



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
April 30, 2019

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract with the Strafford Regional Planning Commission (Vendor #155570), Rochester, NH, in the amount of \$1,004,791.50 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	\$502,395.75	\$502,395.75

EXPLANATION

The Strafford Regional Planning Commission, a designated Metropolitan Planning Organization (MPO), contains the Urbanized Area communities of Dover and Rochester as well as surrounding towns in the southeastern region of the state. The Moving Ahead for Progress in the 21st Century (MAP-21) provides planning and transit funds for each Regional Planning Commission. Cooperatively, the New Hampshire Department of Transportation (NHDOT) and the Strafford Regional Planning Commission has developed procedures for addressing transportation planning issues.

Strafford Regional 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, Strafford Regional Planning Commission will provide transportation planning and programming services and products to support state, regional, and local needs. The Strafford Regional 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 Moving Ahead for Progress in the 21st Century (MAP-21) transportation bill. Additionally, Strafford Regional Planning Commission will address the New Hampshire Federal Highway Administration and Federal Transit Administration Planning Emphasis Areas (PEAs), which include MAP-21 implementation of performance based planning and programming, regional planning cooperation and ladders of opportunities for access to essential services and identification of connectivity gaps.

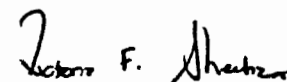
The Strafford Regional Planning Commission can accomplish this work for a total fee not to exceed \$1,116,435.00. The funding to be used is from Federal Highway Administration (FHWA) Planning funds and local funds. The Federal portion \$1,004,791.50 is Federal Aid (involving Metropolitan Planning (PL), Statewide Planning & Research (SPR) funds) and Consolidated Planning Grant funds with additional \$111,643.50 in local funds (collected by Strafford Regional 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 Strafford Regional 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 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
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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

STRAFFORD REGIONAL
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 Strafford Regional Planning Commission, with principal place of business at Rochester Community Center, 150 Wakefield Street, Suite 12 in the City of Rochester, 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 Strafford Regional 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

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 Strafford 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 Strafford Regional 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.



Strafford Metropolitan Planning Organization

Fiscal Year 2020-2021 Unified Planning Work Program

"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."

April 12, 2019

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2020-2021

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Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2020-2021

Endorsements

ORGANIZATION DATE OF ENDORSEMENT or ADOPTION

Strafford Metropolitan Planning Organization- Technical Advisory Committee	March 1, 2019
Strafford Metropolitan Planning Organization- Policy Committee	April 19, 2019
NH Department of Transportation	

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2020-2021

List of Abbreviations

AADT	Average Annual Daily Traffic
ACS	American Community Survey
ACT	Alliance for Community Transportation
ADA	Americans with Disabilities Act of 1990
ADT	Average Daily Traffic
CAAA	Clean Air Act Amendments (1990)
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation/Air Quality Program
CMP	Congestion Management Process
COAST	Cooperative Alliance for Seacoast Transportation
CTAP	Community Technical Assistance Program
CTPP	Census Transportation Planning Package
DBE	Disadvantaged Business Enterprises
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GACIT	Governor's Advisory Council on Intermodal Transportation
GIS	Geographic Information System
GPS	Global Positioning System
GSCC	Granite State Clean Cities Coalition
HPMS	Highway Performance Monitoring System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
MAP-21	Moving Ahead for Progress in the 21 st Century
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
NHDES	New Hampshire Department of Environmental Services
NHDOT	New Hampshire Department of Transportation
NHOEP	New Hampshire Office of Energy & Planning
NHARPC	New Hampshire Association of Regional Planning Commissions
PBP	Performance Based Planning

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2020-2021

PBPP	Performance Based Planning and Programming
PL	MPO Planning Funds (administered by FHWA)
RCC	Regional Coordinating Council
RPA	Regional Planning Agency
RPC	Regional Planning Commission
PSAP	Participant Statistical Areas Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act- A Legacy for Users
SCC	Statewide Coordinating Council
SIP	State Implementation Plan (for Air Quality Conformity)
Strafford MPO	Strafford Metropolitan Planning Organization
SMPDC	Southern Maine Planning & Development Commission
SPR	State Planning and Research Funds
SRPC	Strafford Regional Planning Commission
TAC	Technical Advisory Committee
TAZ	Transportation Analyses Zone
TDM	Transportation Demand Management
TEA-21	Transportation Equity Act for the 21 st Century
TIP	Transportation Improvement Program
TOD	Transit Oriented Development
TMA	Transportation Management Area
TMA	Transportation Management Association
TPC	Transportation Planners Collaborative
UNH	University of New Hampshire
UZA	Urbanized Area
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
WBE	Women's Business Enterprises
3Cs	Continuing, Comprehensive, and Cooperative Transportation Planning

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2020-2021

Introduction

The *Unified Planning Work Program* of the Strafford Metropolitan Planning Organization (Strafford MPO) identifies the planning priorities and work activities that the Metropolitan Planning Organization will address during the two year program period. The development of the *Unified Planning Work Program* is required as part of the Continuing, Comprehensive, and Cooperative (3C's) metropolitan planning process and specifically the Metropolitan Planning Rules (23 CFR 450:308 - <http://cfr.vlex.com/vid/450-308-metropolitan-boundaries-19724985>). The unified aspect of the document, as indicated in the title, means that it encompasses all transportation planning activities that are foreseen, regardless of funding source or implementing agency. The contracted program period for this program is the two-year period from July 1, 2017 to June 30, 2019.

The Strafford Regional Planning Commission (SRPC) provides staffing, and through its appointed Commissioners, with the addition of affiliated state, federal and regional transportation agencies, acts as the policymaking body of the Strafford MPO. Strafford MPO has played an important role in transportation planning for the southeastern region of New Hampshire for thirty-four years and key dates include the following:

1982 The Seacoast Metropolitan Planning Organization was created when the 1980 Census population of the Dover-Rochester-Portsmouth urbanized area went over 50,000. Urbanized regions with populations greater than 50,000 are required to have Metropolitan Planning Organizations.

1993 In response to mandates of the Clean Air Act and the Intermodal Surface Transportation Equity Act (ISTEA), organizational changes occurred in FY 1993 and 1994 to expand the Seacoast Metropolitan Planning Organization to include all communities in the regional planning commission area.

2007 The Seacoast Metropolitan Planning Organization and the Salem Plaistow Windham Metropolitan Planning Organization were realigned to conform to the existing Rockingham Planning Commission and Strafford Regional Planning Commission boundaries. The Governor approved the re-designation on July 19, 2007. The Strafford Metropolitan Planning Organization is coterminous with the boundaries of the Strafford Regional Planning Commission. The Rockingham Metropolitan Planning Organization is coterminous with the boundaries of the Rockingham Planning Commission.

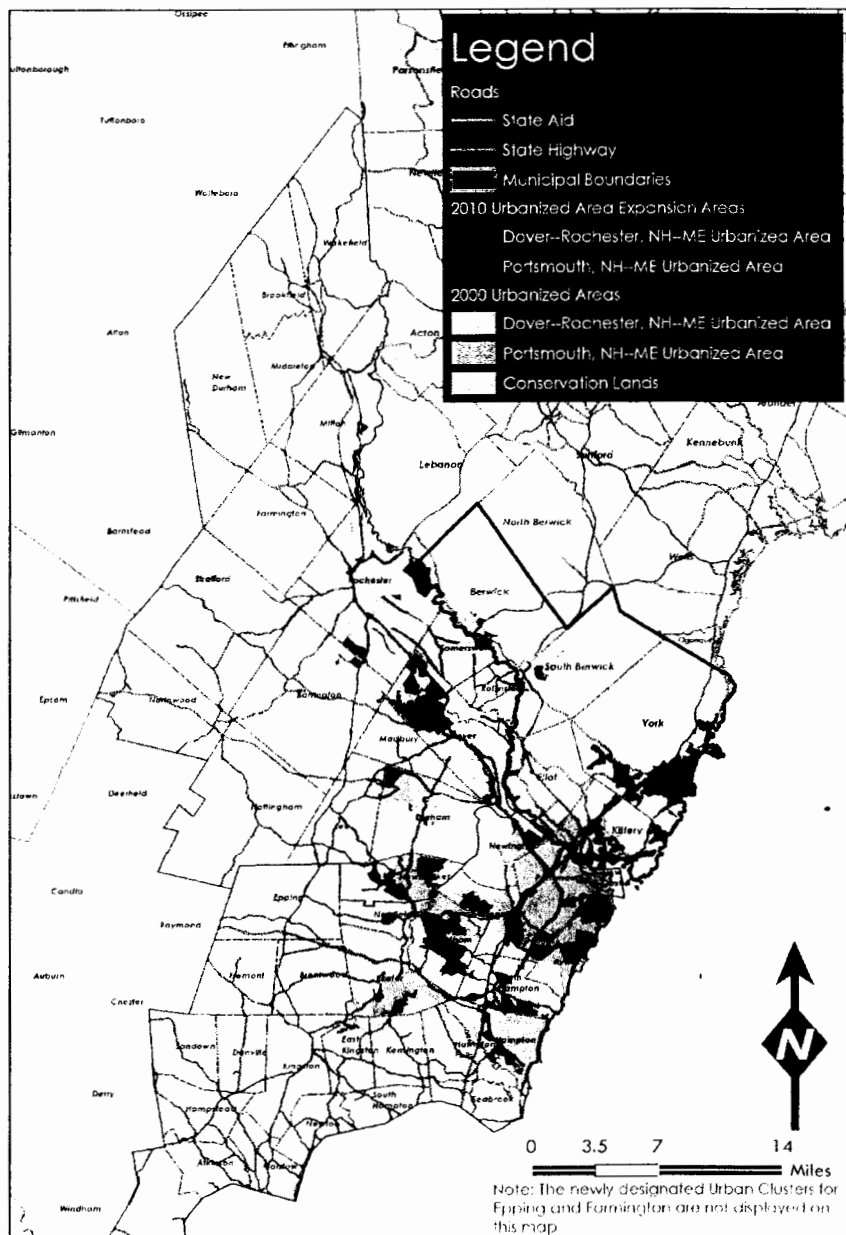
Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2020-2021

Strafford Region Communities and Organizations

The Strafford Regional Planning Commission (SRPC) staff perform several roles derived from state and federal designations. Work completed under the planning commission designation is enabled by New Hampshire state legislation for regional planning commissions. Work completed under the MPO designation is enabled by federal legislation and overseen by FHWA. Lastly, work completed under the Economic Development District designation is enabled by federal legislation and overseen by the Economic Development Administration.

The Metropolitan Planning Organization represents the cities of Rochester, Somersworth, and Dover and the towns of Barrington, Brookfield, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Newmarket, Northwood, Nottingham, Rollinsford, Strafford, and Wakefield, New Hampshire.

Strafford MPO is a collaborating partner with regional transit operators including Amtrak Downeaster, COAST public transit, Alliance for Community Transportation, University of New Hampshire Wildcat Transit, and C&J Buslines – which provides intercity bus service from Dover, NH to Boston and New York City.



Funding Sources for the Unified Planning Work Program

Transportation planning funds that support the unified planning work program scope of work are received from the primary sources listed below. Transportation projects in the Strafford region that are not included as part of the *2020-2021 Unified Planning Work Program* scope of work are listed at the end of the document with their respective funding sources.

1. Federal Highway Administration (PL Funds)
2. Federal Transit Administration (Section 5303 funds)
3. State Planning & Research (SPR Funds)
4. New Hampshire Department of Transportation (Local Match-subject to funding)
5. Strafford Regional Planning Commission (Local Match-subject to funding)
6. Toll Credits (see Section 120(j) of Title 23)

The majority of funds are authorized by 23 USC 104¹, Metropolitan Planning (PL) funds, and 49 USC 5303² with local match provided by state and local revenue sources or toll credits. The New Hampshire Department of Transportation serves as the administrator and grantor.

Consistent with past programs, the *2020-2021 Unified Planning Work Program* has been prepared to reflect the ongoing implementation of the *Clean Air Act Amendments of 1990*, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA- LU)* of 2005, and *Moving Ahead for Progress in the 21st Century (MAP-21)* of 2012. These laws and their implementing regulations require a high level of transportation planning and analysis, while maintaining a strong emphasis on community involvement in the planning process.

The most recently approved transportation bill, *Fixing America's Surface Transportation (FAST) Act*, was approved in December 2015³. The FAST Act builds on the principles and planning factors included in *Moving Ahead for Progress in the 21st Century (MAP-21)*. Transportation funding levels in the *FAST ACT* are consistent with *MAP-21*. However, funding programs have been simplified, reducing the number of total funding programs from around 90 to closer to 30. This was done with the intention of adding clarity and flexibility to funding programs.

The major focus in the FAST Act is shifting to performance-based planning and programming (PBPP). This planning approach takes advantage of technological improvements that have developed over the last twenty years involving data storage and management. Performance based planning relies on improved data tracking and analysis. The products and processes are designed to assure more objective decision-making using the data and performance of infrastructure investments as well as qualitative measures.

In anticipation of the shift to PBP, Strafford Metropolitan Planning Organization spent significant time during the *2016-2017 Unified Planning Work Program* completing related training, engaging with

¹ U.S. Government Publishing Office, *Electronic Code of Federal Regulations*: <http://www.ecfr.gov/cgi-bin/text-idx?SID=a7c6c33d42dc19c78260c69e08469d50&mc=true&node=pt23.1.450&rgn=div5>

² U.S. Government Publishing Office <https://www.gpo.gov/fdsys/pkg/USCODE-2007-title49/pdf/USCODE-2007-title49-subtitleIII-chap53-sec5303.pdf>

³ U.S. Government Publishing Office, *Electronic Code of Federal Regulations*: http://www.ecfr.gov/cgi-bin/text-idx?SID=6aadb3c98fd1fd225be9d400e99e9fd&mc=true&tpl=/ecfrbrowse/Title23/23cfrv1_02.tpl#0

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2020-2021

interstate and national peers, and leading efforts to set a statewide framework for PBP. During the second half of the 2016-2017 contract, Strafford MPO staff lead efforts to develop a comprehensive and collaborative approach that will enable the four MPOs, and RPCs to implement federal PBP rulemakings in close consultation with NHDOT.

The FAST Act established seven national performance goals (see page 16) which requires states and metropolitan planning organizations to integrate PBP into their tasks and work products. USDOT will be codifying performance measures in consultation with states and metropolitan planning organizations. States and metropolitan planning organizations will be responsible for setting performance targets in support of the USDOT measures, and further describing how programs and project selection will help achieve their targets. Annually, states and metropolitan planning organizations will be required to report to USDOT on their progress in achieving these targets. Currently, TIPs and Metropolitan Transportation Plans amended or adopted after May 27, 2018 must address PBPP requirements. However, Metropolitan Transportation Plans are not required to be modified out of cycle and can be made compliant during a normal scheduled update. During the 2020-2021 UPWP contract, Strafford MPO will be working to integrate PBPP requirements into its planning documents and processes in order to be in compliance with forthcoming requirements.

Public involvement remains a hallmark of the planning process, and Strafford MPO is committed to strong public engagement for the development of all of its programs and products. States and metropolitan planning organizations will be working together to achieve compliance with all federal requirements. This applies to any guidance that may be created that outlines performance measures. A full description of the public involvement process can be found in the *2019-2040 Metropolitan Transportation Plan* and a full description of the agencies and their responsibilities can be found in the *Strafford Metropolitan Planning Organization Prospectus*. Copies of each of these documents are available at the Strafford Regional Planning Commission office in Rochester, New Hampshire and on the website.

Purpose & Contents of the Unified Planning Work Program

The 2020-2021 Unified Planning Work Program performs three major functions: (1) it provides information about the transportation planning activities Strafford Metropolitan Planning Organization intends to undertake in fiscal years 2018 and 2019 to support regional goals; (2) it provides accountability and transparency by outlining how federal, state, and local funding will be invested to support transportation planning functions; and (3) it is a tool for managing Strafford Metropolitan Planning Organization's transportation planning activities by providing a budget, guidance, performance measures, and a description of the expected work products. These functions are informed by federal regulations for implementing transportation policy (23CFR §450.308) and requires that:

"(b) Metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in a unified planning work program (UPWP)...

(c) ...each MPO, in cooperation with the State(s) and public transportation operator(s) shall develop a Unified Planning Work Program that includes a discussion of the planning priorities facing the MPA [metropolitan planning area]. The Unified Planning Work Program shall identify work proposed for the next one-or two-year period by major activity and task (including activities that address the planning factors in §450.306(a)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds."

Organization of the Unified Planning Work Program

The Unified Planning Work Program summarizes the tasks and activities that will be undertaken to support Strafford MPO's planning efforts. The scope of work comprises five main categories, each containing specific work tasks and anticipated outcomes or work products. Each MPO in New Hampshire uses a similar structure for their UPWP. UPWP's use the following organizational structure:

- 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
- Category 600 - Federal Transit Administration (FTA) 5305(e) Planning Grant

Within each of these programmatic areas, the UPWP includes the following elements:

Task and Objective:

Tasks are included in sequential order. The name and number of the task will be listed along with the overall objective(s) of the task, reflecting how it supports planning efforts in its respective category.

Activities and Anticipated Outcomes:

Under each task, all activities and work products are listed that will be included in the task. Task/activity descriptions and work products for this scope of work are created in consultation with Strafford MPO's Technical Advisory Committee and Policy Committee, as well as federal and state agencies and transit providers. This list reflects ongoing, cyclical, and emerging tasks.

The scope of work for the *2020-2021 Unified Planning Work Program* is based upon a continuous, cooperative, and comprehensive (3-Cs) process. The scope of work in this document is designed to fulfill the federal *Planning Factors* (outlined in the current transportation authorization bill – the FAST Act) and the New Hampshire *Planning Emphasis Areas* (PEAs), which are developed specifically for the state by Federal Highway Administration and Federal Transit Administration. The *2020-2021 Unified Planning Work Program* scope of work is designed to facilitate progress toward the Strafford Metropolitan Planning Organization regional transportation objectives outlined in the *2015-2040 Metropolitan Transportation Plan*. Strafford MPO fulfills specific federal requirements through the UPWP (such as development of the TIP and Metro Plan, public engagement, and assistance to municipalities and transit providers). These "core functions" are facilitated through several supporting tasks that are not specified in federal regulations, but are no less critical for fulfillment of the core MPO role. The core functions and supporting tasks are developed collaboratively between the four MPOs with guidance from NHDOT. Table 2 on page 18 cross-references the UPWP tasks listed in this scope of work with federal planning factors, PEAs, and performance-based planning requirements.

The tables on the following pages outline the scope of work for the *2020-2021 Unified Planning Work Program*, corresponding with the descriptions of tasks and activities in the document.

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2020-2021

Table 1: 2020-2021 Unified Planning Work Program Category & Task Outline

Category 100: Administration & Training	
Task #	Task Title
101	Invoices and Accounting
102	Program Administration UPWP Development & Amendments UPWP Administration & Reporting SMPO Prospectus & Bylaws Certifications, Compliance, Planning Review & Reporting
103	Training Training Review of Transportation Materials
104	Indirect Cost Rate (Set Aside)
105	Performance Measures
Category 200: Policy & Planning	
Task #	Task Title
201	Ten-Year Plan (TYP) GACIT Statewide Ten-Year Plan
202	Planning & Environmental Linkages Climate Change, Livability and Sustainability Stormwater Management Natural Resource Management and Environmental Mitigation Natural Hazard Mitigation
203	Transportation Planners Collaborative
204	Interagency Consultation
205	Transportation Improvement Program Annual Listing of Obligated Projects 2019-2022 Transportation Improvement Program 2021-2024 Transportation Improvement Program Project Level Evaluation of System Performance Targets and Criteria Project Database
206	Congestion Management Process
207	Intelligent Transportation System
208	Metropolitan Transportation Plan (MTP) Metropolitan Transportation Plan Development & Amendments System Performance Reporting Transportation and Environmental Justice
209	Transportation Air Quality Conformity
210	Statewide Long-Range Transportation Plan (SLRTP)
211	Bicycle and Pedestrian Planning Complete Streets, Parking, Bicycle & Pedestrian Planning Assistance Walkability, and Public Health Planning Assistance Multi-Use & Recreational Trail Planning Assistance
212	Freight Planning

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Table 1 (continued):

2020-2021 Unified Planning Work Program Category & Task Outline

Category 300: Public Involvement and Coordination	
Task #	Task Title
301	Technical Advisory Committee
302	Committee Meetings
303	Public Participation Plan (PPP)
304	Public Outreach
	Public Involvement
	Media Activities & Website
	Inclusionary Actions
	Strafford MPO Representation
	Professional Presentations
305	Policy Committee
Category 400: Plan Support	
Task #	Task Title
401	Traffic Counts
	Traffic Count Data Collection, QA/QC, & Management
	Supplemental Traffic Counts
	Turning Movement Counts
	Bike/Pedestrian Count Data Collection & Management
402	SADES Inventory Efforts
	Road Surface Management Systems
	SADES Culvert Assessments
	SADES Regional Sidewalk Inventory
403	Geographic Information Systems
	Standardized GIS Data Layers
	Regional Safety Analyses
	Assessment of Water & Natural Resources
	GIS Data Organization & Quality Assurance
	Regional Bicycle & Pedestrian Traffic Data Analysis
	Multimodal Transportation Infrastructure Inventories
404	Demographics & Socioeconomics
	Economic Data
	Demographic Data
405	Equipment & Supplies
	UPWP Equipment Administration
	Maintenance and repairs
	Transportation Equipment and Software Acquisition and Disposal
406	Transportation Model
	Model & Land Use Updates, Enhancements, & Development Coordination
	Building and Development Growth
	Analyses & Visualization
407	Memberships, Subscriptions & Professional Costs

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Table 1 (continued):

2020-2021 Unified Planning Work Program Category & Task Outline

Category 500: Technical Assistance and Support	
Task #	Task Title
501	Local & Regional Assistance General Transportation Assistance Local Officials, Boards, & Committees Coordination with Other MPOs Scenic Byways Planning and Technical Assistance Land Use and Economic Development Parking Studies and Analysis Passenger and Freight Rail Planning Aviation Planning Port Planning
502	State & Federal Assistance
503	LPA Program Support Congestions Mitigation Air Quality (CMAQ) Highway Safety Improvement Program (HSIP) Transportation Alternatives Program (TAP)
504	Special Projects
505	Regional Coordinating Council Coordinated Plan Activities Planning Assistance to the Alliance for Community Transportation (ACT)
506	Transit Agency Support Planning Assistance to Regional Transit Providers Transit Data collection, Analysis and Mapping
507	Travel Demand Management Regional Transportation Management Association Support Statewide TDM support
Category 600: Other Transportation Planning Activities	
Task #	Task Title
601	Seacoast Public Transit & Economic Development Linkages Study
601.1	Project Administration
601.2	Literature Review and Conceptual Model for Transit Benefits in New Hampshire
601.3	Qualitative Analysis of Economic Benefits of Public Transit
601.4	Quantitative Analysis of Economic Benefits
601.5	Report Preparation
601.6	Performance Measures and Travel Demand Modeling

Federal Transportation Planning Factors

Under previous authorizing legislation, [the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and Moving Ahead for Progress in the 21st Century (MAP-21)] Congress showed support for metropolitan and statewide transportation planning by emphasizing distinct areas which metropolitan planning organizations (MPOs) and states should consider when developing their plans. The FAST Act maintained the MPO framework established in Title 23, §450.206(a) – which requires a Continuous, Cooperative, and Comprehensive process (known as the “three Cs”) – and included a total of ten core planning factors:

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 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.

National Performance Goals

MAP-21, and the subsequent FAST Act, strengthened the federal focus on performance-based planning. The National Performance Goals for federal highway programs, as described in 23 USC §150(b) and which support UPWP tasks are as follows:

1. **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure Condition** - To maintain the highway infrastructure asset system in a state of good repair
3. **Congestion Reduction** - To achieve a significant reduction in congestion on the National Highway System
4. **System Reliability** - To improve the efficiency of the surface transportation system
5. **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.
6. **Environmental Sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. **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

New Hampshire Planning Emphasis Areas

Federal Highway Administration & Federal Transit Administration

The Federal Highway Administration's New Hampshire Division Office and the Federal Transit Administration's Region 1 Office released their Planning Emphasis Areas for consideration in the development of the *2020-2021 Unified Planning Work Program*. These directives provide guidance regarding areas for improvement in current activities, areas of ongoing importance (MAP-21 Planning Factors, Financial Constraint), and new Federal Highway & Federal Transit Administration.

In the *2020-2021 Unified Planning Work Program*, Strafford Metropolitan Planning Organization is striving to incorporate these recommendations into the scope of work. This reflects Strafford Metropolitan Planning Organization's ongoing efforts to comply with federal goals and regulations, while meeting the needs of the Strafford region.

The New Hampshire Planning Emphasis Areas outline 7 areas of focus applicable to Strafford Metropolitan Planning Organization as follows:

- 1. Performance Based Planning & Programming**
- 2. Urbanized Area Sub-allocation and Project Selection**
- 3. Freight Planning**
- 4. Fiscal Constraint and Financial Planning**
- 5. Metropolitan and Statewide Travel Demand Model Maintenance**
- 6. Data Collection for HPMS and CMP Maintenance and Monitoring**
- 7. Project Monitoring**

SRPC will work collaboratively with other MPOs, rural RPCs, and NHDOT to ensure that all required SPR and UPWP program monitoring and reporting activities are implemented in a timely manner, including providing performance and expenditure reports within 90 days after the end of the reporting period for annual and final reports.

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Table 2: Linkages Between UPWP Tasks, Planning Factors, Goals, and Emphasis Areas

Note: Numbers in table below match planning factors, performance goals, and emphasis areas on pages above.

UPWP Task	Description	Federal Transportation Planning Factors	Supports National Performance Goals	NH Planning Emphasis Areas
101	Invoices and Accounting	NA	NA	NA
102	Program Administration	NA	NA	1,4
103	Training	All	All	All
104	Indirect Cost Rate	NA	NA	NA
105	Performance Measures (training)	NA	NA	NA
201	Ten-Year Plan (TYP)	All	All	All
202	Planning and Environmental Linkages	1, 5, 9, 10	6	1, 2, 3
203	Transportation Planners Collaborative	6, 7, 8	All	2 and 3
204	Interagency Consultation	7	7	1, 2, 4
205	Transportation Improvement Program	All	All	All
206	Congestion Management Process	5, 7, 9	3, 5, 6	4, 5, 6, 7
207	Intelligent Transportation System	1, 2, 4, 6, 7	1, 3, 4, 5	1, 3, 4, 5, 7
208	Metropolitan Transportation Plan (MTP)	All	All	All
209	Transportation Air Quality Conformity	5, 6, 7	6	1, 5, 6,
210	Statewide Long-Range Transportation Plan	All	All	All
211	Bicycle and Pedestrian Planning	2, 3, 4	1, 4	1, 7
212	Freight Planning	1, 4, 6	5	3
301	Technical Advisory Committee	All	All	All
302	Committee Meetings	All	NA	All
303	Public Participation Plan	5	1, 12	NA
304	Public Outreach	All	All	All
305	Policy Committee	All	All	All
401	Traffic Counts	All	5, 6	2, 3, 5
402	SADES Inventory Efforts	7, 8	2	NA
403	Geographic Information Systems	All	All	1-6
404	Demographics & Socioeconomics	1,5	2,5	2, 4, 5
405	Equipment Budget	NA	NA	NA
406	Transportation Model	2, 4, 6, 7, 10	5	5
407	Memberships, Subscriptions, & Professional Costs	NA	NA	NA
501	Local & Regional Assistance	All	All	NA
502	State & Federal Assistance	All	All	All
503	LPA Program Support	All	3, 7	1, 2, 3, 5, 6
504	Special Projects	NA	NA	NA
505	Regional Coordinating Council	2, 4, 5	1,3	NA
506	Transit Agency Support	2, 4, 5	1,3	1
507	Travel Demand Management	4-7, 10	2-6	3,5,6
601	Seacoast Public Transit & Economic Development Linkages Study	1, 2, 4, 6-8	1, 3, 4, 6	1

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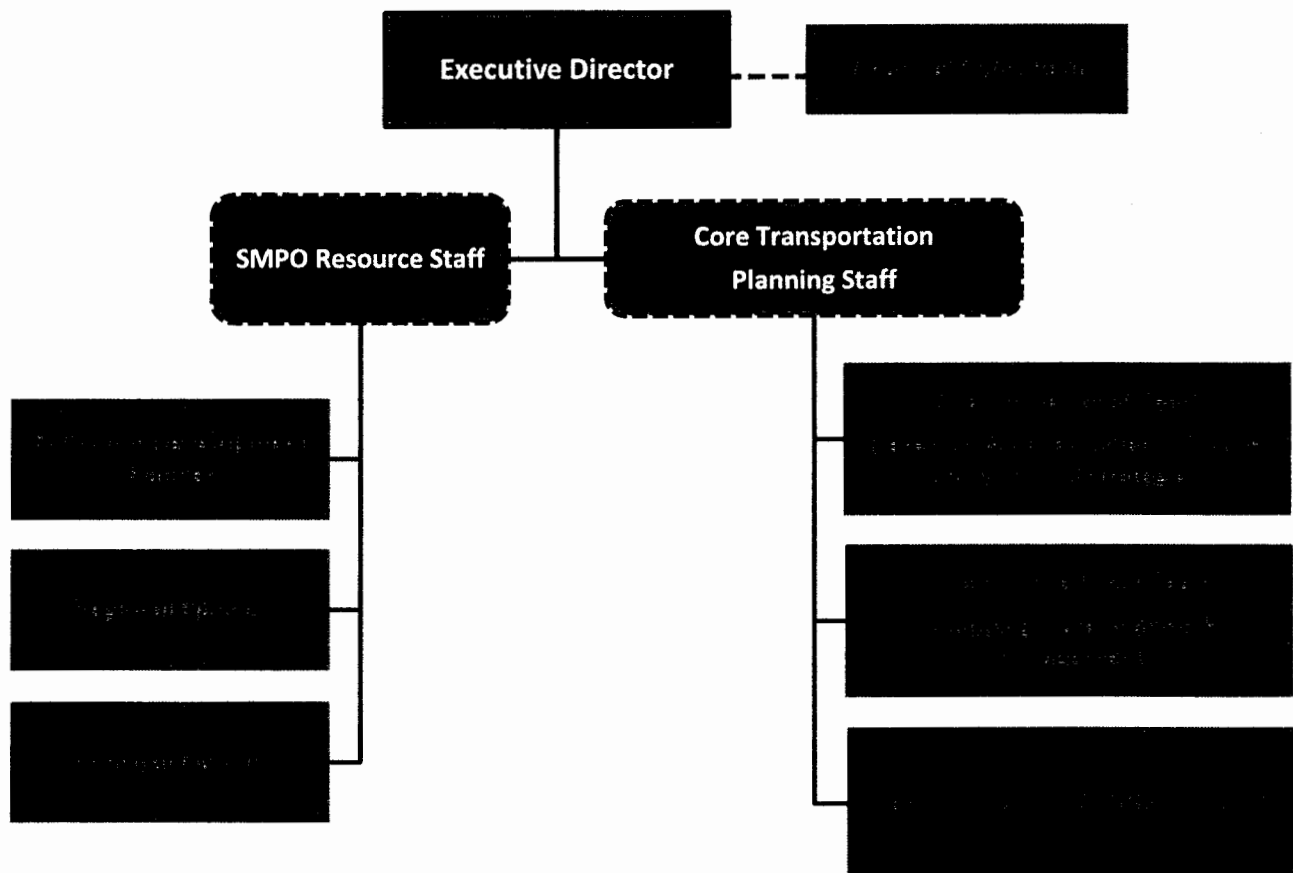
Table 3: Tasks Addressing Recommendations from the Strafford MPO 2018 Planning Review

	Recommendations	Category 100	Category 200	Category 300	Category 400	Category 500
1	Ensure fiscal constraint is balanced in the Metro Plan and TIP. Neither should be under or over programmed.		205, 208			
2	Detailed project information needs to be included in each plan.		205, 208			
3	Efforts to enhance public involvement and input should be documented in the Metro Plan.		208	303, 304		
4	Develop a more analytic, data-driven approach to Ten Year Plan and Metro Plan project development and selection.		201, 208	301, 302, 303, 304, 305	401, 403, 404, 406	501, 505, 506
5	Metro Plan out-years projects should have more descriptive scopes and need cost estimates.		208			
6	Ensure that language specifies that the Metro Plan financial plan includes the TIP as well.		205, 208			
7	The next comprehensive update to the Metro Plan needs to include a detailed System Performance Report.		208			
8	The Metro Plan and System Performance Report need a more detailed analysis of funds programmed long-term for operations and maintenance.		208			
9	Form a Model Users Group for continued MPO and NHDOT collaboration on regional and statewide travel demand modeling efforts. Specific model development recommendations below.				406	501, 502
9a	Recommend not devoting resources to updating the transit mode choice model. Use off-model approaches such as the FTA STOP (Simplified Trips-on-Project Software) method to obtain transit trip tables can be used to capture transit and rail commuter travel markets.				406	
9b	Separate resident and tourist model components within the Transportation Model.				406	
9c	Recommend developing a truck model to account for truck traffic, major truck generators, and growing shares of e-commerce truck traffic.				406	
9d	Recommend adding model sensitivity to tollways, allowing MPOs to evaluate toll rates and capital improvement project impacts on the regions' tollways.				406	
9e	Given that almost all future projects listed in the TIP and MTP are not related to high capacity highway/transit projects, the model sensitivities to relatively smaller scale projects (such as intersection reconfigurations, signal timing coordination, upgraded street designs etc.) may be considered.				406	
10	Some UPWP task descriptions are too broad in scope to discern anticipated outcomes/products or what is definitely planned.	102				
11	Posted UPWP needs to include signature from NHDOT. FHWA and FTA support the proposed development of a statewide UPWP development guide/manual for RPCs and MPOs. Such as manual should include all relevant FHWA/FTA Planning Factors and Emphasis Areas.	102				
12		102				

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	Recommendations	Category 100	Category 200	Category 300	Category 400	Category 500
13	Ensure Annual Listing of Obligated Projects includes accurate tracking of transit funds. New/old/ongoing projects need to be clearly delineated. Need to compare new obligations to what was requested in the TIP and what remains in current grants.		205			
14	Strafford and Rockingham MPO need to jointly update the inter-regional Intelligent Transportation Systems architecture and plan.		207			
15	The self-certification document for the TIP posted online needs to include NHDOT signature as well as MPO signature.		205			
16	MapGeo is a good tool. It should include more detailed incorporation of the regional transit system.				403	506
17	Strafford MPO should review member community ADA transition plans as they identify studies and projects to be included in the UPWP and Metro Plan.	102	208	304		501
18	Strafford MPO should develop a process consistent with 23 CFR 450.316(a)(1)(x) to periodically review the effectiveness of the procedures and strategies contained in the Public Participation Plan to ensure a full and open public participation process.			303, 304		
19	The MPO might consider further efforts to engage EJ/LEP communities via piggybacking on community fairs and events. NHDOT staff have also offered further assistance with EJ data analysis, and remind SRPC that their updated Standard Assurances including Appendices A and E are required in all contracts.			303, 304		
20	The federal agencies recommend continuing vigilance to ensure that outreach to low-income and minority communities occurs as needed to identify any barriers they might have in advancing studies for the UPWP or projects for the MTP or TIP. Some of these communities might need more proactive technical assistance from the SRPC to ensure that their needs are met by the planning process.			303, 304		
21	With the new performance-based planning requirements, SRPC must integrate system performance measures into their planning and programming processes.	102, 105	205, 208	301, 303, 304, 305	401, 406	501, 502, 503, 505, 506
22	Future updates to the Metro Plan should include more engagement with state natural and cultural resource agencies to ensure projects and planning goals are coordinated across agencies.		202, 208			

Strafford MPO Organizational Chart



Category 100 Administration

Purpose: This category oversees and facilitates the administration of the agency and its contractual agreements; financial, legal, and program reporting requirements; administrative documents, such as certification, statements, and assurances; management and monitoring of progress toward goals, work tasks and performance measures; staff training and development; organization memberships; and conduct of other activities needed to fulfill the MPO's mission as established by federal and state statutes.

Task 101: Invoices and Accounting

Objectives: Develop and submit in timely manner, per NHDOT requirements, the reimbursement requests and required financial and program supporting documents.

Financial Management and Reporting: The purpose of this task is to administer the Unified Planning Work Program contract and any subcontracts. This includes invoices, indirect cost rate development and annual audit preparations, cost accounting, and monitoring UPWP task fulfillment and amendments. SRPC staff and finance contractor perform these tasks.

Anticipated Outcomes:

- 1) Biweekly Time Sheets with notes
- 2) Monthly Unified Planning Work Program Invoices
- 3) Unified Planning Work Program Financial Compliance reports
- 4) Indirect Cost Rate Administration reports, proposals & adjustments
- 5) Annual audit report
- 6) Implementation of any management recommendations from auditors

Task 102: Program Administration

Objectives: Provide for management of the Unified Planning Work Program contracts in compliance with federal and state statutes and regulations, as well as the development and updates to the Metropolitan Planning Organization Prospectus, Bylaws, and contract development processes and management.

Unified Planning Work Program Development & Amendments: The purpose of this activity is to develop and obtain approval of the 2022-2023 Unified Planning Work Program and to monitor and amend the 2020-2021 Unified Planning Work Program.

Anticipated Outcomes:

- 1) Unified Planning Work Program for Fiscal Years 2022-2023
- 2) Reports and amendments to Unified Planning Work Program for Fiscal Years 2020-2021 and close-out of Fiscal Years 2018-2019.

Unified Planning Work Program Administration & Reporting: The purpose of this activity is to encompass all general administrative and support activities necessary to implement the 2020-2021 Unified Planning Work Program. It allows for the management and administration of the Unified Planning Work Program to ensure compliance with state and federal regulations. It provides for the timely completion of monthly

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Unified Planning Work Program progress reports, the annual Unified Planning Work Program performance report and the NHDOT UPWP Midterm Review.

Anticipated Outcomes:

- 1) Monthly Program Reports
- 2) Annual Program Reports
- 3) Unified Planning Work Program Midterm Review report
- 4) Updates to the Memorandum of Understanding between NH's MPOs, NH DOT and Transit Agencies as required
- 5) Compliance with federal and state regulations and statutes
- 6) Administrative, personnel, clerical, and supervisory support

SMPO Prospectus and Bylaws: The purpose of this activity is to update the Prospectus and Bylaws as necessary in compliance with state and federal statutes and as may be recommended by the Executive Committee. The Technical Advisory Committee will review updates and provide recommendations to Policy Committee. The Policy Committee will approve recommended changes made to the Prospectus or Bylaws.

Anticipated Outcomes:

- 1) Amendments (as needed)
- 2) 30-45 Day Public Notices for public hearings and public comments
- 3) Comments & response documents

Certifications, Compliance, & Reporting: The purpose of this activity is to ensure that all required certifications, statements and assurances are updated and submitted in compliance with state and federal statutes and regulations. This includes Title VI of the Civil Rights Act of 1964, Environmental Justice, DBE Policy Statements, and Limited English Proficiency. Consistent with 23 U.S.C 134(k)(5) and 49 U.S.C 5303(k)(5), the primary purpose of a certification review is to formalize the continuing oversight and day-to-day evaluation of the planning process. The certification review process ensures that the planning requirements of 23 U.S.C. 134 and 49 U.S.C. 5303 are being satisfactorily implemented⁴.

Anticipated Outcomes:

- 1) Title VI, Environmental Justice reports and analytics
- 2) Annual Certifications & reports
- 3) FHWA/FTA non-TMA MPO planning Review (in CY 2018)

Task 103: Training

Objectives: Provide staff development and training through attendance and presentations at transportation related online and onsite courses, webinars, workshops, seminars, and conferences.

Training: The purpose of this activity is to continue to develop staff knowledge and capacity for

⁴ Government Printing Office – Electronic Code of Federal Regulations (<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=594c5326645b38b05f14603586f980e3&ty=HTML&h=L&mc=true&r=SECTION&n=se2.3.1.450.1336>)

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transportation-related planning tasks through attendance at webinars, online and onsite courses, conferences, workshops, and seminars as necessary. Per federal guidance, travel or training for staff working on eligible PL/SPR funded activities may be billed to PL/SPR funds at the federal matching ratio if the travel or training is necessary for performance of PL/SPR funded work and the cost is reasonable⁵. Emphasis will be placed on developing staff capacity for several tasks, including but not limited to: performing air quality conformity and greenhouse gas emissions analyses on a limited basis, utilizing GIS-based analytics mapping and data management (including, but not limited to, the Statewide Asset Data Exchange System), integrating performance measures into existing planning and programming functions, updating and running the transportation demand model, supporting regional inter-modal and complete streets transportation planning, supporting regional freight and rail improvements, linking smart growth and economic development, and incorporating climate adaptation and resiliency into the mandatory functions⁶.

Anticipated Outcomes:

- 1) Transportation planning training course certifications
- 2) Staff knowledge and skill set development: such as modeling, facilitation, and data analysis
- 3) Association of Metropolitan Planning Organization Annual Meeting attendance
- 4) Association of Metropolitan Planning Organization Technical Advisory committee attendance and attendance at Annual Meeting
- 5) Transportation Research Board Annual Meeting Attendance
- 6) Transportation Research Board Boston Meeting Attendance
- 7) NESCAUM (Northern Transportation and Air Quality Summit) Attendance
- 8) NEARC (Northeast ARC Users Group) Meeting Attendance
- 9) Caliper International TransCAD training
- 10) Attendance at additional transportation related training events that may be hosted by:
 - a. The NH Planners Association (NHPA)
 - b. Northern New England Chapter of the American Planning Association (NNECAPA)
 - c. The Urban and Regional Information Systems Association (URISA)
 - d. Transportation Research Board's Tools of the Trade Conference
 - e. University of NH, UNH Cooperative Extension, and UNH Technology Transfer Center
 - f. Federal Agencies including: FHWA, USDOT, FTA, HUD and EPA
 - g. NH State Agencies including: DOT and Office of Energy and Planning
 - h. NH Municipal Association (NHMA)

Review of Transportation Materials and Documents: The purpose of this activity is for staff to read materials and other documents and materials related to transportation from a range of resources (e.g. USDOT, FHWA, FTA, EPA, TRB, NHDES Air Resources, NHDOT, AMPO, AASHTO, NH Climate Collaborative). This provides time for staff to review CFRs and other federal guidance and to learn best practices for implementing transportation programs and emerging programs. This task fosters a high level of understanding about rules and regulations regarding operations, transportation technology, planning emphasis areas, and other transportation materials that allow staff working in the Unified Planning Work Program to be on the forefront of transportation planning.

⁵ <https://www.fhwa.dot.gov/hep/guidance/confmtg.cfm>

⁶ <https://www.fhwa.dot.gov/hep/guidance/sprt.cfm>

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Anticipated Outcomes:

- 1) Knowledge of CFRs, federal and state guidance, rulemakings, newly released reports, studies, best practices research, and other transportation-related planning materials

Task 104: Indirect Cost Rate

Objectives: **(NOT APPLICABLE)** Set aside a portion of the Unified Planning Work Program funding for the potential financial costs associated with annual indirect cost rate adjustments. On an annual basis, as the indirect cost rate adjustment is finalized, any unused portion of the set aside may be reallocated to other tasks with the approval of NHDOT.

Task 105: Performance Measures

Objectives: Provide staff training opportunities to support performance-based planning initiatives integrated within the SMPO TIP and MTP.

Performance Measures Training: As articulated in Task 103 above, SRPC staff will continue to seek out training, research and learning opportunities in support of performance-based planning. Emphasis will be placed on developing staff capacity for several tasks, including but not limited to: utilizing GIS-based analytics mapping and data management, integrating performance measures into existing planning and programming functions, and updating and running the transportation demand model.

Anticipated Outcomes:

- 1) Participation in training opportunities as outlined under Task 103 above that directly support performance-based planning initiatives.

Category 200: Policy & Planning

Purpose: This category provides for the development and update of the Metropolitan Transportation Plan, Transportation Improvement Program and other guiding documents and reports reflective of local and regional priorities as well as federal and state policies, and New Hampshire Ten Year Plan. It includes special studies, such as corridor plans.

Task 201: Ten Year Plan

Objectives: Assist the Technical Advisory Committee in recommending projects of local and regional importance for the New Hampshire Ten Year Plan for approval by the Policy Committee. This task includes updating and submitting project priorities for the Ten-Year Plan per the processes established in New Hampshire RSA 228:99 and RSA 240.

Governor's Advisory Council on Intermodal Transportation: The purpose of this activity is to ensure that regional and local transportation priorities and projects receive a public hearing and are represented at GACIT meetings and within draft review documents. Staff will collaborate with communities and regional agencies to ensure that their voices are being heard at GACIT and that there is public outreach to citizens and businesses.

Anticipated Outcomes:

- 1) Presentations and attendance at GACIT meetings
- 2) Assistance to communities in presentations of local issues

Statewide Ten-Year Plan: The purpose of this activity is to ensure that the public, communities, and regional and statewide agencies are provided an opportunity to participate in the Ten-Year Plan process. This is facilitated through project solicitation, which includes project development and scoping meetings with individual municipalities, agencies, and MPO committees. A comprehensive process ensures that public participation occurs continuously throughout the process, and that regional projects are included in the draft Ten Year Plan.

Anticipated Outcomes:

- 1) Project solicitation process for developing projects for the draft Ten Year Plan
- 2) Ongoing local and regional project development
- 3) Coordination of performance trends and targets linked to projects programmed in TIP, Ten Year Plan, and Metro Plan
- 4) Meeting attendance in region and with NHDOT
- 5) Regional Ten-Year Plan priorities and project listing
- 6) Review of draft versions of Statewide Ten-Year Plan
- 7) Preparation of public hearing testimony
- 8) Policy and process review committee participation, as necessary

Task 202: Planning and Environmental Linkages

Objectives: Facilitate transportation planning connectivity and integration in relation to local land use and environmental Planning. This task specifically enables staff to address federal planning factors (1, 4, 5, 6, 9, and 10).

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Climate Change, Livability and Sustainability: Provide technical assistance to foster the identification and strategic implementation of resilient transportation systems and facilities supporting local and regional goals. SRPC will work to address resilience to climate change and extreme weather, and present approaches/tools for assessing criticality and sensitivity of different assets in the context of assessing vulnerability to climate change and extreme weather events. To further the sustainability of our transportation infrastructure, SRPC will promote energy efficiency and coordinate with partner agencies to further opportunities for alternative fuel vehicles. This effort will also address the six livability principles developed by the US DOT, HUD and EPA.

Anticipated Outcomes:

- 1) Transportation technical guidance for the Coastal Adaptation Workgroup (CAW). The goal of CAW is to help coastal communities develop and implement adaptation strategies through training, education, technical assistance, and outreach.
- 2) Evaluation of climate adaptation strategies to address critical infrastructure.
- 3) Participation in local energy working groups related to local energy infrastructure, alternative fuels, and electric vehicles as needed/as requested.
- 4) Incorporate research, goals and objectives into the Long-Range Metropolitan Transportation Plan and project selection for both the MTP and the Ten-Year Plan.

Stormwater Management: Work with communities in the SRPC region to plan implement, and invest in wastewater and stormwater, non-point source controls and integrated management approaches that protect the water quality, natural hydrology, and habitats of the state's coastal watershed resources and associated waters. SRPC staff will work with the Stormwater Coalition that 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 for New Hampshire communities is primarily concerned with managing roadway drainage and runoff. Planning and technical assistance efforts may include collaboration with such regional groups as the Southeast Watershed Alliance, Salmon Falls Watershed Collaborative, the Piscataqua Region Estuaries Partnership, and the Seacoast Stormwater Coalition.

Anticipated Outcomes:

- 1) Collaboration with coastal watershed communities to plan implement, and invest in wastewater and stormwater, non-point source controls and integrated management approaches that protect the water quality.
- 2) Participation & technical assistance to the Seacoast Stormwater Coalition, especially relating to managing runoff and nonpoint source pollution and related MS4 requirements pertaining to roads, parking facilities and drainage facilities.
- 3) Reports, maps, fact sheets, and presentations identifying transportation linkages.

Natural Resource Management and Environmental Mitigation: SRPC will monitor environmental issues in support of the region's transportation planning efforts. Specific activities may focus on transportation projects' and infrastructures' relationship to water quality, wetlands, habitat, hazard mitigation, and historic, cultural and archeological resources. The FAST Act requires that the Long-Range Metropolitan Transportation Plan (MTP) include discussions environmental mitigation associated with proposed projects. Work under this task will serve to update the environmental mitigation discussion in the MTP. NRPC will consult the environmental resource agencies during the update of the MTP.

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Anticipated Outcomes:

- 1) Attend Natural Resource Agency Coordination Meetings.
- 2) Transportation technical review of plans and projects for state, regional, and local agencies, committees, and workgroups upon request or notification.
- 3) Incorporate an analysis of transportation projects and potential environmental impacts into the MTP.

Natural Hazard Mitigation: Implement appropriate transportation recommendations identified in local evacuation plans, municipal vulnerability assessments and hazard mitigation plans, and other state and regional plans and reports prepared by non-profits and academic institutions.

Anticipated Outcomes:

- 1) Transportation-related technical assistance for the development of municipal hazard mitigation plans.
- 2) Identification of vulnerable transportation assets in the region.
- 3) Incorporate hazard mitigation recommendations into the Long-Range Metropolitan Transportation Plan and other transportation planning activities.

Task 203: Transportation Planners Collaborative

Objectives: Improve coordination, communication, and collaboration with the agencies involved in transportation planning in New Hampshire.

Transportation Planners Collaborative (TPC): The purpose of this task is to foster better communication among the metropolitan planning organizations, regional planning commissions and the NHDOT. The Bureau of Planning & Community Assistance will facilitate quarterly meetings of the Transportation Planning Collaborative (TPC) to increase understanding of the issues and needs faced by the transportation planners around the state, whether they work for NHDOT or a regional planning commission. Continue work to revise and implement the New Hampshire transportation planning process.

Anticipated Outcomes:

- 1) Quarterly Meetings with TPC group
- 2) Presentations and reports for TPC members

Task 204: Interagency Consultation

Objectives: Improve coordination, communication, and collaboration amongst the federal, state, and metropolitan planning organizations involved with transportation planning and the air quality conformity process through monthly meetings.

Interagency Consultation: The purpose of this task is to continue an ongoing dialogue that strengthens the process and products of each agency. The agencies include EPA, NHDES, FHWA, FTA, NHDOT, MPOs, and regional planning commissions. The Bureau of Planning & Community Assistance will facilitate monthly meetings to ensure ongoing information sharing and collaborative problem solving for transportation issues.

Anticipated Outcomes:

- 1) Participation in monthly interagency meetings
- 2) Review and comment on materials to be presented at Interagency Consultation Group at

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least one week prior to scheduled meetings.

- 3) Coordination with regional communities and transit agencies on regional projects

Task 205: Transportation Improvement Program

Objectives: Complete required updates for the Strafford Metropolitan Planning Organization and Statewide Transportation Improvement Programs. In fiscal year 2019 prepare the Metropolitan Planning Organization Transportation Improvement Program in cooperation with NHDOT. Conduct other related activities as needed in compliance with federal regulations.

Annual Listing of Obligated Projects: The purpose of this activity is to highlight the progress made in the Transportation Improvement Program. The Annual Listing of Obligated Projects will be published on or before the final day of the calendar year (not fewer than 90 days after the end of the federal fiscal year): once in December CY2019 and once in December CY2020. Maps will be used to identify locations of obligated and de-obligated projects. Maps and final document will be available for the public to increase their understanding of the transportation planning process and progress on project

Anticipated Outcomes:

- 1) Fiscal Year 2020 Annual Listing of Obligated Projects document with maps
- 2) Fiscal Year 2021 Annual Listing of Obligated Projects document with maps

2019-2022 Transportation Improvement Program: The purpose of this activity is to manage the 2019--2022 Transportation Improvement Program and ensure any major changes over the course of the biennium are reflected in the document. Staff will work with communities, regional and state agencies to ensure that projects advance in their implementation process and that amendments or revisions to funding, scheduling, phases, and completion dates are accurately provided to federal, state and local agencies and the public. Through this task, staff will prepare public notices, public information, and project specific amendment requests, along with related documentation. The Transportation Improvement Plan will include a description of the anticipated effect of the Transportation Improvement Plan in achieving performance targets established in the Metropolitan Transportation Plan

Anticipated Outcomes:

- 1) Collaboration with NHDOT
- 2) Preparation of documentation and notices
- 3) Technical Advisory Committee and Policy Committee reviews
- 4) Comment & response document for amendments
- 5) Approval by Policy Committee or Executive Committee per Prospectus
- 6) Inclusion in Long Range Plan and TIP as amended
- 7) Project development and reporting based on annual system performance

2021-2024 Transportation Improvement Program: The purpose of this activity is to prepare the 2023-2024 Transportation Improvement Program in coordination with the NH Ten Year Plan cycle and Metropolitan Transportation Plan process in compliance with federal regulations and state statutes. The use of visualizations, maps, and tables to provide clear information in an accessible manner will be used whenever appropriate in the development of the TIP. The financial constraint analysis will also be performed under this sub-task.

Anticipated Outcomes:

- 1) 2021-2024 Transportation Improvement Program document
- 2) Financial Constraint Analysis

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- 3) Approval of the 2021-2024 Transportation Improvement Program by the Policy Committee
- 4) Comments and response document

Project Level Evaluation of System Performance Targets and Criteria: The purpose of this activity is to evaluate and analyze project level transportation improvement options in the region for achieving established system performance targets. Strafford MPO staff will continue working with staff from other MPOs, NHDOT, FHWA, and FTA to incorporate performance-based planning into the regional project development and selection process. Continued Partnering for Performance NH workgroup efforts include the establishment of processes and procedures necessary for data collection, the allowance of data collection and analysis to complete this task, the development of measures as deemed necessary by the MPO and the Workgroup, the convening of the Workgroup each year to update and discuss federal and supplemental measures, and the establishment of targets.

Anticipated Outcomes:

- 1) Performance measures and targets
- 2) Data Standards
- 3) Reporting protocol
- 4) Performance tracking methods
- 5) Data collection procedures
- 6) Performance metrics data collection and analysis
- 7) System performance reports updated and published annually
- 8) Performance trends and targets linked to projects programmed in TIP, Ten Year Plan, and Metro Plan
- 9) Data analysis and mapping for project-specific evaluation
- 10) Planning studies to evaluate effectiveness of proposed transportation improvements and ability to achieve performance targets

Transportation Project Database: The purpose of this task is to enhance the tracking of transportation projects in the region and to efficiently maintain the primary transportation plans (TIP, Ten Year Plan, and Metro Plan). The database is a critical component for ensuring consistent reporting of minor modifications and amendments to the TIP. Inclusion of new projects in this database involves entering relevant project details and establishing the geographic location via available location information and correspondence with knowledgeable municipal and regional planning personnel. In the next phase the database will link to GIS to more efficiently and accurately evaluate the feasibility, cost, and impact of regional transportation projects.

Anticipated Outcomes:

- 1) Regular maintenance of project database
- 2) Addition of new projects and data to current projects
- 3) Project tracking related to performance-based planning
- 4) Linkage of database to GIS
- 5) Visualization and GIS mapping

Task 206: Congestion Management Process

Objectives: While SRPC is not required to develop a Congestion Management Process, under this Task SRPC will coordinate with the three other NH MPOs to employ a systematic and collaborative approach to analyze congestion data.

Congestion Management Data Analysis: This will include analysis of the National Road Performance

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Management Data Set (NPMRDS) to identify locations and periods of congestion in the SRPC region. Consistent with using a performance-based planning process, this analysis will be used to identify and select transportation projects through the MTP, Ten-Year Plan, and TIP that effectively address regional needs.

Anticipated Outcomes:

- 1) Coordination with NH's other MPOs and RPCs to purchase and analyze extended NPMRDS data sets and tools.
- 2) Analysis of major SRPC corridors to identify points and periods of congestion.
- 3) Incorporation of findings into the MTP, Ten Year Plan, and TIP.
- 4) Reports, fact sheets, and presentations of findings and analysis results.

Task 207: Intelligent Transportation System

Objectives: Collaborate when possible with Rockingham Planning Commission to address the Intelligent Transportation System (ITS) architecture and plan for implementation within the Strafford and Rockingham MPOs and coordinate with NHDOT. Prepare necessary updates for the architecture and plan in collaboration with NHDOT statewide plan.

Intelligent Transportation System: The purpose of this task is to ensure that the recommendations from the Seacoast Regional ITS Architecture and Plan are being incorporated into long-range projects, policies, and NH Ten Year Plan in collaboration with NHDOT and MPOs. The Metropolitan Planning Organization will offer to sponsor a regional ITS Advisory Committee to increase collaboration and to ensure that projects move forward in the Metropolitan Transportation Plan and Transportation Improvement Program.

Anticipated Outcomes:

- 1) Updates to the Seacoast Regional ITS Architecture and Plan
- 2) Potential Sponsorship of a regional ITS Advisory Committee
- 3) Inclusion of ITS projects in Metropolitan Plan and NH Ten Year Plan

Task 208: Metropolitan Transportation Plan

Objectives: Comply with the requirements of 23 USC § 134, 49 USC § 5303, and other regulations of FHWA and FTA. Update the Strafford Metropolitan Transportation Plan and related transportation planning documents per federal requirements. Maintain certification as an MPO.

Metropolitan Transportation Plan Development & Amendments: The purpose of this task is to complete updates of the Metropolitan Transportation Plan. Recurring update needs include: long range transportation project list; financial constraint; plan chapter content; data analysis; maps and visualizations; and performance reporting. The plan will be updated as needed to ensure consistency with the Ten-Year Plan and TIP – including the completion of the financial constraint analysis. Updates will be done in coordination with the *Strafford Comprehensive Economic Development Strategy* and *Local Solutions for the Strafford Region* to find efficiency and shared strategies among these plans. During the 2020-2021 contract period the Metro Plan will be updated to, re-establish regional goals and objectives, enhance system performance reporting, and link performance targets to programmed projects.

Anticipated Outcomes:

- 1) Metropolitan Transportation Plan updates
- 2) Update and integrate demographic and socio-economic data

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- 3) Financial Constraint Analysis and public comment documentation
- 4) Public Hearings and meetings as necessary
- 5) Amendments and minor revisions as necessary
- 6) Update of performance measures and targets used to assess the performance of the transportation system
- 7) Develop a consistent fiscal constraint methodology in collaboration with NH's MPOs
- 8) Outreach to regional stakeholders (e.g. freight providers, vulnerable users, public transit, public safety, state agencies, etc.)

System Performance Reporting: the purpose of this activity is to develop and update system performance reports for federal and supplemental performance targets. Strafford MPO staff will continue working with staff from other MPOs, NHDOT, FHWA, and FTA to integrate performance-based planning into the Metro Plan that will be updated and published on an annual basis according to federal requirements. Continued Partnering for Performance NH workgroup efforts include the establishment of processes and procedures necessary for data collection, the allowance of data collection and analysis to complete this task, the development of measures as deemed necessary by the MPO and the Workgroup, the convening of the Workgroup each year to update and discuss federal and supplemental measures, and the establishment of targets.

Anticipated Outcomes:

- 1) Performance measures and targets
- 2) Data Standards
- 3) Reporting protocol
- 4) Performance tracking methods
- 5) Data collection procedures
- 6) Performance metrics data collection and analysis
- 7) System performance reports updated and published annually
- 8) Performance trends and targets linked to projects programmed in TIP, Ten Year Plan, and Metro Plan
- 9) Data analysis and mapping for project-specific evaluation
- 10) Planning studies to evaluate effectiveness of proposed transportation improvements and ability to achieve performance targets
- 11) Updates to the Metro Plan to reflect system performance
- 12) Collaborative efforts with NH transportation decision makers
- 13) Historic performance tracking

Transportation and Environmental Justice: The purpose of this task is to support project evaluation to ensure proposed projects will not have a disproportionate impact on vulnerable populations (such as minority or low income). The Metro Plan will provide and report on data related to performance of transportation systems that serve vulnerable populations. SRPC, in coordination with its Public Participation Plan and Public Outreach, will actively coordinate with other organizations that provide services to low and moderate income and other populations and will update the Long-Range Metropolitan Transportation Plan to incorporate updated data sets to improve performance and reporting against this metric.

Anticipated Outcomes:

- 1) Review of project proposals for potential environmental justice violations
- 2) Attendance at meetings and coordination with local and regional organizations that share mission objectives and/or enhance NRPCs ability to network with others actively engaged in

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environmental justice and promoting ladders of opportunity.

- 3) Continued analysis of annually released American Community Survey (ACS) demographic data to develop updated Environmental Justice information.
- 4) Inclusion of data, metrics, and mapping in performance reports

Task 209: Transportation Air Quality Conformity

Objectives: Ensure compliance of Metropolitan Planning Organization documents and processes with the federal Clean Air Act, as amended, federal regulations relating to air quality conformity, and state administrative rules on air quality conformity determination.

Transportation Air Quality Conformity: SRPC will conduct Air Quality Conformity Analysis as needed to account for any amendments to the Transportation Improvement Program and the Metropolitan Transportation Plan. This task also provides for any additional air quality conformity determinations including, but not limited to, on/off model air quality determinations for CMAQ, and requests from state and local agencies. The use of visualizations, maps, and tables to provide clear information in an accessible manner will be used whenever appropriate when creating air quality documents. No Air Quality Conformity analysis is anticipated to be required during the 2020-2021 UPWP.

Anticipated Outcomes:

- 1) Provide ongoing updates to educational resources, rulemakings, guidance, and research
- 2) If needed, revisions to include any regional transportation projects as requested
- 3) Air Quality Conformity Analysis reports and determinations when needed
- 4) Use of modeling capacity to assess regional air quality impacts from transportation projects in development

Task 210: State Long-Range Transportation Plan

Objectives: Provide assistance to the NHDOT in development of the State Long-Range Transportation Plan.

Statewide Long-Range Transportation Plan: The purpose of this activity is to assist the NHDOT with the development of an update to the New Hampshire State Long-Range Transportation Plan. This work will take place during the 2020-2021 period and will be completed based on requests from NHDOT.

Anticipated Outcomes:

- 1) Technical assistance to NHDOT bureau staff or consultants
- 2) Provision of regional data as requested
- 3) Document development and editing as requested
- 4) Attendance at meetings

Task 211: Bicycle and Pedestrian Planning

Objectives: Provide assistance to communities to improve transportation network connectivity across modes, and increase accessibility to destinations for users. Enhancing access to jobs, education, healthcare, recreation, and other essential services for both motorized and non-motorized users is a primary purpose of transportation.

Complete Streets, Bicycle, and Pedestrian Planning Assistance: The purpose of this activity is to increase network links within and between modes on public rights of way. Provide technical assistance for transportation plan and project development, including research and guidance, best practices, complete

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streets principles, and network connectivity.

Anticipated Outcomes:

- 1) Planning and project development assistance to nonprofit organizations, municipalities, and state agencies
- 2) Data analysis related to system performance monitoring
- 3) Research and reports
- 4) Stakeholder collaboration
- 5) Meeting attendance

Walkability and Public Health Planning Assistance: The purpose of this activity is to integrate active transportation network connectivity practices and public health planning. Provide technical assistance to communities and agencies (including The Strafford County Public Health Network, Department of Health & Human Services, and Goodwin Community Health Center) on research, guidance, and best practices related to active transportation, accessibility, and connectivity.

Anticipated Outcomes:

- 1) Planning and assistance to nonprofit organizations, municipalities, and state agencies
- 2) Data analysis related to system performance monitoring
- 3) Research and reports
- 4) Stakeholder collaboration
- 5) Meeting attendance

Multi-Use & Recreational Trails Planning Assistance: The purpose of this activity is to link users with origins and destinations (jobs, education, nutrition, healthcare) via multi-use and recreational trails by integrating them into the transportation network. Provide technical assistance to communities and agencies, including research and guidance on best practices related to active transportation, accessibility, and connectivity.

Anticipated Outcomes:

- 1) Planning and project development assistance to nonprofit organizations, municipalities and state agencies
- 2) Data analysis related to system performance monitoring
- 3) Research and reports
- 4) Stakeholder collaboration
- 5) Meeting attendance

Task 212: Freight Planning

Objective: Provide assistance to communities to improve transportation network connectivity for the freight network across modes. Strengthening the mobility of freight improves rural communities' access to trade markets and supports economic development in the region.

Freight Planning: The purpose of this activity is to increase freight mobility and accessibility to foster economic growth while maintaining the integrity of our communities' downtowns. Provide technical assistance for freight plan and project development, including research and guidance, best practices, and network connectivity. Promote projects on critical freight corridors as identified by the Strafford MPO's Policy Committee.

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Anticipated Outcomes:

- 1) Planning and project development assistance to nonprofit organizations, municipalities, and state agencies
- 2) Data analysis related to system performance monitoring
- 3) Research and reports
- 4) Stakeholder collaboration

Category 300: Public Involvement & Coordination

Purpose: This category provides for the timely development and implementation of policies, plans and projects through a public process of listening, facilitation, education and outreach, collaboration and recommendations to state and federal agencies, with special attention to inclusionary actions.

Task 301: Technical Advisory Committee

Objectives: The purpose of this task is to encourage the region's communities and agencies to actively participate in the Technical Advisory Committee. Staff will organize monthly meetings and provide all documents related to the meetings to ensure that participants can make informed recommendations. Meeting minutes, presented materials, and other relevant resources will be posted to the MPO website following approval by the committee.

Technical Advisory Committee (TAC): The purpose of this task is to encourage the region's communities and agencies to actively participate in the Technical Advisory Committee. The committee focuses on the technical aspects of transportation planning and reviews MPO products prior to recommending them to the Policy Committee. Staff will prepare materials and presentations, invite guest speakers, and provide consistent communication with committee members to ensure they can make informed decisions and recommendations to the MPO, and provide resources for the municipalities they represent.

Anticipated Outcomes:

- 1) At least 10 Technical Advisory Committee meetings per year
- 2) Guest speakers on transportation-related topics
- 3) Agenda, approved minutes, and relevant documents posted to website
- 4) Annual maintenance of the TAC membership list and community appointments
- 5) Annual maintenance of committee rules of procedure
- 6) Legal notices

Task 302: Committee Meetings

Objective: Ensure transparency, efficient workflow, participation, and fiscal oversight in the MPOs administrative and transportation planning functions.

Committee Meetings: The purpose of this task is to provide the executive committee the opportunity to discuss and carry out transportation-related business at their meetings. On a monthly basis, Executive Committee members play an important role in reviewing minor amendments to the Transportation Improvement Program.

Anticipated Outcomes:

- 1) At least 10 Executive Committee meetings per year
- 2) Agenda, approved minutes, documents posted to website
- 3) Annual maintenance of committee membership
- 4) Annual maintenance of committee rules of procedure

Task 303: Public Participation Plan

Objectives: Increase public awareness and opportunities to participate in transportation planning,

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decision-making, and plan implementation, particularly for underrepresented populations and businesses in the region.

Public Participation Plan (PPP): The purpose of this task is to ensure that the public is actively engaged in transportation planning with opportunities to learn and participate in an open and transparent process. This is accomplished through the development and implementation of an action plan that solicits input from the residents and businesses of the region with special efforts made to include the underrepresented and those who may be most affected by the decisions made during the processes contained within the Unified Planning Work Program. The Public Participation Plan will be updated in this two-year timeframe in accordance with federal requirements (23 CFR 450.316) including a 45-day comment period.

Anticipated Outcomes:

- 1) Update of the Public Participation Plan as needed or by request of NHDOT, FHWA, and FTA
- 2) Involvement of underrepresented populations in plan development
- 3) Involvement of Technical Advisory Committee, Policy Committee
- 4) 45 day public review period and legal notices
- 5) Outreach activities

Task 304: Public Outreach

Objectives: Facilitate the exchange of information between the planning commission, local governments, businesses, university and colleges, associations, and the public on topics related to transportation. Efforts that promote the goals and recommendations in the Metropolitan Transportation Plan and project development for the TIP are priority actions. Public outreach is critical for successful implementation of a performance-based planning approach for the region and the state. Provide a regional perspective and represent the MPO at transportation related meetings and events. Gather information pertinent to regional interests from meetings and events attended and disseminate the information to municipalities.

Public Involvement: The purpose of this task is to actively seek to expand public awareness and participation in transportation planning and plan implementation by working with businesses, universities and colleges, associations (such as Chamber of Commerce, Rotary), and local governments and nonprofits.

Anticipated Outcomes:

- 1) Presentation materials
- 2) At least 2 presentations per year
- 3) Technical assistance

Media Activities & Website: The purpose of this task is to provide local newspapers, libraries, government centers, radio and television stations with public notices and documents. In addition, provide outreach to governments, interested parties, colleagues, collaborators through the use of website, weekly updates, email newsletters and alerts, blog, and the use of social media to provide information on legal notices and public review of documents, public hearings and meetings, emerging and new topics and a variety of transportation-related topics.

Anticipated Outcomes:

- 1) Post all meeting agendas to the SRPC website
- 2) Post all meeting minutes to the SRPC website within 30 days of public meetings
- 3) Legal 10-30 day public hearing notices
- 4) Hearing notices posted in Fosters and on SRPC website; public review documents posted at libraries and local government centers

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- 5) At least 12 monthly newsletters with transportation articles and updates
- 6) At least 40 weekly updates with transportation articles and updates (Bits and Pieces)
- 7) Distribution of transportation related materials to communities/libraries
- 8) Online reporting of performance measure reporting and targets

Inclusionary Actions: The purpose of this task is to provide meaningful opportunities for input from minority, non-English speaking, and low-income residents in the metropolitan planning organization's public involvement processes, in accordance with Title VI of the Civil Rights Act of 1964 and the Environmental Justice provisions of SAFETEA-LU.

Anticipated Outcomes:

- 1) Process and project information on SRPC Web page
- 2) At least 2 public forums, focus groups, meetings, or workshops regarding public's transportation needs, projects and services, information on transportation issues.

Strafford MPO Representation: The purpose of this task is to represent the MPO perspective at meetings and conferences regarding transportation planning in New Hampshire, as well as NHDOT-sponsored local official, task force, public informational meetings held during the project scoping and design phase of projects.

Anticipated Outcomes:

- 1) At least 4 per year – attendance at transportation related meetings and events
- 2) Written comments regarding the regional perspective of local, regional, and state projects
- 3) Attendance at AMPO Technical Committee meetings

Professional Presentations: The purpose of this task is to provide presentations for local, state, and national entities, such as the NH Municipal Association, NH OEP Spring Conference, professional associations, American Planning Association, Northeast ARC Users Group.

Anticipated Outcomes:

- 1) At least 1 presentation per quarter about transportation related topics

Task 305: Policy Committee

Objectives: Support the MPO Policy committee in establishing Strafford MPO's priorities and policies for the region, with due consideration of federal and state enabling legislation and rulemaking. The Committee considers and approves budget, projects, and planning documents prepared on behalf of the region by Strafford MPO staff.

Policy Committee: The purpose of this task is to encourage regional communities and agencies to actively participate in the Policy Committee through their appointed regional planning commissioners and agency appointees. Staff will organize monthly meetings and provide documents related to the meetings to facilitate informed discussions and decision-making by commissioners. Staff will ensure that Policy Committee members receive ongoing opportunities for discussions, presentations, speakers, outreach activities and materials to aid them in their work. Staff will provide technical assistance for outreach and education requests from Policy Committee members within their agencies and communities, such as presentations to Selectmen and Councils.

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Anticipated Outcomes:

- 1) At least 10 Policy Committee agendas, minutes, documents
- 2) Agendas, approved minutes, documents posted to website
- 3) Legal notices for meetings and public hearings
- 4) Technical assistance
- 5) Speakers and presentations for meetings
- 6) Letters and reports
- 7) Annual maintenance of the committee membership list and community appointments
- 8) Annual maintenance of committee rules of procedure

Category 400: Plan Support

Purpose: This category provides for the collection, analysis, QA/QC, visualization, and maintenance of transportation planning data (including socioeconomic and transportation system data) for use in MPO transportation planning and travel demand model activities. Data will support ongoing implementation of performance-based planning and regular system performance reporting.

Task 401: Traffic Counts

Objectives: Complete NHDOT assigned traffic counts as well as supplemental count requests during each traffic count season (approximately May – October).

Traffic Count Data Collection, QA/QC, & Management: The purpose of this activity is to collect traffic count data annually based on a list of locations provided by NHDOT. Traffic counts will start in the spring and end in the fall of each calendar year. Counts types include volume, classification and turning movements as determined by NHDOT. Staff will prepare monthly reports and data files for NHDOT traffic bureau staff. Staff will develop and manage transportation systems data including the metropolitan planning organization's traffic count database and GIS files.

Anticipated Outcomes:

- 1) Completion of traffic count locations assigned by NHDOT
- 2) Annual report to summarize traffic count data collected
- 3) Maintenance of traffic count database
- 4) Traffic counts incorporated into GIS database

Supplemental Traffic Counts: The purpose of this task is to collect traffic count data for local municipalities and organizations. Requested supplemental traffic counts support local data-driven planning efforts and project development. Completion of NHDOT assigned counts is prioritized. If a requested supplemental count is located near a NHDOT count, staff will set the supplemental count if possible to ensure efficiency.

Anticipated Outcomes:

- 1) Traffic count reports to municipalities
- 2) Summary reports of traffic count data collected
- 3) Maintenance of traffic count database
- 4) Traffic counts incorporated into GIS database

Turning Movement Counts: The purpose of this activity is to collect data on vehicular turning movements as requested by municipalities and other entities. Staff will prepare reports to accompany counts and maintain data files for future use. Requested supplemental traffic counts support local data-driven planning efforts and project development.

Anticipated Outcomes:

- 1) Turning movement count data
- 2) Turning movement count reports

Bike/Ped Count Data Collection and Management: The purpose of this activity is to collect and perform QA/QC on bicycle and pedestrian movement data to support regional bicycle and pedestrian improvement projects.

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Anticipated Outcomes:

- 1) Bicycle and pedestrian counts
- 2) Reporting on local and regional bicycle and pedestrian activity

Task 402: SADES Inventory Efforts

Objectives: Develop and maintain Statewide Asset Data Exchange System (SADES) data layers to support transportation planning activities and programs. SADES provides a common set of collection standards. This ensures that data collected throughout the state is comparable and assessed uniformly.

SADES Roadway Surface Management System: The purpose of this activity is to collect pavement condition data for Class V (local) roads. Data collection will be performed during the standard field season (May – October) of each year. Staff will prepare reports and manage data files for use by municipalities, regional partners, and NHDOT staff.

Anticipated Outcomes:

- 1) Conduct data collection and quality analysis/quality control reviews
- 2) Attendance at meetings with municipal staff and officials
- 3) Data collection
- 4) Creation of roadway pavement GIS data layers
- 5) Roadway pavement reports and maps
- 6) Follow up with communities where inventories were previously completed to assess implementation and solicit feedback to improve future efforts

SADES Culvert Assessments: The purpose of this activity is to create an inventory of culverts for communities within the Strafford region as part of the SADES program. This assessment requires the use of specified methodology, assumptions, and data collection efforts. The assessment will provide valuable information to state, regional, and local partners regarding infrastructure needs and vulnerability. Data will be contributed to the established SADES culvert database and compiled and maintained by staff of the UNH Technology Transfer Center.

Anticipated Outcomes:

- 1) Field collection of culvert data
- 2) Culvert database development
- 3) Incorporate historic culvert data into SADES database
- 4) Quality Analysis & Quality Control review
- 5) Annual or biennial local culvert reports

SADES Regional Sidewalk Inventory: The purpose of this activity is to create an inventory of sidewalks in the Strafford region as part of the existing SADES Pedestrian Infrastructure program. This assessment requires the use of specified methodology, assumptions, and data collection efforts. The assessment will provide valuable information to state, regional, and local partners regarding livability, complete streets, ADA compliance, and infrastructure needs. Data collection efforts are for the purpose of creating and maintaining a GIS data layer of sidewalks. Data will be contributed to the established SADES culvert database, and compiled and maintained by staff of the UNH Technology Transfer Center.

Anticipated Outcomes:

- 1) Field collection of sidewalk data using SADES protocol
- 2) Sidewalk data layer development

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- 3) Data collection survey for annual sidewalk data layer maintenance
- 4) Quality Analysis & Quality Control review

Task 403: Geographic Information Systems

Objectives: Develop and maintain Geographic Information Systems (GIS) data layers to support transportation planning activities and programs. Identify, collect, and maintain data to enhance transportation planning activities. Inventory key transportation facilities in the region for the purposes of project development and asset management, identification of gaps in network connectivity. Create inventories that are compatible with the transportation project database.

Standardized GIS Data Layers: The purpose of this activity is to update standardized GIS data layers for their use in analyzing transportation planning processes and projects. Once updated, these data layers will be used to create visualizations for users. Standard practice is to maintain a web-based gallery of map sets.

Anticipated Outcomes:

- 1) Maintenance of GIS data layers and supplemental data features, including aerial imagery, transportation networks and facilities, community infrastructure and utilities, water and natural resources, protected and conservation lands, and zoning and land use classifications.
- 2) GIS data used to develop the Metro Plan
- 3) Identification of natural resources and vulnerable infrastructure
- 4) For visualization, standardized GIS planning maps are posted on the SRPC website.

Regional Safety Analyses: The purpose of this activity is to collect, perform QA/QC, and analyze available crash data as it is released by NHDOT to assist in safety programs. Regional safety analysis will provide direct support for statewide and regional system performance management.

Anticipated Outcomes:

- 1) Regional crash data analysis
- 2) Regional crash maps

Assessment of Water & Natural Resources: The purpose of this activity is to update GIS data layers essential for linking infrastructure resilience with water and natural resources protection. Water and natural resource assessments provide direct support for statewide and regional system performance management.

Anticipated Outcomes:

- 1) Maintenance of natural and water resources data
- 2) Water and natural resources data integrated into the Metro Plan
- 3) Identification of natural resources and vulnerable infrastructure
- 4) Hazard mitigation planning assistance

GIS Data Organization, Development, & Quality Assurance: The purpose of this activity is to maintain a uniform organizational structure for the continued development of GIS databases and maps to support transportation planning elements. Staff will update GIS databases with relevant data from regional and state partners, update metadata, and complete routine quality analysis and control tasks.

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Anticipated Outcomes:

- 1) Organizational protocols and documentation
- 2) Maintenance of GIS data organization system
- 3) Update of local transportation asset inventory and management tools

Regional Bicycle & Pedestrian Traffic Data Collection, QA/QC, & Analysis: The purpose of this activity is to collect bicycle and pedestrian movement data or acquire it from other sources, and analyze data to support regional bicycle and pedestrian improvement projects.

Anticipated Outcomes:

- 1) Acquisition of bicycle and pedestrian movement data
- 2) Managed database of bicycle and pedestrian movement data
- 3) Bicycle and pedestrian movement reports and maps

Multimodal Transportation Infrastructure Inventories: The purpose of this activity is to allow for the collection of baseline data of multimodal transportation infrastructure needed to create GIS layers that will aid in transportation planning or that will lead to better transportation related decision making.

Anticipated Outcomes:

- 1) Development of methodology document for data collection and quality analysis quality control reviews
- 2) Data collection
- 3) Creation of transportation infrastructure GIS data layer
- 4) Data collection survey for annual data layer maintenance
- 5) GPS trail and other transportation data sets as requested

Task 404: Demographics & Socioeconomics

Objectives: Collect and disseminate demographic and economic information essential for transportation planning activities, including aspects of the decennial census and employment information.

Economic Data: The purpose of this activity is to process employment data for the Seacoast Travel Demand Model for project development and corridor studies. Collaborate with the *Strafford Comprehensive Economic Development Strategy* document updates to ensure coordination of transportation & economic development infrastructure projects and planning activities. Economic data analysis will provide direct support for statewide and regional system performance management.

Anticipated Outcomes:

- 1) Employment data incorporated into travel demand model from various sources including the Economic and Labor Market Information Bureau and the Department of Employment Security
- 2) Coordination with *Comprehensive Economic Development Strategy* planning activities and project development
- 3) Economic data integrated into the Metro Plan

Demographic Data: The purpose of this activity is to process demographic data that support transportation planning documents and processes. Collaborate with the *Local Solutions for the Strafford Region* master plan, the *Strafford Regional Housing Needs Assessment*, and the *Comprehensive Economic Development Strategy* to ensure integration of transportation infrastructure with housing and land use activities and the built environment. Demographic data analysis will provide direct support for statewide and regional system performance management. The 2020-2021 UPWP period will include work related to

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the 2020 decennial census and integration of data updates to the *Strafford Regional Housing Needs Assessment*, and the *Comprehensive Economic Development Strategy*.

Anticipated Outcomes:

- 1) Demographic Maps and Data
- 2) Metrics and reports
- 3) 2020 decennial census integration
 - a. Acquisition and management of census data
 - b. Coordination with the U.S. Census Bureau, MPO and state agency partners on alignment of local and regional geographies and to provide technical assistance as new data products become available
 - c. Integration of census data into the Travel Demand Model

Task 405: Equipment and Supplies

Objectives: Purchase equipment required to carry out specific transportation planning tasks as part of the Unified Planning Work Program, including the retirement of older equipment. Perform administrative tasks including the annual inventory of all equipment and software purchased to carry out the transportation tasks approved as part of the Unified Planning Work Program and reporting on the status of the equipment. Perform routine maintenance tasks to ensure the longevity of UPWP equipment and seamless use of equipment. Purchase equipment required to carry out the transportation tasks approved as part of the Unified Planning Work Program, including the retirement of older equipment. Equipment identified and paid within the Unified Planning Work Program is to be used only for transportation planning activities.

UPWP Equipment Administration: The purpose of this activity is to inventory the commission's equipment and software used to perform transportation tasks.

Anticipated Outcomes:

- 1) Annual inventory of equipment used for transportation
- 2) Management of property records
- 3) Reports on the inventory

Maintenance and repairs: The purpose of this activity is to perform routine maintenance and as-needed repairs to UPWP equipment to ensure the longevity of the equipment, including, but not limited to, software updates, troubleshooting issues as they arise, and consulting with IT support specialists as needed.

Anticipated Outcomes:

- 1) Routine maintenance of equipment
- 2) Repair of traffic count equipment and supplies
- 3) Repair of computer equipment
- 4) Repair of other UPWP equipment

Transportation Equipment and Software Acquisition and Disposal: The purpose of this activity is to acquire and replace equipment and software needed for transportation tasks approved as part of the UPWP. This includes computers, printers, equipment, associated supplies, and software agreements.

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Anticipated Outcomes:

- 1) Equipment purchases: including traffic counters; bicycle and pedestrian counters; supplies, safety equipment, and protective gear.
- 2) Computer hardware purchases and maintenance agreements
- 3) Hardware and software purchases and maintenance agreements
- 4) Purchase of INRIX expanded National Traffic Data Set and tools
- 5) Invoice documents for financial records
- 6) RFB documents and processes
- 7) Documentation of disposal to White Farm or other disposals as appropriate

Task 406: Transportation Model

Objectives: Continue to streamline operations of the Seacoast Travel Demand Model to improve overall capabilities. While the model initially was for air quality analyses performed under EPA Ozone Standard, the core use now is for local forecasting applications and calculating performance measures. The model can be used to evaluate system efficiency, perform corridor analyses, project potential impacts (including air quality and congestion) from proposed transportation projects and plans, and link long-term performance trends with project development.

Model Updates, Enhancements & Development Coordination: The purpose of this task is to use and maintain a regional travel demand model. Efforts will be made to coordinate model updates and enhancements with MPO and NHDOT partners. Transitioning to a single state-wide model during the terms of this agreement is supported. An updated household travel survey is needed to ensure models are using accurate data and assumptions. Potential updates include, but are not limited to, Transportation Analysis Zones (TAZ's), road networks, creating separate networks for freight and public transit, automating multiple model runs, regional buildout analysis, and automating sub-area analysis model outputs. These updates and enhancements are meant to simplify and streamline the modeling process while also increasing the sensitivity and accuracy of the travel demand model. The travel demand model will provide direct support for statewide and regional system performance management.

Anticipated Outcomes:

- 1) Updates and improvements to the model as needed
- 2) Continued research to identify a potential household travel data product
- 3) Continued coordination for statewide model development
- 4) Integration of 2020 decennial census data

Building & Development Growth: The purpose of this activity is to collect building permit data for new construction from all eighteen communities within the Strafford MPO on an annual basis. These data will ensure that TAZ-level data within the Seacoast model is current with regards to future household capacity as necessary for the model's Land Use Allocation Module.

Anticipated Outcomes:

- 1) Building Permit Data
- 2) Annual Summary Report
- 3) Regional growth maps
- 4) Updated data collection and management protocol

Analyses & Visualization: The purpose of this activity is to complete analyses and develop visualizations to support planning of future transportation project investments.

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Anticipated Outcomes:

- 1) Up to 1 biennially - transportation planning analyses and visualization
- 2) Analyses to support performance measure calculations and target setting

Task 407: Memberships, Subscriptions & Professional Costs

Objectives: Maintain membership with AMPO, NEARC, and other state and regional associations as a learning and information resource for transportation related topics.

Memberships: To support access to staff training opportunities, SRPC will continue membership in the Association of Metropolitan Planning Organizations (AMPO), which serves the MPOs responsible for carrying out the metropolitan planning process required by title 23 U.S.C. and Chapter 53 of title 49, U.S.C.⁷ The eligible portion of the dues may be billed directly to FHWA/FTA funds if similar costs are billed directly to other benefiting activities, such as Northeast ARC Users Group (NEARC), New Hampshire Planners Association (NHPA), the New Hampshire Association of Regional Planning Commissions (NHARPC), the American Planning Association (Transportation Section), National Association of Development Organizations (NADO), and the National Association of Regional Councils (NARC). These memberships support staff acquisition of knowledge and skills needed to provide transportation planning functions.

Anticipated Outcomes:

- 1) Maintenance of memberships following federal guidance

⁷ <https://www.fhwa.dot.gov/hep/guidance/duesmemo.cfm>

Category 500: Technical Assistance & Support

Purpose: This category provides an opportunity for staff to work with local municipalities, transit, and intercity rail and bus providers, nonprofits, businesses, and state and federal agencies on transportation planning and the implementation of transportation projects within the region.

Task 501: Local & Regional Assistance

Objectives: Provide local assistance to municipalities, nonprofits, and organizations on transportation planning and project development. Work cooperatively with neighboring regional planning commissions and metropolitan planning organizations to promote shared transportation planning objectives. Promote and participate in intermodal transportation planning activities. Provide planning support and data collection for rail, aviation, port project development limited to ground-surface transportation. This task will help create connections between modes of transportation, improve safety, mobility, freight and passenger transport, economic development, and will help promote a strong integrated transportation system within the Strafford region.

General Transportation Assistance: The purpose of this activity is to respond to local requests for transportation planning assistance by municipalities and their publics. Assistance may include: review of development site plans for access management and safety; review of traffic data; review and update of existing zoning and land use regulations to incorporate transportation planning principles, strategies and standards; and education to municipalities regarding the impact of land use decisions on transportation.

Anticipated Outcomes:

- 1) Provide traffic data on request
- 2) Provide review of Developments of Regional Impact (DRI).
- 3) Local community data and analysis, land use and project documents
- 4) Parking study reviews

Local Officials, Boards, & Committees: The purpose of this activity is to support committees, boards, and local officials regarding transportation planning issues. This includes: transportation master plan chapter update and review; assistance with local transportation-related regulation and ordinance update; and best practices complete streets; walkability; low impact development; best practices for mobility, accessibility, safety, congestion management, connectivity; and land use impacts on travel patterns.

Anticipated Outcomes:

- 1) Attendance at meetings
- 2) Research and recommendations
- 3) Technical assistance with development of regulations and ordinances on limited basis per request
- 4) Technical assistance with projects, applications, reviews per request
- 5) Developments of Regional Impact Reviews
- 6) Development of transportation chapters of local Master Plans

Coordination with Other MPOs: The purpose of this sub task is to support interstate and interagency coordination to identify needs, improvements, and strategies to achieve intermodal transportation services and infrastructure for passenger and freight movement. Coordinate with other MPOs for planning

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related activities such as performance based planning and target setting, port and rail enhancements, and transit and intercity bus services and facilities. Coordinate with neighboring MPOs to ensure planning documents and efforts represent shared UZAs and MPAs.

Anticipated Outcomes:

- 1) At least 2 collaborative events with other MPOs and RPCs on interregional planning efforts
- 2) Attendance at inter-agency meetings

Scenic Byways Planning and Technical Assistance: The purpose of this activity is to support the development and marketing of regional scenic byways. Staff provide technical assistance to scenic byway committees of municipal representatives to develop and approve scenic byway Corridor Management Plans for the Branch River Valley Scenic Byway (Wakefield and Milton) and the Mills Scenic Byway (Rollinsford, Madbury, Durham, and Newmarket). Continuing efforts will focus on marketing and expansion of byways, and integrating byway development with regional economic and tourism development entities and efforts.

Anticipated Outcomes:

- 1) Technical assistance with byway expansion
- 2) Updates to byway Corridor Management Plans as needed
- 3) Development of marketing tools such as GIS-base Story Maps and on-road signage for byway routes

Land Use and Economic Development: Implement appropriate transportation recommendations identified in *Local Solutions for the Strafford Region* (regional master plan), *Strafford Comprehensive Economic Development Strategy*, and other state and regional plans and reports prepared by non-profits and academic institutions. Additionally, SRPC monitors project development to ensure there is no disproportionate impact on any minority or low-income population.

Anticipated Outcomes:

- 2) Transportation technical assistance for the Strafford Regional Economic Development District.
- 3) Content updates to regional land use and economic development efforts relative to regional transportation linkages.
- 4) Integrate demographic and socioeconomic data developed for transportation planning initiatives into other regional land use and economic development efforts.
- 5) Reports, fact sheets, and presentations identifying transportation linkages.

Parking Studies and Analysis: The purpose of this activity is to support municipalities regarding parking policies. Staff will provide technical assistance to assess adequacy of existing parking supply, particularly in community centers and downtowns, in order to update parking regulations. Activities will include assessment, alteration, or elimination of minimum parking requirements or implementation of parking maximums for sites supported by public parking or alternative modes. Other activities may include revisions to parking lot layout or design to accommodate best-practices for stormwater treatment, landscaping, or snow removal.

Anticipated Outcomes:

- 1) Planning assistance to municipalities
- 2) Data collection and analysis
- 3) Research and reports
- 4) Technical assistance with development of regulations and ordinances on limited basis per request

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Passenger and Freight Rail Planning: The purpose of this activity is to support passenger and freight rail planning activities including support for reestablishing and upgrading rail systems that pass through the Strafford region, researching rail funding opportunities, meeting rail objectives outlined in the *Strafford Comprehensive Economic Development Strategy*. Other activities may include planning for the integration of rail with other modes of transportation, establishing connections between rail and other modes of transportation, collecting rail data for the Strafford region, and promoting projects that raise bridges over rail lines to double stack height.

Anticipated Outcomes:

- 1) Planning assistance to nonprofit organizations, municipalities, and state agencies
- 2) Data collection and analysis
- 3) Research and reports
- 4) Grant Research and plan development

Aviation Planning: The purpose of this activity is to link Pease International Airport and Skyhaven Airport through enhancements to the surface transportation system. Activities are limited to enhancing connectivity and ground access from surface modes of transportation to airport facilities to promote efficient movement of freight and passengers. Planning activities should enhance the economic competitiveness of the region by maximizing the use of the existing airport at the Pease Tradeport and Skyhaven Airport (adjacent to the Granite State Business Park).

Anticipated Outcomes:

- 1) Planning assistance to nonprofit organizations, municipalities, and state agencies related to ground access and egress, intermodal transfer, and alternatives to address congestion and safety of ground access
- 2) Data collection and analysis regarding connectivity with other surface transportation
- 3) Research and reports related to connections with surface modes of transportation

Port Planning: The purpose of this activity is to support the Port of New Hampshire and the Naval Shipyard through enhancements to the surface transportation system. Activities are limited to enhancing connectivity and ground access from surface modes of transportation to ports to promote efficient movement of freight and passengers (e.g. COAST Clipper Connection) between modes. Planning activities enhance the economic competitiveness of the region by maximizing the use of the existing port infrastructure on the Piscataqua River.

Anticipated Outcomes:

- 1) Planning assistance to nonprofit organizations, municipalities, and state agencies related to ground access and egress, intermodal transfer, and alternatives to address congestion and safety of ground access
- 2) Data collection and analysis regarding connectivity with other surface transportation
- 3) Research and reports related to connections with surface modes of transportation

Task 502: State & Federal Assistance

Objectives: Provide technical assistance for projects and plans, and participate on committees and workgroups at the request or in partnership with state or federal agencies.

State & Federal Assistance: The purpose of this activity is to advance regional priorities by aiding and supporting requests by state or federal agencies for technical assistance on projects, plans, and

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participation on transportation related committees. This includes project development, corridor studies, and performance-based planning.

Anticipated Outcomes:

- 1) Provision of transportation data to statewide committees
- 2) Provision of technical review of plans
- 3) Provision of data to support state plans
- 4) Attendance at meetings
- 5) Collection of Highway Performance Monitoring System HPMS data

Task 503: LPA Program Support

Objectives: Assist communities, agencies, and other groups with application preparation, presentation, management of projects, and guidance on LPA implementation.

Congestion Mitigation and Air Quality (CMAQ): The purpose of this activity is to assist and support communities and agencies with the CMAQ application process. Staff will oversee the scoring process for all proposed regional applications for CMAQ grant rounds. In addition, staff will participate on the NH CMAQ advisory committee.

Anticipated Outcomes:

- 1) Assistance to communities in the CMAQ Process
- 2) Oversight of scoring process for regional applications and attendance at meetings
- 3) Attendance at NH CMAQ Advisory Committee meetings
- 4) Assistance with Air Quality Analysis for CMAQ projects

Highway Safety Improvement Program (HSIP): The purpose of this activity is to continue the collaboration with NHDOT ensuring that the Highway Safety Improvement Program benefits the communities, residents and business in the region.

Anticipated Outcomes:

- 1) Coordination with NHDOT
- 2) Participation in NHDOT Highway Safety audits and meetings in the region
- 3) Provision of regional highway safety data when requested

Transportation Alternatives Program (TAP): The purpose of this activity is to assist and support communities and agencies with the TAP application process. Staff will oversee the scoring process for all proposed regional applications for TAP grant rounds. Assistance with project implementation to communities that are awarded TAP funding.

Anticipated Outcomes:

- 1) Assistance to communities with the TAP grant process
- 2) Oversight of scoring process for regional applications and attendance at meetings
- 3) Assistance with project implementation

Task 504: Special Projects

Objectives: Develop contracts with communities and agencies in the region to establish a scope of work, budget and work products for projects and programs that require sustained and/or substantial effort of metropolitan planning organization staff time and resources.

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Special Projects: The purpose of this activity is to develop contracts with communities and agencies within the region that would be approved by NHDOT. This task is primarily intended to address projects and programs from Tasks 501 and 503 in which the metropolitan planning organization's role expands beyond limited support and assistance, or in which the metropolitan planning organization's efforts clearly exceed the intent of the original task.

Anticipated Outcomes:

- 1) Local and regional projects funded through the UPWP under contractual agreement approved by NHDOT.

Task 505: Regional Coordinating Council

Objectives: Promote development and implementation of community transportation in the Strafford MPO area by participating with the Alliance for Community Transportation, Strafford's Regional Coordination Council, in conformity with federal and state regulations.

Coordinated Plan Activities: The purpose of this activity is to update the Coordinated Human Services Transportation Plan as needed, providing a platform within the Coordinated Human Services Transportation Plan to ensure that local transit agencies and non-profit organizations are able to apply for Federal Transit Administration grants. Prepare letters of support for agencies applying for funding.

Anticipated Outcomes:

- 1) Updates to the Coordinated Human Services Transportation Plan
- 2) Coordination with regional health and human service providers and agencies through the Alliance for Community Transportation
- 3) Support Letters for regional health and human service providers and agencies applying for FTA grants
- 4) Attendance at necessary Statewide Coordination Council meetings

Planning Assistance to the Alliance for Community Transportation (ACT): The purpose of this activity is to provide technical assistance and support to the Alliance for Community Transportation and attend monthly meetings for membership. The Executive Director or staff will continue to provide support and attend meetings for the Alliance for Community Transportation's Executive Committee.

Anticipated Outcomes:

- 1) At least 8 meeting per year - attendance at member meetings
- 2) At least 6 meetings per year -attendance at ACT Executive Committee meetings
- 3) Provide support and information to ACT about funding opportunities, management, data, mapping, etc.

Task 506: Transit Agency Support

Objectives: Provide technical assistance, facilitation and coordination services, and planning advice to regional transit providers.

Planning Assistance to Regional Transit Providers: The purpose of this activity is to provide technical assistance and support to COAST, Wildcat Transit, CommuteSmart Seacoast, and other transit providers operating in the Strafford Region. This activity includes creating maps for agencies, assistance with Google Transit Feeds, providing guidance about funding opportunities, and attendance at monthly COAST meetings.

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Anticipated Outcomes:

- 1) Technical assistance, maps, data, and professional advice
- 2) Participation in monthly COAST and Seacoast CommuteSmart Board meetings
- 3) Provision of assistance and information about funding opportunities
- 4) Facilitation of meetings, as needed

Transit Data Collection, Analysis, and Mapping: The purpose of this activity is to coordinate an intermodal public transportation survey of COAST, Wildcat Transit, C&J Buslines, and the Down Easter, depending upon interest by providers.

Anticipated Outcomes:

- 1) Survey Instrument development and implementation
- 2) Final Statistics of Intermodal Survey
- 3) Transit facilities and route inventory and mapping

Task 507: Travel Demand Management (TDM)

Objectives: Promote and support the development of programs focused on affecting the intensity, timing, and spatial distribution of single-occupancy vehicle (SOV) travel. Such programs may focus on a range of alternatives to SOV travel, including walking, biking, public transit, carpooling, and telecommuting.

Regional Transportation Management Association Support: the purpose of this activity is to support planning activities of the CommuteSmart Seacoast program. This includes participation in regional and statewide events such as Bike to Work Day and Bike to School week and "commuter challenges" that encourage large and small employers to promote alternatives to non-SOV use.

Anticipated Outcomes:

- 1) Attendance at CommuteSmart Seacoast meetings
- 2) Coordination and promotion of TDM-related events
- 3) Participation with Seacoast Bike/Walk to Work Day event (annual)

Statewide TDM support: SRPC will participate with partner RPCs and agencies as part of the CommuteSmart NH program. This includes meeting attendance and event coordination, work to improve the use and recognition of NH Rideshare software, and statewide coordination of TDM activities.

Anticipated Outcomes:

- 1) Coordination and promotion of TDM-related events

Category 600: Other Transportation Planning Activities

Purpose: In addition to the MPO transportation planning work, Strafford Regional Planning Commission is often engaged with partner agencies on several other planning efforts that are not directly funded through the metropolitan planning process. Some of these are transportation planning focused, while others may concentrate on land use or environmental planning. Most are multidisciplinary in nature and incorporate 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.

Task 601: Federal Transit Administration (FTA) 5305(e) Planning Grant- Seacoast Public Transit & Economic Development Linkages Study

Objectives: 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. Strafford SRPC will collaborate with Rockingham Planning Commission to lead implementation of a study of regional linkages between public transit and economic development (including a prescribed literature review, qualitative and quantitative analyses, report preparation, and subsequent performance measurement). COAST will be a collaborative partner in this research, which will focus on their extensive regional service area. However, research and analysis will include multi- and intermodal links in the region. This includes connections between COAST routes, Amtrak passenger rail, and intercity bus service. The University of New Hampshire's Wildcat transit system (UNH Wildcat) is part of the regional network and UNH is the region's largest employer. SRPC will collaborate with UNH to include analysis of the economic impact of UNH Wildcat and the role it plays in the regional transit network. The two MPOs will independently develop and document a set of case studies using a common methodology of qualitative and quantitative analyses.

To do so, the Scope of Work consists of the following subtasks:

601.1: Project Management

SRPC will collaboratively with RPC to jointly manage all activities necessary to implement the Seacoast Public Transit Economic Development Linkages Study. This will include scheduling regular staff and project management meetings and general administrative efforts.

601.2: Literature Review and Conceptual Model for Transit Benefits in New Hampshire

A critical factor in supporting existing public transportation and its expansion in the New Hampshire Seacoast is demonstrating and quantifying its link with economic development. The American Public Transit Authority's May 2014 Update of "Economic Impact of Public Transportation Investment" finds that there is "significant economic gain available from increased transit investment." Benefits are primarily derived from either cost and productivity impacts or impacts of spending. While this study presents a methodology for quantifying the economic benefits of transit, it presents national-level impacts with basic guidance for regional and local level studies.

SRPC and RPC will work collaboratively to identify and review existing resources in order to develop and refine our approach to qualitative and quantitative analysis of transit benefits (Tasks C and D). This effort will focus on identifying exemplary models from smaller MPOs and transit systems across the country comparable to 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

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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.

Activities include:

1. SRPC and RPC will work jointly to review existing research and analysis with an emphasis on models and methodologies most transferrable to New Hampshire such as the following:
 - Analyses of multijurisdictional systems that must effectively serve all municipalities
 - Analyses that reflect major employment sectors located in the Seacoast, such as major universities, regional hospitals, and advanced manufacturers
 - Analyses that can quantify taxable costs and benefits specific to New Hampshire such as impacts to property values or consumer spending on restaurants
 - Analyses that include demand response services
2. SRPC and RPC will apply results of the literature review to refine and coordinate outreach strategies, targeted stakeholders, and research methodologies for subsequent tasks.

Anticipated Outcomes:

1. Compile and report results of literature review.

601.3: Qualitative Analysis of Economic Benefits of Public Transit

SRPC will conduct a qualitative (Task C) and quantitative (Task D) analysis of the economic benefits of public transit and TOD in the Seacoast using a consistent methodology with RPC. Combined, Tasks C and D will assess the value of COASTs current service to communities, the economic impact/benefit it provides, and potential to support local economic growth.

SRPC will develop case studies focusing on the impact of public transit on economic development in the Seacoast. Anticipated studies include: COASTs service to the Portsmouth Naval Shipyard via the Clipper Connection (avoided cost of congestion, parking construction and management); economic benefits of public transit within federal Opportunity Zones (low income areas targeted for growth and redevelopment); and transit links to selected regional large employers (UNH, Albany/Safran, Liberty Mutual, area hospitals). SRPC, RPC, and COAST are members of the policy committee and working group for a Joint Land Use Study in Kittery Maine, and the Portsmouth Naval Shipyard. The project is focused on analysis of transportation, parking, congestion, and land use related to shipyard operations and in response to anticipated increases in staffing levels and will provide vital insight into the understanding of the importance of transit for this major regional employer.

Activities include:

1. SRPC and RPC will work jointly to analyze existing consumer opinion surveys from transit partners to identify key areas of analysis. Focus will be on identifying large employers or clusters of employers with frequent transit riders. Analysis will focus on supporting both SRPC and RPCs separate regional case studies.
2. SRPC and RPC will jointly conduct an online public outreach campaign utilizing RPC's public engagement platform, PublicInput.com. Surveys and public input will be targeted toward collecting additional insight into the economic importance of transit for those employers and locations. Surveys will be developed to jointly solicit input in support of RPC and SRPCs separate regional case studies.

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3. SRPC will conduct stakeholder interviews and/or focus groups to fill in survey gaps or gather additional detail needed to specifically support its regional case studies. Anticipated topics include:
 - Benefits to developers/landlords of transit access (e.g. marketability)
 - Benefits to employers (e.g. transportation reliability, workforce mobility)
 - Benefits to commercial development (e.g. correspondence with sales)
 - Ancillary benefits of transit-oriented development (e.g. desirability of transit-friendly spaces due to increased walkability and access to services)
 - Public health benefits (e.g. traffic congestion and pollution reduction, accessibility to healthcare)
4. Qualitative input received throughout Task C will be analyzed using SRPC's NVivo software to summarize findings.

Anticipated Outcomes:

1. Summarize feedback from qualitative outreach into a "What we Heard" Report to include:
 - General findings
 - COAST's service to the Portsmouth Naval Shipyard via the Clipper Connection,
 - Economic benefits within Opportunity Zones, and
 - Selected regional large employers (UNH, Albany/Safran, Liberty Mutual, area hospitals).

601.4: Quantitative Analysis of Economic Benefits

Building upon the qualitative analysis of Task C and Literature Review of Task B, SRPC will conduct a quantitative analysis of transit service and transit-oriented development benefits in the SRPC region. Work will be performed in conjunction with RPC, both MPOs using a consistent methodology to prepare separate analyses for regionally selected case studies. SRPC will analyze data from COAST (e.g. ridership and revenues), municipalities (e.g. commercial and residential property valuation), large employers (e.g. employment data), and other state and federal sources.

This task will include the development of regional case studies of the relationship between public transit and economic development, including: COAST's service to the Portsmouth Naval Shipyard via the Clipper Connection (avoided cost of congestion, parking construction and management), economic benefits within federal Opportunity Zones (low income areas targeted for growth and redevelopment), and selected regional large employers (UNH, Albany/Safran, Liberty Mutual, area hospitals).

Activities include:

1. SRPC will refine analysis methodologies, assumptions, and inputs to reflect results of the literature review and qualitative analysis.
2. SRPC will conduct a quantitative analysis of the costs and benefits of public transit to municipalities, employers, and landowners in New Hampshire. Inputs to include, but are not limited to:
 - The recently updated Seacoast travel demand model
 - Regional GIS layers including zoning and land use data
 - COAST Remix software
 - Census/ACS data

Anticipated Outcomes:

1. Document a New Hampshire specific methodology to measure the economic impact of transit
2. Perform and report out on a quantitative analysis for the following case studies:

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- COASTs service to the Portsmouth Naval Shipyard via the Clipper Connection,
- Economic benefits within Opportunity Zones, and
- Selected regional large employers (UNH, Albany/Safran, Liberty Mutual, area hospitals).

601.5: Report Preparation

SRPC and RPC will work jointly to develop a single report out of the economic benefits of transit service and transit-oriented development in the Seacoast. Report documents will not be strictly internal documents. A goal of this research is to provide a comprehensive assessment of the economic impact of public transit. COAST regularly reports on generalized data demonstrating a positive economic impact. Studies in large urban areas and at the national scale have provided positive evidence of the economic benefits of public transit, but the region lacks its own comprehensive analysis. Analysis results and report documents will be designed for use by COAST as they request public and private investment in the future.

Activities include:

1. SRPC and RPC will work jointly to compile and report literature review results.
2. SRPC will work with RPC to summarize general feedback from the qualitative outreach into a "What we Heard" Report.
3. SRPC and RPC will jointly document a New Hampshire specific methodology to measure the economic impact of transit.
4. SRPC will report on the qualitative and quantitative analysis results for the following regional case studies:
 - COASTs service to the Portsmouth Naval Shipyard via the Clipper Connection,
 - Economic benefits within Opportunity Zones, and
 - Selected regional large employers (UNH, Albany/Safran, Liberty Mutual, area hospitals).
5. Present findings to regional transit providers, municipalities within the transit service area, and other stakeholders

Anticipated Outcomes:

1. Compile the literature review, qualitative outreach, quantitative analysis and case studies into a single final report for the COAST service area.
2. Present findings to regional transit providers, municipalities within the transit service area, and other stakeholders.

601.6: Performance Measures and Travel Demand Modeling

SRPC and RPC will work together to further integrate the findings of this initiative into ongoing regional collaborative efforts.

Activities include:

1. SRPC and RPC will collaborate with NH's other two MPO's through the Partnering for Performance 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.
2. 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

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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.

Other Federally Funded Planning Studies

As indicated in the introduction of this Unified Planning Work Program, the “unified” aspect of the document is intended to encompass all metropolitan planning organization 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 metropolitan planning organization has a stakeholder or participant role. Transportation planning activities funded with grants not included in the Strafford Metropolitan Planning Organization’s 2020-2021 Unified Planning Work Program are summarized below.

FTA 5307 – Urbanized Area Formula Grant Program

COAST General & Comprehensive Transit Planning (FTA 5307): COAST will undertake the following activities using FTA Section 5307 funds, and may utilize both COAST staff resources and/or outside consulting assistance:

- Provide assistance with planning and mobility management to the Alliance for Community Transportation, the Regional Coordinating Council for the Greater Seacoast region
- Participate in updates as needed to the Coordinated Public Transit-Human Services Transportation Plan for the region
- Prepare study of the economic impacts of COAST transit service in the region
- Prepare route analysis (as needed)
- Continue ongoing general and comprehensive transit planning
- Conduct biennial system review

FTA 5307 (80/20)	FY2020	FY2021
Federal Funding	\$86,020	\$88,213
COAST Matching Funding	\$21,505	\$22,053
Total	\$107,525	\$110,226

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2020-2021 UPWP Task Timeline

Category 100: Administration & Training			Fiscal Year 2020				Fiscal Year 2021			
Task #	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
101	Invoices and Accounting	Monthly								
102	Program Administration									
	UPWP Development & Amendments	Odd Years								
	UPWP Administration & Reporting	Monthly								
	SMPO Prospectus & Bylaws	As needed								
	Certifications, Compliance, & Reporting	Ongoing								
103	Training									
	Training	Ongoing								
	Review of Transportation Materials	Ongoing								
104	Indirect Cost Rate	NA								
105	Performance Measures	Ongoing								

Category 200: Policy & Planning			Fiscal Year 2020				Fiscal Year 2021			
Task #	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
201	Ten-Year Plan									
	GACIT	Ongoing								
	Statewide Ten-Year Plan	As Needed								
202	Planning and Environmental Linkages									
	Climate Change, Livability and Sustainability	Ongoing								
	Stormwater Management	Ongoing								
	Natural Resource Mgmt and Environmental Mitigation	Ongoing								
	Natural Hazard Mitigation	Ongoing								
203	Transportation Planners Collaborative	Quarterly								
204	Interagency Consultation	Monthly								

Strafford Regional Planning Commission Metropolitan Planning Organization
Unified Planning Work Program FY2020-2021

Category 200: Policy & Planning (con't)			Fiscal Year 2020				Fiscal Year 2021			
Task #	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
205	Transportation Improvement Program									
	Annual Listing of Obligated Projects	Annually								
	2019-2022 Transportation Improvement Program	As Needed								
	2021-2024 Transportation Improvement Program	Biennial Update								
	Project Level Evaluation of System Performance Targets	Ongoing								
	Project Database	Ongoing								
206	Congestion Management Process	Ongoing								
207	Intelligent Transportation System	Updates in Jan & Jun								
208	Metropolitan Transportation Plan									
	MTP Development & Amendments	Ongoing								
	System Performance Reporting	Ongoing								
	Transportation and Environmental Justice	Ongoing								
209	Transportation Air Quality Conformity	To be determined								
210	State Long-Range Transportation Plan	To be determined								
211	Bicycle and Pedestrian Planning									
	Complete Streets, Bicycle and Pedestrian Planning	Ongoing								
	Walkability and Public Health Planning Assistance	Ongoing								
	Multi-Use & Recreational Trail Planning Assistance	Ongoing								
212	Freight Planning	Ongoing								

Strafford Regional Planning Commission Metropolitan Planning Organization
Unified Planning Work Program FY2020-2021

Category 300: Public Involvement & Coordination			Fiscal Year 2020				Fiscal Year 2021			
Task #	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
301	Technical Advisory Committee	Monthly								
302	Committee Meetings	Monthly								
303	Public Participation Plan	As Needed								
304	Public Outreach									
	Public Involvement	As Needed								
	Media Activities & Website	As Needed								
	Inclusionary Actions	As Needed								
	Strafford MPO Representation	As Needed								
	Professional Presentations	As Needed								
305	Policy Committee	Monthly								

Category 400: Plan Support			Fiscal Year 2020				Fiscal Year 2021			
Task #	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
401	Traffic Counts									
	Traffic Count Data Collection, QA/QC, & Management	Ongoing								
	Supplemental Traffic Counts	As Requested								
	Turning Movement Counts	As Requested								
	Bike/Pedestrian Count Data Collection & Management	As Requested								
402	SADES Inventory Efforts									
	SADES Road Surface Management System	Seasonal								
	SADES Culvert Assessments	Seasonal								
	SADES Regional Sidewalk Inventory	Seasonal								
403	Geographic Information Systems									
	Standardized GIS Maps	As Needed								
	Regional Safety Analysis	Annual								
	Assessment of Water & Natural Resources	As Needed								
	GIS Data Organization, Development, & Quality Assurance	Ongoing								
	Regional Bicycle & Pedestrian Traffic Data Analysis	As needed								
	Multimodal Transportation Infrastructure Inventories	As needed								

Strafford Regional Planning Commission Metropolitan Planning Organization
Unified Planning Work Program FY2020-2021

Category 400: Plan Support (con't)			Fiscal Year 2020				Fiscal Year 2021			
Task #	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
404	Demographics & Socioeconomics									
	Economic Data	Ongoing								
	Demographic Data	Ongoing								
405	Equipment and Supplies									
	UPWP Equipment Administration	Annually/As Needed								
	Maintenance and Repairs	As Needed								
	Equipment & Software Acquisition & Disposal	As Needed								
406	Transportation Model									
	Model Updates, Enhancements & Development Coord	Ongoing								
	Building and Development Growth	Ongoing								
	Analyses & Visualization	Ongoing								
407	Memberships, Subscriptions & Professional Costs	Ongoing								

Category 500: Technical Assistance & Support			Fiscal Year 2020				Fiscal Year 2021			
Task #	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
501	Local & Regional Assistance									
	General Transportation Assistance	As Requested								
	Local Officials, Boards, & Committees	As Requested								
	Coordination with Other MPOs	Ongoing								
	Scenic Byways Planning and Technical Assistance	As Needed								
	Land Use and Economic Development	Ongoing								
	Parking Studies and Analysis	As Needed								
	Passenger and Freight Rail Planning	As Needed								
	Aviation Planning	As Needed								
	Port Planning	As Needed								
502	State & Federal Assistance	As Requested								

Strafford Regional Planning Commission Metropolitan Planning Organization
Unified Planning Work Program FY2020-2021

Category 500: Technical Assistance & Support (con't)			Fiscal Year 2020				Fiscal Year 2021			
Task #	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
503	LPA Program Support									
	Congestions Mitigation Air Quality (CMAQ)	Funding Round								
	Highway Safety Improvement Program (HSIP)	Funding Round								
	Transportation Alternatives Program (TAP)	Funding Round								
504	Special Projects	Approval needed								
505	Regional Coordinating Council									
	Coordinated Plan Activities	As Needed								
	Planning Assistance to the ACT	Monthly								
506	Transit Agency Support									
	Planning Assistance to Regional Transit Providers	Monthly								
	Transit Data collection, Analysis and Mapping	As Needed								
507	Travel Demand Management									
	Transportation Management Association Support	Ongoing								
	Statewide TDM support	Ongoing								

Category 600: Other Transportation Planning Activities			Fiscal Year 2020				Fiscal Year 2021			
Task #	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
601	Fed. Transit Admin. (FTA) 5305(e) Planning Grant	Funding Round								
601.1	General Administration									
601.2	Literature Review and Conceptual Model									
601.3	Qualitative Analysis of Economic Benefits									
601.4	Quantitative Analysis of Economic Benefits									
601.5	Report Preparation									
601.6	Performance Measures and Travel Demand Modeling									

2020-2021 UPWP Budget

Fiscal Year 2020

Task	Federal (80%) + Toll Credits (10%)	SRPC Match (10%)	Total Cost
100 - Administration and Training	\$52,380	\$5,820	\$58,200
200 - Policy and Planning	\$113,828	\$12,648	\$126,475
300 - Public Involvement and Coordination	\$57,308	\$6,368	\$63,675
400 - Plan Support	\$169,844	\$18,872	\$188,715
500 - Technical Assistance and Support	\$84,038	\$9,338	\$93,375
600 - FTA 5305 (e) Planning Grant	\$25,000	\$2,778	\$27,778
Fiscal Year 2020 Totals	\$502,396	\$55,822	\$558,218

Fiscal Year 2021

Task	Federal (80%) + Toll Credits (10%)	SRPC Match (10%)	Total Cost
100 - Administration and Training	\$52,380	\$5,820	\$58,200
200 - Policy and Planning	\$113,828	\$12,648	\$126,475
300 - Public Involvement and Coordination	\$57,308	\$6,368	\$63,675
400 - Plan Support	\$169,844	\$18,872	\$188,715
500 - Technical Assistance and Support	\$84,038	\$9,338	\$93,375
600 - FTA 5305 (e) Planning Grant	\$25,000	\$2,777	\$27,777
Fiscal Year 2020 Totals	\$502,395	\$55,822	\$558,217

Contract Total - Fiscal Years 2020 and 2021

Task	Federal (80%) + Toll Credits (10%)	SRPC Match (10%)	Total Cost
100 - Administration and Training	\$104,760	\$11,640	\$116,400
200 - Policy and Planning	\$227,655	\$25,295	\$252,950
300 - Public Involvement and Coordination	\$114,615	\$12,735	\$127,350
400 - Plan Support	\$339,687	\$37,743	\$377,430
500 - Technical Assistance and Support	\$168,075	\$18,675	\$186,750
600 - FTA 5305 (e) Planning Grant	\$50,000	\$5,556	\$55,555
Contract Total	\$1,004,792	\$111,644	\$1,116,435

		Proposed FY2020-2021 2-Year Budget Totals			
Personnel Costs		Direct Cost	Hours	Personnel Cost	Total Cost
101	Invoices and Accounting	\$2,600	100	\$10,000	\$12,600
102	Program Administration	\$200	1040	\$78,000	\$78,200
103	Training	\$5,000	317	\$20,600	\$25,600
104	Indirect Cost Rate (Set Aside)	\$0		\$0	\$0
105	Performance Measures (training)	\$0		\$0	\$0
100	Administration TOTALS	\$7,800	1457	\$108,600	\$116,400
201	Ten-Year Plan (TYP)	\$150	417	\$25,000	\$25,150
202	Planning and Environmental Linkages	\$600	467	\$28,000	\$28,600
203	Transportation Planners Collaborative	\$300	67	\$4,000	\$4,300
204	Interagency Consultation	\$300	67	\$4,000	\$4,300
205	Transportation Improvement Program	\$600	600	\$36,000	\$36,600
206	Congestion Management Process	\$0	267	\$16,000	\$16,000
207	Intelligent Transportation System	\$0	133	\$8,000	\$8,000
208	Metropolitan Transportation Plan (MTP)	\$600	1083	\$65,000	\$65,600
209	Transportation Air Quality Conformity	\$0	17	\$1,000	\$1,000
210	Statewide Long-Range Transportation Plan	\$0	50	\$3,000	\$3,000
211	Bicycle and Pedestrian Planning	\$400	500	\$30,000	\$30,400
212	Freight Planning	\$0	500	\$30,000	\$30,000
200	Policy and Planning TOTALS	\$2,950	4167	\$250,000	\$252,950
301	Technical Advisory Committee	\$100	545	\$30,000	\$30,100
302	Committee Meetings	\$0	36	\$2,000	\$2,000
303	Public Participation Plan	\$0	200	\$10,000	\$10,000
304	Public Outreach	\$1,000	982	\$54,000	\$55,000
305	Policy Committee	\$250	545	\$30,000	\$30,250
300	Public Involvement & Coordination TOTALS	\$1,350	2309	\$126,000	\$127,350
401	Traffic Counts	\$8,000	3125	\$125,000	\$133,000
402	SADES Inventory Efforts	\$1,500	663	\$26,500	\$28,000
403	Geographic Information Systems	\$1,000	1764	\$123,500	\$124,500
404	Demographics & Socioeconomics	\$100	154	\$10,000	\$10,100
405	Equipment and Supplies	\$26,000	50	\$2,000	\$28,000
406	Transportation Model	\$2,000	942	\$51,830	\$53,830
407	Memberships, Subscriptions, & Professional Costs	\$0	0	\$0	\$0
400	Plan Support TOTALS	\$38,600	6698	\$338,830	\$377,430
501	Local & Regional Assistance	\$4,000	1600	\$88,000	\$92,000
502	State & Federal Assistance	\$0	250	\$15,000	\$15,000
503	LPA Program Support	\$200	455	\$25,000	\$25,200
504	Special Projects	\$200	273	\$15,000	\$15,200
505	Regional Coordinating Council	\$0	127	\$7,000	\$7,000
506	Transit Agency Support	\$200	283	\$17,000	\$17,200
507	Travel Demand Management	\$150	250	\$15,000	\$15,150
500	Technical Assistance and Support TOTALS	\$4,750	3238	\$182,000	\$186,750
Subtotal UPWP Tasks 100-500		\$55,450	17869	\$1,005,430	\$1,060,880
601.1	Project Management	\$0	18	\$1,200	\$1,200
601.2	Literature Review and Conceptual Model	\$100	66	\$4,300	\$4,400
601.3	Qualitative Analysis (Outreach)	\$100	263	\$17,065	\$17,165
601.4	Quantitative Analysis of Economic Benefits	\$100	208	\$13,540	\$13,640
601.5	Report Preparation	\$50	174	\$11,300	\$11,350
601.6	Performance Measures and Model Development	\$50	119	\$7,750	\$7,800
600	FTA 5305(e) Planning Grant TOTALS	\$400	849	\$55,155	\$55,555
TOTAL		\$55,850	18717	\$1,060,585	\$1,116,435

		FY 2020 Budget			
Personnel Costs		Direct Cost	Hours	Personnel Cost	Total Cost
101	Invoices and Accounting	\$1,300	50	\$5,000	\$6,300
102	Program Administration	\$100	520	\$39,000	\$39,100
103	Training	\$2,500	158	\$10,300	\$12,800
104	Indirect Cost Rate (Set Aside)	\$0	0	\$0	\$0
105	Performance Measures (training)	\$0	0	\$0	\$0
100	Administration TOTALS	\$3,900	728	\$54,300	\$58,200
201	Ten-Year Plan (TYP)	\$75	208	\$12,500	\$12,575
202	Planning and Environmental Linkages	\$300	233	\$14,000	\$14,300
203	Transportation Planners Collaborative	\$150	33	\$2,000	\$2,150
204	Interagency Consultation	\$150	33	\$2,000	\$2,150
205	Transportation Improvement Program	\$300	300	\$18,000	\$18,300
206	Congestion Management Process	\$0	133	\$8,000	\$8,000
207	Intelligent Transportation System	\$0	67	\$4,000	\$4,000
208	Metropolitan Transportation Plan (MTP)	\$300	542	\$32,500	\$32,800
209	Transportation Air Quality Conformity	\$0	8	\$500	\$500
210	Statewide Long-Range Transportation Plan	\$0	25	\$1,500	\$1,500
211	Bicycle and Pedestrian Planning	\$200	250	\$15,000	\$15,200
212	Freight Planning	\$0	250	\$15,000	\$15,000
200	Policy and Planning TOTALS	\$1,475	2083	\$125,000	\$126,475
301	Technical Advisory Committee	\$50	273	\$15,000	\$15,050
302	Committee Meetings	\$0	18	\$1,000	\$1,000
303	Public Participation Plan	\$0	100	\$5,000	\$5,000
304	Public Outreach	\$500	491	\$27,000	\$27,500
305	Policy Committee	\$125	273	\$15,000	\$15,125
300	Public Involvement & Coordination TOTALS	\$675	1155	\$63,000	\$63,675
401	Traffic Counts	\$1,000	1563	\$62,500	\$66,500
402	SADES Inventory Efforts	\$750	331	\$13,250	\$14,000
403	Geographic Information Systems	\$500	882	\$61,750	\$62,250
404	Demographics & Socioeconomics	\$50	77	\$5,000	\$5,050
405	Equipment and Supplies	\$13,000	25	\$1,000	\$14,000
406	Transportation Model	\$1,000	471	\$25,915	\$26,915
407	Memberships, Subscriptions, & Professional Costs	\$0	0	\$0	\$0
400	Plan Support TOTALS	\$19,300	3349	\$169,415	\$188,715
501	Local & Regional Assistance	\$2,000	800	\$44,000	\$46,000
502	State & Federal Assistance	\$0	125	\$7,500	\$7,500
503	LPA Program Support	\$100	227	\$12,500	\$12,600
504	Special Projects	\$100	136	\$7,500	\$7,600
505	Regional Coordinating Council	\$0	64	\$3,500	\$3,500
506	Transit Agency Support	\$100	142	\$8,500	\$8,600
507	Travel Demand Management	\$75	125	\$7,500	\$7,575
500	Technical Assistance and Support TOTALS	\$2,375	1619	\$91,000	\$93,375
Subtotal UPWP Tasks 100-500		\$27,725	8934	\$502,715	\$530,440
601.1	Project Management	\$0	9	\$600	\$600
601.2	Literature Review and Conceptual Model	\$100	66	\$4,300	\$4,400
601.3	Qualitative Analysis (Outreach)	\$100	263	\$17,065	\$17,165
601.4	Quantitative Analysis of Economic Benefits	\$0	86	\$5,613	\$5,613
601.5	Report Preparation	\$0	0	\$0	\$0
601.6	Performance Measures and Model Development	\$0	0	\$0	\$0
600	FTA 5805(e) Planning Grant TOTALS	\$200	424	\$27,578	\$27,778
TOTAL		\$27,925	9359	\$530,293	\$558,218

		FY 2021 Budget			
Personnel Costs		Direct Cost	Hours	Personnel Cost	Total Cost
101	Invoices and Accounting	\$1,300	50	\$5,000	\$6,300
102	Program Administration	\$100	520	\$39,000	\$39,100
103	Training	\$2,500	158	\$10,300	\$12,800
104	Indirect Cost Rate (Set Aside)	\$0	0	\$0	\$0
105	Performance Measures (training)	\$0	0	\$0	\$0
100	Administration TOTALS	\$3,900	728	\$54,300	\$58,200
201	Ten-Year Plan (TYP)	\$75	208	\$12,500	\$12,575
202	Planning and Environmental Linkages	\$300	233	\$14,000	\$14,300
203	Transportation Planners Collaborative	\$150	33	\$2,000	\$2,150
204	Interagency Consultation	\$150	33	\$2,000	\$2,150
205	Transportation Improvement Program	\$300	300	\$18,000	\$18,300
206	Congestion Management Process	\$0	133	\$8,000	\$8,000
207	Intelligent Transportation System	\$0	67	\$4,000	\$4,000
208	Metropolitan Transportation Plan (MTP)	\$300	542	\$32,500	\$32,800
209	Transportation Air Quality Conformity	\$0	8	\$500	\$500
210	Statewide Long-Range Transportation Plan	\$0	25	\$1,500	\$1,500
211	Bicycle and Pedestrian Planning	\$200	250	\$15,000	\$15,200
212	Freight Planning	\$0	250	\$15,000	\$15,000
200	Policy and Planning TOTALS	\$1,475	2083	\$125,000	\$126,475
301	Technical Advisory Committee	\$50	273	\$15,000	\$15,050
302	Committee Meetings	\$0	18	\$1,000	\$1,000
303	Public Participation Plan	\$0	100	\$5,000	\$5,000
304	Public Outreach	\$500	491	\$27,000	\$27,500
305	Policy Committee	\$125	273	\$15,000	\$15,125
300	Public Involvement & Coordination TOTALS	\$675	1155	\$63,000	\$63,675
401	Traffic Counts	\$4,000	1563	\$62,500	\$66,500
402	SADES Inventory Efforts	\$750	331	\$13,250	\$14,000
403	Geographic Information Systems	\$500	882	\$61,750	\$62,250
404	Demographics & Socioeconomics	\$50	77	\$5,000	\$5,050
405	Equipment and Supplies	\$13,000	25	\$1,000	\$14,000
406	Transportation Model	\$1,000	471	\$25,915	\$26,915
407	Memberships, Subscriptions, & Professional Costs	\$0	0	\$0	\$0
400	Plan Support TOTALS	\$19,300	3349	\$169,415	\$188,715
501	Local & Regional Assistance	\$2,000	800	\$44,000	\$46,000
502	State & Federal Assistance	\$0	125	\$7,500	\$7,500
503	LPA Program Support	\$100	227	\$12,500	\$12,600
504	Special Projects	\$100	136	\$7,500	\$7,600
505	Regional Coordinating Council	\$0	64	\$3,500	\$3,500
506	Transit Agency Support	\$100	142	\$8,500	\$8,600
507	Travel Demand Management	\$75	125	\$7,500	\$7,575
500	Technical Assistance and Support TOTALS	\$2,375	1619	\$91,000	\$93,375
Subtotal UPWP Tasks 100-500		\$27,725	8934	\$502,715	\$530,440
601.1	Project Management	\$0	9	\$600	\$600
601.2	Literature Review and Conceptual Model	\$0	0	\$0	\$0
601.3	Qualitative Analysis (Outreach)	\$0	0	\$0	\$0
601.4	Quantitative Analysis of Economic Benefits	\$100	122	\$7,927	\$8,027
601.5	Report Preparation	\$50	174	\$11,300	\$11,350
601.6	Performance Measures and Model Development	\$50	119	\$7,750	\$7,800
600	MTA 5305(e) Planning Grant TOTALS	\$200	424	\$27,577	\$27,777
TOTAL		\$27,925	9359	\$530,292	\$558,217

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

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 \$1,116,435.00 in State Fiscal Years 2020 and 2021. Funding from the Federal Highway Administration (FHWA) comes from available Planning Funds. Of the \$1,116,435.00 fee, approximately 90% (\$1,004,791.50) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% (\$111,643.50) from the Strafford Regional Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the \$1,004,791.50 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 annual 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 of equipment acquisition, use, and disposition must comply with 23 CFR 420.121(e) approved by the DEPARTMENT.

ARTICLE II

D. FIXED FEE

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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

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ARTICLE IV

ARTICLE IV - STANDARD PROVISIONS

A. STANDARD SPECIFICATIONS

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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 at the Rochester Community Center, 150 Wakefield Street, Suite 12, Rochester, 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

ARTICLE IV

the COMMISSION by the DEPARTMENT. In the event of such a termination of this 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.

ARTICLE IV

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.

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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

ARTICLE IV

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 _____, has not X developed NOR ~~and~~ has on file affirmative action programs pursuant to 41 CFR 60-1, that it has _____, has not X, 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.

Stratford Regional Planning Commission
(Company)
By: [Signature]
EXECUTIVE DIRECTOR
(Title)

Date: 4/19/19

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 (FEO-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 Stratford Regional 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.

4/19/19
(Date)

[Signature]
(Signature)

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

Elaine W. Craigie

(SEAL)

ELAINE W. CRAIGIE, Notary Public
My Commission Expires January 10, 2023

Consultant

CONSULTANT

Dated: 4/19/19

By: *[Signature]*
Executive Director

Department of Transportation

THE STATE OF NEW HAMPSHIRE

Dated: 5/2/19

By: *[Signature]*
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: 6/5/19

By: *Alvin B. Gonsen*
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, C. Thomas Crosby, Jr., Secretary/Treasurer of the Strafford Regional Planning Commission, do hereby certify that:

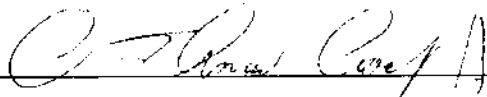
- (1) I am the duly elected Secretary/Treasurer;
- (2) at the meeting held on April 20, 2018 the Strafford Regional Planning Commission voted to authorize the executive director or acting executive director to sign & execute any contracts for SRPC as of April 25, 2018;
- (3) this authorization has not 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(s) have been appointed to and now occupy the office indicated in (2) above: Executive Director

Jennifer Czysz

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary/Treasurer of the

Strafford Regional Planning Commission,

this 19th day of April, 2019.


C. Thomas Crosby Jr., Secretary/Treasurer

STATE OF NEW HAMPSHIRE
County of Strafford

On this the 19th day of April, 2019, before me

 the undersigned officer, personally appeared

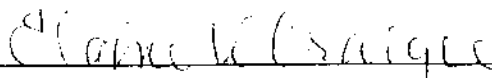
C. Thomas Crosby, Jr., who acknowledged him/herself to be the Secretary/Treasurer of the

Strafford Regional Planning Commission being authorized so to do, executed the foregoing

instrument for the purpose therein contained.

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

ELAINE W. CRAIGIE, Notary Public
My Commission Expires January 10, 2023


Notary Public

Commission Expiration Date:
(Seal)

CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex^{NH}) 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, Primex^{NH} is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex^{NH} is entitled to the categories of coverage set forth below. In addition, Primex^{NH} 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 Primex^{NH}, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex^{NH} 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 Primex^{NH}. 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:		Member Number	Company Affording Coverage:	
Strafford Regional Planning Commission 150 Wakefield Street, Suite 12 Rochester, NH 03867		562	NH Public Risk Management Exchange - Primex ^{NH} Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	

Type of Coverage		Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply	
<input checked="" type="checkbox"/>	General Liability (Occurrence Form)	7/1/2019	7/1/2020	Each Occurrence	\$ 1,000,000
	Professional Liability (describe)			General Aggregate	\$ 2,000,000
	<input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Fire Damage (Any one fire)	
				Med Exp (Any one person)	
<input checked="" type="checkbox"/>	Automobile Liability	7/1/2019	7/1/2020	Combined Single Limit (Each Accident)	Included in the above
	Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Aggregate	
	Workers' Compensation & Employers' Liability			<input type="checkbox"/> Statutory	
				Each Accident	
				Disease - Each Employee	
				Disease - Policy Limit	
	Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: With regards to grant, the certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered.

CERTIFICATE HOLDER:	<input checked="" type="checkbox"/> Additional Covered Party	<input type="checkbox"/> Loss Payee	Primex^{NH} - NH Public Risk Management Exchange
			By: Mary Beth Purcell
NH Department of Transportation Hazen Drive Concord, NH 03301			Date: 4/19/2019 mpurcell@nhprimex.org
			Please direct inquiries to: Primex^{NH} Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



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: Strafford Regional Planning Commission 150 Wakefield Street, Suite 12 Rochester, NH 03867		Member Number: 562	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>			<input type="checkbox"/> Each Occurrence <input type="checkbox"/> General Aggregate <input type="checkbox"/> Fire Damage (Any one fire) <input type="checkbox"/> Med Exp (Any one person)	
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			<input type="checkbox"/> Combined Single Limit (Each Accident) <input type="checkbox"/> Aggregate	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2019	1/1/2020	<input checked="" type="checkbox"/> Statutory <input type="checkbox"/> Each Accident <input type="checkbox"/> Disease - Each Employee <input type="checkbox"/> Disease - Policy Limit	 \$2,000,000 \$2,000,000 \$2,000,000
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			<input type="checkbox"/> Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER: State of New Hampshire Department of Transportation 7 Hazen Dr Concord, NH 03301	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange By: Mary Beth Purcell Date: 4/18/2019 mpurcell@nhprimex.org Please direct inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
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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.

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Participating Member:		Member Number:	Company Affording Coverage:	
Strafford Regional Planning Commission 150 Wakefield Street, Suite 12 Rochester, NH 03867		562	NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) <input type="checkbox"/> Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2018	7/1/2019	Each Occurrence	\$ 1,000,000
			General Aggregate	\$ 2,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input checked="" type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto	7/1/2018	7/1/2019	Combined Single Limit (Each Accident) Aggregate	Included in the above
<input type="checkbox"/> Workers' Compensation & Employers' Liability			<input type="checkbox"/> Statutory	
			Each Accident	
			Disease - Each Employee	
			Disease - Policy Limit	
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: With regards to grant, the certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered.

CERTIFICATE HOLDER:	<input checked="" type="checkbox"/>	Additional Covered Party	<input type="checkbox"/>	Loss Payee	Primex ³ - NH Public Risk Management Exchange
NH Department of Transportation 7 Hazen Drive Concord, NH 03301					By: <i>Mary Beth Purcell</i>
					Date: 6/4/2019 mpurcell@nhprimex.org
					Please direct inquiries to:
					Primex ³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex[®]) 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, Primex[®] is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex[®] is entitled to the categories of coverage set forth below. In addition, Primex[®] 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 Primex[®], including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex[®] 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 Primex[®]. 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: Strafford Regional Planning Commission 150 Wakefield Street, Suite 12 Rochester, NH 03867		Member Number: 562	Company Affording Coverage: NH Public Risk Management Exchange - Primex [®] 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>			Each Occurrence	
			General Aggregate	
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<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>			Combined Single Limit (Each Accident)	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2019	1/1/2020	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease — Each Employee	\$2,000,000
			Disease — Policy Limit	
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER: State of New Hampshire Department of Transportation 7 Hazen Dr Concord, NH 03301	Additional Covered Party	Loss Payee	Primex[®] – NH Public Risk Management Exchange By: <i>Mary Beth Purcell</i> Date: 6/4/2019 mpurcell@nhprimex.org Please direct inquiries to: Primex[®] 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.

6. The RECIPIENT shall provide for such methods of administration for the program as are found by the U.S. Secretary of Transportation, or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, applicants, sub-applicants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by or pursuant to the ACT, the REGULATIONS, and this assurance.
7. The RECIPIENT agrees that the United States and the State of New Hampshire have the right to seek judicial enforcement with regard to any matter arising under the ACT, the REGULATIONS, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, agreements, property, discounts or other Federal financial assistance extended after the date hereof to the RECIPIENT by the State, acting for the U.S. Department of Transportation UNDER THE UNIFIED PLANNING WORK PROGRAM and is binding on the RECIPIENT, other recipients, sub-grantees, applicants, sub-applicants, transferees, successors in interest and other participants in the UNIFIED PLANNING WORK PROGRAM.

The person below is authorized to sign these assurances on behalf of the RECIPIENT:

Signature  Date: 4/12/19

Name/Title Jennifer L. Zysk, Executive Director

Attachments: Appendix A

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

CERTIFICATE OF GOOD STANDING

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