in digital form or in hard copy form and will require varying efforts to incorporate, both spatial and tabular. This data will be required for the update of the Long Range Transportation Plan and related scenario planning efforts.
- Updates to the standard map set of land use and land cover maps for all member communities in June 2020
- Updates to the standard map set of zoning maps for all member communities in June 2021
- Long Range Transportation Plan Maps
- Transportation-related maps and data updates as requested



- Crash Data compiled for the Region and analysis of problem areas for potential Highway Safety Improvement Program (HSIP) projects and other safety studies.
- RPC Database updates
- Receive, disseminate and analyze 2019 and 2020 ACS Census & related data as available.
- Update ES202 employment data aggregated to TAZ for Regional Travel Demand Model use.
- Updated major employer database for inclusion in Regional Travel Demand Model.
- Updated maps and data sets
- Transportation system vulnerability assessment database

TASK 404 — DEMOGRAPHICS

Objective

To collect and analyze socio-economic and demographic data relevant to the MPO Study Area and to support data requirements in the development of the Long Range Transportation Plan, the Transportation Improvement Program, the Congestion Management Process, Transportation Conformity analysis, transit planning, population projections, traffic analysis, regional travel demand modeling as well as other transportation planning efforts of the MPO. Population and employment projections assist in assessing future travel demand and transportation system needs.

Activities

1. **Population and Employment Projections:** Activities and staff time devoted to the development and maintenance of regional population and employment projections to support the travel demand model and the Long Range Transportation Plan. This includes work with the Office of Strategic Initiatives (OSI) and the other NH MPOs and Planning Commissions to update the Statewide population projections and regional population projections.
2. **Housing Projections:** Activities and staff time devoted to the quantifying and projecting the demand for housing in the region and to estimate present availability. This data provides inputs into the regional travel demand model which bases trip generation on households and vehicle availability. In addition, this information can aid in the development of LRTP by helping to understand future growth and development patterns.
3. **Analysis of Census Data:** Activities and staff time devoted to the analysis of Census and other demographic data for transportation planning purposes. While limited in applicability, the American Community Survey (ACS), Longitudinal Employer-Household



Dynamics (LEHD) data, LEHD Origin-Destination Employment Statistics (LODES) provides some insight into commuting patterns, methods of transport to work and general flow of people between home and work.

4. **2020 Decennial Census:** Activities and staff time devoted to MPO work in preparation for the 2020 Decennial Census and integration and analysis of Census data as it becomes available. IN the preparations for the 2020 Census, the MPO is participating in the Census Bureau Participant Statistical Area Program (PSAP) review of statistical area boundaries.

Work Products

- Extend the NH Department of Employment Security 10-year regional employment projections and incorporate into the MPO model and Long Range Transportation Plan.
- Updated CEDS data tables and economic summaries relating to employment, population, and housing data.
- Updated and maintained population projections for the Long Range Transportation Plan, regional travel demand model, and other MPO planning efforts
- Updated and maintained housing projections for the Long Range Transportation Plan, regional travel demand model, and other MPO planning efforts.
- Analysis of ACS Journey to Work/ Commuting patterns information where possible given data availability and quality.

TASK 405 — EQUIPMENT AND SUPPLIES

Objective

The purchase of equipment and transportation planning resources such as books, manuals, and software required to perform the transportation planning process.

Activities

1. **Purchase/Repair Traffic Counting Equipment:** Purchase and/or repair of traffic counters and related equipment
2. **Transportation Planning Resources:** Purchasing transportation planning resources such as books and manuals like the Highway Capacity Manual, Trip Generation Manuals, and others as needed.
3. **Computer Hardware and Software:** Purchase and maintenance of computer hardware and software utilized for transportation planning or used by the transportation planning



staff. This includes GIS, travel demand model, and other transportation planning software maintenance agreements.

Work Products

- Repaired traffic counting equipment (as needed)
- New counting equipment for conducting volume/classification/speed counts on high volume facilities.
- Transportation Planning books and manuals
- Renewal of ArcInfo and ArcGIS Licenses (ESRI).
- TransCAD License (Caliper Corp)
- Synchro License renewal/version update
- Acquisition of one to two replacement computers
- Other transportation planning specific software purchases/updates as needed.

TASK 406 — TRAVEL DEMAND MODELING

Objective

Continue work on maintaining and improving the capabilities and operation of the RPC/SRPC MPO travel demand model. Utilize model for air quality analysis conformity analysis as needed, for travel demand estimation, land use scenarios and forecasting, estimating the effectiveness of proposed transportation improvement projects and plans, and understanding system efficiency and congestion as a component of the Congestion Management Process.

Activities

1. **Model Maintenance, Updates and Enhancements:** The maintenance of the model with Strafford Regional Planning Commission as well as periodic updates and enhancements. The RPC would like to continue to make improvements that simplify and streamline the modeling process as well as enhance its capabilities. Specifically work during this UPWP will focus on working with our state and regional planning partners to implement a Household Travel Survey to more closely calibrate the model with local and regional travel patterns. In addition, work will begin on integrating the regional land use buildout model with the MPO Travel Demand Model to provide more dynamic and automated land use assignment to Traffic Analysis Zones.
2. **Model Users Group:** Participation in the New Hampshire Model Users Group. The intent of the Model Users Group is to share knowledge between the MPOs and regional travel



demand models, develop consistent methodologies and data, and identify opportunities to work more cooperatively between the MPO regions. An initial effort of this group will be to examine the feasibility of creating a single model for the four MPO regions.

3. **Travel Demand Forecasting:** Travel demand forecasts for specific transportation plans or projects, such as the Congestion Management Process where it will help identify roadways and intersection that are likely to become significantly congested given forecasted growth and travel patterns. The model may also be used to test growth scenarios for the update to the LRTP, or as part of updates to the Regional Master Plan.

Work Products

- Continued improvements in data efficiency and reduced data redundancy
- Enhanced Model capabilities
- Progress towards implementing a Household Travel Survey
- Modify regional buildout analysis to provide dynamic land use allocation data to the MPO
- Calibrated and validated travel demand model that can be certified as meeting FHWA
- Travel Demand Model results for any analyses.
- Forecast regional and facility specific traffic levels as requested

TASK 407 — MEMBERSHIPS, SUBSCRIPTIONS & PROFESSIONAL COSTS

Objective

To fund agency subscriptions to transportation planning/engineering periodicals, memberships in professional organizations such as Association of Metropolitan Planning Organizations (AMPO), National Association of Regional Councils (NARC) (Transportation Planning Only) and other professional costs.

Activities

None

Work Products

- AMPO Membership dues paid
- NARC Transportation Planning dues paid



CATEGORY 500: TECHNICAL ASSISTANCE AND PLANNING

Purpose: *Allows the Rockingham MPO staff to address local transportation issues and concerns by providing direct transportation planning consultation and general technical assistance, project development assistance, and grant funding resources to communities within the MPO study area in response to local needs and requests.*

TASK 501 — LOCAL AND REGIONAL ASSISTANCE

Objective

Regional planning projects and technical assistance to communities and other RPCs/MPOs. This includes scoping and performance of studies, attending community meetings on specific issues or items, review of development impacts for transportation issues. Also includes participation in NH MPO coordination meetings, RPC Executive Director Meetings, or other RPC/MPO activities related to cooperative or coordinated transportation planning.

Activities

- 1. General Transportation Assistance:** Providing general transportation planning and technical assistance to area communities and other public entities on an as-requested basis and when financially and technically feasible. Occasionally RPC staff will work with other NH MPOs, MPOs from bordering states or other planning partners to address a specific issue or to accomplish a specific task. Past work in this area has included coordination of the Congestion Management Process, and development of common MPO project selection criteria. This task includes attending local Planning Board, Board of Selectmen, and other meetings to discuss transportation related topics as requested.
- 2. Development Impact Review:** Attend NH DOT scoping meetings, review and comment on land use development proposals and traffic impact studies as requested or as part of the Development of Regional Impacts process.
- 3. Scenic Byway Corridor Management Plan Implementation:** RPC has worked in recent years to develop Corridor Management Plans for the NH Coastal Scenic Byway (traversing Seabrook, Hampton, North Hampton, Rye, New Castle and Portsmouth) and the Robert Frost/Stagecoach Scenic Byway (traversing Atkinson, Hampstead, Chester, Auburn, and Derry). Efforts for this UPWP include supporting and providing technical assistance to the two Byway Councils to implement Corridor Management Plan recommendations, including project development as requested.
- 4. RPC Executive Directors Meetings:** Monthly meetings of the RPC Executive Directors with NH DOT and other State and Federal agencies to discuss transportation planning and other related issues.
- 5. NH MPO Coordination Meetings:** Monthly meetings of New Hampshire MPO staff to



discuss common transportation planning issues, coordinate work efforts, and develop cooperative transportation planning products or processes.

6. **Portsmouth Naval Shipyard JLUS:** The Portsmouth Naval Shipyard is working with the Town of Kittery and the Southern Maine Planning and Development Commission to undertake a Joint Land Use Study (JLUS). This study will seek ways to reduce traffic congestion and transportation safety issues impacting the Town of Kittery, the Shipyard, and the region overall; promote community development that is supportive of and compatible with military training, testing, and operational missions, and that is compatible with Local Ordinances and Comprehensive Plans along with the Shipyard's long-term needs and operational missions; seek ways to reduce operational impacts of the Shipyard on adjacent lands, including the town's small downtown area and local roads; increase public awareness of the military missions and contribution to the regional economy; and protect and preserve military readiness and defense capabilities while supporting continued community economic development. The RPC is participating in this process via inclusion on the Working and Policy committees that have been assembled for the project which is expected to conclude at the end of 2019.

Work Products

- Reports and memoranda related to local assistance as required.
- Comments on Traffic Impact Studies and development proposals as requested
- Provide input regarding Developments of Regional Impact as requested.
- Complete Streets Policy for the RPC MPO region
- Documentation of assistance to communities on Complete Streets projects

TASK 502 — STATEWIDE ASSISTANCE

Objective

Provide resources to support NH DOT in the development of corridor studies, feasibility studies, project development, and other transportation studies and projects as requested and on project or program advisory committees. Work in this task area supports fulfillment of MPO goals in the Long Range Transportation Plan (LRTP) as well as responsibilities relating to the conceptual planning, development and implementation of the projects in the LRTP and TIP, the monitoring of projects in the TIP, the coordination of Performance Based Planning with NHDOT and other MPOs, as well as furthering the MPO role including public involvement in the transportation planning process and as planning liaison between NHDOT and the communities of the region.

Activities



1. **Project Implementation & Monitoring:** Monitor all transportation projects proposed or being implemented in the MPO region through attendance at project meetings, discussions with NHDOT project managers and others, and communication with local, regional, and state officials. This includes projects in the Transportation Improvement Program, State of NH Ten Year Plan, as well as those developed through NHDOT District VI or NHDOT's various "Programmatic" funding pools. This allows the MPO to ensure consistency between project scope, cost, and schedule and the LRTP and TIP, participate in NEPA analysis as necessary, and to provide a regional perspective to the design process during project planning and scoping.
2. **Project Public Advisory Committees (PACs):** Participate in NHDOT project sponsored public advisory committee meetings for projects as necessary. Currently MPO staff is involved in the PAC for the New Castle-Rye Bridge as well as the Hampton Harbor Bridge.
3. **Statewide Advisory Committees:** Participate in NHDOT statewide advisory committees such as the Highway Safety Improvement Program (HSIP), Statewide Freight Advisory Committee, and others as requested by NHDOT or as MPO/RPC representative designated by the RPC Executive Directors. RPC staff is currently a member of the State Freight Advisory Committee.
4. **NEPA Participating Agency:** Activities required as a designated "Participating Agency" or interested party as part of the NEPA process for individual transportation projects.

Work Products

- Written or verbal input to NHDOT regarding project development process, implementation, scope, cost, design, and/or schedule.
- Technical memos regarding project implementation activities.
- Formal comments submitted by the MPO as part of a NEPA process.

TASK 503 — LOCAL PROJECT ADMINISTRATION (LPA) PROGRAMS

Objective

To aid communities and regional agencies through assistance with the administration and implementation of locally managed projects.

Activities

1. **Transportation Alternatives Program:** Work with applicants for Transportation Alternatives funds (TA) to provide project development assistance; evaluate and rank project applications; assist applicants as needed with statewide selection process; monitor project implementation. In addition, staff will participate in any TA subcategory



Advisory Committee meetings as requested.

2. **Congestion Mitigation & Air Quality Program:** Work with applicants for Congestion Mitigation & Air Quality (CMAQ) to provide project development assistance; evaluate and rank project applications including air quality analyses; assist applicants as needed with statewide selection process; monitor project implementation. In addition, staff will participate in CMAQ Advisory Committee meetings as needed.

Work Products

- Regional TAP evaluation process
- Regional CMAQ evaluation process
- Documentation of TAP and CMAQ project implementation efforts
- Assistance to communities with project development and implementation as necessary

TASK 504 — SPECIAL PROJECTS

Objective

To perform studies and develop reports for individual communities. This includes such things as performing small corridor or intersection studies, updating of transportation related community master plan and regional master plan chapters, and regional guidance documents.

Activities

1. **Studies:** To provide grant and technical assistance funding within the UPWP to provide local communities resources to carry out small community-specific studies connecting transportation, land use, and natural resources. Eligible projects will include access management studies, traffic calming studies, traffic and parking studies; innovative zoning studies, future land use studies, scenario planning, or other planning efforts that foster improved integration and coordination between transportation and land use within a community.

Work Products

- Reports on any special studies carried out by the MPO.



TASK 505 — REGIONAL COORDINATING COUNCILS (RCC)

Objective

Support and participate in the operation of the two Regional Coordinating Councils (RCCs) serving communities in the MPO Region.

Activities

1. **RCC Support – Southeast Region (ACT):** Continue to participate in ACT, the Regional Coordinating Council for community transportation (RCC) for the Southeast NH area, including the eastern portion of the RPC region. Assistance will include development of funding proposals, development of coordination Operating Agreements with provider agencies, and planning for expansion of volunteer driver program coverage in central Rockingham County.
2. **RCC Support – Derry-Salem Region:** Continue to collaborate with SNHPC and CART on management of the Greater Derry-Salem Regional Coordinating Council for Community Transportation (RCC).
3. **Coordinated Public Transit/HHS Transportation Plans:** Work with COAST, CART, neighboring planning commissions and appropriate human service agency staff to incorporate any needed minor updates to the two Coordinated Public Transit & Human Services Transportation Plans that cover the MPO study area. These include the plan for the Greater Derry-Salem RCC covering the western portion of the RPC region and updated during 2015-2016; and the plan for the Southeast NH RCC, covering the eastern portion of the RPC region, updated in 2016-2017.

Work Products

- Funding applications for ACT and Derry-Salem Region services
- Implementing service improvements identified through RCC strategic planning, including expanding volunteer driver program coverage to central Rockingham County.



TASK 506 — TRANSIT AND TDM PLANNING

Objective

Promote the incremental development of public transportation in the MPO area by working with existing transit agencies and other public and private transit operators.

Activities

1. **Technical Assistance to COAST:** Continue to serve on the COAST board and Executive Committee; collaborate with COAST and Strafford MPO staff on biennial rider surveys and updates to the COAST funding formula. Assess possible service expansions as requested by COAST and RPC communities.
2. **Technical Assistance to CART:** Continue to serve on the CART Board and Executive Committee. Provide technical assistance with multiple projects during the biennium. Anticipated projects include assistance with the proposed merger of CART with the Manchester Transit Authority to realize administrative and service efficiencies; vehicle replacement planning; planning for new demand-responsive routes replacing some current open demand response service; analyses of ridership patterns to develop demand-responsive routes; assistance in developing operating agreements with other transit providers in the region; assessment of a new Salem-Londonderry-Manchester fixed route service, assistance with resource development including negotiation for regional split of FTA Urban Formula funds, grant writing and serving as a liaison with RPC member communities.
3. **Technical Assistance to Transportation Assistance for Seacoast Citizens (TASC):** Work with TASC and ACT to expand the geographic scope of TASC and integrate it into the ACT regional transit brokerage.
4. **Statewide Community Transit Coordination:** Participate in statewide work on transit development through the NH Transit Association, TransportNH and the State Coordinating Council for Community Transportation (SCC).
5. **Regional Transit Planning and Initiatives:** Staff will continue to participate in the Downeaster Station Communities Advisory Committee in Exeter, and work with station communities, NHDOT and NNEPRA to pursue enhancements to Downeaster service. Work on this task includes data collection on use of regional Park and Ride facilities, and any follow-up from the Hampton Intermodal study.

Work Products

- COAST ridership survey [COAST]
- COAST Funding formula maintenance and update



- CART Transit Asset Management Plan
- Analysis of potential fixed/demand responsive routes for COAST
- Diversified and expanded CART funding base.
- Plan for organizational restructuring of CART transit system
- Participation in NHTA and SCC in support of regional transit and coordination initiatives
- Participation in Transport NH and other collaborative statewide efforts to expand emphasis on alternative modes in State transportation policy
- Downeaster Station Committee Participation

TASK 507 — TRANSPORTATION DEMAND MANAGEMENT (TDM) PLANNING

Objective

Promote the incremental development of transportation demand management services in the MPO area by working with regional Transportation Management Associations (TMAs).

Activities

1. **TDM/TMA Support:** Collaborate with the SRPC, COAST, municipalities and major employers in the work on the commuteSMARTSeacoast regional Transportation Management Association (TMA). Continue to participate in the multi-RPC Commute Smart New Hampshire statewide TDM initiative.

Work Products

- Documentation of TMA support



CATEGORY 600: PUBLIC TRANSIT & ECONOMIC DEVELOPMENT

Purpose: *To facilitate the study of the value, need, and economic impacts of public transit on the Rockingham Planning Commission (RPC) and Strafford Regional Planning Commission (SRPC) regions.*

TASK 601 — ECONOMIC DEVELOPMENT LINKAGES STUDY

Objective

The Rockingham Planning Commission (RPC), in close coordination with the Cooperative Alliance for Seacoast Transportation (COAST) and Strafford Regional Planning Commission (SRPC), will study the value of and need for regional transit service in the COAST service area. Collaboration will allow the two regions to join forces to develop a set of case studies and analysis reflective of COAST's service area that spans both Metropolitan Planning Organization (MPO) regions.

Activities

- 1. General Administration:** Performance of monthly and annual grant administration, accounting, and reporting requirements.
- 2. Literature Review and Conceptual Model:** RPC and SRPC will work collaboratively to identify and review existing resources to develop and refine our approach to qualitative and quantitative analysis of transit benefits. This effort will focus on identifying exemplary models from smaller MPOs and transit systems across the country more closely similar with our two regions and COAST. Examples that analyze both transit service and transit oriented development will be sought out to ensure we are developing analyses that will help make the economic case in support of COAST's existing service as well as potential future service. The literature will provide the framework from which SRPC and RPC will complete the remaining project work tasks.
- 3. Qualitative Analysis of Economic Benefits:** RPC will develop case studies focusing on the impact of public transit on economic development in the seacoast. Anticipated studies include: COAST's benefit to service industry employers, transit benefits from increased accessibility to health care services, and transit links to critical employment clusters such as Pease, Downtown Portsmouth, Newington and Exeter.
- 4. Quantitative Analysis of Economic Benefits:** Building upon the qualitative analysis and Literature Review, RPC will conduct a quantitative analysis of transit service and transit-oriented development benefits in the RPC region. Work will be performed in conjunction with SRPC, with both MPOs using a consistent methodology to prepare separate analyses for regionally selected case studies.
- 5. Report Preparation:** RPC and SRPC will work jointly to develop a single report out of the



economic benefits of transit service and transit-oriented development in the Seacoast.

6. Performance Measures & Travel Demand Modeling: SRPC and RPC will work together to further integrate the findings of this initiative into ongoing regional collaborative efforts. Specifically:

- SRPC and RPC will collaborate with NH's other two MPO's through the Planning for Partnership Initiative and public transit partners to develop transit performance measures to supplement FTA measures and provide a more comprehensive picture of the impact of transit in New Hampshire.
- SRPC and RPC will investigate opportunities to develop a transit specific component for regional travel demand modeling that might integrate findings of the economic analyses. Given the regions' very low transit mode share, FHWA and FTA have recommended that SRPC and RPC account for transit trips using an off-model approach such as the FTA Simplified Trips-on-Project Software method to obtain transit trip tables, or other spreadsheet models can be used to capture transit dependent and rail commuter travel markets.

Work Products

- Progress reports, project management, and invoices.
- Literature Review
- Conceptual model of transit benefits
- Qualitative analysis of transit economic benefits
- Quantitative analysis of transit economic benefits
- Transit performance measures
- Enhanced treatment for transit in the regional travel demand model.



5 OTHER PLANNING ACTIVITIES

In addition to the MPO transportation planning work, there are a number of other planning efforts by both the Rockingham Planning Commission and other planning agencies in the region. Some of these are transportation planning focused, while others are concentrated on land use or environmental planning. Most are multi-disciplinary in nature and involve some consideration of the transportation system of the area as part of the discussion, issues of concern, or recommendations. This section of the UPWP identifies those projects and programs.

RELATED TRANSPORTATION PLANNING EFFORTS

As indicated in the introduction of this Unified Planning Work Program, the “unified” aspect of the document is intended to encompass all MPO transportation planning activities that are foreseen in the region, regardless of funding source or implementing agency. While we cannot be certain that we are aware of all transportation planning activities that will take place in the program period, we do identify all those that we are aware of in which the MPO has a stakeholder or participant role. These are summarized below with funding sources and amount, to the extent they are known, included in tables with each description.

COAST Transit Planning [COAST]: COAST will undertake the following activities using FTA Section 5307 and Section 5310 Funds, and may utilize both COAST staff resources and /or outside consulting assistance:

- Aid with planning and mobility management to ACT, the Regional Coordinating Council (RCC) for the Southeast NH region.

COAST 5307 Planning Funds	FY 2020	FY 2021
FTA 5307	\$89,604	\$91,889
Local Match (COAST)	\$17,921	\$18,378
Total:	\$107,525	\$110,266

- Participate in updates as needed to the Coordinated Public Transit/Human Service Transportation Plan for the region.
- Continue ongoing general and comprehensive transit planning.
- Conduct biennial system review.

CART Transit Planning [CART]: CART will undertake the following activities using FTA Section 5307 and 5310 Funds, and may utilize both CART staff resources and /or outside consulting assistance:

- Aid with planning for the Greater Derry-Salem Regional Coordinating Council for Community Transportation (Region 9 RCC)



- Participate in updates as needed to the Coordinated Public Transit/Human Service Transportation Plan for the region.
- Conduct ridership analyses to identify potential new demand-responsive route services
- Implement new demand-responsive routes as identified.
- Continue ongoing general and comprehensive transit planning.
- Continue planning for CART management restructuring

CART 5307 Planning Funds (Est)	FY 2020	FY 2021
FTA 5307	\$5,200	\$5,200
Local Match (CART)	\$1,300	\$1,300
Total:	\$6,500	\$6,500

Bicycle Level of Traffic Stress Study: The goal of the pilot project is to improve bicycle network planning for New Hampshire's Metropolitan Planning Organizations (MPOs) through further development and refinement of a shared model for evaluating Bicycle Level of Traffic Stress (LTS); collection and compilation of supplemental road attribute data in five planning regions; development of one or more shared transportation system performance measures based on LTS; and incorporation of that measure/those measures in project development and project prioritization. To implement this scope of work the Rockingham Planning Commission and partner MPOs request \$99,988 in Federal Highway Administration (FHWA) funding through the Measuring Multimodal Connectivity Pilot Grant Program. The Project began in January, 2019 and will conclude in September, 2019.

Portsmouth Naval Shipyard Joint Land Use Study (JLUS): The Town of Kittery and the Portsmouth Naval Shipyard have partnered to prepare a Joint Land Use Study (JLUS) for the Naval Shipyard and the surrounding communities. The Department of Defense Office of Economic Adjustment (OEA) provides grants to State and local governments to conduct a JLUS to support the long-term sustainability and operability of the military installation complex. The goal of the JLUS is to encourage State and local governments to work in tandem with military installations to implement measures that prevent the introduction of incompatible civilian development that may impair the continued operational utility of the military installation, and to preserve and protect the public health, safety, and welfare of those living near an active military installation, and associated ranges, Military Training Routes, Special Use Airspace, and Military Operating Areas. This Joint Land Use Study (JLUS) is a community-driven, cooperative and strategic planning process among the Naval Shipyard, surrounding communities, Federal agencies, State agencies and other interested parties to:

- Seek ways to reduce traffic congestion and transportation safety issues impacting the Town of Kittery, the Shipyard, and the region overall;
- Promote community development that is supportive of and compatible with military training, testing, and operational missions, and that is compatible with Local Ordinances and Comprehensive Plans along with the Shipyard's long-term needs and operational missions;
- Seek ways to reduce operational impacts of the Shipyard on adjacent lands, including the town's small downtown area and local roads;
- Increase public awareness of the military missions and contribution to the regional



economy; and

- Protect and preserve military readiness and defense capabilities while supporting continued community economic development.

The JLUS planning process, including data collection and analysis, shall consider, but not be limited to, the following military mission compatible use factors, as applicable:

- Transportation, both locally and regionally
- Access to water and river navigation
- Airborne noise
- Land use/housing growth
- Environmental/Habitat considerations
- Historical and cultural resources
- Sea-level rise
- Utilities and municipal services
- Security
- Schools

The JLUS study is budgeted at \$220,000 and is being managed by the Southern Maine Planning and Development Commission with Stantec hired as the consultant team. RPC is participating in this study on the Working and Policy Committees.

Seacoast Transportation Corridor Vulnerability Assessment (Pending): RPC will collaborate with NHCP, NHDOT, UNH, and coastal municipalities to complete a Seacoast Transportation Corridor (STC) Vulnerability Assessment and establish a long-term adaptation framework to incorporate coastal hazards and prioritize resilience in state and local transportation planning. The concept of the STC Assessment and Plan was identified as an important need and next step at a 2018 CAW meeting focused on sea-level rise vulnerability along Route 1A and other connecting Seacoast roadway systems. The Tides to Storms vulnerability assessment identified the STC as a highly vulnerable network. Route 1A, Route 1, and I-95—the primary roadways running from North/South—and Route 101 and Route 286—the primary evacuation routes running East/West along NH's coast—are all vulnerable to sea-level rise and sea-level rise induced groundwater rise in certain areas. Route 1A—a road that runs immediately adjacent to the Atlantic Coast and connects NH's most popular beaches, tourist amenities, and working waterfronts—sustained significant damage in the March 2018 Nor'easters, resulting in a Presidential Disaster Declaration and FEMA Public Assistance. According to the Tides to Storms⁴ analysis conducted by RPC in 2015, 43% of the 18 miles that make up Route 1A will be inundated twice daily by 2100 under a high sea-level rise scenario of 6.6 feet. This flooding will significantly impact transportation, including the 18,000 drivers that use the road every day in peak summer season. Route 1 and I-95 are situated further inland and are fortunately less vulnerable to flooding; however, they are vulnerable to sea-level rise at specific road segments, see higher traffic volumes than Route 1A, and are expected to absorb additional traffic burden in the event parts of Route 1A are closed. RPC will lead this study and the project team will follow the Federal Highway Administration Vulnerability Assessment and Adaptation Framework. This includes coordinating the vulnerability assessment, which will involve



running a travel demand model to determine how traffic patterns may shift to alternate routes under coastal flood scenarios, soliciting site-specific data at priority locations, obtaining pavement vulnerability data from UNH, obtaining cost information from NHDOT partners, and developing maps. A Seacoast Corridor Advisory Committee (CAC) composed of the project team and municipal stakeholders will meet quarterly to guide project direction and provide feedback on results. RPC will also lead development of options and recommendations for incorporating results into existing transportation planning processes, including the NHDOT 10-year plan and the MPO Long Range Transportation Plan. This study will build on growing expertise from a variety of initiatives and projects including Tides to Storms, the NHCRHC report, the NHDOT Climate Change Committee, and the FHWA Route 1B green infrastructure assessment. This study is budgeted at \$110,000.

Regional Transit System Economic Development Linkages Study (Pending): The Seacoast includes the richest mix of public transit service and some of the largest employers in New Hampshire. Yet local economic development is slowed by lack of connectivity to public transit and a multimodal network. Public transit operating costs are not subsidized by state funding, restricting the area and frequency of service due to COAST's dependence on local funds to match federal dollars. Demonstrating the economic value of public transit to decision-makers is critical for sustainable funding and ensuring that the region prioritizes developing a responsive multimodal network. RPC will work with the Cooperative Alliance for Seacoast Transportation (COAST), Strafford Regional Planning Commission (SRPC), and regional economic development stakeholders to research the impact of public transit access on local economic development in the seacoast and identify opportunities for paired transit and economic development planning. The Rockingham Planning Commission (RPC), in close coordination with the COAST and SRPC, is proposing to study the value of and need for regional transit service in the COAST service area. Specifically, SRPC and RPC will work together to develop a review of existing literature and produce a single final report of all findings. In addition, quantitative and qualitative analysis, transportation modeling, and performance measures will be performed by each planning commission separately focusing on stakeholders, datasets, and geographies specific to their region using a common methodology. Collaboration will allow the two regions to join forces to develop a set of case studies and analysis reflective of COAST's service area that spans both Metropolitan Planning Organization (MPO) regions. SRPC and RPC are each submitting separate 5305(e) grant applications for their individual portions of the proposed overall initiative.

RELATED LAND USE AND ENVIRONMENTAL PLANNING ACTIVITIES

The RPC is involved with many land use and environmental planning activities that are interconnected with transportation issues. While transportation may not necessarily be the primary focus of these efforts, it is part of the discussion and may influence decision making and the planning process.

Estimated RPC Budget FY 20 and FY 21

Funding Source	FY20 Budget	% of Budget	FY21 Budget	% of Budget
Member Dues	\$156,595	15%	\$156,595	15%
Local Contracts	\$152,958	15%	\$152,958	15%
Transportation Planning Fed	\$552,077	53%	\$552,077	53%
NHDES CZP/HSEM Fed Funds	\$83,652	8%	\$83,652	8%
State TBG (NHOSI)	\$11,000	1%	\$11,000	1%
Other/Misc	\$88,640	8%	\$88,640	8%
Total	\$1,044,922	100%	\$1,044,922	100%



Transportation planning for the MPO makes up approximately 53% of the RPC annual budget with the remainder of staff time and resources going to regional and local land use and environmental planning efforts. A general description of this work is included below along with general funding sources and amounts where known.

Comprehensive Economic Development Strategy [Rockingham Economic Development Corporation]: Funded through the US Department of Commerce's Economic Development Administration, The Rockingham Economic Development Corporation (www.redc.com) annually updates the Comprehensive Economic Development Strategy (CEDS) in support of on-going regional economic development planning efforts. RPC provides support in updating demographic and economic data and associated analysis, providing information on proposed transportation projects and improvement needs, and updating goals, objectives and recommendations.

NH Coastal Adaptation Workgroup (NH CAW) [Multiple Agencies]: Formed in January 2010 as an Ad Hoc Collaboration, NH CAW currently involves 26 agencies, organizations, municipalities, consulting firms and NGOs. NH CAW partners have received project grants of more than \$6 M in assets that enables NH CAW to work with coastal watershed communities on projects providing specific adaptation related education and technical assistance. The NH CAW Outreach Team provides support for planning and implementing instructional workshops and educational events, planning and implementing the annual NH Climate Summit, developing outreach materials and social media content, and coordinating research and grant proposals. NH CAW activities include attendance at CAW Outreach events and presentations of CAW/RPC projects at local, regional, state and national conferences, workshops, webinars and other public events.

Circuit Rider Planning Services and Technical Assistance: The RPC provides part-time professional land use planning services to the Planning Boards of eight member communities and technical assistance to all twenty six communities as requested. General duties include assistance in developing revisions to Zoning Ordinances and preparation of warrant articles, Site Plan Review and Subdivision Regulations, review of development proposals, and assistance with the development of Capital Improvement Programs (CIPs). These services are paid through RPC dues and contracts with individual communities for circuit rider services. Tasks such as updating community master plan chapters are also undertaken, often under a separate contract.

Developments of Regional Impact (DRI): The RPC conducts reviews of development of regional impact to assist in fulfilling obligations under RSA 36:58. This provides for convening the RPC DRI committee and supporting it as necessary, preparation of written responses and attendance at local land use board meeting concerning developments of regional impact as required. This program is funded through the NH Office of Energy and Planning (OEP) Targeted Block Grant (TBG) program.

New Hampshire Coastal Program Technical Assistance Grants: This program provides funding to the regional planning commission's that have coastal communities to engage in planning projects that implement the coastal resource management goals of the NH Coastal Program. Planning and technical assistance projects that can be accomplished by RPC staff and consistent with Program goals are eligible. Examples include community master planning, natural resources inventories, land



use and natural resources mapping, and climate change adaptation and resiliency planning. This program is funded by NOAA's Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NH Department of Environmental Services Coastal Program.

Emergency Management / Hazard Mitigation Planning Grants: This program provides funding to accomplish the preparation and up-dating of local all-hazard mitigation plans. These plans document all the hazards existing in communities and serve as prerequisite documents for many funding programs offered by the NH Office of Homeland Security and emergency management. Some examples of eligible projects that fall under most of the grant programs listed above include property acquisition, structural demolition and relocation, structural elevation, mitigation reconstruction, dry flood proofing of historic residential structures, dry flood proofing of non-residential structures, minor localized flood reduction projects, structural retrofitting of existing buildings, non-structural retrofitting of existing buildings and facilities, safe room construction, infrastructure retrofits, soil stabilization and wildfire mitigation. These programs are funded through the NH Office of Homeland Security via the following emergency management and hazard mitigation planning grants: Hazard mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA), Repetitive Flood Claims (RFC), and Severe Repetitive Loss (SRL). In addition, Pre-Disaster Mitigation (PDM) grants funded by FEMA through the New Hampshire Department of Homeland Security and Emergency Management provide the resources for the RPC to conduct Hazard Mitigation Plan updates for member communities.

A Comprehensive Plan for Resilient Salt Marshes in New Hampshire. This project is a collaboration between the Great Bay National Estuarine Research Reserve, the University of New Hampshire, the NH Coastal Program and the RPC. This project will evaluate marshes in the 17 coastal zone municipalities of New Hampshire (Rockingham and Strafford County). To ensure that NH saltmarshes are resilient in the face of sea level rise and coastal storm surge, this project will develop a collaborative marsh management and monitoring plan for New Hampshire, and pilot the use of the plan in two coastal communities and one state agency with the following outcomes:

- Marsh managers in New Hampshire (towns, non-profits, state agencies and federal agencies owning land) will have a comprehensive suite of resources that present a marsh by marsh evaluation of restoration, protection, monitoring and policy options that can enhance the resiliency of marshes.
- the City of Portsmouth will draft scientifically defensible ordinance (s) that supports marsh migration.
- One state agency will use the resources to develop a feasibility and initial design for a restoration project on state owned land.

The RPC is funded for \$4,200 of project assistance including participation on the technical advisory committee, development of the marsh profile template, and lead the development of land use planning mitigation options to be included in the marsh profiles.



6 FUNDING, COST DISTRIBUTION, & TASK SCHEDULING

The Rockingham MPO is funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation, the New Hampshire Department of Transportation (NHDOT), and local matching revenues from the RPC. Overall, 90% of UPWP funding is provided by a combination of metropolitan planning program grants from the Federal Highway Administration ('PL'), Federal Transit Administration ('Section 5303' converted to PL funds), and State Planning and Research (SPR) program funds. The matching funds are provided by the RPC supplemented by Turnpike Toll Credits from NHDOT that allow the effective 90/10 match instead of the usual 80/20. The tables on the following pages provide more specific information regarding the budget distribution of the UPWP, and the approximate timing of work tasks:

Table 2 shows personnel and non-personnel expense anticipated for the 2018-2019 UPWP. Available funding is listed at the top of the table followed by personnel expenses by major work category (split by fiscal year). The personnel costs are followed by non-personnel direct charges to the UPWP and two graphics showing the distribution of costs by category and by staff position.

Table 3 shows the distribution of resources for each task area listed in the UPWP by fiscal year. The table lists the hours budgeted to each as well as the anticipated personnel and non-personnel costs.

Table 4 depicts the anticipated scheduling of activities associated with the major task activities in the UPWP. Many tasks occur at specific identifiable time intervals in the UPWP program period; others occur only as needed, and others are ongoing throughout the two-year period. Those that are ongoing work tasks or occur only as needed are shown as fully shaded for the entirety of the UPWP.

Table 2: UPWP Budget Summary**Revenues**

Source	UPWP Total	FY 2020	Percent of Funding	FY 2021	Percent of Funding
2018-2019 FHWA PL Funds	\$ 793,958	\$ 396,979	62%	\$ 396,979	62%
FTA 5303 Planning Funds	\$ 204,296	\$ 102,148	16%	\$ 102,148	16%
State Planning & Research Funds	\$ 105,900	\$ 52,950	8%	\$ 52,950	8%
FTA 5305 Grant (Category 600)	\$ 46,530	\$ 23,265	4%	\$ 23,265	4%
Total Federal Funds	\$ 1,150,684	\$ 575,342	90%	\$ 575,342	90%
RPC Match (Local funds)	\$ 127,854	\$ 63,927	10%	\$ 63,927	10%
DOT Match*	\$ -	\$ -		\$ -	
Total Available Funding	\$ 1,278,538	\$ 639,269	100%	\$ 639,269	100%

* Turnpike Toll Credits help the MPO meet the match requirement for the UPWP but do not provide revenue

Expenditures

Category	Total UPWP Expenditures	Fiscal Year 2020			Fiscal Year 2021		
		Total Expenditures	Personnel Expenditures	Non-Personnel Expenditures	Total Expenditures	Personnel Expenditures	Non-Personnel Expenditures
Category 100: MPO Administration	\$ 144,851	\$ 73,961	\$ 70,286	\$ 3,675	\$ 70,890	\$ 67,215	\$ 3,675
Category 200: Policy & Planning	\$ 416,278	\$ 202,525	\$ 200,325	\$ 2,200	\$ 213,753	\$ 211,320	\$ 2,433
Category 300: Public Involvement	\$ 130,324	\$ 63,770	\$ 62,903	\$ 875	\$ 66,546	\$ 65,671	\$ 875
Category 400: Planning Support	\$ 330,351	\$ 167,644	\$ 116,316	\$ 51,328	\$ 162,707	\$ 109,329	\$ 53,378
Category 500: Technical Assistance	\$ 205,033	\$ 98,687	\$ 97,212	\$ 1,475	\$ 106,346	\$ 104,696	\$ 1,650
Category 600: Transit Impacts	\$ 51,700	\$ 32,673	\$ 27,082	\$ 5,591	\$ 19,028	\$ 16,578	\$ 2,450
UPWP Total Expenditures	\$ 1,278,537	\$ 639,269	\$ 574,125	\$ 65,144	\$ 639,269	\$ 574,808	\$ 64,461

Personnel Hours

Personnel Hours by Position				Personnel Hours by Category		
Position	Total	Percent of Total		Total	FY 2020	FY 2021
Executive Director	1,200	8%		Category 100	840	780
Assistant Director	3,160	21%		Category 200	2,600	2,684
Sr. Transportation Planner	3,529	23%		Category 300	805	820
Transportation/GIS Analyst	3,600	23%		Category 400	2,024	1,884
GIS Manager	1,240	8%		Category 500	1,140	1,200
Regional Planner (2)	940	6%		Category 600	378	222
Business Administration (2)	988	6%		Total	7,787	7,590
Interns (2)	720	5%				
	15,377					

Non-Personnel Expenditures by Type and Category

Type	Category 100	Category 200	Category 300	Category 400	Category 500	Category 600	Total
6114 Office Supplies	\$ 50	\$ 75	\$ 50	\$ 75	\$ 75	\$ -	\$ 325
6115 Contracted Services	\$ -	\$ -	\$ 1,000	\$ 58,000	\$ -	\$ 7,891	\$ 66,891
6116 Travel	\$ 700	\$ 3,150	\$ 700	\$ 500	\$ 2,700	\$ 150	\$ 7,900
6117 Newspaper/Media	\$ -	\$ 1,408	\$ -	\$ -	\$ -	\$ -	\$ 1,408
6120 Dues/Subscriptions	\$ -	\$ -	\$ -	\$ 2,400	\$ -	\$ -	\$ 2,400
6121 Training & Workshops	\$ 6,000	\$ -	\$ -	\$ 75	\$ 150	\$ -	\$ 6,225
6124 Equipment	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000
6125 Equip & Software Maint	\$ 600	\$ -	\$ -	\$ 37,656	\$ -	\$ -	\$ 38,256
6126 Telephone	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ 200
Total	\$ 7,350	\$ 4,633	\$ 1,750	\$ 104,706	\$ 3,125	\$ 8,041	\$ 129,605

Table 3: UPWP Budget Detail

Revenues

	UPWP Total	FY 2020	Percentage of Funding	FY 2021	Percentage of Funding
2020-2021 FHWA PL Funds	\$ 793,958	\$ 396,979	62%	\$ 396,979	62%
FT 5303 Planning Funds	\$ 204,296	\$ 102,148	16%	\$ 102,148	16%
State Planning & Research Funds	\$ 105,900	\$ 52,950	8%	\$ 52,950	8%
FTA 5305 Grant (Category 600)	\$ 46,530	\$ 23,265	4%	\$ 23,265	4%
Total Federal Funds	\$ 1,150,684	\$ 575,342	90%	\$ 575,342	90%
RPC Match (Local funds)	\$ 127,854	\$ 63,927	10%	\$ 63,927	10%
DOT Match (Turnpike Toll Credits)	\$ -	\$ -		\$ -	
Available Funding	\$ 1,278,538	\$ 639,269	100%	\$ 639,269	100%

Expenditures

	UPWP Total	Fiscal Year 2020			Fiscal Year 2021			Personnel Hours		
		Total	Personnel	Non-Personnel	Total	Personnel	Non-Personnel	Total	FY 2020	FY 2021
UPWP Total Expenditures	\$ 1,278,537	\$ 639,269	\$ 574,125	\$ 65,144	\$ 639,269	\$ 574,808	\$ 64,461	15,377	7,787	7,590
Category 100: MPO Administration	\$ 144,851	\$ 73,961	\$ 70,286	\$ 3,675	\$ 70,890	\$ 67,215	\$ 3,675	1,620	840	780
101 Accounting and Invoice	\$ 23,145	\$ 12,253	\$ 11,853	\$ 400	\$ 10,892	\$ 10,467	\$ 425	260	140	120
102 Program Administration	\$ 88,966	\$ 43,947	\$ 43,872	\$ 75	\$ 45,019	\$ 44,969	\$ 50	960	480	480
103 Staff Training	\$ 32,739	\$ 17,760	\$ 14,560	\$ 3,200	\$ 14,979	\$ 11,779	\$ 3,200	400	220	180
104 Indirect Cost Rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
105 Performance Measures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
Category 200: Policy & Planning	\$ 416,278	\$ 202,525	\$ 200,325	\$ 2,200	\$ 213,753	\$ 211,320	\$ 2,433	5,284	2,600	2,684
201 Ten Year Plan	\$ 45,291	\$ 22,170	\$ 22,170	\$ 300	\$ 22,824	\$ 22,724	\$ 100	440	220	220
202 Planning & Environmental Linkages	\$ 82,393	\$ 40,088	\$ 39,788	\$ 300	\$ 42,305	\$ 41,980	\$ 325	1,020	500	520
203 Transportation Planning Collaborative	\$ 7,037	\$ 3,476	\$ 3,376	\$ 100	\$ 3,560	\$ 3,460	\$ 100	80	40	40
204 Interagency Consultation	\$ 3,890	\$ 1,922	\$ 1,822	\$ 100	\$ 1,968	\$ 1,868	\$ 100	40	20	20
205 Transportation Improvement Program	\$ 47,957	\$ 21,844	\$ 21,344	\$ 500	\$ 26,113	\$ 25,613	\$ 500	520	240	280
206 Congestion Management Process	\$ 50,894	\$ 27,114	\$ 27,014	\$ 100	\$ 23,779	\$ 23,679	\$ 100	800	420	380
207 ITS Architecture	\$ 4,125	\$ 1,115	\$ 1,090	\$ 25	\$ 3,010	\$ 2,985	\$ 25	60	20	40
208 Metropolitan Transportation Plan	\$ 93,716	\$ 46,074	\$ 45,949	\$ 125	\$ 47,642	\$ 47,109	\$ 533	1,364	680	684
209 Air Quality Conformity	\$ 3,790	\$ 1,872	\$ 1,822	\$ 50	\$ 1,918	\$ 1,868	\$ 50	40	20	20
210 State Long Range Transportation Plan	\$ 11,696	\$ 5,777	\$ 5,677	\$ 100	\$ 5,919	\$ 5,819	\$ 100	120	60	60
211 Bike & Pedestrian Planning	\$ 65,486	\$ 30,772	\$ 30,272	\$ 500	\$ 34,714	\$ 34,214	\$ 500	800	380	420
212 Freight Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
Category 300: Public Involvement	\$ 130,324	\$ 63,778	\$ 62,903	\$ 875	\$ 66,546	\$ 65,671	\$ 875	1,625	805	820
301 Transportation Advisory Committee	\$ 35,424	\$ 17,482	\$ 17,432	\$ 50	\$ 17,942	\$ 17,867	\$ 75	400	200	200
302 Planning Commission Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
303 Public Participation Plan	\$ 2,031	\$ 413	\$ 388	\$ 25	\$ 1,618	\$ 1,593	\$ 25	25	5	20
304 Public Outreach	\$ 55,645	\$ 27,499	\$ 26,874	\$ 625	\$ 28,146	\$ 27,546	\$ 600	800	400	400
305 MPO Policy Committee	\$ 37,224	\$ 18,384	\$ 18,209	\$ 175	\$ 18,839	\$ 18,664	\$ 175	400	200	200
Category 400: Planning Support	\$ 330,351	\$ 167,644	\$ 116,316	\$ 51,328	\$ 162,707	\$ 109,329	\$ 53,378	3,908	2,024	1,884
401 Traffic Counts	\$ 84,812	\$ 41,714	\$ 17,664	\$ 24,050	\$ 43,099	\$ 18,074	\$ 25,025	640	320	320
402 SADES Inventories	\$ 31,797	\$ 14,736	\$ 14,661	\$ 75	\$ 17,061	\$ 16,911	\$ 150	684	324	360
403 Geographic Information Systems	\$ 87,412	\$ 47,558	\$ 41,308	\$ 6,250	\$ 39,854	\$ 32,604	\$ 7,250	1,260	700	560
404 Demographics	\$ 40,401	\$ 19,951	\$ 19,926	\$ 25	\$ 20,449	\$ 20,424	\$ 25	560	280	280
405 Equipment	\$ 29,621	\$ 14,794	\$ 1,316	\$ 13,478	\$ 14,827	\$ 1,349	\$ 13,478	40	20	20
406 Travel Demand Model	\$ 53,909	\$ 27,692	\$ 21,442	\$ 6,250	\$ 26,217	\$ 19,967	\$ 6,250	724	380	344
407 Memberships and Subscriptions	\$ 2,400	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	-	-	-
Category 500: Technical Assistance	\$ 205,033	\$ 98,687	\$ 97,212	\$ 1,475	\$ 106,346	\$ 104,696	\$ 1,650	2,340	1,140	1,200
501 Local & Regional Technical Assistance	\$ 83,513	\$ 38,752	\$ 38,227	\$ 525	\$ 44,761	\$ 44,236	\$ 525	940	440	500
502 Statewide Assistance	\$ 29,802	\$ 14,720	\$ 14,520	\$ 200	\$ 15,083	\$ 14,883	\$ 200	320	160	160
503 LPA Program Support	\$ 14,843	\$ 7,331	\$ 7,231	\$ 100	\$ 7,512	\$ 7,412	\$ 100	160	80	80
504 Special Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
505 Regional Coordinating Councils	\$ 12,887	\$ 6,366	\$ 6,216	\$ 150	\$ 6,521	\$ 6,371	\$ 150	160	80	80
506 Transit Planning	\$ 57,595	\$ 28,361	\$ 27,911	\$ 450	\$ 29,234	\$ 28,609	\$ 625	680	340	340
507 TDM Planning	\$ 6,393	\$ 3,158	\$ 3,108	\$ 50	\$ 3,236	\$ 3,186	\$ 50	80	40	40
Category 600: Transit Economic Development	\$ 51,700	\$ 32,673	\$ 27,082	\$ 5,591	\$ 19,028	\$ 16,578	\$ 2,450	600	378	222
601 Transit Economic Development Grant	\$ 51,700	\$ 32,673	\$ 27,082	\$ 5,591	\$ 19,028	\$ 16,578	\$ 2,450	600	378	222

Table 4: Schedule of Tasks and Deliverables

	<div> <div>July, 2019</div> <div>→</div> <div>June, 2021</div> </div>																							
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
101 Accounting and Invoices																								
101.1 Financial Management & Reporting																								
101.2 Audits and Audit preparation																								
102 MPO Program Administration																								
102.1 UPWP Development, Amendments, and Reporting																								
102.2 General Administrative Tasks																								
102.3 UPWP Performance and Reviews																								
103 Staff Training																								
103.1 Training, Workshops, & Conferences																								
104 Indirect Cost Adjustments																								
104.1 Indirect Cost Rate Adjustment																								
105 Performance Measures																								
105.1 Performance Measures training																								
201 Ten Year Plan																								
201.1 Ten Year Plan/GACIT																								
201.2 Project Evaluation, Selection, and Prioritization																								
202 Land Use & Environmental Linkages																								
202.1 Natural Resources Coordination Studies/Projects																								
202.2 Planning & Environmental Linkages																								
202.3 Climate Change Initiatives																								
203 Transportation Planners Collaborative																								
203.1 Transportation Planners Collaborative																								
204 Interagency Consultation																								
204.1 Interagency Consultation																								
205 Transportation Improvement Program																								
205.1 TIP Development																								
205.2 TIP Amendments/Administrative Adjustments																								
205.3 Annual List of Obligated Projects																								
206 Congestion Management Process																								
206.1 Congestion Management Process																								
207 Intelligent Transportation Systems/Incident Management																								
207.1 Regional ITS Architecture																								
207.2 Incident Management Systems																								
208 Long Range Transportation Plan																								
208.1 Transportation Plan Development/Amendments																								
208.2 Project Solicitation & Development																								
208.3 Project Selection																								
208.4 Transportation System Performance Report																								
209 Transportation Conformity																								
209.1 Transportation Conformity																								
210 State Long Range Transportation Plan																								
210.1 State LRTP																								
211 Bike & Pedestrian Planning																								
211.1 General Bike/Pedestrian Planning																								
211.2 Bike/Walk to Work Day																								
211.3 Multi-use Trail Projects																								
212 Freight Planning																								
212.1 Freight Planning																								
301 Transportation Advisory Committee																								
301.1 MPO Transportation Advisory Committee																								
302 RPC Commission																								
302.1 RPC Commission Meetings																								
303 Public Participation Plan																								
303.1 Public Participation Plan Update																								
304 Public Outreach																								
304.1 Public Involvement and Outreach																								
305 MPO Policy Committee																								
305.1 MPO Policy Committee																								
401 Traffic Count Program																								
401.1 Traffic Count Program																								
401.2 Additional Traffic Counts/Studies																								
402 SADES Inventory																								
402.1 SRSMS Data Collection and Analysis																								
402.2 Stream Crossing Assessment																								

Table 4: Schedule of Tasks and Deliverables

	July, 2019 → June, 2021																							
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
403 Geographic Information Systems																								
403.1 Geographic Information Systems (GIS)																								
403.2 Regional Buildout Analyses																								
404 Demographics																								
404.1 Population and Employment Projections																								
404.2 Decennial Census																								
405 Equipment																								
405.1 Equipment & Resources																								
406 Transportation Model																								
406.1 Travel Demand Modeling																								
406.2 Model maintenance, updates and enhancements																								
407 Memberships & Subscriptions																								
407.1 Memberships																								
407.2 Subscriptions																								
501 Local & Regional Assistance																								
501.1 General Transportation Planning Assistance																								
501.2 Development Impact Review																								
501.3 Scenic Byway CMP Implementation																								
501.4 RPC Executive Director Meetings																								
501.5 NH MPO Coordination Meetings																								
502 Statewide Assistance																								
502.1 Project Implementation & Monitoring																								
502.2 DOT Initiatives/Reviews/Committees/Work Groups																								
503 Local Public Agency Support																								
503.1 Transportation Alternatives Program																								
503.2 Congestion Management & Air Quality Program																								
504 Special Projects																								
504.1 Special Project Scoping																								
504.2 Community Master Plan Chapters (Transp. Related)																								
504.3 Transportation/Land Use Studies																								
505 Regional Coordinating Councils																								
505.1 RCC Support - Southeast Region (ACT)																								
505.2 RCC Support - Derry-Salem Region																								
505.3 Locally Coordinated HHS Transit Plans																								
506 Transit Planning																								
506.1 Technical Assistance to COAST																								
506.2 Technical Assistance to CART																								
506.3 Technical Assistance to TASC																								
506.4 Regional/Intercity Transit Planning																								
506.5 Statewide Community Transit Coordination																								
507 TDM Planning																								
507.1 TDM/TMA Support																								
601 Public Transit Economic Impacts																								
601.1 Public Transit Economic Development Grant																								
Deliverables	July, 2019 → June, 2021																							
102: 2022-2023 UPWP																								April, 2019
102: UPWP Performance Report for FY18-19																								Due September 30, 2019
102: Mid-term UPWP Report/Meeting																								Summer, 2020
102: FHWA Planning Review																								January, 2021
201: Ten Year Plan Project Recommendations																								April, 2021
201: GACIT Hearings																								September-October, 2019
205: 2019-2022 Transportation Improvement Program																								April, 2021
205: Annual List of Obligated Projects																								December 31 each year
206: Congestion Management Process Update																								June, 2020
208: HSIP Safety Performance Targets																								February, 2020
208: Infrastructure Condition Performance Targets (PM2)																								February, 2021
208: Travel Time Reliability Performance Targets (PM3)																								October, 2020
208: System Performance Report																								October, 2020
208: Long Range Transportation Plan Update																								April, 2021
211: Regional Bike Route Plan																								April, 2021
303: Public Participation Plan Update																								Corresponding w/ State Bike & Ped Plan
601: Transit Economic Development Linkages Study Report																								June, 2021
																								May, 2021

ARTICLE I

The COMMISSION shall develop an acceptable reporting system capable of indicating project status on at least a monthly basis for all major task categories of the mutually agreed upon UPWP. Monthly progress reports shall be submitted by the COMMISSION to the DEPARTMENT, giving the percentage of completion of the work required by this AGREEMENT, based on both percentage of funding spent and on percentage of work actually completed, and a narrative explanation of each major task progress. These monthly progress reports must accompany invoices for payment in order for reimbursement to occur.

E. SUBMISSION OF REPORTS, PLANS AND DOCUMENTS

Reports, plans, and documents shall be submitted to the DEPARTMENT in accordance with the schedule outlined in the attached work program.

F. DATE OF COMPLETION

The date of completion for the Planning services rendered under this AGREEMENT shall be June 30, 2021.

ARTICLE II - COMPENSATION OF COMMISSION FOR SPECIFIC RATES OF PAY

The work required under the terms of this AGREEMENT shall be paid for in accordance with the following schedule and stipulations:

A. GENERAL FEE

The cost of all work and expenses under this AGREEMENT shall not exceed \$1,278,538.00 in State FY 2020 & FY 2021. Funding from the Federal Highway Administration (FHWA) comes from available Planning Funds. Of the \$1,278,538.00 fee, approximately 90% (\$1,150,684.20) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% (\$127,853.80) from the Rockingham Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the \$1,150,684.20 total amount).

B. SALARY, BENEFITS AND INDIRECT COSTS

As agreed to between the Department and the COMMISSION, the COMMISSION, is to provide the information on salaries of all employees at the beginning of the contract or when any changes occur during the contract period.

The rates of all personnel working on the project shall be provided to the DEPARTMENT at the beginning of the STATE fiscal year. Any salary increase as a result of salary adjustments of existing personnel or new hire during the contract period shall be reported to the DEPARTMENT within thirty (30) days.

All actual salaries and reasonable increases thereof paid to technical or other employees assigned to this project shall be the result of a commission-wide evaluation of all employees and shall not be restricted to employees assigned to this project. Any overtime required for this project shall have the prior written approval of the DEPARTMENT.

All charges attributed to personnel costs namely employee benefits, payroll taxes and proportionate share of indirect costs shall be used in billing for all work done under this AGREEMENT. Employee benefits shall include holiday, sick and vacation pay, Commission's share of group medical

ARTICLE II

and dental premiums, the Commission's share of long and short-term disability insurance premiums if applicable, and the Commission's share of retirement benefits, if applicable.

Payroll taxes shall include the employer's share of FICA.

The preceding costs may be applied to only straight time and overtime. The amounts shall be based on actual costs to the COMMISSION for such items during the period of the agreement and those allowable in accordance with the applicable cost principles contained in 2 CFR, Part 225 (formerly OMB Circular No. A-87). Indirect Cost Rate Proposals shall be submitted in accordance with 2 CFR, Part 225. If the indirect cost rate is not submitted within the timeframes specified in 2 CFR, Part 225, the Department, as provided in 2 CFR, Part 225, will set the indirect cost rate for the COMMISSION.

Actual salaries paid and percentage factor shall be used until such time as true costs of salary burden and overhead are fixed by audit. At that time, payments shall be adjusted to agree with the percentage factors as determined by audit for the period in which the work was performed, as approved by the DEPARTMENT.

C. DIRECT EXPENSES

Reimbursement for direct expenses includes work such as but not limited to field survey, purchase of computer, purchase of software and maintenance services, services of other specialists, printing, photogrammetry, traffic counts, reproductions and travel not included in normal overhead expenses whether performed by the COMMISSION or other parties and shall be billed at actual cost. The reimbursable costs for mileage and for per diem (lodging and meals) shall be that allowed by the COMMISSION'S established policy but shall not exceed that allowed in the Federal Travel Regulations (41 CFR 300 – 304). Mileage and per diem costs above those allowed in the Federal Travel Regulations shall be subject to prior approval by the DEPARTMENT. For training expenses to be reimbursed, they must be specifically listed in the UPWP scope of work or pre-approved by the DEPARTMENT, and are allowable under 23 CFR 260 400 – 407. Procurement methods must follow 23 CFR 420.121(j). Methods

ARTICLE II

of equipment acquisition, use, and disposition must comply with 23 CFR 420.121(e) approved by the DEPARTMENT.

D. FIXED FEE

Blank

E. PAYMENTS

Payments on account of the fee for services of eligible activities defined in 23 CFR 420 & 450 rendered under this AGREEMENT will be made by the DEPARTMENT based on a completely itemized, task-by-task bill submitted on a monthly basis by the COMMISSION as previously discussed. Proof of payment for direct expenses must be submitted before reimbursement is allowed. The DEPARTMENT will make payments to the COMMISSION within fifteen (15) business days of receipt of an acceptable bill. Eligible activities are those eligible for the class of funds used for the activity and must be in an approved UPWP. If, by error or omission, an ineligible activity is contained in the approved UPWP, said activity may be deemed to be ineligible and expenses pertaining to the activity will be considered non-reimbursable. NHDOT and FHWA have the final determination of eligible activities.

F. RECORDS - REPORTS

The COMMISSION shall maintain adequate cost records for all work performed under this AGREEMENT. Reports, studies, meeting minutes, plans, maps, data, and other work performed for the DEPARTMENT and/or other entities billed to this contract shall be submitted when completed. All records and other evidence pertaining to cost incurred shall be made available at all reasonable times during the AGREEMENT period and for three (3) years from the date of final voucher payment for examination by the STATE, Federal Highway Administration, or other authorized representatives of the Federal Government, and copies thereof shall be furnished if requested. Applicable cost principles are contained in 2 CFR 225.

When outstanding work remains to be completed, the COMMISSION shall submit monthly progress reports of work accomplished on a task-by-task basis in a manner satisfactory to the DEPARTMENT.

ARTICLE III - GENERAL PROVISIONS

A. HEARINGS, ETC.

Blank

B. CONTRACT PROPOSALS

Blank

ARTICLE IV - STANDARD PROVISIONS

A. STANDARD SPECIFICATIONS

Blank

B. REVIEW BY STATE AND FEDERAL HIGHWAY ADMINISTRATION - CONFERENCES -
INSPECTIONS

It is mutually agreed that all portions of the work covered by this AGREEMENT shall be subject to the inspection of duly-authorized representatives of the STATE and Federal Highway Administration, United States Department of Transportation, at such time or times as the STATE or Federal Highway Administration deems appropriate.

The location of the office where the work will be available for inspection by STATE and Federal Highway Administration representatives is 156 Water Street, Exeter, NH.

It is further mutually agreed that any party, including the duly-authorized representatives of the Federal Highway Administration, may request and obtain conferences, visits to the site, and inspection of the work at any reasonable time.

C. EXTENT OF CONTRACT

1. Contingent Nature of AGREEMENT

Notwithstanding anything in this AGREEMENT to the contrary, all obligations of the STATE, including, without limitation, the continuance of payments, are contingent upon the availability and continued appropriation of funds, and in no event shall the STATE be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the STATE shall have the right to terminate this AGREEMENT.

2. Termination

The DEPARTMENT shall have the right for cause, to terminate the work required of the COMMISSION by this AGREEMENT, by written notice of such termination provided to the COMMISSION by the DEPARTMENT. In the event of such a termination of this

ARTICLE IV

AGREEMENT, without fault on the part of the COMMISSION, the COMMISSION shall be entitled to compensation for all work theretofore satisfactorily performed, pursuant to this AGREEMENT, such compensation to be fixed, insofar as possible, based upon the work performed prior to termination. It shall be a breach of this AGREEMENT if the COMMISSION shall fail to complete the tasks of the UPWP in a timely manner in accordance with sound professional principles and practices to the reasonable satisfaction of the DEPARTMENT or shall be in such financial condition as to be unable to pay its just debts as they accrue, or shall make an assignment for the benefit of creditors, or shall be involved in any proceeding, voluntary or involuntary, resulting in the appointment of a receiver or trustee over its affairs, or shall become dissolved for any cause. In the event of an occurrence of any one or more of the foregoing contingencies, or upon the substantial breach of any other provisions of this AGREEMENT by the COMMISSION, its officers, agents, employee, and subconsultants, the DEPARTMENT shall have the absolute right and option to terminate this AGREEMENT forthwith. In addition, the DEPARTMENT may have and maintain any legal or equitable remedy against the COMMISSION for its loss and damages resulting from such breach or breaches of this AGREEMENT; provided, however, that all work completed with products and data theretofore furnished to the DEPARTMENT by the COMMISSION, of a satisfactory nature in accordance with this AGREEMENT, shall be entitled to a credit, based on the contract rate for the work so performed in a satisfactory manner and of use and benefit to the DEPARTMENT.

D. REVISIONS TO REPORTS, PLANS OR DOCUMENTS

The COMMISSION shall perform such additional work as may be necessary to correct errors in the work required under the AGREEMENT, caused by errors and omissions by the COMMISSION, without undue delays and without additional cost to the DEPARTMENT.

ARTICLE IV

E. ADDITIONAL SERVICES

If, during the term of this AGREEMENT, additional Planning services are required due to a revision in the limits of the project, or it becomes necessary to perform services not anticipated during negotiation, the DEPARTMENT may, in writing, order the COMMISSION to perform such services, and the COMMISSION shall be paid a fee in accordance with the provisions of Article II, Section B.

If, during the term of this AGREEMENT, additional Planning services are performed by the COMMISSION due to the fact that data furnished by the DEPARTMENT are not usable or applicable, the STATE will, upon written approval of the DEPARTMENT, reimburse the COMMISSION for such additional services in accordance with the provisions of Article II, Section B.

If additional services are performed by the COMMISSION through its own acts, which are not usable or applicable to this project, the cost of such additional services shall not be reimbursable.

F. OWNERSHIP OF PLANS

All data, plans, maps, reports and other products prepared, or undertaken either manually or electronically by the COMMISSION, under the provisions of this AGREEMENT, are the property of the COMMISSION and DEPARTMENT. Copies of these will be provided to the DEPARTMENT upon request. The COMMISSION shall provide to the DEPARTMENT, or submit to its inspection, any data, plan, map and reports which shall have been collected, prepared, or undertaken by the COMMISSION, pursuant to this AGREEMENT, or shall have been hitherto furnished to the COMMISSION by the DEPARTMENT. The COMMISSION shall have the right to use any of the data prepared by it and hitherto delivered to the DEPARTMENT at any later stage of the project contemplated by this AGREEMENT.

G. SUBLETTING

The COMMISSION shall not sublet, assign or transfer any part of the COMMISSION'S services or obligations under this AGREEMENT without the prior approval and written consent of the DEPARTMENT.

ARTICLE IV

All subcontracts shall be in writing and those exceeding \$10,000 shall contain all provisions of this AGREEMENT, including "Certification of CONSULTANT/Subconsultant". A copy of each subcontract regardless of cost shall be submitted for the DEPARTMENT'S approval.

H. GENERAL COMPLIANCE WITH LAWS, ETC.

The COMMISSION shall comply with all Federal, STATE and local laws, and ordinances applicable to any of the work involved in this AGREEMENT and shall conform to the requirements and standards of STATE, municipal, agencies as appropriate. The COMMISSION agrees to comply with standards and requirements set forth in the NH Department's Administration of Planning Funds guidebook, unless such standards conflict with the provisions of this Agreement or with Federal or State laws and rules. The COMMISSION understands that the NH Department's Administration of Planning Funds guidebook constitutes part of this AGREEMENT.

I. BROKERAGE

The COMMISSION warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the COMMISSION, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the COMMISSION, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the STATE shall have the right to annul this Contract without liability, or, at its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

J. CONTRACTUAL RELATIONS

1. Status of the COMMISSION

The COMMISSION is a political subdivision of the STATE as per RSA chapter 36. In the context of this AGREEMENT the COMMISSION shall not act as an agent or employee of the STATE.

2. Claims and Indemnification

a. Non-Professional Liability Indemnification

The COMMISSION agrees to defend, indemnify and hold harmless the STATE and all of its officers, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any (i) acts or omissions of the COMMISSION or its subconsultants in the performance of this AGREEMENT allegedly resulting in property damage or bodily injury and/or (ii) misconduct or wrongdoing of the COMMISSION or its subconsultants in the performance of this AGREEMENT.

b. Professional Liability Indemnification

The COMMISSION agrees to defend, indemnify and hold harmless the STATE and all of its officers, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any negligent acts or omissions of the COMMISSION or its subconsultants in the performance of Planning services covered by this AGREEMENT.

- c. These covenants shall survive the termination of the AGREEMENT. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the STATE, which immunity is hereby reserved by the STATE.

3. Insurance

a. Required Coverage

The COMMISSION shall, at its sole expense, obtain and maintain in force the following insurance:

1. Commercial or comprehensive general liability insurance including contractual coverage, for all claims of bodily injury, death or property damage, in policy

ARTICLE IV

amounts of not less than \$250,000 per occurrence and \$2,000,000 in the aggregate (STATE to be named as an additional insured); and

2. comprehensive automobile liability insurance covering all motor vehicles, including owned, hired, borrowed and non-owned vehicles, for all claims of bodily injury, death or property damage, in policy amounts of not less than \$500,000 combined single limit; and
3. workers' compensation and employer's liability insurance as required by law.

b. Proof of Insurance

The policies described in paragraph (a) of this section and Section G shall be in the standard form employed in the STATE, issued by underwriters licensed or approved by the Department of Insurance of the STATE. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 30 days, or 10 days in cases of non-payment of premium, after written notice thereof has been received by the STATE. The COMMISSION shall provide to the STATE a certificate of insurance evidencing the required coverages, retention (deductible) and cancellation clause prior to submittal of the AGREEMENT to Governor and Council for approval and shall have a continuing duty to provide new certificates of insurance as the policies are amended or renewed.

4. No Third-Party Rights

It is not intended by any of the provisions of the AGREEMENT to make the public or any member thereof a third-party beneficiary of the AGREEMENT, or to authorize anyone not a party to this AGREEMENT to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Contract. The duties, obligations and responsibilities of the parties to this AGREEMENT with respect to third parties shall remain as imposed by law. No portion of this AGREEMENT shall be understood to be a waiver of the STATE'S sovereign immunity.

5. Construction of AGREEMENT

This AGREEMENT is executed in a number of counterparts, each of which is an original and constitutes the entire AGREEMENT between the parties. This AGREEMENT shall be construed according to the laws of the STATE.

K. AGREEMENT MODIFICATION

The provisions of this AGREEMENT shall not be modified without the prior approval of the Governor and Council. Modifications to the UPWP within the Scope of this AGREEMENT may be made by mutual written agreement between the COMMISSION and the DEPARTMENT. It shall be the COMMISSION'S responsibility to request a modification to the DEPARTMENT in writing for the DEPARTMENT'S consideration prior to the approval.

L. EXTENSION OF COMPLETION DATE(S)

If, during the course of the work, the COMMISSION anticipates that he cannot comply with one or more of the completion dates specified in this AGREEMENT, it shall be the COMMISSION'S responsibility to notify the Department in writing at least ninety (90) days prior to the completion date(s) in question. The COMMISSION shall state the reasons that a completion date(s) cannot be met and request a revised date(s) for consideration by the DEPARTMENT.

M. TITLE VI (NONDISCRIMINATION OF FEDERALLY ASSISTED PROGRAMS) COMPLIANCE

- (1) programs of the DEPARTMENT such regulations entitled Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), and which are herein incorporated by reference and made a part of this AGREEMENT.
- (2) Nondiscrimination: The COMMISSION with regard to the work performed by it during the AGREEMENT shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment specific to this project. The COMMISSION shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of

the REGULATIONS, including employment practices when the AGREEMENT covers a program set forth in Appendix B of the REGULATIONS.

(3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment:

In all solicitations either by competitive bidding or negotiation made by the COMMISSION for work to be performed under a subcontract, including procurements of materials or leases of equipment specific to the project, each potential subconsultant or supplier shall be notified by the COMMISSION of the COMMISSION'S obligations under this AGREEMENT and the REGULATIONS relative to nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The COMMISSION shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the DEPARTMENT or the FHWA to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a COMMISSION is in the exclusive possession of another who fails or refuses to furnish this information, the COMMISSION shall so certify to the DEPARTMENT or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of the COMMISSION's noncompliance with nondiscrimination provisions of this AGREEMENT, the DEPARTMENT shall impose sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

- (a) withholding of payments to the COMMISSION under the AGREEMENT until the COMMISSION complies; and/or
- (b) cancellation, termination, or suspension of the AGREEMENT, in whole or in part.

ARTICLE IV

- (6) The COMMISSION shall take such action with respect to any subcontract or procurement as the DEPARTMENT or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that in the event a COMMISSION becomes involved in, or is threatened with litigation with a subconsultant or supplier as a result of such direction, the COMMISSION may request the DEPARTMENT to enter into such litigation to protect the interests of the STATE, and in addition, the COMMISSION may request the United States to enter into such litigation to protect the interests of the United States.
- (7) 23 CFR 710.405(b) and, Executive Order 11246 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor REGULATIONS (41 CFR Part 60), shall be applicable to this AGREEMENT and any sub-agreements hereunder.
- (8) Incorporation of Provisions: The COMMISSION shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment specific to the project, unless exempt by the REGULATIONS, or directives issued pursuant thereto.

In accordance with EXECUTIVE ORDER 11246, the DEPARTMENT has the authority and responsibility to notify the Office of Federal Contract Compliance Programs of the United States Department of Labor if they become aware of any possible violations of Executive Order 11246 and 41 CFR Part 60. The Office of Federal Contract Compliance Programs is solely responsible for determining compliance with Executive Order 11246 and 41 CFR Part 60 and the COMMISSION should contact them regarding related compliance issues.

As defined in RSA 36 and described in Section J(1), Status of Consultant, of this Agreement, the CONSULTANT is a political subdivision of the STATE and, therefore, in accordance with 41 CFR Part 60-1.5(a)(4), any subdivision of the State is exempt from the requirement of filing the annual compliance reports provided for by 41 CFR Part 60-1.7(a)(1).

N. DISADVANTAGED BUSINESS ENTERPRISE POLICY AGREEMENT REQUIREMENTS

1. Policy. It is the policy of the United States Department of Transportation (USDOT) to ensure nondiscriminatory opportunity for Disadvantaged Business Enterprises (DBE's), as defined in 49 Code of Federal Regulations (CFR) Part 26, to participate in the performance of agreements and any sub-agreements financed in whole or in part with Federal funds. Consequently, the DBE requirements of 49 CFR Part 26 applies to this AGREEMENT.
2. Disadvantaged Business Enterprise (DBE) Obligation. The STATE and its COMMISSIONs agree to ensure nondiscriminatory opportunity for disadvantaged business enterprises, as defined in 49 CFR Part 26, to participate in the performance of agreements and any subagreements financed in whole or in part with Federal funds. In this regard, the STATE and its COMMISSIONs shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the opportunity to compete for and perform work specified in the agreements. The STATE and its COMMISSIONs shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of agreements financed in whole or in part with Federal funds.
3. Sanctions for Non-Compliance. The COMMISSION is hereby advised that failure of the COMMISSION, or any subconsultant performing work under this AGREEMENT, to carry out the requirements set forth in paragraphs 1 and 2 above shall constitute a breach of agreement and, after the notification of the United States Department of Transportation, may result in termination of this AGREEMENT by the STATE or such remedy as the STATE deems appropriate.

**CERTIFICATION WITH REGARD TO THE PERFORMANCE OF
PREVIOUS CONTRACTS OR SUBCONTRACTS SUBJECT TO
THE EQUAL OPPORTUNITY CLAUSE AND THE FILING OF REQUIRED REPORTS**

The CONSULTANT X, proposed subconsultant _____, hereby certifies that it has X, has not _____ developed and has on file affirmative action programs pursuant to 41 CFR 60-1, that it has X, has not _____, participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 11246 and that it has _____, has not X, filed with the Joint Reporting Committee, the Deputy Assistant Secretary for Federal Contract Compliance, United States Department of Labor or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements.

Rockingham Planning Commission
(Company)

By: [Signature]
EXECUTIVE DIRECTOR
(Title)

Date: 4/10/19

Note: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b)(1)), and must be submitted by consultants and proposed subconsultants only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts that are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally, only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEC 1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime consultants and subconsultants who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b)(1) prevents the award of contracts and subcontracts unless such consultant submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

(Revised: March, 2015) **NOTE: TO BE COMPLETED BY CONSULTANT WHEN SIGNING AGREEMENT.**

CERTIFICATION OF CONSULTANT/SUBCONSULTANT

I hereby certify that I am the Executive Director and duly-authorized representative of the firm of Rockingham Planning Commission, and that neither I nor the above firm I here represent has:

- (a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this Contract,
- (b) agreed, as an express or implied condition for obtaining this Contract, to employ or retain the services of any firm or person in connection with carrying out the Contract, or
- (c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the Contract:

I/WE do also, under penalty of perjury under the laws of the United States, certify that, except as noted below, the company or any person associated therewith in the capacity of (owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of Federal funds): (a) is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency; (b) has not been suspended, debarred, voluntarily excluded or determined ineligibility by any Federal agency within the past three years; (c) does not have a proposed debarment pending; and (d) has not been indicted, convicted or had a civil judgment rendered against (it) by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

except as here expressly stated (if any):

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate below to whom it applies, the initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

I acknowledge that this certificate is to be furnished to the State Department of Transportation and the Federal Highway Administration, U. S. Department of Transportation, in connection with this Contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

4/10/19
(Date)

[Signature]
(Signature)


IN WITNESS WHEREOF the parties hereto have executed this AGREEMENT on the day and year first above written.

(SEAL)

Consultant

CONSULTANT

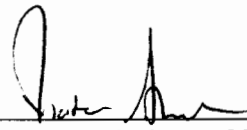
Dated: 4/10/19

By: 
Executive Director

Department of Transportation

THE STATE OF NEW HAMPSHIRE

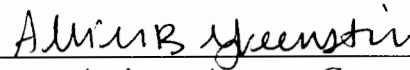
Dated: 5/9/19

By: 
Commissioner, NHDOT

Attorney General

This is to certify that the above AGREEMENT has been reviewed by this office and is approved as to form and execution.

Dated: 5/31/19

By: 
Assistant Attorney General

Secretary of State

This is to certify that the GOVERNOR AND COUNCIL on _____ approved this AGREEMENT.

Dated: _____

Attest:

By: _____
Secretary of State

CERTIFICATE OF VOTE

I, Glen Cappelman, (Secretary/Treasurer, position) of the Rockingham Planning Commission, do hereby certify that at a meeting held on February 28, 2018

1. I am the duly elected and acting Secretary of the RPC, a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53);
2. The (RPC) Executive Committee authorized the Executive Director, Tim Roche, to execute any documents which may be necessary to effectuate the UPWP contract:
3. This authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
4. The following person has been appointed to, and now occupies, the office indicated under item 2 above:

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the (RPC) on this 10th day of April, 2019.

[Signature]
(name, position)

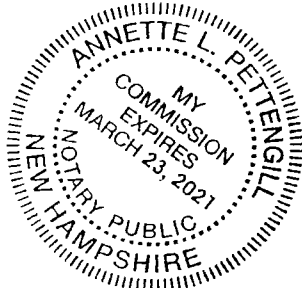
STATE OF NEW HAMPSHIRE
County of Rockingham

On this 10th day of April, 2019, before me Annette Pettengill the undersigned officer, personally appeared Glen Cappelman, who acknowledged himself to be the Secretary of the (RPC), and that he/she, as such Secretary being so authorized to do so, executed the foregoing instrument for the purpose therein contained.

In witness whereof, I have set my hand and official seal.

[Signature]
Notary Public, Justice of the Peace
(Official Seal)

March 23, 2021
My Commission Expires





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/10/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Liberty Mutual Insurance PO Box 188065 Fairfield, OH 45018	CONTACT NAME:	
	PHONE (A/C, No, Ext): 800-962-7132	FAX (A/C, No): 800-845-3666
INSURED Rockingham Planning Commission 156 Water St Exeter NH 03833	E-MAIL ADDRESS: BusinessService@LibertyMutual.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Ohio Casualty Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 48088866**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Businessowners GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		BZO58281160	7/1/2018	7/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAO58281160	1/11/2019	1/11/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / N	N / A				PER STATUTE OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is Additional Insured if required by written contract or written agreement, subject to Businessowners' Liability Extension Blanket Additional Insured Provision.

CERTIFICATE HOLDER

State of NH Dept of Transportation
PO Box 483
Hazen Drive
Concord NH 03302-0483

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Simonova

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ACORD 25 (2016/03)

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CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Rockingham Regional Planning Commission 156 Water Street Exeter, NH 03833	Member Number: 563	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, if Not
<input type="checkbox"/> General Liability (Occurrence Form) <input type="checkbox"/> Professional Liability (describe) <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence </div>			<div style="display: flex; justify-content: space-between;"> <div>Each Occurrence</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>General Aggregate</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Fire Damage (Any one fire)</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Med Exp (Any one person)</div> <div></div> </div>
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Any auto</div>			<div style="display: flex; justify-content: space-between;"> <div>Combined Single Limit (Each Accident)</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Aggregate</div> <div></div> </div>
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2018 1/1/2019	1/1/2019 1/1/2020	<div style="display: flex; justify-content: space-between;"> <div><input checked="" type="checkbox"/> Statutory</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Each Accident</div> <div>\$2,000,000</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Disease – Each Employee</div> <div>\$2,000,000</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Disease – Policy Limit</div> <div></div> </div>
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			<div style="display: flex; justify-content: space-between;"> <div>Blanket Limit, Replacement Cost (unless otherwise stated)</div> <div></div> </div>

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER: NH Dept of Transportation Hazen Drive Concord, NH 03302	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange By: <i>Tammy Denver</i> Date: 11/29/2018 tdenver@nhprimex.org Please direct inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
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NON-DISCRIMINATION ASSURANCES

The **AGENCY TITLE** (hereinafter referred to as the "RECIPIENT") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights ACT of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the ACT), and all requirements imposed by or pursuant to Title 49, Code of Federal REGULATIONS, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights ACT of 1964 (hereinafter referred to as the REGULATIONS) and other pertinent directives, to the end that in accordance with the ACT, REGULATIONS, and other pertinent directives, no person in the United States shall, on the grounds of race, color, or national origin, sex, age, disability, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or Activity for which the RECIPIENT receives Federal financial assistance from the Department of Transportation, including the Federal Highway and Federal Transit Administrations, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a)(1) of the REGULATIONS.

More specifically and without limiting the above general assurance, the RECIPIENT hereby gives the following specific assurances with respect to its UNIFIED PLANNING WORK PROGRAM:

1. That the RECIPIENT agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the REGULATIONS, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the REGULATIONS.
2. That the RECIPIENT shall insert the following notification in all solicitations for bids for work or material subject to the REGULATIONS and made in connection with the UNIFIED PLANNING WORK PROGRAM and, in adapted form in all proposals for negotiated agreements:

The AGENCY TITLE, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age, disability, or religion in consideration for an award.

3. That the RECIPIENT shall insert the clauses of Appendix A of this assurance in every contract subject to this ACT and the REGULATIONS.
4. That this assurance obligates the RECIPIENT for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the RECIPIENT or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the RECIPIENT retains ownership or possession of the property.
5. That this assurance obligates the RECIPIENT for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the RECIPIENT or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the RECIPIENT retains ownership or possession of the property.

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "CONTRACTOR") agrees as follows:

- (1) Compliance with Regulations: The CONTRACTOR shall comply with the REGULATIONS relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), which are herein incorporated by reference and made a part of this agreement.
- (2) Nondiscrimination: The CONTRACTOR, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of sub-applicants, including procurements of materials and leases of equipment. The CONTRACTOR shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when the agreement covers a program set forth in Appendix B of the REGULATIONS.
- (3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the CONTRACTOR for work to be performed under a Sub-agreement, including procurements of materials or leases of equipment, each potential sub-applicant or supplier shall be notified by the CONTRACTOR of the CONTRACTOR'S obligations under this contract and the REGULATIONS relative to nondiscrimination on the grounds of race, color, national origin, sex, religion, age, or disability.
- (4) Information and Reports: The CONTRACTOR shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the RECIPIENT or the New Hampshire Department of Transportation to be pertinent to ascertain compliance with such REGULATIONS or directives. Where any information required of the CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish this information the CONTRACTOR shall so certify to the RECIPIENT or the New Hampshire Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the CONTRACTOR'S noncompliance with nondiscrimination provisions of this agreement, the RECIPIENT shall impose such contract sanctions as it or the New Hampshire Department of Transportation may determine to be appropriate, including, but not limited to:
 - (a) withholding of payments to the CONTRACTOR under the contract until the CONTRACTOR complies; and/or
 - (b) cancellation, termination, or suspension of the contract, in whole or in part.
- (6) Incorporation of Provisions: The CONTRACTOR shall include the provisions of paragraphs (1) through (6) in every sub-agreement, including procurements of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONTRACTOR shall take such action with respect to any sub-agreement or procurement as the RECIPIENT or the New Hampshire Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a sub-applicant or supplier as a result of such direction, the CONTRACTOR may request the RECIPIENT to enter into such litigation to protect the interests of the RECIPIENT, and, in addition, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

ATTACHMENT 7

CERTIFICATION OF GOOD STANDING

The Rockingham Planning Commission is not required to have a Certificate of Good Standing because they are a “political subdivision” under RSA 36:49—a.