



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
May 13, 2021

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 \$1,008,108.00 to undertake certain transportation related planning activities from July 1, 2021, or the date of Governor and Executive Council approval, whichever is later, through June 30, 2023. 100% Federal Funds.

Funding is contingent upon the availability and continued appropriation of funds for FY 2022 and FY 2023, 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 2022</u>	<u>FY 2023</u>
SPR Planning Funds		
072-500575 Grants to Non-Profits-Federal	\$504,054.00	\$504,054.00

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 Fixing America's Surface Transportation (FAST) Act 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 2022 and 2023. 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 Fixing Americas Surface Transportation (FAST) Act. 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.

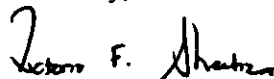
The Strafford Regional Planning Commission can accomplish this work for a total fee not to exceed \$1,120,120.00. The funding to be used is from Federal Highway Administration (FHWA) Planning funds and local funds. The Federal portion \$1,008,108.00 is Federal Aid (involving Metropolitan Planning (PL), Statewide Planning & Research (SPR) funds) and Consolidated Planning Grant funds with additional \$112,012.00 in local funds (collected by Strafford Regional Planning Commission to be applied towards total cost).

The funding for this request, \$1,008,108.00, is 90% Federal Funds with 10% state match. Turnpike toll credits are being utilized for the state match, effectively using 100% Federal Funds. The additional \$112,012.00, which is 10% of the total project for the Strafford Regional Planning Commission, are local funds and will be collected by Strafford Regional Planning Commission. The Capital Budget Overview Committee approved the use of Turnpike Toll Credits on November 30, 2020.

The Contract has been approved by the Attorney General as to form and execution. 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

VFS/WR/dmp
Attachments



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

The Honorable John Cloutier, Chairman
Capital Budget Overview Committee
State House
Concord, New Hampshire 03301

Bureau of Planning and Community Assistance
October 30, 2020

REQUESTED ACTION

Pursuant to the provisions RSA 228:12-a, Use of Toll Credits, the Department requests the Capital Budget Overview Committee approve the Department of Transportation's use of Toll Credits to meet funding match requirements for the proposed Statewide Planning and Research (SPR) Transportation Planning Work Program for 2022-2023. The estimated cost of all work efforts over the 2 year period is \$10,334,000.00. Based on the estimated cost, the maximum amount of Turnpike Toll Credit needed is \$2,066,800.00.

EXPLANATION

The Department's SPR Transportation Planning Work Program includes in-house planning activities such as the development of the State's Ten Year Transportation Plan, and the federally required four year Statewide Transportation Improvement Program (STIP). The Department also maintains Geographic Information Systems (GIS) mapping data sets to support federally required roadway and bridge inventory reporting, public road mileage, as well as, asset inventories that support the Department's Asset Management Efforts. In addition, funding in the SPR Planning Work Program is set aside for contracts with the nine Regional Planning Commissions (RPCs) in New Hampshire. The RPCs provide transportation planning services for their communities in support of the Ten Year Plan, the STIP, and other federally required efforts. Four of the nine Regional Planning Commissions, also known as Metropolitan Planning Organizations (MPOs), have additional federal requirements and dedicated funding just for these efforts. These contracts with the RPCs help the Department meet federal requirements and provide a valuable connection from the Department to the 234 communities within the State to develop transportation priorities and plans in support of the Ten Year Plan.

The current balance of Toll Credits is approximately \$197.6 million.

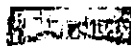
Funding is from the annual State Planning and Research (SPR) program, a mandated federal program set-aside. Your approval of the above action is respectfully requested.

Sincerely,

A handwritten signature in black ink that reads "Victoria F. Sheehan".

Victoria F. Sheehan
Commissioner

Attachments



**STRAFFORD REGIONAL
PLANNING COMMISSION
FED. NO.: X-A005(107)
STATE NO.: 43432**

**BUREAU OF PLANNING & COMMUNITY ASSISTANCE
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ARTICLE I

**STRAFFORD REGIONAL
PLANNING COMMISSION
FED. NO.: X-A005(107)
STATE NO.: 43432**

**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 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 State Planning & Research (SPR) and Federal Transit Administration (FTA) funds, as a Consolidated Planning Grant (CPG), 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.

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 Regional Planning Commission 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 2022-2023 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 22, 2021

Strafford Regional Planning Commission & Metropolitan Planning Organization
 Unified Planning Work Program FY2022-2023

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**Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2022-2023**

Endorsements

ORGANIZATION DATE OF ENDORSEMENT or ADOPTION

Strafford Metropolitan Planning Organization- Technical Advisory Committee	March 5, 2021
Strafford Metropolitan Planning Organization- Policy Committee	March 29, 2021
NH Department of Transportation	

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2022-2023

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 FY2022-2023

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 FY2022-2023

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, 2021 to June 30, 2023.

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.

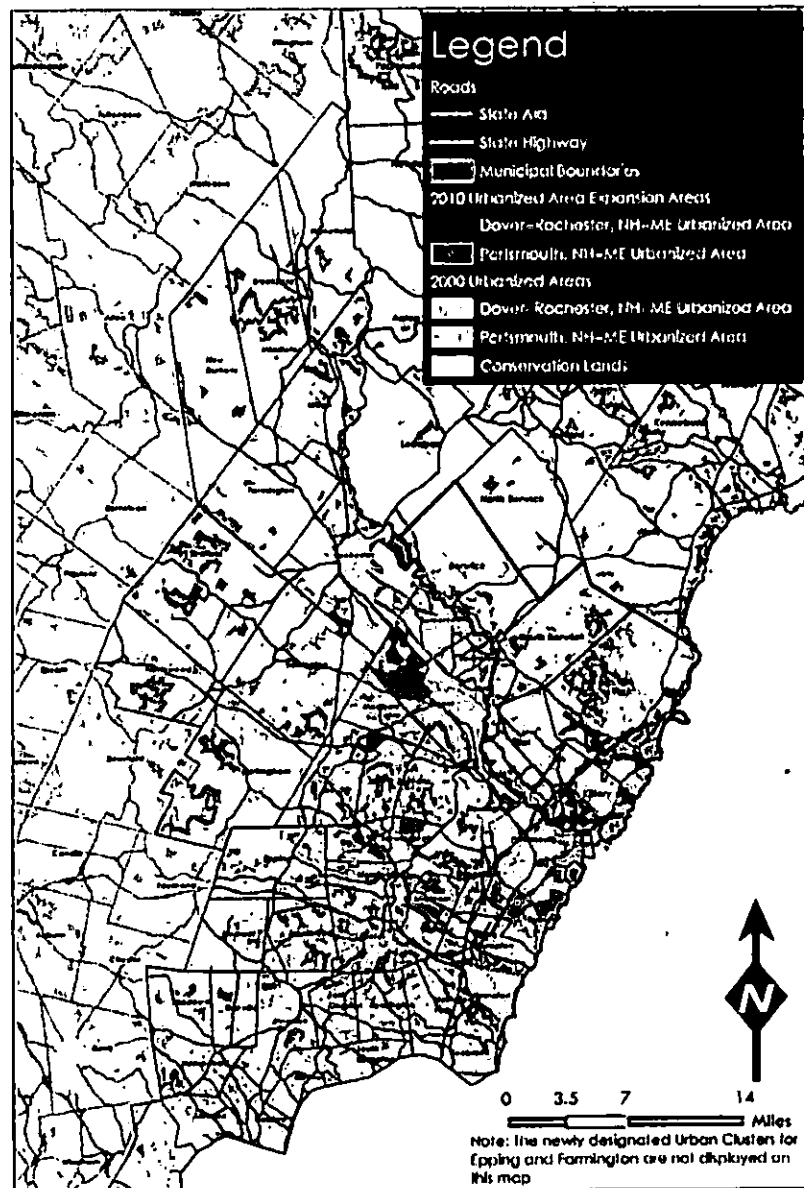
Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2022-2023

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 *2022-2023 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. Strafford Regional Planning Commission (Local Match-subject to funding)
5. 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 *2022-2023 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 recent technological improvements data management and sharing. Performance based planning relies on improved data tracking and analysis. The products and processes are designed to ensure data on the performance of infrastructure investments are used to inform transportation decision-making.

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.

¹ U.S. Government Publishing Office, *Electronic Code of Federal Regulations*: <http://www.ecfr.gov/cgi-bin/text-idx?SID=q7c6c33d42dc19c78260c69e08469d50&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=6aad3c98fd1fd225be9d400e99e9f7d&mc=true&tpl=/ecfrbrowse/Title23/23cfrv1_02.tpl#0

**Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2022-2023**

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 2022-2023 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.

Stafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2022-2023

Purpose & Contents of the Unified Planning Work Program

The 2022-2023 *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 2022 and 2023 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 activities and 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 (pending)

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 Work Products:

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 *2022-2023 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 *2022-2023 Unified Planning Work Program* scope of work is designed to facilitate progress toward the Strafford Metropolitan Planning Organization regional transportation objectives outlined in the *2020-2045 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 *2022-2023 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 FY2022-2023

Table 1: 2022-2023 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)
Category 200: Policy & Planning	
Task#	Task Title
201	Ten-Year Plan (TYP) A) GACIT B) Statewide Ten-Year Plan
202	Planning & Environmental Linkages A) Natural Hazard Mitigation, Climate Change, Livability and Sustainability B) Stormwater Management C) Natural Resource Management and Environmental Mitigation
203	Transportation Planners Collaborative
204	Interagency Consultation
205	Transportation Improvement Program A) Annual Listing of Obligated Projects B) 2021-2024 Transportation Improvement Program Management C) 2023-2026 Transportation Improvement Program Development D) Project Database
206	Congestion Management Process
207	Intelligent Transportation System
208	Metropolitan Transportation Plan (MTP) A) Metropolitan Transportation Plan Development & Amendments B) System Performance Reporting C) Transportation and Environmental Justice D) Freight Planning
209	Transportation Air Quality Conformity
210	Statewide Long-Range Transportation Plan (SLRTP)
211	Bicycle and Pedestrian Planning A) Complete Streets, Bicycle & Pedestrian Planning Assistance B) Walkability, and Public Health Planning Assistance C) Multi-Use & Recreational Trail Planning Assistance

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Table 1 (continued):

2022-2023 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 Plans
	A) Public Participation Plan (PPP)
	B) Title VI Civil Rights Program
	C) Environmental Justice Plan
304	Public Outreach
	A) Public Involvement and Inclusionary Actions
	B) Media Activities & Website
	C) Strafford MPO Representation and Professional Presentations
305	Policy Committee
Category 400: Plan Support	
Task#	Task Title
401	Traffic Counts
	A) Traffic Count Data Collection, QA/QC, & Management
	B) Supplemental Traffic Counts
	C) Turning Movement Counts
	D) Bike/Pedestrian Count Data Collection & Management
402	SADES Inventory Efforts
	A) SADES Road Surface Management Systems
	B) SADES Culvert Assessments
	C) SADES Regional Sidewalk Inventory
403	Geographic Information Systems
	A) Standardized GIS Data Layers
	B) Regional Safety Analyses
	C) Assessment of Water & Natural Resources
	D) GIS Data Organization & Quality Assurance
	E) Regional Bicycle & Pedestrian Traffic Data Analysis
	F) Multimodal Transportation Infrastructure Inventories
404	Demographics & Socioeconomics
	A) Demographic Data
	B) Economic Data
405	Equipment & Supplies
	A) UPWP Equipment Administration
	B) Maintenance and repairs
	C) Transportation Equipment and Software Acquisition and Disposal
406	Transportation Model
	A) Model & Land Use Updates, Enhancements, & Development Coordination
	B) Building and Development Growth
	C) Analyses & Visualization
407	Memberships, Subscriptions & Professional Costs

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Table 1 (continued):

2022-2023 Unified Planning Work Program Category & Task Outline

Category 500: Technical Assistance and Support	
Task #	Task Title
501	Local & Regional Assistance A) General Transportation Assistance B) Development Impact Review C) Coordination with Other MPOs and RPCs D) Scenic Byways Planning and Technical Assistance E) Land Use and Economic Development F) Parking Studies and Analysis G) Passenger and Freight Rail Planning H) Aviation and Port Planning
502	State & Federal Assistance
503	LPA Program Support A) Congestions Mitigation Air Quality (CMAQ) B) Highway Safety Improvement Program (HSIP) C) Transportation Alternatives Program (TAP)
504	Special Projects
505	Regional Coordinating Council A) Coordinated Plan Activities B) Planning Assistance to the Alliance for Community Transportation (ACT)
506	Transit Agency Support A) Planning Assistance to Regional Transit Providers B) Transit Data collection, Analysis and Mapping
507	Travel Demand Management C) Regional Transportation Management Association Support D) Statewide TDM support
Category 600: Other Transportation Planning Activities	
Task #	Task Title
602	COAST Transit Access Plan and Coordinated Plan Update FTA 5305e application pending

Federal Transportation Planning Factors

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”) – which includes 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 *2022-2023 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 *2022-2023 Unified Planning Work Program*, Stafford Metropolitan Planning Organization is striving to incorporate these recommendations into the scope of work. This reflects Stafford Metropolitan Planning Organization's ongoing efforts to comply with federal goals and regulations, while meeting the needs of the Stafford region.

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

1. Performance Based Planning & Programming Requirements Urbanized Area Set-asides, Suballocation and Project Selection Census 2020- UZA Boundary Smoothing, MPO/TMA Designation/Re-Designation and Functional Reclassification
2. Congestion Management Process (CMP) Implementation
3. Freight Planning
4. Fiscal Constraint and Financial Planning
5. Metropolitan and Statewide Travel Demand Model Maintenance
6. Data Collection for HPMS, Performance Measures, and 500 Series Reporting Project Monitoring and Planning Work Program Reporting
7. Climate Adaptation and Resilience
8. Emerging Technologies

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 mid-contract 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, 6
103	Training	All	All	All
104	Indirect Cost Rate	NA	NA	NA
201	Ten-Year Plan (TYP)	All	All	All
202	Planning and Environmental Linkages	1, 5, 9, 10	6	1, 3
203	Transportation Planners Collaborative	6, 7, 8	All	1 and 3
204	Interagency Consultation	7	7	1, 4
205	Transportation Improvement Program	All	All	All
206	Congestion Management Process	5, 7, 9	3, 5, 6	2, 4, 5, 6, 7
207	Intelligent Transportation System	1, 2, 4, 6, 7	1, 3, 4, 5	1, 3, 4, 5
208	Metropolitan Transportation Plan (MTP)	All	All	All
209	Transportation Air Quality Conformity	5, 6, 7	6	1, 2, 5, 6, 7
210	Statewide Long-Range Transportation Plan	All	All	All
211	Bicycle and Pedestrian Planning	2, 3, 4	1, 4	1, 7
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	1, 3, 5
402	SADES Inventory Efforts	7, 8	2	6, 8
403	Geographic Information Systems	All	All	All
404	Demographics & Socioeconomics	1, 5	2, 5	1, 4, 5, 7
405	Equipment Budget	NA	NA	NA
406	Transportation Model	2, 4, 6, 7, 10	5	1, 5, 6, 7, 8
407	Memberships, Subscriptions, & Professional Costs	NA	NA	NA
501	Local & Regional Assistance	All	All	All
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	2, 3, 5, 6, 8
602	TBD			

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

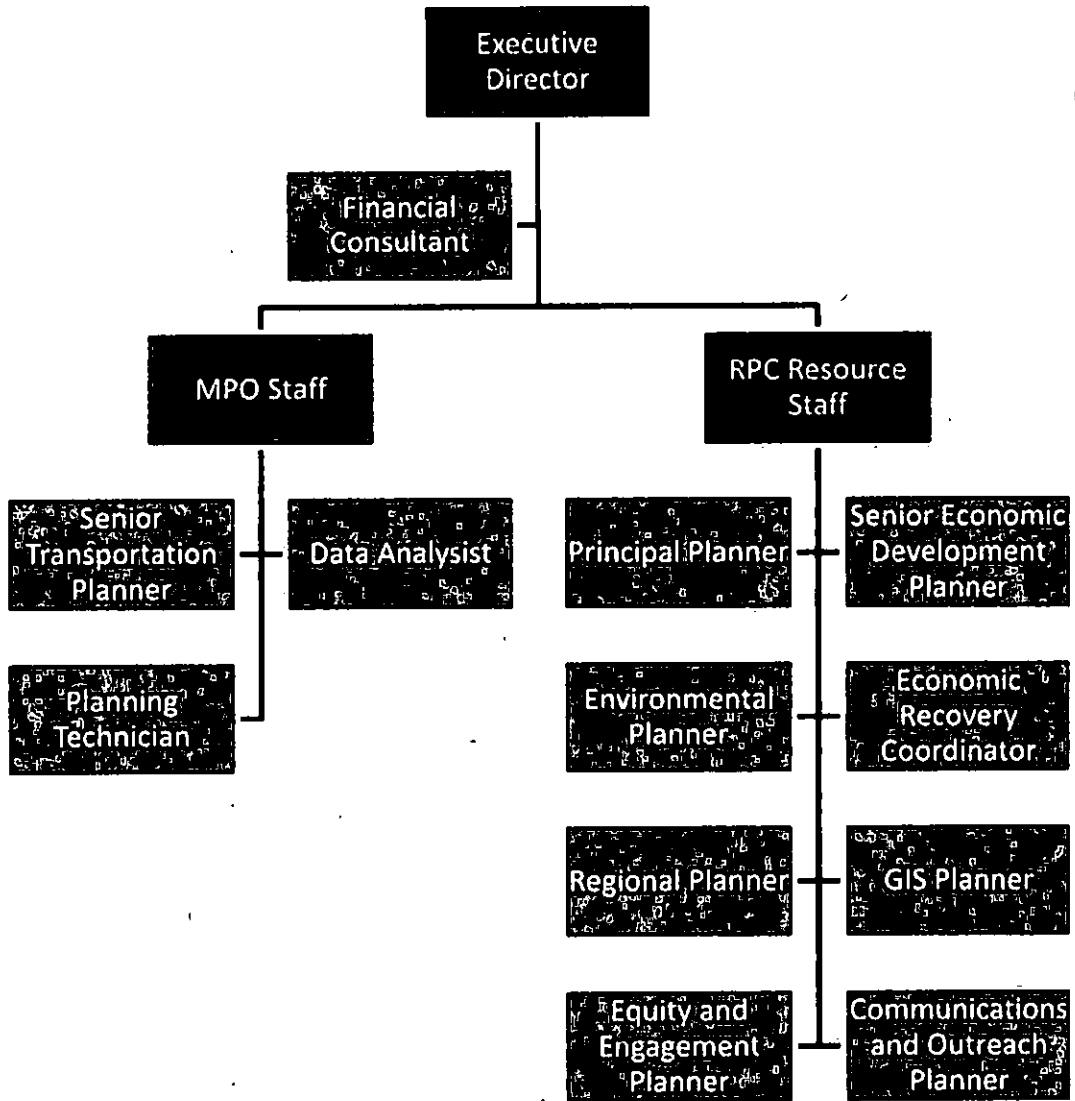
	Recommendations	Category 100	Category 200	Category 300	Category 400	Category 500
1	Ensure fiscal constraint is balanced in the Metro Plan and TIP: Neither should be under or over programmed.		205, 208			
2	Detailed project information needs to be included in each plan.		205, 208			
3	Efforts to enhance 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.	102				
12	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				

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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	Stafford 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	Stafford 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	Stafford 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			

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Stafford 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.

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

Work Products:

- 1) Biweekly Time Sheets with notes
- 2) Monthly Unified Planning Work Program Invoices
- 3) Unified Planning Work Program Financial Compliance reports
- 4) Annual audit report
- 5) 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.

A) Unified Planning Work Program Development & Amendments: The purpose of this activity is to develop and obtain approval of the 2024-2025 Unified Planning Work Program and to monitor and amend the 2022-2023 Unified Planning Work Program.

Work Products:

- 1) Unified Planning Work Program for Fiscal Years 2024-2025
- 2) Amendments to the FY2022-2023 UPWP (if required)

B) Unified Planning Work Program Administration & Reporting: The purpose of this activity is to encompass all general administrative and support activities necessary to implement the 2022-2023 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 Unified Planning Work Program progress reports, the annual Unified Planning Work Program performance report and the NHDOT UPWP Midterm Review.

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Work Products:

- 1) Monthly Program Reports
- 2) Annual Program Reports- Mid-Term Review of FY22-23 UPWP and Close-Out of FY20-21 UPWP
- 3) Updates to the Memorandum of Understanding between NH's MPOs, NH DOT and Transit Agencies as required
- 4) Compliance with federal and state regulations and statutes
- 5) Internal contract administration (personnel, clerical, and supervisory support)

C) 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.

Work Products:

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

D) 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.

Work Products:

- 1) Title VI, Environmental Justice, and Annual Certifications
- 2) FHWA/FTA non-TMA MPO planning Review anticipated in CY 2022

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.

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

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>)

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

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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.

Work Products:

- 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)

B) 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.

Work Products:

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

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

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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.

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.

A) 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.

Work Products:

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

B) 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.

Work Products:

- 1) Regional Ten-Year Plan project development and prioritization
 - a. Ongoing Local and regional project development including meetings with municipalities
 - b. Project Solicitation
 - c. Set project prioritization criteria in partnership with NHDOT and the NH RPCs. The project evaluation criteria will incorporate performance trends and targets.
 - d. Meet with NH DOT to review draft project priorities
 - e. Convene project development and evaluation committee to score projects and establish draft priorities to be presented to the SMPO TAC and Policy Committee.
- 2) Adoption of local and regional Ten Year Plan project priorities
 - a. Present draft priorities to the SMPC TAC for their review and recommendation to the SMPO Policy Committee.
 - b. Present draft priorities to the SMPO Policy Committee.
 - c. Adopt regional priorities for inclusion in the Statewide Ten Year Plan
- 3) Review of draft and final Statewide Ten Year Plan

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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).

A) Natural Hazard Mitigation, 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. Additionally, working in coordination with our municipalities, SRPC will 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.

Work Products:

- 1) **Assess Regional Climate Change Risk and Develop Transportation Adaptation Resiliency Strategies**
 - a. Regional infrastructure vulnerability assessment (survey)
 - b. Inter-municipal climate adaptation meetings
 - c. Identification of vulnerable transportation assets in the region.
 - d. Travel demand model scenario planning
 - e. Evaluation of climate adaptation strategies to address critical infrastructure.
 - f. Incorporate research, goals and objectives into the Long-Range Metropolitan Transportation Plan and project selection for both the MTP and the Ten-Year Plan.
- 2) **Incorporate local hazard mitigation recommendations into the Long-Range Metropolitan Transportation Plan and other transportation planning activities.**
- 3) **Technical Assistance to Municipalities and Committee Participation**
 - a. 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.
 - b. Participation in local energy working groups related to local energy infrastructure, alternative fuels, and electric vehicles as needed/as requested.
 - c. Transportation-related technical assistance for the development of municipal hazard mitigation plans.

B) 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

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Falls Watershed Collaborative, the Piscataqua Region Estuaries Partnership, and the Seacoast Stormwater Coalition.

Work Products:

- 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.

C) 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.

Work Products:

- 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.

Task 203: Transportation Planners Collaborative

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

A) 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.

Work Products:

- 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.

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A) 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.

Work Products:

- 1) Participation in monthly interagency meetings
- 2) Review and comment on materials to be presented at Interagency Consultation Group at 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 to meet the requirements of 23 CFR § 450.326. In fiscal year 2023 prepare the Metropolitan Planning Organization Transportation Improvement Program in cooperation with NHDOT. Conduct other related activities as needed in compliance with federal regulations.

A) 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 more than 90 days after the end of the federal fiscal year): once in December CY2021 and once in December CY2022. 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 Deliverables:

- 1) Fiscal Year 2021 Annual Listing of Obligated Projects document with maps
- 2) Fiscal Year 2022 Annual Listing of Obligated Projects document with maps

B) 2021-2024 Transportation Improvement Program: The purpose of this activity is to manage the 2021-2024 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

Work Products:

- 1) Preparation of regular minor administrative adjustments
- 2) Preparation of amendments including draft revisions to project listing, posting notices, documentation of public comment period and holding hearings per Prospectus
- 3) Performance Report that includes a report on established performance measures and targets as well as an assessment of the programmed projects in the TIP advancement of those

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targets

- 4) Technical Advisory Committee review and approval by Policy Committee or Executive Committee per Prospectus

C) 2023-2026 Transportation Improvement Program: The purpose of this activity is to prepare the 2023-2026 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.

Work Products:

- 1) 2023-2026 Transportation Improvement Program document
- 2) Financial constraint analysis
- 3) Performance Report that includes a report on established performance measures and targets as well as an assessment of the programmed projects in the TIP advancement of those targets (to be completed in conjunction with Task 208 MTP Performance Measurement)
- 4) Approval of the 2023-2026 Transportation Improvement Program by the Policy Committee
- 5) Documentation of public comments

D) 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.

Work Products:

- 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 analyze traffic data to identify reoccurring congestion points for corridor planning and individual projects.

A) Congestion Management Data Analysis: This will include analysis of the National Performance Management Research 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.

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Work Products:

- 1) Maintain subscription purchased in coordination with NH's other MPOs and RPCs for extended NPMRDS data sets and tools (task 405)
- 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.

A) 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 work with its TAC and/or a regional ITS Advisory Committee to increase collaboration and to ensure that projects move forward in the Metropolitan Transportation Plan and Transportation Improvement Program.

Work Products:

- 1) Updates to the Seacoast Regional ITS Architecture and Plan
- 2) Potential coordination with NHDOT on statewide ITS plan and architecture
- 3) Inclusion of ITS projects in the 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.

A) Metropolitan Transportation Plan Development & Amendments: The purpose of this task is to complete updates of the Long Range Transportation Plan (LRTP)/Metropolitan Transportation Plan (MTP). 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. A comprehensive update of the Metro Plan is not anticipated during the 2022-2023 contract period but it may require limited updates relative to performance targets and other planning metrics. SRPC with assistance from an engineering consultant, will work with municipalities to continue to develop transportation projects.

Work Products:

- 1) Ongoing long range transportation project development – project solicitations and scoping
- 2) Outreach to regional stakeholders (e.g. municipalities, freight providers, vulnerable users, public transit, public safety, state agencies, etc.)
- 3) Updated Metropolitan Transportation Plan
 - a. Financial Constraint Analysis and public comment documentation
 - b. Public Hearings and meetings as necessary

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- c. Incorporation of TIP amendments and minor revisions as necessary
- d. Incorporation of system performance reports

B) System Performance Reports: The purpose of this activity is to develop and update system performance reports for federal and supplemental performance targets and 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.

Work Products:

- 1) Performance Based Planning measures and targets to be integrated into the System Performance Report component of the TIP and Metro Plan
 - a. Safety Targets – updated annually
 - b. Transit Asset Management (TAM) Targets – updated with each update of the LRTP
 - c. Pavement and Bridge Condition Targets – updated every 2 years
 - d. System Reliability Targets – updated every 4 years (next update in 2022)
 - e. Public Transportation Agency Safety Plan (PTASP) targets
- 2) Transportation project evaluation
 - a. Performance trends and targets linked to projects programmed in TIP, Ten Year Plan, and Metro Plan
 - b. Data analysis and mapping for project-specific evaluation
 - c. Planning studies to evaluate effectiveness of proposed transportation improvements and ability to achieve performance targets

C) 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.

Work Products

- 1) Continued analysis of annually released American Community Survey (ACS) demographic data to develop updated Environmental Justice information and identify areas for EJ planning.
- 2) Review of project proposals for potential environmental justice impacts.
- 3) Attendance at meetings and coordination with local and regional organizations actively engaged in environmental justice and promoting ladders of opportunity.

D) 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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Work Products:

- 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 to support development of the MTP

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.

A) 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 2022-2023 UPWP.

Work Products:

- 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: Assist the NHDOT in development of the State Long-Range Transportation Plan.

A) 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 2022-2023 period and will be completed based on requests from NHDOT.

Work Products:

- 1) Technical assistance to NHDOT bureau staff or consultants
- 2) Provision of regional data as requested
- 3) 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.

A) Complete Streets, Bicycle, and Pedestrian Planning: The purpose of this activity is to promote and increase multi-modal network links on public rights of way through complete streets and bicycle and

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pedestrian planning. Activities include technical assistance for bicycle and pedestrian planning and project development, research and guidance on best practices, and promotional events. This includes participation in regional and statewide events such as Bike to Work Day and Bike to School week.

Work Products:

- 1) Develop a Regional Bicycle and Pedestrian Plan
- 2) Preparation for and participation with the annual Seacoast Bike/Walk to Work day and documentation of events
- 3) Develop and prioritize bicycle and pedestrian projects using data developed as part of the SRPC bike-ped counting program (task 401), sidewalk data development analyses (task 402), and to develop, Strava data analysis (task 403), and Bicycle Level of Stress Project
- 4) Participate in NHDOT Complete Streets Advisory Committee, and regional bicycle and pedestrian advisory committees as needed
- 5) Provide technical assistance to SRPC communities planning for bicycle and pedestrian facilities

B) 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 Stafford 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.

Work Products:

- 1) Planning and assistance to nonprofit organizations, municipalities, and state agencies
- 2) Research and reports as needed
- 3) Stakeholder collaboration and meeting attendance

C) Multi-Use & Recreational Trails Planning Assistance: The purpose of this activity is to link users with origins and destinations (jobs, education, nutrition, healthcare, recreation) 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.

Work Products:

- 1) Map local and regional multi-use and recreational trails
- 2) Project scoping and funding development assistance to communities working to develop multi-use and recreational trails

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.

A) 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.

Work Products:

- 1) Approximately 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

Task 302: Committee Meetings

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

A) 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.

Work Products:

- 1) Approximately 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

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Task 303: Public Participation Plans

Objectives: Increase public awareness and opportunities to participate in transportation planning, decision-making, and plan implementation, particularly for underrepresented populations and businesses in the region.

A) 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. A comprehensive update of the public participation plan is not anticipated during the 2022-2023 UPWP.

Work Products:

- 1) Update of the Public Participation Plan as needed or by request of NHDOT, FHWA, and FTA
- 2) Technical Advisory Committee review and Policy Committee adoption (including public hearing)

B) Title VI Civil Rights Program: implements compliance with Title VI of the Civil Rights Act of 1964 to ensure that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation. SRPC will undertake a complete update of its Title VI Civil Rights program, last adopted in 2013. Additionally, each year the Title VI Coordinator submits a report to NHDOT's Chief of Labor Compliance. This report includes Strafford MPO's goals related to the Title VI Program, objectives for meeting those goals in the past fiscal year, whether those objectives were attained, and objectives for the next fiscal year.

Work Products:

- 1) Update of the Title VI Civil Rights Program and subsequent TAC review and Policy Committee approval
- 2) Annual Title VI Goals and Accomplishments Report

C) Environmental Justice Plan: Environmental Justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. On April 15, 1997, US DOT issued its Final Order to Address Environmental Justice in Minority Populations and Low Income Populations. SRPC last updated its Environmental Justice Plan in 2010. During the FY2022-2023 UPWP, SRPC will update its Environmental Justice Plan in coordination with the Title VI Civil Rights Program.

Work Products:

- 1) Update of the Environmental Justice Plan
- 2) Technical Advisory Committee review and Policy Committee adoption (including public hearing)

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

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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.

A) Public Involvement & Inclusionary Actions: The purpose of this task is to actively seek to expand public awareness and participation in transportation planning and plan implementation by working with local governments, businesses, universities and colleges, associations (such as Chamber of Commerce, Rotary), and nonprofit organizations. Staff will specifically seek direct 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 federal transportation regulations.

Work Products:

- 1) Direct outreach to underrepresented populations and organizations based on census data analysis
- 2) At least region wide 2 outreach events or activities per year to support ongoing development of transportation plans
 - a. Event materials
 - b. Summary of public input received

B) 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.

Work Products:

- 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
- 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) Weekly transportation social media content development and maintenance (engaging with partners, sharing, liking and following trends)
- 8) Online reporting of performance measure reports and targets

C) Strafford MPO Representation and Professional Presentations: 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.

Work Products:

- 1) Attendance at transportation-related meetings and events

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- 2) Written comments regarding the regional perspective of local, regional, and state projects
- 3) Presentations on general transportation planning (not tied to a specific topic) as requested

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.

A) 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.

Work Products:

- 1) Approximately 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).

A) 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.

Work Products:

- 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

B) Supplemental Traffic Counts: The purpose of this task is to collect traffic count data for local municipalities and organizations on request. 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.

Work Products:

- 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

C) 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.

Work Products:

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

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D) 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. During the 2022-2023 UPWP cycle, Strafford MPO staff will focus on developing and implementing strategic plan for bicycle and pedestrian data collection. This strategic plan will inform data collection efforts moving forward and contribute to project identification.

Work Products:

- 1) Development and Implementation of a strategic bicycle and pedestrian data collection plan
- 2) Bicycle and pedestrian counts
- 3) 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.

A) SADES Roadway Surface Management System: The purpose of this activity is to collect pavement condition data for locally-maintained roads based on the methodology developed with UNH Technology Transfer Center. 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.

Work Products:

- 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

B) 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.

Work Products:

- 1) Field collection of culvert data
- 2) Culvert database development
- 3) Incorporate historic culvert data into SADES database
- 4) Quality Analysis & Quality Control review

C) 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

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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.

Work Products:

- 1) Field collection of sidewalk data using SADES protocol
- 2) Sidewalk data layer development
- 3) 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.

A) 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.

Work Products:

- 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) Update standardized GIS planning maps and post downloadable PDF versions on the SRPC website and update interactive ArcOnline maps.
- 3) Obtain and incorporate data distributed by NH DOT and GRANIT
- 4) Maintain data layer of all TIP, TYP and MTP projects in the region and develop an online transportation project viewer

B) 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.

Work Products:

- 1) Regional crash data analysis of problem areas for potential Highway Safety Improvement Program (HSIP) projects and other safety studies.
- 2) Regional crash maps

C) 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.

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Work Products:

- 1) Maintenance of natural and water resources data
- 2) Identification of natural resources and vulnerable infrastructure

D) 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.

Work Products:

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

E) 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.

Work Products:

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

F) 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.

Work Products:

- 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.

A) Demographic Data: The purpose of this activity is to process demographic data that support transportation planning documents and processes. Collaborate with the Regional Comprehensive Plan, 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 2022-2023 UPWP period will also include work related to the 2020 decennial census.

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Work Products:

- 1) Updates to the Regional Data Snapshot – a standalone document produced in FY2021 that summarizes key data for the MTP and transportation planning programs, updates will include:
 - a. Download and analysis of annual data sets from non-Census Bureau sources
 - b. Re-run R-based ACS and Census data package scripts to update all Census Bureau data sets
 - c. Import tabular data into GIS systems
 - d. Update existing and produce new maps and data visualizations to update the Snapshot and associated ArcOnline Data Viewers
- 2) Acquisition and analysis of 2020 census data (anticipated in FY2022)
 - 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

B) 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.

Work Products:

- 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

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.

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

Work Products:

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

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B) 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.

Work Products:

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

C) 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.

Work Products:

- 1) Equipment purchases: including traffic counters; bicycle and pedestrian counters; supplies, safety equipment, and protective gear.
- 2) Computer hardware and software purchases and maintenance agreements
- 3) Other hardware purchases such as GPS units, tablets, and peripherals
- 4) Purchase of INRIX expanded National Traffic Data Set and tools (\$8,173.89 annually)
- 5) Documentation of purchases and disposal:
 - a. Invoice documents for financial records
 - b. Competitive purchasing documents and processes
 - c. 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.

A) 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 statewide model during the terms of this agreement is supported. An updated household travel survey or adequate alternative is needed to ensure models are using accurate data and assumptions. SRPC will research survey options and alternatives with RPC partners. Acquisition of new data is not anticipated before 2023 and will be discussed with NHDOT during the planning stages. Potential model updates include, but are not limited to, 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. Model updates will be completed in coordination with a hired

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consultant who will provide on demand technical assistance.

Work Products:

- 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

B) 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.

Work Products:

- 1) Building Permit Data Collection
- 2) Annual Summary Report
 - a. Regional growth maps
 - b. Updated data collection and management protocol

C) Analyses & Visualization: The purpose of this activity is to complete analyses and develop visualizations to support planning of future transportation project investments. Analyses may include build-no build scenarios for TIP, TYP and MTP projects, including projects in development, as well as, scenarios to evaluate system resiliency strengths and weaknesses.

Work Products:

- 1) Transportation planning analyses and visualizations
- 2) Analyses to support performance measure calculations and target setting
- 3) Analyses to support project development and prioritization
- 4) Scenario based planning analyses

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.

A) 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. The eligible portion of the dues (<https://www.fhwa.dot.gov/hep/guidance/duesmemo.cfm>) 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.

Work Products:

- 1) Maintenance of memberships following federal guidance

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.

A) General Transportation Assistance: The purpose of this activity is to respond to local requests for transportation planning assistance by municipalities, local officials, boards, committees and the public. Assistance may include: provision of traffic data and technical assistance and education to municipalities regarding best practices such as complete streets, walkability, low impact development, mobility, accessibility, safety, congestion management, connectivity, and land use impacts on travel patterns. Further it may include the review and update of existing zoning and land use regulations to incorporate transportation planning principles, strategies and standards and transportation master plan chapter update and review.

Work Products:

- 1) Provide traffic data on request
- 2) Reports and memos related to local assistance as requested/required
- 3) Attendance at meetings
- 4) Technical assistance with development of regulations and ordinances on limited basis per request
- 5) Development of transportation chapters of local Master Plans as requested

B) Development Impact Review: includes attendance at NH DOT scoping meetings; review and comment on local site plan and subdivision applications for access management, safety and traffic impacts as requested; review of local traffic impact studies; and review of declared Developments of Regional Impact:

Work Products:

- 1) Development of Regional Impact (DRI) reviews performed upon request (reports and/or memos of review findings)
- 2) Comments on local Traffic Impact Studies and development proposals as requested
- 3) Technical assistance with other projects, applications, reviews per request
- 4) Attendance at NHDOT, local and regional meetings
- 5) Research and recommendations as required to support the above work

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C) Coordination with Other MPOs and RPCs: 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. Generally, this activity includes: coordinate with other MPOs for planning 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.

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.

RPC Executive Director Meetings provide a monthly forum for RPC executive directors, NH DOT and other State and Federal agencies to discuss transportation planning and other related issues.

Work Products:

- 1) Collaborative events with other MPOs and RPCs on interregional planning efforts
- 2) Continued Partnering for Performance NH workgroup meetings and associated work efforts
- 3) Attendance at RPC executive directors meetings

D) Scenic Byways Planning and Technical Assistance: The purpose of this activity is to support the development and promotion 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.

Work Products:

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

E) 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.

Work Products:

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

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F) Parking Studies and Analysis: The purpose of this activity is to support municipal 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.

Work Products:

- 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

G) 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.

Work Products:

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

H) Aviation and Port Planning: This activity is limited to efforts that link Pease International Airport, Skyhaven Airport, the Port of New Hampshire and the Portsmouth Naval Shipyard (PNSY) to surface transportation system enhancements. Generally, efforts may include enhancing connectivity and ground access from surface modes of transportation to airport and port facilities to promote efficient movement of freight and passengers (e.g. COAST Clipper Connection). 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) as well as insisting port infrastructure on the Piscataqua River and at PNSY.

Portsmouth Naval Shipyard Joint Land Use Study (JLUS) effort, led by the Town of Kittery, Maine, and working in collaboration with the Shipyard, and Southern Maine Planning and Development Commission, transition from a planning to implementation phase during the fall of 2020. Project implementation will continue through FY2022. As the Shipyard's commute shed extends throughout the SMPO region, SRPC staff are part of the project's Implementation Committee, an advisory and coordination role. Efforts during this phase will center around assessments of priority opportunity areas to mitigate traffic congestion including: transit feasibility, multi-modal hub feasibility, housing affordability analysis, and establishment of a joint communications plan. The Implementation Committee members assist the project team to establish and develop connections to support each of these areas through provision of data, information or making connections to other entities that may similarly assist with meeting long-term goals and needs.

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Work Products:

- 1) Planning assistance to and collaboration with nonprofit organizations, municipalities, neighboring MPOs 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
- 4) Attend PNSY JLUS Implementation Committee meetings and assist with the provision of data, information and connections as applicable and requested

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.

A) 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 participation on transportation related committees. This includes project development, implementation and monitoring; corridor studies; performance-based planning. Other activities may include participation in NHDOT sponsored public advisory committee meetings for projects as necessary; statewide advisory committees such as the Highway Safety Improvement Program (HSIP) and others as requested by NHDOT or as a designated MPO/RPC representative. SRPC staff currently services as a member of the HSIP committee. Additionally, efforts may include activities as required when designated as a participating agency or interested party as part of the NEPA review process for transportation projects.

Work Products:

- 1) Provision of transportation data, reviews of plans, technical information, and verbal input to statewide committees or to support state plans
- 2) Attendance at meetings
- 3) Collection of Highway Performance Monitoring System HPMS data
- 4) Formal comments submitted by the MPO as part of the NEPA review process or other transportation planning effort

Task 503: LPA Program Support

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

A) 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.

Work Products:

- 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

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B) 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.

Work Products:

- 1) Develop Local Road Safety Plans: one rural and one urban community per year (4 total)
- 2) Development of Road Safety Audit applications
- 3) Coordination with NHDOT
- 4) Participation in NHDOT Highway Safety audits and meetings in the region
- 5) Provision of regional highway safety data when requested

C) 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.

Work Products:

- 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.

A) 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.

Work Products:

- 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.

A) Coordinated Plan Activities: The purpose of this activity is to assist with updates to 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.

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Work Products:

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

B) 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.

Work Products:

- 1) Approximately 6 meetings per year - attendance at member meetings
- 2) Approximately 12 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.

A) Planning Assistance to Regional Transit Providers: The purpose of this activity is to provide technical assistance and support to COAST, Wildcat Transit, 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. Staff members currently serve on both the COAST Board and Finance Committee.

Work Products:

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

B) 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.

Work Products:

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

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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 and sound Travel Demand Management (TDM) measures. Such programs may focus on a range of alternatives to SOV travel, including walking, biking, public transit, carpooling, and telecommuting.

A) Regional Transportation Management Association Support: the purpose of this activity is to support planning activities of the CommuteSmart Seacoast program. This includes participation in “commuter challenges” that encourage large and small employers to promote alternatives to non-SOV use.

Work Products:

- 1) Development and coordination of CommuteSmart Seacoast events with Rockingham Planning Commission staff
- 2) Development of outreach methods and materials
- 3) Initiatives to increase employer participation in TDM projects and programs

B) 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.

Work Products:

- 1) Coordination and promotion of statewide TDM-related events
- 2) Development of outreach methods and materials
- 3) Initiatives to increase employer participation in TDM projects and programs
- 4) Participate in future cost sharing arrangements associated with a statewide trip planner, logger, and challenge software platform that manages and promotes commuter transportation options (FY 2023)

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 multi-disciplinary 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 602: Federal Transit Administration 5305(e) Planning Grant: Coordinated Public Transit & Human Services Transportation Plan – 2022 Update

Objective: create a comprehensive strategic approach to improving transportation access through coordination among public transit and private non-profit and for-profit human service transportation providers. The Coordinated Plan update process is designed to identify ways to enhance transportation access, to minimize duplication of services, and to encourage the most cost-effective transportation possible. The Coordinated Plan is a strategic tool as well as an implementation document. It will serve as the framework for the prioritization, selection, and implementation of coordinated projects seeking to use federal funding assistance through applicable Federal Transit Administration programs. Development and update of these Coordinated Plans is a pre-requisite for accessing Federal Transit Administration (FTA) funding under FTA Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities funding program, and the plans must be updated every five years.

The Rockingham Planning Commission and Strafford Regional Planning Commission will collaborate with the Alliance for Community Transportation (ACT), to update the *Coordinated Public Transit & Human Services Transportation Plan* for the 38-community Southeast New Hampshire Regional Coordination Council (RCC) region.

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

602.1 General Administration

SRPC will work collaboratively with RPC to jointly manage all activities necessary to implement task 602. SRPC will perform independent monthly and annual grant administration, accounting and reporting requirements associated with its grant award.

In support of these efforts, both RPCs will perform the following general project administrative tasks:

- Oversee all reporting requirements to New Hampshire DOT
- Serve as Project Manager and Point of Contact
- Administer all billing and financial management associated with the project

602.2 Inventory Existing Services

Working in direct collaboration with Southeast NH (Region 10) RCC (a.k.a. ACT), RPC and SRPC will develop a survey to distribute to transit service providers in order to update the inventory of existing service. Survey results will be analyzed and the findings reported back to ACT and respondents.

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602.3 Quantify Need – Public Input

- a) **Engagement:** RPC and SRPC, in consultation with ACT, will develop a consistent public input framework. The two MPOs will evenly divide the work to conduct a:
- o Survey of Welfare Directors
 - o Survey of Non-profit Health & Human Service Agencies
 - o Focus group with older adults
 - o Focus group with individuals with disabilities (SALT)
 - o Focus group with health care providers
 - o Broader survey of consumers through partner agencies
- b) **Analysis and Findings:** Input received by the two MPOs will be combined and analyzed to present the public input findings to ACT.

602.4 Quantify Need – Data Analysis

In order to effectively quantify transit needs, the public input will be supplemented with an analysis of demographic and other quantitative data including:

- Analysis and mapping of Census data including total population, older adult population, youth population, minority population, population with disabilities, population in poverty, vehicle availability by household.
- Analysis of Department of Health and Human Services data including enrollment information from the Temporary Assistance for Needy Families (TANF) program, Bureau of Elderly and Adult Services, and Medicaid programs.
- Completion of an estimate of regional trip need using an updated methodology developed by the Community Transportation Association of America (CTAA).

602.5 Plan Writing and Adoption

After completion of Tasks C1-3, RPC and SRPC will work with the RCC/ACT to prepare the 2022 update to the *Coordinated Public Transit and Human Services Transportation Plan*. Steps to do so include:

- a) **Goals and Objectives:** Revisit the 2017 Plan goals and objectives and refine as needed
- b) **Recommendations:** Revisit 2017 Plan recommendations for coordination and access improvements and refine as needed
- c) **Chapter Updates:** Update 2017 Plan chapters based on above data collection and analysis
- d) **Public Review and Input:** Once a full draft is complete, RPC, SRPC and the RCC/ACT will make the draft available for public review and comment. A final round of draft revisions will incorporate any input received and as needed.
- e) **Adoption:** The draft plan will be posted for a final public comment period and presented to both the RPC and SRPC MPO Policy Committee's for review and adoption.

Work Products

Coordinated Public Transit & Human Services Transportation Plan final deliverables include:

- Updated inventory of existing services
- Public input analysis and findings
- Demographic data analysis
- Updated Plan

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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 2022-2023 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)	FY2022	FY2023
Federal Funding	\$28,560	\$29,131
COAST Matching Funding	\$7,140	\$7,283
Total	\$35,700	\$36,414

Program Timeline

			FY 2022				FY 2023			
Category	Task Name	Activities	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
200	208 Metropolitan Transportation Plan (MTP)	A1. Ongoing Project Development	Ongoing	Ongoing	Ongoing	Ongoing	Develop	Finalize	Adopt	-
		A2. Outreach to Stakeholders	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
		A3. Update MTP	As Needed	As Needed	As Needed	Write	Write	Finalize	Adopt	-
		B. System Performance Reports	Prepare	Adopt	Adopt	-	-	Prepare	Adopt	-
		C. Transportation and EJ	Ongoing	Ongoing	Ongoing	Write	Write	Finalize	Adopt	-
		D. Freight Planning	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	
	209 Transportation Air Quality Conformity	A. Transportation Air Quality Conformity	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	
	210 Statewide Long-Range Transportation Plan	A. Statewide Long-Range Transportation Plan	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	
211	Bicycle and Pedestrian Planning	A1. Develop a Bicycle Pedestrian Plan	Plan	Plan	Develop	Develop	Write	Finalize	Adopt	-
		A2. Seacoast Bike/Walk to Work day	-	-	Prepare	Finalize	-	-	Prepare	Finalize
		A3. Develop and prioritize bicycle and pedestrian projects	Ongoing	Ongoing	Ongoing	Ongoing	Develop	Finalize	Adopt	-
		A4. Committee meetings	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
		A5. Technical assistance to communities	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
		B. Walkability and Public Health Planning Assistance	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
		C. Multi-Use & Recreational Trails Planning Assistance	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
300	301 Technical Advisory Committee	A. Technical Advisory Committee	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
		302 Committee Meetings	A. Committee Meetings	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
		303 Public Participation Plan	A. Public Participation Plan	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
		B. Title VI Civil Rights Program	Prepare	Develop	Write	Adopt	As Needed	As Needed	As Needed	
		C. Environmental Justice Plan	Prepare	Develop	Write	Adopt	As Needed	As Needed	As Needed	
304	Public Outreach	A. Public Involvement & Inclusionary Actions	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
		B. Media Activities & Website	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
		C. MPD Representation and Presentations	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
	305 Policy Committee	A. Policy Committee	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
400	401 Traffic Counts	A. NHDOT Traffic Counts	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field
		B. Supplemental Traffic Counts	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field
		C. Turning Movement Counts	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field
		D. Bike/Ped Counts	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field
402	SADES Inventory Efforts	A. Roadway Surface Management System	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field
		B. Culvert Assessments	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field
		C. Regional Sidewalk Inventory	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field

Program Timeline

Program Timeline			FY 2022				FY 2023				
			Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	
500	503	LPA Program Support	A. CMAQ	Develop	Submit	-	-	-	-	Prepare	Develop
		B. HSIP	Develop	Submit	-	Prepare	Develop	Submit	-	Prepare	
		C. TAP	Develop	Submit	-	-	-	-	Prepare	Develop	
504	Special Projects	A. Special Projects	-	-	-	-	-	-	-	-	-
505	Regional Coordinating Council	A. Coordinated Plan Activities	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
		B. ACT Planning Assistance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
506	Transit Agency Support	A. Transit Planning Assistance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
		B. Transit Data Collection, Analysis, and Mapping	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
507	Travel Demand Management	A. Regional TMA Support	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
		B. Statewide TDM support	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
600	602	Coordinated Plan Administration	1. Ongoing Management and Reporting	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
	602	Inventory Existing Services	2. Inventory Existing Services	Prepare	Develop	Finalize	-	-	-	-	-
	602	Public Engagement	3. Quantify Need-Public Input Engagement, Analysis, and Findings	-	Prepare	Develop	Develop	Finalize	-	-	-
	602	Data Analysis	4. Quantify Need-Data Analysts	-	-	Prepare	Develop	Field	Finalize	-	-
	602	Plan Development	5. Plan Writing, Public Review and Adoption	-	-	-	-	Write	Write	Adopt	Submit

FY 2022 Deliverable Due Dates

Category	Task	Name	Activities	Due Date
100	102	Program Administration	B2. Annual Reports (FY20-21 Close Out)	September 30, 2021
200	201	Ten-Year Plan (TYP)	A. GACIT & Legislative Process	GACIT Hearings Fall 2021
	205	Transportation Improvement Program	A. Annual Listing of Obligated Projects	December 31, 2021
	208	Metropolitan Transportation Plan (MTP)	B. System Performance Reports	HSIP Feb 2022 and 2023; Infrastructure Condition (PM2) and Travel Time Reliability (PM3) Oct 2022
300	303	Public Participation Plan	B. Title VI Civil Rights Program	Adopt June 2022
			C. Environmental Justice Plan	Adopt June 2022
400	403	Geographic Information Systems	B. Regional Safety Analyses	tyed to MTP adoption
	405	Equipment and Supplies	C4. INRIX Data and Tools	purchase in June 2022
	406	Transportation Model	B2. Building Permit Report	CY2020 Report by Dec 31, 2021
500	503	LPA Program Support	A. CMAAQ	Applications typ due prior to GACIT Hrgrs
			B. HSIP	RSA Applications due Dec 1, 2021
			C. TAP	Applications typ due prior to GACIT Hrgrs

FY 2023 Deliverable Due Dates

Category	Task	Name	Activities	Due Date
100	102	Program Administration	A1. Develop FY24-25 UPWP	April 2023
			B2. Annual Reports (FY22-23 Mid-Term)	Summer 2022
			D2. FHWA/FTA Certification Review	Anticipated Fall 2022
200	201	Ten-Year Plan (TYP)	B1. 10-Year Plan Project Development & Prioritization	April 2023
			B2. Adopt Project Priorities	Submit to DOT April 1, 2023
	202	Planning and Environmental Linkages	A1. Climate Assessment	Adopt w/ MTP and 23-26 TIP Mar 2023
	205	Transportation Improvement Program	A. Annual Listing of Obligated Projects	December 31, 2022
			C. 2023-2026 TIP Development	April 2023
	206	Congestion Management Process	A. Congestion Management Data Analysis	Adopt w/ MTP and 23-26 TIP Mar 2023
	208	Metropolitan Transportation Plan (MTP)	A1. Ongoing Project Development	Adopt w/ MTP and 23-26 TIP Mar 2023
			A3. Update MTP	Adopt w/ 23-26 TIP Mar 2023
			B. System Performance Reports	HSIP Feb 2023; Syst Perf Rept w/ MTP
			C. Transportation and EI	Adopt w/ MTP and 23-26 TIP Mar 2023
	211	Bicycle and Pedestrian Planning	A1. Develop a Bicycle Pedestrian Plan	Adopt w/ MTP and 23-26 TIP Mar 2023
			A3. Develop and prioritize bicycle and pedestrian projects	Adopt w/ MTP and 23-26 TIP Mar 2023
400	403	Geographic Information Systems	B. Regional Safety Analyses	tyed to MTP adoption
	405	Equipment and Supplies	C4. INRIX Data and Tools	purchase in June 2023
	406	Transportation Model	B2. Building Permit Report	CY2021 Report by Dec 31, 2022
			C. Analyses & Visualization	Adopt w/ MTP and 23-26 TIP Mar 2023
500	503	LPA Program Support	B. HSIP	RSA Applications due Dec 1, 2022

2022-2023 UPWP Budget

Fiscal Year 2022

Task	Federal (80%) + Toll Credits (10%)	SRPC Match (10%)	Total Cost
100 - Administration and Training	\$50,828	\$5,648	\$56,476
200 - Policy and Planning	\$110,138	\$12,238	\$122,375
300 - Public Involvement and Coordination	\$56,718	\$6,302	\$63,020
400 - Plan Support	\$182,723	\$20,303	\$203,025
500 - Technical Assistance and Support	\$79,011	\$8,779	\$87,790
Subtotal 100 – 500	\$479,417	\$53,269	\$532,686
600 - FTA 5305 (e) Planning Grant	\$15,493	\$1,721	\$17,214
Fiscal Year 2022 Totals	\$494,910	\$54,990	\$549,900

Fiscal Year 2023

Task	Federal (80%) + Toll Credits (10%)	SRPC Match (10%)	Total Cost
100 - Administration and Training	\$61,502	\$6,834	\$68,336
200 - Policy and Planning	\$120,947	\$13,439	\$134,385
300 - Public Involvement and Coordination	\$44,703	\$4,967	\$49,670
400 - Plan Support	\$187,682	\$20,854	\$208,535
500 - Technical Assistance and Support	\$80,541	\$8,949	\$89,490
Subtotal 100 – 500	\$495,374	\$55,042	\$550,416
600 - FTA 5305 (e) Planning Grant	\$17,824	\$1,980	\$19,804
Fiscal Year 2023 Totals	\$513,198	\$57,022	\$570,220

Contract Total - Fiscal Years 2022 and 2023

Task	Federal (80%) + Toll Credits (10%)	SRPC Match (10%)	Total Cost
100 - Administration and Training	\$112,331	\$12,481	\$124,812
200 - Policy and Planning	\$231,084	\$25,676	\$256,760
300 - Public Involvement and Coordination	\$101,421	\$11,269	\$112,690
400 - Plan Support	\$370,404	\$41,156	\$411,560
500 - Technical Assistance and Support	\$159,552	\$17,728	\$177,280
Subtotal 100 – 500	\$974,792	\$108,310	\$1,083,102
600 - FTA 5305 (e) Planning Grant	\$33,316	\$3,702	\$37,018
Contract Total	\$1,008,108	\$112,012	\$1,120,120

Fiscal Year 2022 Detailed Budget

Category	Task	Task Name	Total		Direct	Total Cost
			Hours	Personnel Costs	Expenses	
100	101	Invoices and Accounting	24	\$2,350	\$780	\$3,130
	102	Program Administration	465	\$36,550	\$436	\$36,986
	103	Training	260	\$15,360	\$1,000	\$16,360
	104	Indirect Cost Rate	0	\$0	\$0	\$0
100 Total			749	\$54,260	\$2,216	\$56,476
200	201	Ten-Year Plan (TYP)	76	\$5,100	\$150	\$5,250
	202	Planning and Environmental Linkages	420	\$24,390	\$45	\$24,435
	203	Transportation Planners Collaborative	12	\$730	\$45	\$775
	204	Interagency Consultation	18	\$1,100	\$0	\$1,100
	205	Transportation Improvement Program	166	\$9,810	\$5,790	\$15,600
	206	Congestion Management Process	64	\$3,220	\$0	\$3,220
	207	Intelligent Transportation System	4	\$240	\$0	\$240
	208	Metropolitan Transportation Plan (MTP)	462	\$26,920	\$10,345	\$37,265
	209	Transportation Air Quality Conformity	6	\$360	\$0	\$360
	210	Statewide Long-Range Transportation Plan	8	\$480	\$45	\$525
	211	Bicycle and Pedestrian Planning	606	\$33,550	\$55	\$33,605
200 Total			1,842	\$105,900	\$16,475	\$122,375
300	301	Technical Advisory Committee	180	\$10,810	\$0	\$10,810
	302	Committee Meetings	8	\$640	\$0	\$640
	303	Public Participation Plan	416	\$24,550	\$0	\$24,550
	304	Public Outreach	251	\$15,320	\$0	\$15,320
	305	Policy Committee	192	\$11,700	\$0	\$11,700
300 Total			1,047	\$63,020	\$0	\$63,020
400	401	Traffic Counts	1,202	\$50,550	\$150	\$50,700
	402	SADES Inventory Efforts	230	\$8,790	\$50	\$8,840
	403	Geographic Information Systems	1,374	\$75,640	\$0	\$75,640
	404	Demographics & Socioeconomics	572	\$31,910	\$0	\$31,910
	405	Equipment and Supplies	52	\$2,660	\$14,175	\$16,835
	406	Transportation Model	264	\$14,100	\$5,000	\$19,100
	407	Memberships, Subscriptions	0	\$0	\$0	\$0
400 Total			3,694	\$183,650	\$19,375	\$203,025
500	501	Local & Regional Assistance	720	\$42,640	\$50	\$42,690
	502	State & Federal Assistance	75	\$4,590	\$50	\$4,640
	503	LPA Program Support	144	\$8,520	\$5,050	\$13,570
	504	Special Projects	0	\$0	\$0	\$0
	505	Regional Coordinating Council	58	\$3,650	\$50	\$3,700
	506	Transit Agency Support	138	\$8,950	\$50	\$9,000
	507	Travel Demand Management	240	\$14,140	\$50	\$14,190
500 Total			1,375	\$82,490	\$5,300	\$87,790
600	602.01	Coordinated Plan Administration	12	\$760	\$1,093	\$1,853
	602.02	Inventory Existing Services	36	\$1,980	\$1,933	\$3,913
	602.03	Public Engagement	48	\$2,740	\$5,033	\$7,773
	602.04	Data Analysis	47	\$2,410	\$1,265	\$3,675
	602.05	Plan Development	0	\$0	\$0	\$0
600 Total			143	\$7,890	\$9,324	\$17,214
Total			8,850	\$497,210	\$52,690	\$549,900
		Subtotal Categories 100-500	8,707	\$489,320	\$52,690	\$532,686

Fiscal Year 2023 Detailed Budget

Category	Task	Task Name	Total		Direct	Total Cost
			Hours	Personnel Costs	Expenses	
100	101	Invoices and Accounting	24	\$2,400	\$780	\$3,180
	102	Program Administration	558	\$44,060	\$436	\$44,496
	103	Training	260	\$15,660	\$5,000	\$20,660
	104	Indirect Cost Rate	0	\$0	\$0	\$0
100 Total			842	\$62,120	\$6,216	\$68,336
200	201	Ten-Year Plan (TYP)	150	\$9,290	\$10,000	\$19,290
	202	Planning and Environmental Linkages	400	\$23,580	\$45	\$23,625
	203	Transportation Planners Collaborative	12	\$750	\$45	\$795
	204	Interagency Consultation	18	\$1,120	\$0	\$1,120
	205	Transportation Improvement Program	185	\$11,230	\$790	\$12,020
	206	Congestion Management Process	68	\$3,520	\$0	\$3,520
	207	Intelligent Transportation System	4	\$250	\$0	\$250
	208	Metropolitan Transportation Plan (MTP)	540	\$33,120	\$5,345	\$38,465
	209	Transportation Air Quality Conformity	6	\$360	\$0	\$360
	210	Statewide Long-Range Transportation Plan	8	\$490	\$45	\$535
	211	Bicycle and Pedestrian Planning	616	\$34,360	\$45	\$34,405
200 Total			2,007	\$118,070	\$16,315	\$134,385
300	301	Technical Advisory Committee	180	\$11,020	\$0	\$11,020
	302	Committee Meetings	8	\$660	\$0	\$660
	303	Public Participation Plan	136	\$8,340	\$0	\$8,340
	304	Public Outreach	285	\$17,720	\$0	\$17,720
	305	Policy Committee	192	\$11,930	\$0	\$11,930
300 Total			781	\$49,670	\$0	\$49,670
400	401	Traffic Counts	1,236	\$52,390	\$150	\$52,540
	402	SADES Inventory Efforts	240	\$9,460	\$50	\$9,510
	403	Geographic Information Systems	1,374	\$77,140	\$0	\$77,140
	404	Demographics & Socioeconomics	580	\$33,050	\$0	\$33,050
	405	Equipment and Supplies	52	\$2,730	\$14,175	\$16,905
	406	Transportation Model	264	\$14,390	\$5,000	\$19,390
	407	Memberships, Subscriptions	0	\$0	\$0	\$0
400 Total			3,746	\$189,160	\$19,375	\$208,535
500	501	Local & Regional Assistance	676	\$40,060	\$2,600	\$42,660
	502	State & Federal Assistance	65	\$4,040	\$100	\$4,140
	503	LPA Program Support	136	\$8,170	\$2,600	\$10,770
	504	Special Projects	0	\$0	\$0	\$0
	505	Regional Coordinating Council	48	\$3,080	\$100	\$3,180
	506	Transit Agency Support	138	\$9,120	\$100	\$9,220
	507	Travel Demand Management	240	\$14,420	\$5,100	\$19,520
500 Total			1,303	\$78,890	\$10,600	\$89,490
600	602.01	Coordinated Plan Administration	12	\$770	\$1,090	\$1,860
	602.02	Inventory Existing Services	0	\$0	\$0	\$0
	602.03	Public Engagement	26	\$1,490	\$0	\$1,490
	602.04	Data Analysis	35	\$1,490	\$2,791	\$4,281
	602.05	Plan Development	112	\$6,650	\$5,523	\$12,173
600 Total			185	\$10,400	\$9,404	\$19,804
Total			8,884	\$508,310	\$61,910	\$570,220
		Subtotal Categories 100-500	8,699	\$497,910	\$52,506	\$550,416

Proposed FY2022-2023 2-Year Budget Totals

Category	Task	Task Name	Total		Direct	Total Cost
			Hours	Personnel Costs	Expenses	
100	101	Invoices and Accounting	48	\$4,750	\$1,560	\$6,310
	102	Program Administration	1,023	\$80,610	\$872	\$81,482
	103	Training	520	\$31,020	\$6,000	\$37,020
	104	Indirect Cost Rate	0	\$0	\$0	\$0
100 Total			1,591	\$116,380	\$8,432	\$124,812
200	201	Ten-Year Plan (TYP)	226	\$14,390	\$10,150	\$24,540
	202	Planning and Environmental Linkages	820	\$47,970	\$90	\$48,060
	203	Transportation Planners Collaborative	24	\$1,480	\$90	\$1,570
	204	Interagency Consultation	36	\$2,220	\$0	\$2,220
	205	Transportation Improvement Program	351	\$21,040	\$6,580	\$27,620
	206	Congestion Management Process	132	\$6,740	\$0	\$6,740
	207	Intelligent Transportation System	8	\$490	\$0	\$490
	208	Metropolitan Transportation Plan (MTP)	1,002	\$60,040	\$15,690	\$75,730
	209	Transportation Air Quality Conformity	12	\$720	\$0	\$720
	210	Statewide Long-Range Transportation Plan	16	\$970	\$90	\$1,060
	211	Bicycle and Pedestrian Planning	1,222	\$67,910	\$100	\$68,010
200 Total			3,849	\$223,970	\$32,790	\$256,760
300	301	Technical Advisory Committee	360	\$21,830	\$0	\$21,830
	302	Committee Meetings	16	\$1,300	\$0	\$1,300
	303	Public Participation Plan	552	\$32,890	\$0	\$32,890
	304	Public Outreach	536	\$33,040	\$0	\$33,040
	305	Policy Committee	384	\$23,630	\$0	\$23,630
300 Total			1,848	\$112,690	\$0	\$112,690
400	401	Traffic Counts	2,438	\$102,940	\$300	\$103,240
	402	SADES Inventory Efforts	470	\$18,250	\$100	\$18,350
	403	Geographic Information Systems	2,748	\$152,780	\$0	\$152,780
	404	Demographics & Socioeconomics	1,152	\$64,960	\$0	\$64,960
	405	Equipment and Supplies	104	\$5,390	\$28,350	\$33,740
	406	Transportation Model	528	\$28,490	\$10,000	\$38,490
	407	Memberships, Subscriptions	0	\$0	\$0	\$0
400 Total			7,440	\$372,810	\$38,750	\$411,560
500	501	Local & Regional Assistance	1,396	\$82,700	\$2,650	\$85,350
	502	State & Federal Assistance	140	\$8,630	\$150	\$8,780
	503	LPA Program Support	280	\$16,690	\$7,650	\$24,340
	504	Special Projects	0	\$0	\$0	\$0
	505	Regional Coordinating Council	106	\$6,730	\$150	\$6,880
	506	Transit Agency Support	276	\$18,070	\$150	\$18,220
	507	Travel Demand Management	480	\$28,560	\$5,150	\$33,710
500 Total			2,678	\$161,380	\$15,900	\$177,280
600	602.01	Coordinated Plan Administration	24	\$1,530	\$2,183	\$3,713
	602.02	Inventory Existing Services	36	\$1,980	\$1,933	\$3,913
	602.03	Public Engagement	74	\$4,230	\$5,033	\$9,263
	602.04	Data Analysis	82	\$3,900	\$4,056	\$7,956
	602.05	Plan Development	112	\$6,650	\$5,523	\$12,173
600 Total			328	\$18,290	\$18,728	\$37,018
Total			17,734	\$1,005,520	\$114,600	\$1,120,120
Subtotal Categories 100-500			17,406	\$987,230	\$95,872	\$1,083,102

SRPC FY 2022 and 2023 Budgeted Consultant/Sub-Recipient Costs

FY	Category	Task	TaskName	Consultant Costs
2022	100	101	Invoices and Accounting	\$780.00
		102	Program Administration	\$390.00
		100 Total		\$1,170.00
	200	205	Transportation Improvement Program	\$5,000.00
		208	Metropolitan Transportation Plan (MTP)	\$10,000.00
		200 Total		\$15,000.00
	400	406	Transportation Model	\$5,000.00
		400 Total		\$5,000.00
	500	503	LPA Program Support	\$5,000.00
		500 Total		\$5,000.00
600	602.01	Coordinated Plan Administration	1093	
	602.02	Inventory Existing Services	1913	
	602.03	Public Engagement	4894	
	602.04	Data Analysis	1265	
		600 Total		\$9,165.00
2022 Total				\$35,335.00
2023	100	101	Invoices and Accounting	\$780.00
		102	Program Administration	\$390.00
		100 Total		\$1,170.00
	200	201	Ten-Year Plan (TYP)	\$10,000.00
		208	Metropolitan Transportation Plan (MTP)	\$5,000.00
		200 Total		\$15,000.00
	400	406	Transportation Model	\$5,000.00
		400 Total		\$5,000.00
	500	501	Local & Regional Assistance	\$2,500.00
		503	LPA Program Support	\$2,500.00
	500 Total		\$5,000.00	
600	602.01	Coordinated Plan Administration	\$1,090.00	
	602.04	Data Analysis	\$2,771.00	
	602.05	Plan Development	\$5,483.00	
	600 Total		\$9,344.00	
2023 Total				\$35,514.00
Grand Total				\$70,849.00

100's: Seacoast Accountability, SRPC's financial consultant to prepare invoices and budgets

200-500's: VHB on-call engineering consultant contract through 6/30/2023

600's: Rockingham Planning Commission 5305e FTA grant subaward (includes RPC's 10% cash match share)

All of the above amounts are included in the Direct Expenses on the preceding budget pages.

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, 2023.

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 \$1,120,120.00 in State FY 2022 & FY 2023. Funding from two sources, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), will be combined into a consolidated Planning Grant (CPG). Of the \$1,120,120.00 fee, approximately 90% (\$1,008,108.00) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% (\$112,012.00) 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 \$1,008,108.00 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 and dental

ARTICLE II

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

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

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

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

C. DIRECT EXPENSES

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

ARTICLE III - GENERAL PROVISIONS

A. HEARINGS, ETC.

Blank

B. CONTRACT PROPOSALS

Blank

ARTICLE IV

ARTICLE IV - STANDARD PROVISIONS

A. **STANDARD SPECIFICATIONS**

Blank

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

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

The location of the office where the work will be available for inspection by STATE and Federal Highway Administration representatives is 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 the COMMISSION by the DEPARTMENT. In the event of such a termination of this

ARTICLE IV

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

D. REVISIONS TO REPORTS, PLANS OR DOCUMENTS

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

ARTICLE IV

E. ADDITIONAL SERVICES

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

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

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

F. OWNERSHIP OF PLANS

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

G. SUBLETTING

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

ARTICLE IV

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

H. GENERAL COMPLIANCE WITH LAWS, ETC.

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

I. BROKERAGE

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

J. CONTRACTUAL RELATIONS

1. Status of the COMMISSION

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

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.

ARTICLE IV

5. Construction of AGREEMENT

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

K. AGREEMENT MODIFICATION

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

L. EXTENSION OF COMPLETION DATE(S)

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

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

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

ARTICLE IV

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).

ARTICLE IV

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 , proposed subconsultant _____, hereby certifies that it has _____, has not developed nor ~~and~~ has on file affirmative action programs pursuant to 41 CFR 60-1, that it has _____, has not , participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 11246 and that it has _____, has not , 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.

Storford Regional Planning Commission
(Company)
BY: [Signature]
Executive Director
(Title)

Date: 4/20/2021

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 (EEO-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.

4/20/2021
(Date)


(Signature)

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

Elaine W Craigie

ELAINE W. CRAIGIE, Notary Public
(SEAL) Commission Expires January 10, 2021

Consultant

CONSULTANT

Dated: 4/20/2021

By: 
Executive Director

Department of Transportation

THE STATE OF NEW HAMPSHIRE

Dated: 5/14/21

By: 
Commissioner, NHDOT

Attorney General

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

Dated: 5/27/2021

By: 
Assistant Attorney General

Secretary of State

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

Dated: _____

Attest:

By: _____
Secretary of State

Annual Grant and Contract Authorization
Fiscal Year 2021
CERTIFICATE OF VOTE

I, Tom Crosby, 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 July 17, 2020, the Strafford Regional Planning Commission voted to authorize the Executive Director, and in his/her absence the acting Executive Director, to sign & execute any contracts for SRPC;
- 3) This authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
- 4) The following person has been appointed to and now occupies the office indicated 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 20th day of April, 2021.

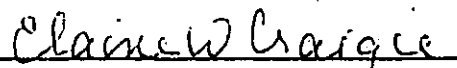


Tom Crosby, Secretary/Treasurer

STATE OF NEW HAMPSHIRE
County of Strafford

On this the 20th day of April, 2021, before me Elaine W Craigie the undersigned officer, personally appeared Tom Crosby, 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.



Notary Public

Commission Expiration Date:
(Seal)

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



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	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2020	7/1/2021	Each Occurrence	\$ 1,000,000
			General Aggregate	\$ 2,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
<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: 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
State of New Hampshire Department of Transportation 7 Hazen Dr Concord, NH 03301					By: <i>Mary Beth Purcell</i>
					Date: 5/12/2021 mpurcell@nhprimex.org
					Please direct inquires to: Primex³ 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		
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, if Not		
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			[REDACTED]		
			[REDACTED]		
			[REDACTED]		
<input checked="" type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto	7/1/2020	7/1/2021	Combined Single Limit (Each Accident)	\$5,000,000	
			Aggregate	\$5,000,000	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2021	1/1/2022	<input checked="" type="checkbox"/> Statutory		
			Each Accident	\$2,000,000	
			Disease - Each Employee	\$2,000,000	
			Disease - Policy Limit		
<input checked="" type="checkbox"/> Property (Special Risk Includes Fire and Theft)	7/1/2020	7/1/2021	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000	
Description: Proof of Primex Member coverage only.					

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex - NH Public Risk Management Exchange
NH Department of Transportation 7 Hazen Drive Concord NH 03301			By: <i>Mary Beth Powell</i>
			Date: 4/20/2021 mpurcell@nhprimex.org
			Please direct inquiries to: Primex Claims/Coverage Services 603-228-2841 phone 603-228-3833 fax

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: 4/20/2021

Name/Title: Jennifer Coysz, 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.