

44E Ham

SEP28'21 PM 3:30 RCVD



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**Victoria F. Sheehan**  
**Commissioner**

**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  
August 19, 2021

**REQUESTED ACTION**

Authorize, the Department of Transportation to enter into a **Sole Source**, Project Agreement with the University of New Hampshire, Civil Engineering Department, Durham, New Hampshire (Vendor #177867) to administer the Local Technical Assistance Program (LTAP) for a fee not to exceed \$947,727.00. This Agreement will become effective upon Governor and Council approval through September 30, 2023. 100% Federal funds.

Funding is available as follows in FY 2022 and is contingent upon the availability and continued appropriations of funds for FY 2023, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified:

	<u>FY 2022</u>	<u>FY 2023</u>	<u>TOTAL</u>
04-96-96-962515-2945	\$178,750.00	\$121,250.00	\$300,000.00
Municipal Aid - Federal			
072-500574 Grants to Local Gov't - Federal			
04-96-96-962515-2944	\$345,838.00	\$301,889.00	\$647,727.00
SPR Planning Funds			
046-500464 Gen Consultants Non-Benefit			
<b>Totals</b>	<b>\$524,588.00</b>	<b>\$423,139.00</b>	<b>\$947,727.00</b>

**EXPLANATION**

The Department requests this **Sole Source** contract because the Technology Transfer Center (T2 Center) operates the primary continuing education program in the State for local road managers, crews and public officials. The T2 Center has been successfully and effectively providing continuing education program in the State for over 20 years, the Department feels a sole source contract is justified.

The Department established a T2 Center, under the Federal Highway Administration's (FHWA) Local Technical Assistance Program (LTAP), effective August 18, 1986. The University has approved the proposed Cooperative Project Agreement, and its Civil Engineering Department will administer the program.

The purpose of the program and these specific LTAP funds is to provide technical assistance to local communities and organizations throughout the State. To foster safe, efficient, environmentally sound local roads and bridges in New Hampshire, the T2 Center is a resource to increase town officials', road managers', and highway crews' knowledge of technology and management through education and training including conducting workshops throughout the State, developing and providing public works management software, publishing of a quarterly newsletter, providing technical assistance, other means of technology transfer at the University and conducting special research projects. The asset inventory effort will offer training, technical support, and workshops to local

municipalities/highway departments to develop GIS data layers to support transportation infrastructure maintenance and asset management strategies.

In addition to material provided in workshops, the T2 Center provides technical and management information over its website, through distribution of newsletters, publications and software. Its Road Scholar Program recognizes managers and crew members for workshop participation. The T2 Center contributes to the public works community by operating PWNNet listserv, an electronic email communication tool, which enables New Hampshire Public Works officials to discuss common problems and their solutions. The T2 Center staff coordinates the Public Works Mutual Aid Program, which enables cities and towns to assist each other during large-scale emergencies. The T2 Center continues to support the Statewide Asset Data Exchange Service (SADES) to municipalities, Regional Planning Commissions, and State agencies to provide standardized data collection elements and methodology, provide training, and provide centralized storage and distribution for roadway asset data including sidewalks/curb ramps, culverts and pavement condition.

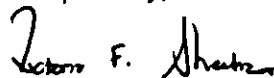
The program is 100% Federally-funded with 50% Federal LTAP funds (\$300,000.00) and 50% Federal SPR Planning funds (\$300,000.00). The LTAP funding is being supplemented with additional SPR Planning funds (\$347,727.00) and University of New Hampshire generated program income (\$80,000.00) to support the T2 Center workshops and Outreach services, and for special projects targeting municipal asset inventories, infrastructure maintenance and improvement management. The total contract value is \$1,027,727.00. The Capital Budget Overview Committee approved the use of Turnpike Toll Credits as match on November 30, 2020.

Expenses incurred will be charged against the designated project account number and reimbursement for costs shall be borne by the above-listed funds in the total amount of \$947,727.00 in accordance with Federal Aid Program requirements.

This Agreement has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available. Copies of the fully executed Agreement are on file at the Secretary of State's Office and the Department of Administrative Services. Subsequent to Governor and Council approval, the Agreement will be on file at the Department of Transportation.

Your approval of this submission is respectfully requested.

Respectfully,

A handwritten signature in black ink, appearing to read "Victoria F. Sheehan".

Victoria F. Sheehan  
Commissioner

VFS/GLD/dmp  
Attachment

## COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, Department of Transportation  
and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, Department of Transportation, (hereinafter "State"), and the University System of New Hampshire, acting through University of New Hampshire, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date of written Notice to Proceed from the "State". This date ("Effective date") will be after "Project Agreement" approval by the Governor and Executive Council of the State of New Hampshire and after Program and funding approval by the Federal Highway Administration NH Division Office, and shall end on 9/30/23. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole cost of Campus, and the State shall not be responsible for any reimbursement of expenses, even if they would have been eligible and allowable except for the Effective Date.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: Technology Transfer Center-Local Technical Assistance Program 2021 - 2023

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

### State Project Administrator

Name: Bill Watson  
Address: NH Department of Transportation  
Bureau of Planning & Community Asst  
7 Hazen Drive  
Concord, NH 03301  
Phone: 603-271-3344

### Campus Project Administrator

Name: Kim Becker  
Address: Keene State College  
Sponsored Programs Administration  
229 Main Street, M/S 2701  
Keene, NH 03435  
Phone: 603-354-2443

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

### State Project Director

Name: Bill Watson  
Address: NH Department of Transportation  
Bureau of Planning & Community Asst  
7 Hazen Drive  
Concord, NH 03301  
Phone: 603-271-3344

### Campus Project Director

Name: Erin Bell  
Address: University of New Hampshire  
Civil & Environmental Engineering  
Room W183, Kingsbury Hall  
Durham, NH 03824  
Phone: 603-862-3850

- F. Total State funds in the amount of \$947,727 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

☐ Campus will cost-share % of total costs during the term of this Project Agreement.

☒ Federal funds paid to Campus under this Project Agreement are from Grant/Contract/ Cooperative Agreement No. 10344Q from Federal Highway Administration under CFDA# 20.205. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

☐ Article(s) of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

- H. ☒ State has chosen not to take possession of equipment purchased under this Project Agreement.  
☐ State has chosen to take possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the University of New Hampshire and the State of New Hampshire, have executed this Project Agreement.

**By An Authorized Official of:  
University of New Hampshire**

Name: Karen M. Jensen

Title: Director, Pre-Award

Signature and Date: Karen Jensen

Digitally signed by Karen Jensen  
Date: 2021.08.18 17:49:04  
+0000

**By An Authorized Official of: the New  
Hampshire Office of the Attorney General**

Name: EMILY GOERING

Title: AAG

Signature and Date:

*Emily Goering*

**By An Authorized Official of:**

Name: Victoria F. Sheehan

Title: Commissioner

Signature and Date:

*[Signature]* 8/25/21

**By An Authorized Official of: the New  
Hampshire Governor & Executive Council**

Name:

Title:

Signature and Date:

## **EXHIBIT A**

**A. Project Title:** Technology Transfer Center-Local Technical Assistance Program 2021-2023

**B. Project Period:** October 1, 2021 - Sept 30, 2023

**C. Objectives:** The Federal Highway Administration's Local Technical Assistance Program (LTAP) and Tribal Technical Assistance Program (TTAP) consists of 53 Centers; 1 LTAP in each state and Puerto Rico, and 1 center serving tribal governments. The New Hampshire Department of Transportation (NHDOT), with oversight from FHWA, contracts with UNH to deliver the Local Technical Assistance Program (LTAP) to New Hampshire through the University of New Hampshire Technology Transfer Center (UNH T<sup>2</sup>). This proposal will include a scope, task list and budget for the LTAP Workshop and Outreach components, and Statewide Asset Data Exchange System (SADES) Maintenance.

The mission of UNH T<sup>2</sup> is to provide services to the local, municipal and state transportation agencies in the State of New Hampshire. UNH T<sup>2</sup> promotes the engagement of municipal public works agencies throughout the State for best practices related to transportation maintenance, management and planning. A major focus of UNH T<sup>2</sup> is to deliver cost-effective solutions towards the goal of fostering a safe, efficient, effective and sustainable transportation system for the State. This goal is realized through education and technical support provided to town officials, road managers, and highway crews on current technology and management practices. This is executed through a variety of means including education, training, newsletters, published articles, online resources, partnerships with public works associations, and other means of technology transfer.

It should be noted that UNH T<sup>2</sup> is a center that administers several grants, programs and projects. Two programs are included in this grant proposal: (1) LTAP Workshops and Outreach and (2) SADES-Maintenance. Throughout this Grant Proposal, tasks associated with LTAP services and special projects are clearly differentiated and associated with appropriate staff members. The SADES Maintenance component of this proposal includes the computer services needed for baseline operation of SADES, the stream crossing data collection and the statewide training on both SADES and RSMS.

Launched in 1986, the University of New Hampshire Technology Transfer Center (UNH T<sup>2</sup>):

- Develops and hosts workshops, seminars, conferences, customized training, demonstrations, and distance learning opportunities
- Helps deliver effective approaches to address local transportation problems
- Hosts several certification programs
- Publishes a monthly email and bi-annual electronic newsletter
- Maintains a website which includes access to extensive technical resources
- Engages in special projects to assist NH municipalities in addressing problems associated with their transportation infrastructure
- Manages the NH Road Scholars Program
  - Manage the database of all the individuals in the program
- Provides a clearinghouse of technical support for town officials, road managers, and highway crews
- Has partnerships with:
  - New Hampshire Public Works Association (NHPWA)
  - New Hampshire Public Works Mutual Aid Program (NHWPMA)
  - National Local Technology Assistance Program Association (NLTAPA)
  - State Transportation Innovation Council (STIC)
- Maintains and develops information services
  - Social media sites
  - Databases for some of the partners listed above

#### **D. Scope of Work: Local Technical Assistance Program**

UNH T<sup>2</sup> hosts the Local Technical Assistance Program (LTAP) which provides several key components/services to the municipalities and other state agencies in New Hampshire:

- Workshops and demonstrations
  - Annual Trainings
  - Private Workshops
  - FHWA Every Day Counts Initiative
  - Certification Programs
  - Development of Workshops
  - NHDOT Trainings
  - Roads Scholar Program
- Technical support for municipal public works agencies throughout the State
  - Site Visits
- Newsletter – *Road Business*
  - To promote better awareness of *Road Business* and ensure timely, efficient communications, UNH T<sup>2</sup> will release a monthly email newsletter noting upcoming events, general information awareness, links to industry publications, webinars, and other relevant info
    - UNH T<sup>2</sup> will explore methods to publish monthly e-newsletter but will use Outlook meanwhile
  - *Road Business* will be published electronically at least twice annually, but up to four times annually, and print copies made available as requested
- Facilitation of Transportation partnerships
- Marketing and Information services
- LTAP Administration and planning
- Facilitation of special projects

#### **Workshops**

**Annual Training:** UNH T<sup>2</sup> will arrange and conduct a minimum of sixty-five (65) instructional and/or informational workshop events per calendar year, for a total of one hundred and thirty (130) during the contract period ("Annual Training"), based on 65 training events in year 1 and 65 training events in year 2 (Table 11: Deliverables). Most of these workshops will be conducted from late Spring into early Fall. All the workshops fall into one of the following categories: technical, supervisory, safety, or environmental. Although sixty-five instructional/workshop events per calendar year is the expectation in this proposal and budget, UNH T<sup>2</sup> will work towards the recent historical goal of 80 events or instructional days per calendar year, as Program Income allows. Any additional workshops beyond the 65 per calendar year will be dependent upon appropriate program income and considered and agreed upon with Advisory Board input.

There are several core workshop topics that will be offered each workshop period with additional workshop topics selected based upon previous workshop evaluations, needs assessment surveys, evaluation of information requests, meetings with road agents and public works directors, and communications with national, state, and local stakeholders. A minimum of two (2) new workshops will be developed during the 24-month contract period. What workshops will be developed will be determined by a review of received requests, Advisory Board recommendations, and/or topics suggested by the NHDOT and NH municipalities.

#### **General details regarding all workshops:**

- Workshops will be advertised using the UNH T<sup>2</sup> website, *Road Business* newsletter, listservs, social media sites, printed calendars, and US mail.
- Scheduling and registration for each workshop will be managed by UNH T<sup>2</sup>. This will include but not be limited to obtaining qualified instructors, securing a venue, arranging for refreshments, logging registered attendees, and crediting all payments. All necessary materials will be prepared, reviewed, and reproduced prior to each workshop.
- UNH T<sup>2</sup> representative(s) will be present at each training session to function as a workshop facilitator. The instructor may also be the workshop facilitator if they are a staff member of UNH T<sup>2</sup>.

- Most in-person workshop events begin at 8:30 am and conclude at 2:00 pm (5 contact hours) and last for one (1) day. However, there are workshops that do not conform to this model; some have shorter hours of attendance and some last more than one day. The length of the workshop and how many days are required are clearly noted on the various calendars listing the workshops.
- Most virtual workshop events begin at 7:30 am and last one-two hours. Some topics are broken out over two or three days, based on the length of the workshop.
- One Roads Scholar Program Hour is given for each hour spent at a workshop.
- Evaluations will be conducted at the end of each workshop relative to the instructor(s) performance, content and structure and topic relevance. Participants will be asked to suggest potential new training topics. Post-processed data analytics are reviewed annually, and the effectiveness of the specific workshops are evaluated with respect to the changing needs of municipal officials.
- Refreshments and/or boxed lunch or other lunch are provided for the first day of all in-person workshops lasting longer than three (3) hours. If a workshop is less than three (3) hours or is the second day of a given workshop, refreshments and/or lunch will generally not be provided. This will be noted clearly on the calendar listing. Program fees are used to cover these expenses.
- UNH T<sup>2</sup> will plan and coordinate workshops in a way that leverages cost savings (reducing travel costs, instructor costs, and staff hours). This may include centralizing workshops in key areas (such as in the Concord, Manchester, Nashua, and seacoast New Hampshire area), and also restructuring workshops where necessary to achieve cost savings critical to maintenance of the workshop schedule (i.e., reviewing the minimum and maximum participants on workshops, or increasing workshop fees where necessary, such as for equipment training). UNH T<sup>2</sup> will continue to identify and seek out appropriate opportunities to engage its audience virtually for learning and networking events, to ensure broader access across geographical areas, lower event costs for participants, and better accessibility.
- At each workshop, UNH T<sup>2</sup> will distribute limited print materials, as well as a pen branded with the UNH T<sup>2</sup> logo to each participant. Workshop-related materials including the full PowerPoint and all documents, will be made available electronically via an online web-link to participants ahead of the workshop, so that participants can print and bring materials to class if they wish to have printed documents. UNH T<sup>2</sup> will bring copies of materials for participants that have requested printed materials. By making materials available online to print, UNH T<sup>2</sup> will reduce printing and binding costs, but also allow access to workshop content for the general public, including attendees' supervisors and teammates.
- UNH T<sup>2</sup> seeks to build conversation around innovation and sharing of innovative ideas and applications, including through the annual Build a Better Mousetrap competition and Show and Share opportunities at workshops. To further a culture of innovation, UNH T<sup>2</sup> will provide the winner of the annual NH Build a Better Mousetrap competition with a prize of their selection, including the choice of five (5) free UNH T<sup>2</sup> workshop seats, a lunch and learn (with lunch) for the whole team, or a group or private memberships to APWA equal to up to \$500. The winning submission will also be entered in the national FHWA Build a Better Mouse Trap (BABMT) competition. Build a Better Mouse Trap will be marketed in email, newsletter spotlights that include local and national innovations, through distribution and communication at workshops, and through an opportunity for workshop participants to do a "show and tell" or Show and Share of an innovation their team worked on at each workshop. Each Show and Share participant at a UNH T<sup>2</sup> workshop will receive a small (\$5 or less in value) prize for their participation, dependent upon Program Income availability. These prizes will be funded through Program Income, as available. Participants of the Show and Share will also be entered in one of two drawings held in June and August to win a free UNH T<sup>2</sup> workshop seat (value up to \$100) or other prize valued at \$100 or less (options may include APWA events, a fabric lawn chair, or other public works branded items).

**Private Workshops:** Workshops are generally open to the public, but private sessions can be requested by any New Hampshire municipality and/or the State provided they have a minimum number of participants (generally 15). UNH T<sup>2</sup> staff will help secure a location and an instructor. Private workshops are charged at the same rate as public workshops and will depend on whether food is being provided or not, and if not, a reduced fee may be available. It should be noted that if there is a conflict between holding a private workshop versus one for the public, UNH T<sup>2</sup> will always give the public workshop priority.

**FHWA Every Day Counts Initiative:** UNH T<sup>2</sup> staff will facilitate workshops under the Every Day Counts ("EDC") program sponsored by the FHWA. This may be substituted with other FHWA programs as necessary to meet future initiatives. UNH T<sup>2</sup> staff will facilitate other FHWA sponsored workshops during the contract period as the need arises.

**Certification Workshops:** UNH T<sup>2</sup> will continue to work with stakeholders to conduct certification workshops and track certified individuals in partnership with existing NHDES sponsored certifications. For each certification workshop, UNH T<sup>2</sup> staff have assisted in preparing a re-certification program. The re-certification programs ("Refreshers") are a part of its normal workshop periods.

- **Flagger Certification:** UNH T<sup>2</sup> will remain an active member of the American Traffic Safety Services Association ("ATSSA") by providing nationally recognized certification trainings through ATSSA at least three (3) times a year. UNH T<sup>2</sup> will maintain an ATSSA Certified Instructor on staff to provide core and refresher courses.
- **NHDES Related Certification Programs:** Developed in partnership with local road agents, the NHDOT, the NH Department of Environmental Services (NHDES), and the NH legislature, UNH T<sup>2</sup> staff have developed two (2) certification courses:
  - **Green SnowPro Training:** This certification provides commercial providers who have taken an approved course and passed the associated exam with decreased liability for incidents relating to the amount of salt spread by the provider during the winter months. They must keep records of the amount of salt used and submit a quarterly report to the NHDES.  
These workshops are also available to State and municipal providers, although under the law the certification does not provide the decreased liability to these providers. However, it does serve as an incentive/stimulus for all road operators to use less salt during the winter months. It is expected that UNH T<sup>2</sup> will expand participation and training opportunities for municipalities under this program, by adding new content and training options.
  - **NH Culvert Maintainer Certification:** This certification program allows State and municipal maintainers who have taken an approved course and passed the associated exam to perform routine maintenance on culverts 48 inches in diameter without first filing any paperwork with the NHDES. In place of prior notice, a spreadsheet of work performed will be submitted to NHDES quarterly. Anticipated time savings for municipal and state officials using the new streamlined post-construction notification process in place of the prior routine roadway notification system is significant.

**Development of Workshops:** UNH T<sup>2</sup> staff will work with Federal and State programs and agencies, and programs within UNH, to develop new workshops. The following are some of the organizations, agencies and programs the UNH T<sup>2</sup> staff will be working with during this contract period regarding potential topics for new workshops:

- NHDOT, NH Municipalities, NH LTAP Advisory Board
- Other LTAP Centers, especially those in the Northeast
- Other related grant programs within UNH and UNH T<sup>2</sup>

The LTAP will develop a minimum of two new workshops during the contract period (Table 10: Deliverables). New workshop topics are determined by a review of: received requests, Advisory Board recommendations, and NHDOT suggested topics. Some new workshop topics under consideration include coastal adaption options at the municipal level, green infrastructure options for storm water management and risk-based protocol for flooded pavement using post-extreme weather events.

UNH T<sup>2</sup> will evaluate and pilot various methods of online training to determine which are suitable for use in New Hampshire.

### **Evaluating Success in Training Programs**

Each training event will have learning objectives outlined as part of the description and marketing of the event. A Pre- and Post-Evaluation will be conducted for each training event to measure progress in achieving learning objectives. The pre- and post-evaluation may include any of the following or a combination of techniques to measure knowledge retention and learning: evaluations (paper or online), classroom activities or dialogue, or other



measurable ways of identifying performance and achievement. The pre- and post-evaluation results will be aggregated and reported in the Annual Report at the end of each year, as part of the review of the LTAP training and overall program success.

About 4-6 weeks after each learning event, a short survey will be emailed to each participant as well as their manager. In addition to the survey links, the email will also point to any additional follow-up content to expand or reinforce learning from the event, or to otherwise engage the participants' teams in the topic. The participants' survey will include a few questions to gauge application of learning to their role since the course. The managers' survey will include a few questions to understand how effective the training was to the employees' performance and/or career development. These surveys will be anonymous, and all responses will be aggregated and included in the annual report at the end of the year as part of the review of the LTAP training and overall program success.

**NHDOT Training:** UNH T<sup>2</sup> has a special arrangement with the NHDOT regarding workshops. Within the NHDOT, this is overseen by the Bureau of Human Resources NHDOT Training Coordinator (NHDOT Training Coordinator). Workshop information and offerings are to be distributed across all NHDOT departments and/or Districts. The details are as follows:

- At each workshop held in a classroom (except for equipment workshops and hands-on workshops), three (3) seats will be reserved for participants from NHDOT and will be provided at no charge. Two (2) seats will be held for equipment workshops per training week. UNH T<sup>2</sup> will discuss options and the process on how to distribute and track these free seats with NHDOT at the start of each workshop season, and consideration will be given to providing each district with an allotted minimum number of seats that they can use at public workshops for free (no more than 3 NHDOT free seats per public workshop, or 2 for equipment), with the remainder of the pool of free public workshop seats retained and distributed at NHDOT Training Coordinator discretion. The NHDOT Training Coordinator will approve all participants. If there are additional participants from the NHDOT who wish to attend beyond these 3, UNH T<sup>2</sup> staff will contact the NHDOT Training Coordinator, indicating whether there is room in the workshop and what the cost would be. The NHDOT Training Coordinator and UNH T<sup>2</sup> staff will determine if additional participants can attend, and whether a cost will be assessed.
- At workshops that are only "hands-on" instruction, seats will be made available to NHDOT personnel on a case-by-case basis. If a participant from the NHDOT wishes to attend, UNH T<sup>2</sup> staff will contact the NHDOT Training Coordinator, indicating whether there is room in the workshop and what the normal cost of attendance would be. The NHDOT Training Coordinator and UNH T<sup>2</sup> staff will determine if the participant can attend and whether a cost will be assessed.
- When NHDOT provides an instructor for a UNH T<sup>2</sup> public workshop, that Instructor's district shall receive one free workshop seat for use at any open UNH T<sup>2</sup> workshop. When NHDOT hosts a public workshop with UNH T<sup>2</sup>, the hosting district shall receive any eligible free "host seats."
- UNH T<sup>2</sup> will provide up to ten (10) workshop days per year to the NHDOT as private workshops specifically slated for NHDOT employees, for a total of twenty (20) days during the contract period (10 days in the first year, and 8 days in the second year). These are in addition to the Annual Training discussed earlier. Further details include:
  - Each day of a workshop counts as a "workshop day". A two (2) day workshop would count as two (2) private NHDOT workshop days. It should be noted that Grader and Backhoe, which consist of one day in the classroom and a second day with hands-on activities, will count as five days. This is due to the amount of time instructor must be available to cover participant related site visits.
  - If a NHDOT Department or District wishes to hold a private workshop day, they can contact either UNH T<sup>2</sup> staff or the NHDOT Training Coordinator. The NHDOT Training Coordinator and the UNH T<sup>2</sup> staff will determine if the workshop can be held and whether a cost will be assessed.
  - The UNH T<sup>2</sup> Director will decide on the date of the workshop after having discussed the scheduling with the Program Assistants and the requesting Department/District. The date will be decided based upon the requested dates, the instructor's availability and the UNH T<sup>2</sup> calendar.
  - The number of participants in a workshop will be limited by the number of seats available at the workshop location and the instructor's limit on participants.

- There will be no cost to the NHDOT for these workshop days, unless the UNH T<sup>2</sup> must provide materials above and beyond normal printing costs (i.e., for Flagger Certification an ATSSA packet must be provided to each participant). If there are additional costs above and beyond the normal costs of a workshop, those costs will be estimated and communicated to NHDOT in advance and invoiced following the workshop.
- Catering and/or refreshments will not be provided at these twenty (20) workshop days unless it is specifically arranged for and approved by the NHDOT Training Coordinator.
- It is intended that these workshop days be held in a local office, shed, or another classroom space to be provided by the NHDOT.
- To broaden NHDOT access to training events, UNH T<sup>2</sup> will also make available an allotment of up to 20 no-cost seats (registration for up to 20 people) to paid virtual UNH T<sup>2</sup> events in substitution of one (1) private NHDOT training day.

#### **Partner and Affiliate Training Events:**

UNH T<sup>2</sup> staff monitors many federal, regional, State and local agencies for webinars that might be relevant and of interest to the State and/or municipalities and shares awareness of these opportunities via the pw.net listserv. UNH T<sup>2</sup> will actively share with our audience events that are hosted through these and other industry associations and partnerships (including APWA, NEAPWA, NLTAPA, FHWA and others) that are free or low-cost and align with the audience interests. These events will be added to the UNH T<sup>2</sup> training calendar on the website as well as may be communicated by email. Although these events will not qualify for NH Roads Scholars, they will afford a broader diversity in training topics and access.

UNH T<sup>2</sup> also shares information regarding local agency access to any free on-demand learning available through FHWA and CLAS partnerships, including currently AASHTO TC3.

**Road Scholar Program:** Currently there are approximately 750 transportation professionals actively enrolled in the UNH T<sup>2</sup> NH Roads Scholar Program (those who have achieved a Roads Scholar award at some point as well as have taken a UNH T<sup>2</sup> workshop in the past three years) with nearly 1,500 individuals who have achieved Roads Scholar Level 1 or higher since the Program's inception in 1988. UNH T<sup>2</sup> will recognize participants' personal development through the nationally recognized Roads Scholar Program. Road Scholars are recognized in 6 levels of achievement as shown in Table 1 Road Scholar Achievement Levels.

To adapt to national trends and local requests it is anticipated that UNH T<sup>2</sup> will expand the Road Scholar Program to include specialized achievement levels, using more rigorous, extended contact hour training courses. Changes will be approved by NHDOT prior to implementation. UNH T<sup>2</sup> will also offer a "Road Ahead Scholar" award for those who have achieved Master Roads Scholar and continue to attend at least 10 hours of UNH T<sup>2</sup> workshops annually but have not completed a project for Advanced Master Roads Scholar.

UNH T<sup>2</sup> will manage and maintain a database of all the individuals who have taken a workshop since it began in 1986. This includes all information regarding past and future workshops (date, location, etc.), and maintaining an electronic archive of the paper rosters from each workshop. The database includes contact information for everyone, the workshops each individual has taken, and an awards database containing information of who has achieved which Roads Scholar Level and when they were given the award.

UNH T<sup>2</sup> shall designate the recognition awards to be given to individuals at the various Road Scholar Achievement Levels, including the Road Ahead champion. UNH T<sup>2</sup> staff shall maintain a supply of each gift.

At least once a year, the LTAP will organize a Roads Scholar celebration, generally a luncheon, to honor all the individuals who have achieved the rank of Master Roads Scholar and present them with their award, as well as to recognize the Road Ahead Champions and distribute their awards. It is expected that higher levels will be presented to the individuals at the Workshops, local government meetings, at their worksite, or through other celebrations.

#### **Roads Scholar Achievements Video**

Every year, UNH T<sup>2</sup> will produce a digital video recognizing the new NH Roads Scholars. This video will be shared through social media, and recipients' organizations will be encouraged to share publicly on their own outlets and media sites.

**Table 1: Road Scholar Achievement Levels**

<b>Achievement Level</b>	<b>Requirements</b>
Advanced Master Roads Scholar	200 Hours plus achieved prior level and completed special project
Master Roads Scholar II	150 Hours, plus be a Safety Champion and achieved prior level
Master Roads Scholar	100 Hours plus achieved prior level
Senior Roads Scholar	75 Hours plus achieved prior level
Roads Scholar Level 2	50 Hours of training including: 10 hours in the Safety category 20 hours in the Technical category 5 hours in the Supervisory category 5 hours in the Environmental category ** plus achieved prior level
Roads Scholar Level I	25 Hours
Safety Champion	20 Hours in the Safety category

### Technical Support

UNH T<sup>2</sup> technical staff is available Monday-Friday from 7:30 AM through 3:30PM by phone, email, and appointment for technical support inquiries. Technical support is most often related to public works construction, environmental, computer software/hardware, management, policy, and best practices. Technical support inquiries are directed to the UNH T<sup>2</sup> Director, who then distributes to the appropriate contact for follow up and resolution, as well as inquiries are tracked on an Excel file for reporting and analysis purposes ([Table 10: Deliverables](#)). UNH T<sup>2</sup> website currently has a page dedicated to requesting Technical Assistance.

Technical support tasks are evolving to meet the changing needs of local transportation officials. Specific technical support alternatives may be modified during the contract with the concurrence of NHDOT to better address transportation issues in New Hampshire. In past years, it has been necessary to convene special information sessions to address statewide technical support topics including new legislation, certifications, or natural disaster response.

Where appropriate, based on the complexity and nature of the technical assistance request, UNH T<sup>2</sup> may periodically contract with an external partner, such as a UNH T<sup>2</sup> instructor, UNH faculty, transportation industry expert, or other knowledgeable expert, to provide technical assistance. The rate for any such contracts will be determined by the UNH T<sup>2</sup> Director and approved by the UNH T<sup>2</sup> Principle Investigator, and will be processed through the University of New Hampshire's standard procurement process for Independent Contractor Agreements (ICAs).

### Special Projects Workforce Development Internships

As funding allows in the student worker and staff budget, UNH T<sup>2</sup> will develop a partnership between UNH Civil and Environmental Engineering (CEPS) and NH municipalities, NHDOT, FHWA, and Regional Planning Communications (RPCs) to solicit special projects and assign CEPS undergraduate students to support the projects. The Special Projects interns will coordinate administrative tasks, gather and analyze data, solicit feedback and input, and lead other aspects of a diverse array of projects that will seek to further adoption of technologies and techniques for safer, more effective roadways in NH. Projects will be proposed based on input and conversation with local agencies, state and federal partners including NHDOT and FHWA, and recommendations from UNH T<sup>2</sup>. Example projects may include supporting Local Roads Safety Planning with RPCs and communities, developing a database of installations for proven safety countermeasures, developing a report of best practices and state of practice for Virtual Public Involvement in NH, and similar opportunities. For each project, a separate list of anticipated deliverables and timeline will be developed and agreed upon by the UNH T<sup>2</sup> Director and student(s), and will include a report summarizing the project, as well as a presentation of the project either via a virtual session, recorded session, live meeting or demonstration, or other similar communication. Any projects that include research reports or other documented resources will be made available on the UNH T<sup>2</sup> website. ([Table 11: Deliverables](#))

To encourage participation, networking, and experience within the NH transportation network and to facilitate workforce pathways, UNH T<sup>2</sup> will seek to partner the Special Projects interns with a mentee from within our future Advanced Master Roads Scholar program, local agencies, state or federal agencies, or other partners to help facilitate and guide the projects.

It is expected that this program will positively impact local road agencies, state DOT, and others responsible for NH's road infrastructure, as well as positively impact the future workforce of engineers and others that will enter the highway construction field. It will also create opportunity for students to gain experience and exposure with transportation entities, perhaps creating bridges to future employment.

**Site Visits:** Municipalities may request a Site Visit and a UNH T<sup>2</sup> staff member will travel to the municipality and assist with their request. Site visits are only made when the issue cannot be dealt with over the web conference, phone or email, due to the cost of travel. However, the UNH T<sup>2</sup> staff is willing to do site visits as needed. In the past, site visits have been made for help with equipment, computer support, and issues regarding roads and their repaving, although this list is not exclusive.

### Transportation Partnerships and Facilitations

**UNH T<sup>2</sup> Advisory Board:** UNH T<sup>2</sup> organizes and facilitates the meeting of the UNH T<sup>2</sup> Advisory Board, members are detailed in Table 2 UNH T<sup>2</sup> Advisory Board Members with suggested new member slot shown in *italics*. Role of this board is to feedback to UNH T<sup>2</sup> on current program and planned future programs, such as new workshops, means of delivery and special projects. The UNH T<sup>2</sup> Advisory board meeting will be held meetings. Additional advisory board meetings will be added, if needed.

**Table 2: UNH T<sup>2</sup> Advisory Board Members**

Name	Position	Stakeholder Group Represented
Glenn Davison	Civil Engineer, Division of Project Development	NHDOT
Ann Scholz	Research Engineer, Bureau of Materials & Research	NHDOT Representative
Michelle Marshall	Safety & Area Engineer, NH Division FHWA	FHWA
Scott Kinmond	Town Administrator, Town of New Durham	Municipal Representative, NHPWA
Martha Drukker	Associate Engineer, City of Concord	Municipal Representative, NHPWA
Dave Danielson	President, Foresee Advocacy NH State Representative (2010 to date)	Member at Large
Vacant		NH Road Agents Association
Caleb Dobbins	Administrator, NHDOT, Division of Highway Maintenance	NH Public Works Mutual Aid
<i>Vacant</i>	<i>Vacant</i>	<i>NHDOT Representative</i>
Marilee LaFond		UNH T <sup>2</sup> Director
<i>Vacant</i>	<i>Vacant</i>	<i>At Large/ RPC</i>

**Facilitation:** The UNH T<sup>2</sup> staff will provide facilitation services to communicate state issues to municipal transportation officials, discussion of timely issues between municipal agencies and to express municipal concerns to state agencies.

**State Agencies:** The UNH T<sup>2</sup> staff will maintain working relationships with state agencies including: the NHDOT, the NHDES, and the NH Department of Safety. The UNH T<sup>2</sup> staff is continually working to streamline processes and interactions with these groups and local transportation officials to create efficiencies for all involved.

**NH Public Works Association (NHPWA):** Under the current Bylaws of the NH Public Works Association the UNH T<sup>2</sup> Director or their designee is a voting member of the Board of Directors of the NHPWA.

The UNH T<sup>2</sup> staff provides the following additional services to the NHPWA:

- Manages and maintains their website (t2.unh.edu/nhpwa)
- Takes minutes at Board meetings, types them up and distributes them to the Board members
- Maintains an online archive of Board meeting minutes
- Assists with two NHPWA newsletters a year, upon request
- Maintains two Google groups email lists for their Board of Directors and Members
- Assists as requested with all events held by the NHPWA
- Provides at-cost printing services for NHPWA events
- Provides opportunity to share materials at UNH Technology Transfer Center booth space at NH industry conferences, as allowed by the conference vendor

**NH Public Works Mutual Aid (NHPWMA):** Under the current Agreement for the NH Public Works Mutual Aid, the UNH T<sup>2</sup> Director or their designee is an ex officio, or non-voting member, of the Board of Directors of the NHPWMA.

The staff provides the following additional services to the NHPWMA:

- Manages and maintains their website (t2.unh.edu/nhpwma)
- Takes minutes at Board meetings, types them up and distributes them to the Board members
- Maintains an online archive of Board meeting minutes
- Maintains one Google group email list for their Board of Directors
- Assists with all events held by the NHPWMA, as requested
- Provides at-cost printing services for NHPWMA events
- Provides opportunity to share materials at UNH Technology Transfer Center booth space at NH industry conferences, as allowed by conference vendor
- Maintains a mutual aid 24-7 Contact database - In partnership with NHPWMA, the UNH T<sup>2</sup> staff maintains an Excel file of 24-7 contact information for active members, gathered through a paper form with the annual NHPWMA invoice, or via an electronic form housed on the UNH T<sup>2</sup> website. UNH T<sup>2</sup> promotes municipal participation in the NHPWMA program to improve the disaster preparedness of local transportation agencies. During emergencies the mutual aid database is used in conjunction with electronic mailing lists to enable local transportation officials to obtain the equipment necessary to respond to disasters. Mutual aid can be used to perform routine maintenance, which requires equipment not currently owned by or available to an agency. Mutual aid agreements are federally recognized for insurance and reimbursement purposes.

**State Transportation Innovation Council (STIC):** The UNH T<sup>2</sup> currently holds a seat on the State Transportation Innovation Council for the T<sup>2</sup> Director or their designee.

**National LTAP Association (NLTAPA):** The UNH T<sup>2</sup> is a member of the National LTAP Association, one of eight (8) states in the Northeast Region. The staff of the UNH T<sup>2</sup> is active on regional and national workgroups and committees. The UNH T<sup>2</sup> Director, and as possible other UNH T<sup>2</sup> staff, attends the regional meeting, the national business meeting, and the national annual conference.

**Other Partnerships:** The UNH T<sup>2</sup> staff will maintain the existing partnerships with organizations pertaining to transportation and infrastructure. Organizational partnerships and opportunities beyond those discussed above may include New Hampshire Municipal Association (NHMA), Primex, the Transportation Research Board, American Public Works Association, NH Driving Towards Zero, Infrastructure Climate Network (ICNET) and National Association of County Engineers. For all these partnerships, as possible, UNH T<sup>2</sup> staff participates in meetings, attends conferences, and otherwise contributes as time permits.

### **Marketing and Information Services**

**Marketing:** It is important that the public, municipalities, State agencies and other organizations be aware of the services provided by LTAP via UNH T<sup>2</sup>. UNH T<sup>2</sup> is an exhibitor at various events and conferences, that may include but are not limited to New Hampshire Municipal Association (NHMA)'s annual conference, the NH ACEC annual conference, the NH Emergency Management Conference, Municipal Plow Rally and the Mountain of

Demonstrations. In addition to networking with public works officials and professionals, the UNH T<sup>2</sup> team shares materials and workshop calendars at these events, as well as typically offers a low-cost “giveaway” promotional item branded with UNH T<sup>2</sup> logo and/or other UNH T<sup>2</sup> contact info, such as a pen.

In addition to maintaining a current brochure and “About Us” video, UNH T<sup>2</sup> has other several other ways in which it markets the services it provides.

- **Maintenance of Websites and Social Media:** UNH T<sup>2</sup> manages and maintains the general UNH T<sup>2</sup> website (t2.unh.edu), which includes a library, many archives and upcoming information on Workshops. In addition, UNH T<sup>2</sup> maintains a Facebook, Twitter, and YouTube channel, which are updated on a regular basis with relevant transportation information.
- **Digital Road Business Newsletter:**
  - UNH T<sup>2</sup> will publish a digital edition of *Road Business* newsletter at least twice a calendar year (Table 11: Deliverables), and ideally four times a year. Each issue shall consist of one article from each of the following topics: Innovation and Every Day Counts, Infrastructure & Operations Administration and Management, Safety, Workforce Development, and a knowledge retention device (i.e., crossword).
    - UNH T<sup>2</sup> will provide the winner of the knowledge retention device with a free workshop seat (up to \$100 value) or another prized valued up to \$100 and that supports awareness of public works.
    - UNH T<sup>2</sup> will distribute the newsletter electronically to all designated persons on the current distribution list. Electronic copies of *Road Business* will also be posted on the UNH T<sup>2</sup> website and Facebook page, and will be printed and mailed as requested.
  - To promote better awareness of *Road Business* and ensure timely, efficient communications, UNH T<sup>2</sup> will release a monthly email newsletter noting upcoming events, general information awareness, links to industry publications, webinars, and other relevant info.
    - UNH T<sup>2</sup> to explore methods to publish monthly e-newsletter but will use Outlook meanwhile.
- **Maintenance of a LTAP Library:** The UNH T<sup>2</sup> staff keeps abreast of technologies applicable to maintenance and repair of local transportation assets, and to the regulations governing such activities. UNH T<sup>2</sup> staff will identify the needs of local agencies for technical information through personal contact, the workshops offered, *Road Business* newsletter, and formal surveys. In response to the needs identified, the UNH T<sup>2</sup> staff will search for relevant information and generate in written, web, or video format materials to help address the needs.
- **Email Lists and Listservs:** The UNH T<sup>2</sup> staff maintains numerous electronic mailing lists (Google Groups) and ListSrvs, which include individuals from the State and/or municipalities responsible for local roads. This group of individuals include but is not limited to: road managers, road agents, municipal engineers, mayors, city/town councils, Boards of Selectmen, town managers, town administrators, State transportation officials, Regional Planning Commissions, appropriate federal agency personnel, transportation related personnel in colleges and universities, and private citizens, contractors and engineers by request and consideration.

These electronic mailing lists provide a forum to circulate announcements, inquiries, information on new technologies and current legislation. Local transportations officials use the electronic mailing lists to get advice or answers to questions they have encountered in their towns. Local and State transportation officials frequently provide responses to the specific questions by sharing their valuable knowledge with their peers. The UNH T<sup>2</sup> maintains the Google Groups and Listserv as shown on Table 3 Google Groups and Listserv.

**Table 3: Google Groups and Listserv maintained by UNH T<sup>2</sup>**

Google Group Name	Purpose
NH LTAP Advisory Committee	Primary email group for the Advisory Committee of the NH LTAP
NH Public Works Association Board	Primary email group for the NH Public Works Association Board of Directors
NH Public Works Mutual Aid Board	Primary email group for the NH Public Works Mutual Aid Board of Directors
NH Public Works Association Membership List	Primary email group for the NHPWA membership
UNH T <sup>2</sup> Communications	Those who have subscribed to receive workshop and newsletter updates via email (not a general communications list)
UNH LISTSERV	Purpose
Pw.net	Serves ~700 local and state government employees, private sector employees, and anyone interested and/or related to transportation and public works in NH.

**Technical Article Portal:**

To increase the accessibility of transportation related technical information; UNH T<sup>2</sup> staff will pursue the opportunity to utilize the latest Drupal format for KnowledgeBase to create a technical article portal that will be hosted on the UNH T<sup>2</sup> website. The portal will serve as a resource for the LTAP audience to access technical information from current editions of Road Business and other technical publications. It will have full search capabilities. During the duration of the contract, all archived technical articles from previous editions of Road Business will be included. This process has been adopted by several other LTAP centers including Massachusetts, Ohio and others.

**Program Administration**

**FWHA Reports:** At the end of each calendar year, UNH T<sup>2</sup> will gather the information required and/or requested by the FHWA and submit the reports to the FHWA Office of Innovative Program Delivery, Center for Local-Aid Support, in a format to be provided by FHWA.

**LTAP Reports:** Prior to the end of each calendar year, UNH T<sup>2</sup> will prepare a management plan for the coming year and present it to the Advisory Board for their review, comments and questions. After the beginning of the year, UNH T<sup>2</sup> will prepare an Annual Report for the prior calendar year, including any reports that are submitted to FHWA, and present this report to the Advisory Board for their review, comments and questions.

**Coordination with University of New Hampshire:** UNH T<sup>2</sup> will continue to work with the administration and other personnel at the University of New Hampshire for matters related to UNH T<sup>2</sup>, including but not limited to overhead (physical location, offices, etc.), personnel, financial policies, and oversight of program and contracts. UNH T<sup>2</sup> will expand this coordination to UNH faculty related to cutting-edge transportation related topics that would be of interest/concern to LTAP stakeholders. This coordination will result in articles for the *Road Business* newsletter, technical papers, new workshops or potential special projects.

**Professional Development:** To further their education and maintain awareness of emerging trends and technologies that impact public works, UNH T<sup>2</sup> staff will attend the industry conferences and events as shown in Table 4 Professional Development. The UNH T<sup>2</sup> Manager and the Technical Specialist will share primary responsibility to attend meetings and disseminate information to the UNH T<sup>2</sup> center team, but where financially and operationally possible, as well as directly beneficial to the grant, other UNH T<sup>2</sup> staff be invited to attend in addition or instead of the UNH T<sup>2</sup> Director and/or Technical Specialist. UNH T<sup>2</sup> staff are encouraged to identify and request attendance at local agency professional development opportunities offered by RPCs and other professional organizations throughout NH, in order to continue to develop a strong local network and enhance and strengthen content on emerging trends, technologies, and regulations that impact our local New Hampshire audience. Requests are evaluated by the UNH T<sup>2</sup> Director and considered based on direct benefit to the grant, staff resources and bandwidth, travel and other affiliated costs. Any conference that is approved for staff

participation must include relevant and meaningful training as part of the agenda. It should be noted that many of these events are put on by LTAP Partners or are used by UNH T<sup>2</sup> as a marketing opportunity. Therefore, the costs for supplies and travel may be split between partnerships, marketing, and professional development as appropriate.

**Table 4: Professional Development**

Conference/Event	How Often
NLTAPA National Business Meeting	Once a year in January
NHPWA Technical Meeting	Once a year in March
ACEC NH Conference	Once a year in April
NLTAPA Regional Meeting	Once a year in May
NHPWA Annual Meeting	Once a year in May
Mountain of Demonstrations	Once a year in May
NHDOT Plow Rally	Once a year in May
Emergency Preparedness Conference	Once a year in June
NLTAPA Annual Meeting	Once a year in July
Every Day Counts Summit	Every other year in the Fall
NHMA Conference	Once a year in November
APWA Regional Meetings	Attend at least one regional meeting annually
Major industry conferences, such as APWA PWX, APWA Snow and Ice, Northeast Transportation Safety Conference, or similar	Attend at least one annually, others considered as suggested by NHDOT, FHWA, or UNH T <sup>2</sup> Director
AASHTO Technical Meetings (example TSP2)	Periodically or considered as requested by NHDOT, FHWA, or UNH T <sup>2</sup> Director

#### **E. Deliverables Schedule:**

##### **Reports and Other Metrics to be Provided (Table 11: UNH T2 Deliverables)**

**FWHA Annual LTAP Performance Annual Report (PAR):** At the end of each calendar year, UNH T<sup>2</sup> will gather the information required and/or requested by the FHWA and submit the reports to the FHWA Office of Innovative Program Delivery, Center for Local-Aid Support (CLAS), in a format to be provided by FHWA (currently known as the Performance Annual Report, or PAR).

**Annual Center Report:** On January 30th, UNH T<sup>2</sup> will prepare an Annual Report for the prior calendar year, including any reports that are submitted to FHWA, and present this report to the Advisory Board for their review, comments and questions. This report will also be made available to FHWA CLAS.

**Quarterly Center Report:** UNH T<sup>2</sup> will track and maintain the following data for a quarterly report to be shared with NHDOT, FHWA, and the Advisory Board. This quarterly report will provide a three-month snapshot of programmatic initiatives and metrics. If any of the objectives in this workplan were not met, the quarterly report will include justification and a plan to address the situation, or otherwise amend the programmatic objective as necessary in the next quarter.

The quarterly report will include performance data on the following categories of operation:

- *Workshop Report* to include title/date/location/number of total attendees for each workshop conducted in the prior three-month period
- *Technical Assistance* summary showing number of technical assistance requests completed in prior three months by key topic areas
- *Road Business* newsletter summary showing the articles or content titles from any issue published in the prior three months, as well as number of recipients
- *Outreach*- list of events, workshops, or conferences staff attended or otherwise participated in
- *Online Learning* summary of efforts to communicate webinars, TC3, or other online learning opportunities
- *Special initiatives or projects* from prior three months



This quarterly report will be provided by the following schedule:

Period	Quarterly Report Submitted By:
10/1/2021-12/31/2021	1/27/2022
1/1/2022-3/31/2022	4/27/2022
4/1/2022-6/30/2022	7/27/2022
7/1/2022-9/30/2022	10/27/2022
10/1/2022-12/31/2022	1/27/2023
1/1/2023-3/31/2023	4/27/2023
4/1/2023-6/30/2023	7/27/2023
7/1/2023-9/30/2023	10/27/2023

### **SADES Maintenance Program**

The SADES Maintenance Program (SADES) includes regularly occurring tasks related to database monitoring, outreach/education, and website development. The activities listed in the SADES Maintenance section help guide the current SADES initiatives and guide the development of future SADES task orders.

Tasks related to SADES maintenance include the following:

#### **Monitor online access and security**

Periodically monitor logins for all SADES services

Ensure only authorized users are creating features, accessing layers, or editing databases

Ensure edits are being tracked for all active feature services

#### **High level monitoring of data quality**

Monitor data on a regular basis to ensure data fits the following general requirements:

Fully complete assessments

No major missing parts to assessment

Accurate geometry of data points

Notify NHDOT and/or user in writing within 24 hours of discovering a data quality error

Work with NHDOT planning to create outline of data quality checks for each asset category

#### **Manage ArcOnline accounts/usernames**

Regular task to ensure all user accounts/licenses are performing properly

Tracking log-in dates and managing group privileges

Adding and removing users to the SADES organizational account, as needed

#### **Learning and Implementation of enhancements**

Learn new ESRI features via updates that occur approx. every 3 months

Stay up to date with new features in ArcGIS Online, ArcGIS Pro, and all field apps

Implement new features that best fit SADES in coordination with NHDOT staff

Both for existing data sets as well as future asset classes

Provide NHDOT a report summarizing the new enhancements and their potential implementation in SADES per request

#### **Community/RPC Relations**

Respond to RPC's questions and troubleshooting issues via phone, email, and site visits

Facilitate updates to ArcGIS software modules based on feedback from collectors

General SADES inquiries on a daily basis via phone, email, Zoom, or site visits

#### **Outreach/Website Support and Development**

Writing articles for publication

Continue updating and developing new features on the SADES website

Keeping maps/stats on SADES website updated.

Hosting fees for website

### Module Development

Work with NHDOT staff to develop plans for future SADES work  
This includes attending meetings at NHDOT to discuss these matters

### Conference Attendance

SADES Manager to attend the following conferences to share the work the State of NH has produced through the SADES initiative as well as learn how the program can be improved upon based on the work of other organizations or technical presentations.

New England Arc Users Group (NEARC) Spring Conference

One day event, held in the New England region

\$75 registration (based on previous years)

NEARC Fall Conference

3-day event, held in the New England region

\$400 registration (based on previous years)

ESRI User Conference

One-week event, held in San Diego, CA

Technical presentations on new features ESRI releases

Extremely helpful in implementing new features and learning how features were designed to be used.

Network with other States, DOT's, or local organizations to learn how they leverage the software

Very productive conference in 2019.

Complimentary registration (no fee), travel costs (variable)

Other ad-hoc conferences

Ad-hoc conference attendance if agenda, topics, or themes related to the efforts of the SADES program and/or technical information would directly result in improvements to the program.

Provide NHDOT with an annual report on conference attendance

### SADES-Maintenance Personnel and Deliverables/Tasks

Table 5 UNH Technology Transfer Center Personnel related to SADES-Maintenance Activities details the list of UNH T<sup>2</sup> personnel included in this proposal.

Table 5 UNH Technology Transfer Center Personnel related to SADES-Maintenance Activities

Position Title	Description	Effort	Duties
Principal Investigator	Erin Bell	As needed	Financial management of all UNH T <sup>2</sup> programs, interaction with NHDOT/FHWA, supervision of UNH T <sup>2</sup> staff
SADES Manager	Chris Dowd	10 hours/week	Perform the duties/tasks listed in the section above.

SADES Maintenance
ArcGIS Online Administration
Data Quality Monitoring
ArcGIS Online Enhancements
Conference Attendance

### UNH T<sup>2</sup> Personnel and Deliverables/Tasks

The scope of work detailed for the LTAP will be delivered mainly by the UNH T<sup>2</sup> staff with additional support from contracted workshop instructors. Table 6 details the list of UNH T<sup>2</sup> personnel included in this proposal for workshop activities, including scheduling, registration, venue, delivery and travel associated with all workshops. Table 7 details the list of UNH T<sup>2</sup> personnel included in this proposal for outreach activities which includes all other LTAP activities.

**Table 6: UNH Technology Transfer Center Personnel Related to LTAP Workshop Activities**

Position Title	Description	Effort	Duties
UNH T <sup>2</sup> Principal Investigator	Erin Bell	As needed	Financial management and supervision of all UNH T <sup>2</sup> programs and interaction with NHDOT/FHWA. Support UNH T <sup>2</sup> Director related to financial reporting and compliance, budgeting for workshops and registration management
UNH T <sup>2</sup> Director	Marilee LaFond, UNH T <sup>2</sup> Director	20 hours/week	Provide strategic direction for all workshop efforts, oversee and manage budget and documentation related to workshops and expenses, oversee staff efforts for workshops, assist with facilitation for workshops.
Program Coordinator	Office Support Staff	20 hours/week	Assists with workshop coordination as requested, backup registration and systems use, assist with processing financial transaction and record keeping related to workshops
Technical Specialist(s)	Experienced Transportation Professional w/ public works leadership and operational experience	10 hours/week, may represent the work of more than one Adjunct PT Staff member	Offer approximately 50% of the workshops, develops new workshops for emerging technologies to engage with vast array of learners, drives online learning opportunities, assists with scheduling, coordinating and facilitating some workshops
Sr. Technical Instructor	George Leel, Experienced public works professional	Hours vary- 30 hours/week May-August, 20 hours/week Sept, and remainder as needed throughout year	Provides up to 40 workshop days a year, with primary focus on the hands-on equipment workshops.
Student Worker	Undergraduate UNH students	15 hours/week UG during 42 weeks school year, 20 hours/week during 10 weeks summer	Support all UNH T <sup>2</sup> workshop activities as needed under the direct supervision of the UNH T <sup>2</sup> Director. This includes maintaining and updated workshop registration systems, maintaining workshop material library, completing post-workshop processing, catering, and other ad hoc duties.

**Table 7: UNH Technology Transfer Center Personnel Related to LTAP Outreach Activities**

Position Title	Description	Effort	Duties
UNH T <sup>2</sup> Principal Investigator	Erin Bell	As needed	Financial management and supervision of all UNH T <sup>2</sup> programs and interaction with NHDOT/FHWA. Support T <sup>2</sup> Director related to financial reporting and compliance, budgeting for workshops and registration management
UNH T <sup>2</sup> Director	Marilee LaFond, UNH T <sup>2</sup> Director	20 hours/week	Lead LTAP outreach and engagement efforts; operational management of LTAP activities, coordinate transportation partnerships, manage technical support activities, supervise Office Support staff, and attend meetings and conferences as required. Oversight of all UNH T <sup>2</sup> activities and programmatic initiatives, budgetary compliance, required reporting, integration with synergistic outreach activities
Program Coordinator	Office Support Staff	20 hours/week	Oversees communication and social media efforts, prepares weekly and bi-annual newsletter, supports planning and coordination of all outreach events such as professional conferences and affiliate/partner events, develops marketing materials and assists with creation of tools and learning resources for outreach, manages mailing lists, and supports other programmatic initiatives.
Technical Specialist(s)	Experienced Transp. Professional with public works leadership and operational experience	7 hours a week, may represent the work of more than one Adjunct PT Staff member	Offer technical support through the year, develops new content on emerging technologies to engage with vast array of learners, drives online learning opportunities, leads development of technical content for newsletters, websites, and other resources, oversees newsletter planning, and attends partner and industry events as requested.
Special Projects Interns	Undergraduate CEPS students	10 hours/week year-round	Leads and completes special projects identified for impact to local road agencies, state transportation or other partners in support of public works transportation and workforce development.
Sr. Technical Instructor	George Leel, Experienced public works professional	Hours vary-average 3 hours a week throughout year	Attendance at industry events to represent UNH T <sup>2</sup> and offer technical support through tech assist
Student Worker	Undergraduate UNH student	5 hours/week UG year-round	Support UNH T <sup>2</sup> outreach activities such as preparing for non-workshop events and affiliate events, updating website, video production, ad hoc projects to supporting marketing and outreach efforts.

The details of each task category are included in the Scope of Work description. The following is a list of the Deliverables/Tasks contemplated under this Contract Proposal. Each Deliverable/Task listed in Table 8 is defined more fully with relevant details in the Scope of Work section of this document.

**Table 8: UNH Technology Transfer Center Tasks**

<b>Workshops</b>	
*	Annual Training
*	Private Workshops
*	FHWA Every Day Counts Initiative
*	Certification Workshops
*	Development of Workshops
*	NHDOT Training
*	Roads Scholar Program
*	Online Learning
<b>Technical Support</b>	
*	Response to Inquiries
*	Site Visits
	Maintenance of Tailgate Talks Library
<b>Transportation Partnerships and Facilitations</b>	
*	UNH T <sup>2</sup> Advisory Board
*	Facilitations
*	State Agencies
*	NH Public Works Association
*	NH Public Works Mutual Aid
*	State Transportation Innovation Council
*	National LTAP Association
*	Other Partnerships
<b>Marketing &amp; Information Services</b>	
*	Marketing
*	Maintenance of Websites & Social Media
*	Newsletter
*	NH Public Works Mutual Aid 24/7 Contact Directory
*	Email Lists and Listserv
*	Technical Article Portal
<b>Program Administration</b>	
	FHWA Reports
	LTAP Reports
	Coordinate with UNH
	Professional Development

## F. Budget and Invoicing Instructions:

### Budget and Justification

The personnel and tasks listed above for each sector of this proposal are included in the budget tables below. As agreed upon, there is a 35% Facilities and Administration component to this budget.

The LTAP-related services that will be provided by the UNH T<sup>2</sup> are divided into two categories for budget development: Workshops and Outreach Services. SADES-Maintenance activities are shown in a separate budget line in Table 9: Budget Summary of the 2021-2023 UNH T<sup>2</sup> Proposal and the personnel effort is shown in Table 10: Summary Personnel Effort per Week and Table 11: UNH T<sup>2</sup> Deliverables.

**Table 9: Budget Summary of the 2021-2022 UNH T<sup>2</sup> Proposal**

Year 1	Salaries & Wages	Fringe Benefits	Travel	Supplies & Services	F&A	Total
LTAP Workshops	\$ 110,928.00	\$ 23,674.00	\$ 5,000.00	\$ 17,100.00	\$ 54,845.00	\$ 211,547.00
LTAP Outreach Services	\$ 89,392.00	\$ 23,626.00	\$ 2,500.00	\$ 3,500.00	\$ 41,656.00	\$ 160,674.00
SADES Maintenance	\$ 64,782.00	\$ 22,169.00	\$ 3,000.00	\$ 9,950.00	\$ 34,966.00	\$ 134,867.00
Total Project Cost Year 1	\$ 265,102.00	\$ 69,469.00	\$ 10,500.00	\$ 30,550.00	\$ 131,467.00	\$ 507,088.00

Year 2	Salaries & Wages	Fringe Benefits	Travel	Supplies & Services	F&A	Total
LTAP Workshops	\$ 114,256.00	\$ 24,384.00	\$ 5,000.00	\$ 17,100.00	\$ 56,259.00	\$ 216,999.00
LTAP Outreach Services	\$ 92,074.00	\$ 24,335.00	\$ 2,500.00	\$ 3,500.00	\$ 42,843.00	\$ 165,252.00
SADES Maintenance	\$ 66,726.00	\$ 22,834.00	\$ 3,000.00	\$ 9,950.00	\$ 35,878.00	\$ 138,388.00
Total Project Cost Year 2	\$ 273,056.00	\$ 71,553.00	\$ 10,500.00	\$ 30,550.00	\$ 134,980.00	\$ 520,639.00

Total	Salaries & Wages	Fringe Benefits	Travel	Supplies & Services	F&A	Total
LTAP Workshops	\$ 225,184.00	\$ 48,058.00	\$ 10,000.00	\$ 34,200.00	\$ 111,104.00	\$ 428,546.00
LTAP Outreach Services	\$ 181,466.00	\$ 47,961.00	\$ 5,000.00	\$ 7,000.00	\$ 84,499.00	\$ 325,926.00
SADES Maintenance	\$ 131,508.00	\$ 45,003.00	\$ 6,000.00	\$ 19,900.00	\$ 70,844.00	\$ 273,255.00
Total Project Cost	\$ 538,158.00	\$ 141,022.00	\$ 21,000.00	\$ 61,100.00	\$ 266,447.00	\$ 1,027,727.00

Program Income \$ 80,000.00

Total Sponsor Request \$ 947,727.00

### Salaries & Wages and Fringe Benefits:

The salaries and any appropriate fringe benefits of the UNH T<sup>2</sup> Director, Technical Specialist, Senior Training Instructor and Program Assistants are included in the LTAP components (both LTAP workshops and LTAP Outreach) consistent with Tables 6 and 7. The salaries and any appropriate fringe benefits related to the SADES Maintenance component is consistent with Table 8. The salary and any appropriate fringe benefits of the Student Worker (undergrad) are included in the LTAP components (both LTAP workshops and LTAP Outreach) consistent with Tables 6 and 7, as well as in the SADES Maintenance component consistent with Table 5.

**Table 10: Summary Personnel Effort per Week**

Position Title	Description	LTAP Workshop Effort (Table 6)	LTAP Outreach Effort (Table 7)	SADES Maintenance Effort (Table 5)	Total Effort
Principal Investigator	Erin Bell	As needed, min. average 1 hour per week	As needed, min. average 1 hour per week	As needed	As needed, min. average 2 hours per week
UNH T <sup>2</sup> Director	Marilee LaFond, UNH T <sup>2</sup> Director	20 hours/week	20 hours/week	0/hours/week	40 hours/week
SADES Manager	Chris Dowd	0/hours/week	0/hours/week	10/hours/week	10/hours/week
Program Coordinator	Office Support Staff	20 hours/week	20 hours/week	0/hours/week	40 hours/week
Technical Specialist(s)	Experienced Transportation Professionals w/ public works experience	10 hours/week	7 hours/week	0/hours/week	17 hours/week
Sr. Technical Instructor	George Leel, Experienced equipment operator and public works professional	Hours vary-30/week May-August, 20/week Sept, remainder as needed	3 hours	0/hours/week	15 hours/week over course of year (majority of hours worked during prime workshop season)
Special Projects Interns	UNH CEPS Undergraduate Students	0 hours	10 hours/week	0/hours/week	10 hours/week
Student Workers	Undergraduate UNH students	15-20 hours/week	5 hours/week	0/hours/week	20-25 hours/week

**Table 11: UNH T<sup>2</sup> Deliverables**

Deliverable or Performance Measure	Quantity or Other Metric	Due Date or Cadence
Workshops	Minimum of sixty-five (65) instructional and/or informational workshop events offered	Per calendar year
Develop new workshops	Two	Per contract (average one annually)
Provide private training to NHDOT	10 sessions	Per calendar year
Master Roads Scholar Luncheon	Once annually	Per calendar year
Roads Scholar Achievement Video	One annually	By March 1 following end of year
Technical Assistance Analysis Report	Once annually	Included in annual report and/or PAR
Special Projects from Workforce Development Interns	1 project report and associated report-out (meeting, video, etc)	Per project
Road Business newsletter	Two issues published	Per calendar year
Performance Annual Report (PAR)	Once annually	As requested by FHWA at end of year
Center Annual Report	Once annually	By 30 of January following year end
Quarterly Center	Four times annually	By 27th of month following quarter

***Travel:***

The travel funds for LTAP Workshops will support travel for UNH T<sup>2</sup> staff and outside instructors to workshops. The travel funds allocated for LTAP Outreach Services is meant to support UNH T<sup>2</sup> staff travel to State, regional and national LTAP meetings, partnership meetings, stakeholder meetings, and municipalities for technical supports. The travel funds for SADES Maintenance will support travel for UNH T<sup>2</sup> staff to NH SADES workshops as well as conference travel.

***Supplies and Services:***

The supplies and services funds for LTAP Workshops will support handouts and materials needed for workshops. The supplies and services funds allocated for LTAP Outreach Services is meant to support the publication of Road Scholar, minutes for stakeholder meetings, computer support services for the UNH T<sup>2</sup> website and other needs related to LTAP outreach activities.

***Program Income:***

The program income generated by the LTAP workshops will be used to fund the snacks and lunches served at public LTAP workshops and certification courses. These funds will also be for coordination of additional workshops or trainings. If funds are available, Program Income may also be utilized for special projects, technology, or workshops that are not included in this proposal but are relevant to the scope and mission of UNH T<sup>2</sup> in supporting New Hampshire's local transportation and highway agencies.

Leftover program income is anticipated to be \$50K at the end of the current contract. UNH anticipates generating \$30K over 2 years in the new contract. Total program income of \$80K is estimated for the new contract. These estimates are based on most recent years when training was primarily virtual and almost exclusively free with the exception of some certification workshops. Using the Federal per diem rates for New Hampshire, the allowance for breakfast and lunch is approximately ~\$30/person, and it is assumed that the average attendance is 12 people per workshop. UNH expects to generate program income during period of award and has proposed these funds using the Additive Method.

In order to maximize the level of service and outreach available in this budget and through the center, Program Income from prior programmatic years including 2019-2020 and 2020-2021 will be carried over for use in the 2022-2023 program years. This carryover Program Income will be utilized consistent with the expectations of any new Program Income that is generated, to first support snacks and lunches for public workshops and events, and then as available to support other training, technology, or special projects and events that keep with the mission of UNH T<sup>2</sup> for local road agencies in New Hampshire.

***Invoicing:***

Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories, and shall document cumulative cost sharing through the end of the invoicing period. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 75 days after the Project Period end date.



## **EXHIBIT B**

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: ☒ None or Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.