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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Bureau of Planning and Community Assistance
April 30, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

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 \$964,952 to undertake certain transportation related planning activities from July 1, 2015, or the date of Governor and Council approval, whichever is later, through June 30, 2017. 100% Federal Funds.

Funding is contingent upon the availability and continued appropriation of funds for FY 2016 and FY 2017 as follows:

04-096-096-962515-2944	<u>FY 2016</u>	<u>FY 2017</u>
SPR Planning Funds		
072-500575 Grants to Non-Profits-Federal	\$482,476	\$482,476

EXPLANATION

The Strafford Regional Planning Commission, a designated Metropolitan Planning Organization (MPO), contains the Urbanized Area communities of Dover and Rochester as well as surrounding towns in the southeastern region of the state. The Moving Ahead for Progress in the 21st Century (MAP-21), provides planning and transit funds for each Regional Planning Commission. Cooperatively, the New Hampshire Department of Transportation (NHDOT) and the Strafford Regional Planning Commission have 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 2016 and 2017. As part of this program, Strafford Regional Planning Commission will provide transportation planning and programming to support state, regional, and local needs. The Strafford Regional Planning Commission will focus on eight 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

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

The Strafford Regional Planning Commission can accomplish this work for a total fee not to exceed \$1,085,570.00. The funding to be used is from Federal Highway Administration (FHWA) Consolidated Planning Grant funds and local funds. The Federal portion \$964,952.00 is Federal Aid (involving Metropolitan Planning (PL) and Statewide Planning & Research (SPR) funds) with additional \$120,618.00 local funds (collected by Strafford Regional Planning Commission to be applied towards total cost).

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

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

Sincerely,



William Cass, P.E.
Assistant Commissioner

BUREAU OF PLANNING & COMMUNITY ASSISTANCE
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ARTICLE I

**STRAFFORD REGIONAL
PLANNING COMMISSION
FED. NO.: X-A004(372)
STATE NO. 40369**

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

PREAMBLE

THIS AGREEMENT made by and between the STATE OF NEW HAMPSHIRE, hereinafter referred to as the STATE, acting by and through its COMMISSIONER OF THE DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the COMMISSIONER, acting under Chapter 228 of the Revised Statutes Annotated, and the Strafford Regional Planning Commission, with principal place of business at Rochester Community Center, 150 Wakefield Street, Suite 12 in the City of Rochester, State of New Hampshire, hereinafter referred to as the COMMISSION, witnesses that

Pursuant to 23 CFR 450 subpart C, 23 U.S.C. 134, and Section 5303 of the Federal Transit Act the Department of Transportation, State of New Hampshire, hereinafter referred to as the DEPARTMENT, proposes to provide Metropolitan Planning (PL) 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 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.



FISCAL YEAR 2016-2017 UNIFIED PLAN WORKING PROGRAM

Strafford Metropolitan Planning Organization

"This report was funded in part through grant[s] from the Federal Highway Administration [and Federal Transit Administration], U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation."

Strafford Regional Planning Commission & Metropolitan Planning Organization

Unified Planning Work Program FY2016-2017

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Strafford Regional Planning Commission & Metropolitan Planning Organization

Unified Planning Work Program FY2016-2017

Endorsements

ORGANIZATION

DATE OF ENDORSEMENT or ADOPTION

Strafford Metropolitan Planning Organization- Technical Advisory Committee	April 3, 2015
Strafford Metropolitan Planning Organization- Policy Committee	April 17, 2015
NH Department of Transportation	

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
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
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
NHDES	New Hampshire Department of Environmental Services

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NHDOT	New Hampshire Department of Transportation
NHOEP	New Hampshire Office of Energy & Planning
NHARPC	New Hampshire Association of Regional Planning Commissions
PL	MPO Planning Funds administered by FHWA
RCC	Regional Coordinating Council
RPA	Regional Planning Agency
RPC	Rockingham Planning Commission
PSAP	Participant Statistical Areas Program
RTAP	Rural Technical Assistance 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)
SMPO	Strafford Metropolitan Planning Organization
SMRPC	Southern Maine Regional Planning Commission
SPR	State Planning and Research Funds
SRPC	Strafford Regional Planning Commission
TAC	Technical Advisory Committee
TAZ	Transportation Analyses Zone
TDM	Transportation Demand Management (Travel Demand Management)
TEA-21	Transportation Equity Act for the 21 st Century
TIP	Transportation Improvement Program
TOD	Transit Oriented Development
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

Introduction

The *Unified Planning Work Program* of the Strafford Metropolitan Planning Organization identifies the planning priorities and work activities that the Metropolitan Planning Organization will address during the 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, 2015 to June 30, 2017.

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 Metropolitan Planning Organization (SMPO). SRPC/SMPO has played an important role in transportation planning for the southeastern region of New Hampshire for thirty-two years and key dates include the following:

1983 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.

Funding Sources for the 2016-2017 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 *2016-2017 Unified Planning Work Program* scope of work are listed at the end of the document with their respective funding sources.

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

Approximately \$542,785 of federal funding will be available for transportation planning and air quality conformity analysis in the region in each of the next two years. The majority of funds are authorized by 23 USC 104(f), Metropolitan Planning (PL) funds, and Section 8 (metropolitan planning) of the Federal Transit Act (1998) 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 *2016-2017 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, *Moving Ahead for Progress in the 21st Century (MAP-21)*, was approved in July 2012 and went into effect at the beginning of federal fiscal year 2013 on October 1, 2012. *Moving Ahead for Progress in the 21st Century* builds on the principles and planning factors included in *SAFETEA-LU*. Transportation funding levels in *Moving Ahead for Progress in the 21st Century* are consistent with *SAFETEA-LU*. 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 *Moving Ahead for Progress in the 21st Century* is shifting to performance based planning. This planning approach takes advantage of technological improvements that have developed over the last twenty years involving data storage and management. Performance based planning relies on improved data tracking and analysis. The products and processes are designed to assure more objective decision-making using the data and performance of infrastructure investments as well as qualitative measures.

Unified Planning Work Program FY2016-2017

The federal government continues to work on final rulemaking on the performance measures that states and metropolitan planning organizations will be required to set targets for and track over time. Final rules will be included in 23 U.S.C. 150(c).

In anticipation of the shift to performance based planning and programming, Strafford Metropolitan Planning Organization has spent significant time during the *2014-2015 Unified Planning Work Program* digitizing and modernizing planning documents and procedures. Project tracking has been moved from paper into a GIS database and significant effort has gone into creating baseline data sets that will allow for enhanced project tracking and monitoring. In the second year of the contract collaborative work with the other three New Hampshire Metropolitan Planning Organizations is occurring to develop an integrative approach to performance

A full description of the public involvement process can be found in the *2015-2040 Metropolitan Transportation Plan* and a full description of the agencies and their responsibilities can be found in the *Strafford Metropolitan Planning Organization: Prospectus*. Copies of each of these documents are available at the Strafford Regional Planning Commission office in Rochester, New Hampshire and on the website.

Purpose & Contents of the Unified Planning Work Program

The *2016-2017 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 2016 and 2017 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

Strafford Regional Planning Commission & Metropolitan Planning Organization

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total amounts and sources of Federal and matching funds.”

The scope of work for the *2016-2017 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 Planning Factors as outlined in the transportation bills: SAFETEA-LU and MAP-21, along with addressing the New Hampshire Federal Highway Administration and Federal Transit Administration Planning Emphasis Areas (PEAs). The *2016-2017 Unified Planning Work Program* scope of work is designed to facilitate progress toward the Strafford Metropolitan Planning Organization regional transportation objectives outlined in the *2015-2040 Metropolitan Transportation Plan*.

On September 30, 2009 SAFETEA-LU, the bill authorizing transportation programs, planning factors, and funding for surface transportation expired. SAFETEA-LU was extended through continuing resolutions multiple times before being replaced by MAP-21 on October 1, 2012. Strafford Metropolitan Planning Organization activities, as outlined in the *2016-2017 Unified Planning Work Program*, adhere to the current planning factors and requirements of MAP-21.

In recognition of the anticipated rulemaking that will result from the new requirements in MAP-21, Strafford Metropolitan Planning Organization is committed to taking the necessary steps to be in compliance with any new transportation regulations that become law during the rulemaking process. The cornerstone of MAP-21 is the transition to performance and outcome based federal aid programs for transportation planning and programming. USDOT sets the performance measures in consultation with states and metropolitan planning organizations. States and metropolitan planning organizations set performance targets in support of the USDOT measures, and further describe how program and project selection will help achieve their targets. States and metropolitan planning organizations will report to USDOT on their progress in achieving these targets. Public involvement remains a hallmark of the planning process. States and metropolitan planning organizations will be working together to achieve compliance with all MAP-21 requirements. This applies to any guidance that may be created that outlines performance measures.

The table on the following pages outlines the scope of work for the *2016-2017 Unified Planning Work Program*, corresponding with the descriptions of tasks and subtasks in the document.

Table 1: 2016-2017 Unified Planning Work Program Category & Task Outline

Category 100: Administration & Training	
Task Number	Task Title
101	Invoices, Accounting, Audits, & Reports
101.1	Financial Management and Reporting
102	Program Administration
102.1	UPWP Development & Amendments
102.2	UPWP Administration & Reporting
102.3	SMPO Prospectus & Bylaws
102.4	Certifications, Compliance, & Reporting
103	Training & Memberships
103.1	Training
103.2	Memberships
103.3	Review of Transportation Materials
104	Indirect Cost Rate (Set Aside)

Category 200: Policy & Planning	
Task Number	Task Title
201	Ten-Year Plan (TYP)
201.1	GACIT
201.2	Statewide Ten-Year Plan
202	Land Use, Economic Development, & Environmental Linkages
202.1	Land Use, Economic Development, & Environmental Linkages
203	Transportation Planners Collaborative
203.1	Transportation Planners Collaborative (TPC)
204	Interagency Consultation
204.1	Interagency Consultation
205	Transportation Improvement Program
205.1	Annual Listing of Obligated Projects
205.2	2015-2018 Transportation Improvement Program
205.3	2017-2020 Transportation Improvement Program
206	Congestion Management Process
207	Intelligent Transportation System
207.1	Intelligent Transportation System
208	Regional Transportation Plan - NOT APPLICABLE
209	Transportation Air Quality Conformity
209.1	Transportation Air Quality Conformity
210	Metropolitan Transportation Plan (MTP)
210.1	Metropolitan Transportation Plan Development & Amendments
211	Livability and Complete Streets Planning Support
211.1	Complete Streets, Parking, Bicycle and Pedestrian Planning Assistance
211.2	Walkability, Livability, and Public Health Planning Assistance
211.3	Multi-Use & Recreational Trail Planning Assistance
212	Transportation Project Database
212.1	Transportation Project Database
212.2	Scenario Planning and Visualization

Category 300: Public Involvement and Coordination	
Task Number	Task Title
301	Technical Advisory Committee
301.1	Technical Advisory Committee (TAC)
302	Planning Commission & Executive Committee
302.1	Planning Commission & Executive Committee
303	Public Participation Plan
303.1	Public Participation Plan (PPP)
304	Public Outreach
304.1	Public Involvement
304.2	Media Activities & Website
304.3	Inclusionary Actions
305	Policy Committee
305.1	Policy Committee
306	SMPO Representation
306.1	Strafford MPO Representation
306.2	Public Presentations

Category 400: Plan Support	
Task Number	Task Title
401	Traffic Counts
401.1	Traffic Count Data Collection & Management
401.2	Supplemental Traffic Counts
401.3	Turning Movement Counts
402	Geographic Information System
402.1	Standardized GIS Maps
402.2	Regional Safety Analyses
402.3	Natural Resources Inventory
402.4	GIS Data Organization and Quality Assurance
403	Demographics & Socioeconomics
403.1	Economic Data
403.2	Demographic Data
404	Equipment
404.1	Equipment Acquisition
404.2	Hardware & Software Data
405	Transportation Model
405.1	Model Updates, Enhancements, & Development Coordination
405.2	Building and Development Growth
406	Performance Measures, Data Collection, Analysis, & Reporting
406.1	Performance Measures, Targets, and Reporting
406.2	Performance Measures, Data Collection, and Analysis
407	GIS Based Transportation Inventories
407.1	SADES Culvert Assessments
407.2	SADES Regional Sidewalk Inventory
407.3	SADES Pavement Condition RSMS Assessment
407.4	Commuter Corridor "Access Point" Inventory
407.5	Regional Bicycle & Pedestrian Traffic Data Analysis
407.6	Regional Bicycle & Pedestrian Traffic Data Collection
407.7	Other Transportation Infrastructure Inventories
408	Transportation Micro-Simulation Modeling
408.1	Transportation Micro-Simulation Modeling

Category 500: Technical Assistance and Support	
Task Number	Task Title
501	Local & Regional Assistance
501.1	General Transportation Assistance
501.2	Local Officials, Boards, & Committees
501.3	Coordination with Other MPOs
502	State & Federal Assistance
502.1	State & Federal Assistance
503	Program Support
503.1	Congestions Mitigation Air Quality (CMAQ)
503.2	Highway Safety Improvement Program (HSIP)
503.3	Transportation Alternatives Program (TAP)
504	Special Projects
504.1	Special Projects
505	Regional Coordinating Council
505.1	Coordinated Plan Activities
505.2	Planning Assistance to the Alliance for Community Transportation (ACT)
506	Transit Agency Support
506.1	Planning Assistance to Regional Transit Providers
506.2	Data collection, Analysis and Mapping
507	Intermodal Transportation Planning and Integration
507.1	Passenger and Freight Rail Planning
507.2	Aviation Planning
507.3	Port Planning

Federal Transportation Planning Factors

Under previous authorizing legislation, the *Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)* and the *Transportation Equity Act for the 21st Century of 1998 (TEA-21)*, and the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*, Congress showed support for metropolitan and statewide transportation planning by emphasizing distinct areas which metropolitan planning organizations (MPOs) and states should consider when developing their plans.

The latest authorizing legislation, Map-21, builds on this tradition, and the planning factors largely remain unchanged. The National Goals and Supporting UPWP tasks are as follows:

- 1) **Safety**- significant reduction in traffic fatalities and serious injuries
- 2) **Infrastructure condition** – state of good repairs
- 3) **Congestion reduction** – significant reduction
- 4) **System reliability** – efficiency improvements
- 5) **Freight movements** – improve freight movement
- 6) **Economic vitality**-prosperity in urban, rural areas
- 7) **Environmental sustainability** – performance and protection
- 8) **Reduced project delivery delays** – costs, expedite goods movement

Table 2: Moving Ahead for Progress in the 21st Century: National Performance Goals & Supporting UPWP Tasks (by task number)

MAP-21 Performance Goals		Category 100	Category 200	Category 300	Category 400	Category 500
1	Safety	103, 105	201, 203, 204, 205, 207, 210, 211, 212	301,303,305,306,307	401,403,405,407,408	501,502,503,504,505,506,508
2	Infrastructure condition	103, 105	201,203,204, 205,210, 211, 212	301,303,305,306,307	403,408, 407	501,502,503,504,505,506,508
3	Congestion reduction	103, 105	201, 203, 204, 205, 207, 209,210, 211, 212	301,303,305,306,307	401, 403,406, 407,408	501,502,503,504,505,506,508
4	System reliability	103, 105	204, 203, 204, 205, 207, 210, 211, 212	301,303,305,306,307	401, 403,406, 407	501,502,503,504,505,506, 508
5	Freight movements	103, 105	201, 203, 204, 205, 207,210, 211, 212	301,303,305,306,307	401, 403,406, 407	501,502,503,504,505,506,508
6	Economic Vitality	103, 105	202, 203, 204, 205, 207, 209, 211, 210,	301, 303, 304, 305, 306, 307	403, 404, 406, 407, 409	501,502,503,504,505,506, 508
7	Environmental Sustainability	103, 105	202, 201, 203, 204, 205, 210, 211, 212	301,303,305,306,307	403, 407, 408,	501,502,503,504,505,506, 508
8	Reduced project delivery delays	103, 105	201, 203,204,205,210, 211, 212	301,303,305,306,307	403,407,409	501,502,503,504,505,506, 508

Federal Highway Administration & Federal Transit Administration New Hampshire Planning Emphasis Areas

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 *2016-2017 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 *2016-2017 Unified Planning Work Program*, Strafford Metropolitan Planning Organization is striving to incorporate these recommendations into the scope of work. This reflects Strafford Metropolitan Planning Organization's ongoing efforts to comply with federal goals and regulations, while meeting the needs of the Strafford region.

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

- 1. Map-21 Compliance, Planning Performance Measures**
- 2. Urbanized Area Sub-allocation and Project Selection**
- 3. Freight Planning**
- 4. Fiscal Constraint and Financial Planning**
- 5. Metropolitan and Statewide Travel Demand Model Maintenance**
- 6. Data Collection for HPMS and CMP Maintenance and Monitoring**
- 7. Planning & Environmental Linkages (PEL)**
- 8. Climate Change**
- 9. Livability and Sustainability**
- 10. Project Monitoring**
- 11. Program Monitoring and Reporting**

Table 3: Planning Emphasis Areas and Supporting Tasks

Planning Emphasis Areas		Category	Category 200	Category	Category 400	Category 500
1	Map-21 Compliance, Planning Performance Measures	103	204, 211	303, 305,	401, 403,404, 407, 408	501, 502, 505, 506, 508
2	Urbanized Area Sub-allocation and Project Selection	102, 103	201, 205, 210	301	403, 408, 407	503
3	Freight Planning	103	201, 205, 207, 209, 210	301,306, 307,	401, 403, 406, 407, 408, 409	501, 502, 503,504, 505, 506, 508
4	Fiscal Constraint and Financial Planning	102	204, 205, 210	301, 305,	409	502,503
5	Metropolitan and Statewide Travel Demand Model Maintenance	103			401, 403, 406, 407	
6	Data Collection for HPMS and CMP Maintenance and Monitoring	103	209		401,403,406,407	502
7	Planning and Environmental Linkages (PEL)	103	202,		403, 404, 407, 408	501,502,
8	Climate Change	103	201, 205, 209, 210		403, 407, 408	501,502
9	Livability and Sustainability	103	201, 202,205, 210, 211	301, 304, 305	403, 404, 407, 408	501,502,503,505,506, 508

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Planning Emphasis Areas		Category	Category 200	Category	Category 400	Category 500
10	Project Monitoring	105	201, 204, 205, 210, 212	301, 305, 306	407	501, 502
11	Program Monitoring and Reporting	102	201, 204, 205, 210	301, 305, 306	407	501, 502, 503

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Table 4: Tasks Addressing Recommendations from the SMPO 2014 Transportation Planning Review

Recommendations	Category 100	Category 200	Category 300	Category 400	Category 500
1 Address climate change in planning documents; support NHDES through Climate Change Action Plan	103	202, 209	304	403, 406, 407, 408, 409	501, 502,
2 Voluntary use of INVEST to evaluate sustainability of planning process and products; work with FHWA to deliver scenario planning workshop		201, 202, 207, 211		401, 406, 407, 408	501, 502, 503,
3 Continue to use NHDOT standing NR and CR Committees to review planning documents; use of NEPA process for EA and EIS analyses		202, 209 210		403, 406, 407, 408	501, 503
4 Incorporate performance measures and targets in planning documents; Consider establishing congestion management process		201, 202	306	404, 406, 407, 408, 409	501, 502, 508
5 FY2010 review: Continue efforts to develop system performance and other performance measures and targets;		202, 203, 210	306	401, 404, 406, 407, 408, 409	501, 502, 508
6 FY2010 review: Consider developing a congestion management process through data collection and monitoring of the system		201, 202, 203, 205, 207, 209, 210	306	401, 403, 404, 406, 407, 408, 409	504
7 FY2010 review: continue efforts to coordinate with adjacent MPOs , especially Rockingham with whom we share travel demand model and ITS		203, 204, 209, 210, 211	306	403, 404, 405, 406, 407, 408, 409	501, 502, 505
8 FY2010 review: continue meeting with NHDOT Highway Design staff to review project cost estimates and to ensure accurate and properly adjusted for inflation	103	201, 205, 210		403, 408	502, 503

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Recommendations		Category 100	Category 200	Category 300	Category 400	Category 500
9	FY2010 review: revisit Cost Estimating Process review as necessary to assess current implementation status of recommendations	102,103	201, 205, 210		403, 408	501
10	FY2010 review: conduct a coordinated travel diary survey encompassing both seacoast MPOs. Survey would support enhanced calibration of each model component		202, 203, 209, 210	306	404, 406, 408	504
11	Annual Report specifies when submitted and to whom. Recommend for FY2015 to NHDOT on or before 10/1. Consider aligning MPO program year with federal year	102	203, 210	304		
12	Public meeting data collection: recommend use of form from Washington state with explanation for data collection during meeting	102	201, 210	301, 303, 304, 305		501, 503
13	Title VI report: most recent published on website in a prominent easily accessible location	102,103	210	303, 304		501
14	Travel demand model: conduct assessment of data needs to support near and long term model activities to facilitate an agreement with regional partners on data priorities	103	209, 210, 211	306	401, 403, 404, 406	504, 505, 506, 508
15	Travel demand model: explore emerging techniques in data collection; consider prioritizing enhancement to the model based on anticipated needs and requirements of regional performance based planning, measures and metrics	103	209, 210, 211	306	401, 403, 404, 406	504, 506, 508
16	Interagency and interregional coordination: reach out to neighboring MPOs and transit operators to seek advice and coordination in development and implementation of performance measures and targets and potentially the congestion management process for region		203, 205, 209, 210	306, 307	403, 405, 406, 408	502, 505, 506, 508

Organization of the Unified Planning Work Program

The Unified Planning Work Program summarizes the tasks and activities that will be undertaken to support the Strafford Metropolitan Planning Organization's planning efforts. During the fall of 2010, in an effort to establish consistency and consensus within the Unified Planning Work Program, a planning group with members representing New Hampshire regional planning commissions, metropolitan planning organizations, NHDOT, and the Federal Highway Administration held a series of workgroup meetings. The group focused on addressing a number of concerns related to the content of the Unified Planning Work Program including:

- Identifying critical/mandatory work tasks
- Developing a definition and scope-of-work for each task
- Creating a consistent structure for tasks
- Building flexibility for moving funding between tasks
- Establishing standards to maintain appropriate levels of accountability
- Establishing common standards and guidance for monthly invoicing

The process resulted in a scope of work that includes five main *categories*, each containing a number of work *tasks* representing the core work essential to the planning efforts of the Metropolitan Planning Organization.

No structural changes have been made for the *2016-2017 Unified Planning Work Program* contract at the task level (Task 102); there have been changes at the subtask level (102.1).

The following is a description of the categories and tasks included in the *2016-2017 Unified Planning Work Program*, including details about the content for the Categories and Tasks.

Category and Purpose:

Each category provides a detailed explanation of its importance and purpose for regional transportation planning.

Task and Objective:

Tasks will be 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.

Subtasks and Work Products:

Under each task, all subtasks and work products are listed that will be included in the task. Task/subtask descriptions and work products for this scope of work are created in consultation with the Metropolitan Planning Organization's Technical Advisory Committee and Policy Committee, as well as federal and state agencies and transit providers. This list reflects ongoing and cyclical tasks, required federal activities, and requested activities from the above list of agencies.

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, Accounting, Audits & Reports

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

101.1 Financial Management and Reporting: The purpose of this task is to administer the Unified Planning Work Program contract and any subcontracts. This includes invoices, indirect cost rate development and annual audit preparations, cost accounting, and monitoring Unified Planning Work Program 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) Indirect Cost Rate Administration reports, proposals & adjustments
- 5) Annual audit report
- 6) Implementation of any Management recommendations from auditors
- 7) Administrative, personnel, clerical, and supervisory support

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.

102.1 Unified Planning Work Program Development & Amendments: The purpose of this subtask is to develop and obtain approval of the 2018-2019 Unified Planning Work Program and to monitor and amend the 2016-2017 Unified Planning Work Program.

Work Products:

- 1) Unified Planning Work Program for Fiscal Years 2018-2019
- 2) Reports and amendments to Unified Planning Work Program for Fiscal Years 2016-2017 (and as needed Fiscal Years 2014-2015)

102.2 Unified Planning Work Program Administration & Reporting: The purpose of this subtask is to encompass all general administrative and support activities necessary to implement the 2016-2017 Unified Planning Work Program. It allows for the management and administration of the

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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.

Work Products:

- 1) Monthly Program Reports
- 2) Annual Program Reports
- 3) Unified Planning Work Program Midterm Review report
- 4) Compliance with federal and state regulations and statutes

102.3 SMPO Prospectus and Bylaws: The purpose of this subtask 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

102.4 Certifications, Compliance & Reporting: The purpose of this subtask 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.

Work Products:

- 1) Title VI, Environmental Justice reports and analytics
- 2) Annual Certifications & reports

Task 103: Training & Memberships

Objectives: Provide staff development and training through attendance and presentations at transportation related online and onsite courses, webinars, workshops, seminars, and conferences. Maintain a metropolitan planning organization membership to AMPO, NEARC, and other state and regional associations as a learning and information resource for transportation related topics.

103.1 Training: The purpose of this subtask 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. 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, utilizing GIS-based analytics mapping and data management, 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

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improvements, linking smart growth and economic development, and incorporating climate change adaptation and resilience into the Metropolitan Transportation Plan (LRTP).

Work Products:

- 1) Transportation planning training course certifications
- 2) Staff knowledge and skill set development
- 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

103.2 Memberships: The purpose of this subtask is to continue membership in the Association of Metropolitan Planning Organizations (AMPO) as allowed by federal rules, Northeast ARC Users Group (NEARC), New Hampshire Climate Collaborative, the New Hampshire Association of Regional Planning Commissions (NHARPC), the American Planning Association, the Transportation Section, and the Walkable Livable Institute. These memberships support staff acquisition of the knowledge and skills need to provide transportation planning functions.

Work Product:

Membership- as prescribed by federal regulations

103.3 Review of Transportation Materials and Documents: The purpose of this task is for staff to read FHWA, FTA, EPA, TRB, NHDES Air Resources, NHDOT, AMPO, AASHTO, NH Climate Collaborative materials and other documents and materials related to transportation. This provides time for staff to read and reread CFRs and other federal guidance and to learn best practices for implementing transportation programs and emerging programs, such as "Every Day Counts". This task also fosters a high level of understanding about rules and regulations mandated by the state and federal governments 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 product:

Knowledge of CFRs, federal and state guidance, rulemaking, newly released reports, studies, and other transportation-related planning materials

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Task 104: Indirect Cost Rate (Set Aside) NOT APPLICABLE

Objectives: 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.

- 201.1 Governor's Advisory Council on Intermodal Transportation:** The purpose of this subtask 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
- 2) Assistance to communities in presentations of local issues

- 201.2 Statewide Ten Year Plan:** The purpose of this subtask is to ensure that the public, communities, regional and statewide agencies are provided an opportunity to participate in the Ten Year Plan process starting with project solicitation, through project scoring, and scoping meetings. Ensure that public participation occurs continuously throughout the process, and that regional projects are included in the final version.

Work Products:

- 1) Project solicitation process for Ten Year Plan completion
- 2) Meeting attendance in region and with NHDOT
- 3) Regional Ten Year Plan priorities and project listing
- 4) Review of draft versions of Statewide Ten Year Plan
- 5) Preparation of public hearing testimony
- 6) Policy and process review committee participation, as necessary

Task 202: Land Use, Economic Development, & Environmental Linkages

Objectives: Facilitate planning connectivity in relation to land use, natural resources, economic development, climate change, livability, sustainability, and transportation. Implement appropriate transportation recommendations identified in Local Solutions for the Strafford Region (master plan), Strafford Comprehensive Economic Development Strategy, NH Climate Action Plan, and other relevant state and regional plans. Provide education to the public and businesses to foster the identification and implementation of resilient and effective transportation systems and facilities.

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202.1 Land Use, Economic Development, & Environmental Linkages:

The purpose of this task is to link the planning and project development of transportation systems to preparations for resiliency and climate change adaptation, quality of life, economic prosperity, livable communities and overall sustainability through regional, federal and state policy initiatives. The transportation nexus will be at the core of land use and sustainable planning activities undertaken by the Metropolitan Planning Organization. The task will integrate policies and implementation strategies from the Strafford Regional Plan, Strafford Comprehensive Economic Development Strategy, the All-Hazard Mitigation plans, and other regional planning documents supporting sustainable initiatives specific to Strafford region. Smart growth and transportation planning are directly linked to successful economic development strategies and the local and regional level. Through this task staff will support linking transportation planning with climate change adaptation efforts (e.g. Coastal Adaptation Workgroup and the Southeast Watershed Alliance) for the future health and resilience of the regional transportation network. These will be aligned with the revisions to the Metropolitan Transportation Plan per federal performance based planning and programming.

Work Products:

- 1) Transportation-related technical review and assistance to partner agencies, committees, and workgroups
- 2) Development of reports, fact sheets, and media presentations to present transportation challenges and opportunities.
- 3) Transportation technical guidance for the Coastal Adaptation Workgroup (CAW)
- 4) Transportation technical guidance for the Southeast Watershed Alliance
- 5) Transportation technical guidance for the Strafford Regional Economic Development District

Task 203: Transportation Planners Collaborative (TPC)

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

203.1 Transportation Planners Collaborative (TPC): The purpose of this task is to foster better communication amongst 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.

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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- 204.1 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 of materials presented at Interagency Consultation Group meetings
- 3) Coordination with regional communities and agencies on regional projects

Task 205: Transportation Improvement Program

Objectives: Complete required updates for the Strafford Metropolitan Planning Organization and Statewide Transportation Improvement Programs. In fiscal year 2017 prepare the Metropolitan Planning Organization Transportation Improvement Program in cooperation with NHDOT. Conduct other activities as needed in compliance with federal regulations.

- 205.1 Annual Listing of Obligated Programs:** The purpose of this task is to highlight the progress made. *Obligated Projects* will be available on line and published in the *Foster's Daily Democrat* twice during the 2016-2017 Unified Planning Work Program - once in January 2016 and once in January 2017. 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

Work Products:

- 1) Fiscal Year 2015 Annual Listing of Obligated Projects document with project maps
- 2) Fiscal Year 2016 Annual Listing of Obligated Projects document with project maps

- 205.2 2015-2018 Transportation Improvement Program:** The purpose of this task is to ensure that the 2015-2018 Transportation Improvement Program stays updated and that 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) Collaboration with NHDOT
- 2) Preparation of documentation and notices
- 3) Technical Advisory Committee and Policy Committee reviews
- 4) Comment & response document for amendments
- 5) Approval by Policy Committee or Executive Committee per Prospectus
- 6) Inclusion in Long Range Plan and TIP as amended
- 7) Report on performance targets

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205.3 2017-2020 Transportation Improvement Program: The purpose of this task is prepare the 2017-2020 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 2017-2020 TIP. The financial constraint analysis will also be performed under this sub-task.

Work products:

- 1) 2017-2020 Transportation Improvement Program document
- 2) Financial Constraint Analysis
- 3) Approval of the 2017-2020 Transportation Improvement Program by the Policy Committee
- 4) Comments and response document

Task 206: Congestion Management Process

Task 207: Intelligent Transportation System (ITS)

Objectives: Address 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.

207.1 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. The Metropolitan Planning Organization will offer to sponsor a regional ITS Advisory Committee to increase collaboration and to ensure that projects move forward in the Metropolitan Transportation Plan and Transportation Improvement Program.

Work products:

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

Task 208: Regional Transportation Plan - NOT APPLICABLE

Task 209: Transportation Air Quality Conformity

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

209.1 Transportation Air Quality Conformity: The purpose of this task is to ensure that the current version of the Air Quality Conformity Analysis document will be updated as needed to account for any amendments to the Transportation Improvement Program and the Metropolitan Transportation Plan. The Air Quality Conformity Analysis document will be updated to account for changes in the next Transportation Improvement Program and Statewide Transportation Improvement Program. 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,

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maps, and tables to provide clear information in an accessible manner will be used whenever appropriate when creating air quality documents.

Work products:

- 1) Updates to current Air Quality Conformity Analysis document as needed
- 2) New Air Quality Conformity Analysis document as needed
- 3) If needed, revisions to include any regional transportation projects as requested
- 4) Air quality determinations undertaken to support CMAQ, or other programs

Task 210: 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 2015-2040 Metropolitan Transportation Plan and related transportation planning documents per MAP-21, and other federal requirements.

210.1 Metropolitan Transportation Plan Development & Amendments: The purpose of this task is to complete necessary updates of the 2015-2040 Metropolitan Transportation Plan to include sections on: long range transportation project list, financial constraint, freight, operations and maintenance, and security. Instead of section updates, the entire plan may be updated to better integrate with the Strafford Comprehensive Economic Development Strategy, Local Solutions for the Strafford Region master plan, and the Strafford Regional Housing Needs Assessment, all adopted in January 2015. This would support federal guidelines from federal agencies to streamline and improve planning activities. The use of visualizations, maps, and tables to provide clear information in an accessible manner will be used whenever appropriate when updating the Metropolitan Transportation Plan or developing/revising chapters in the plan. Update the plan to ensure consistency with the Ten Year Plan and Transportation Improvement Program including the completion of the financial constraint analysis. Updates will be done in coordination with the Strafford Comprehensive Economic Development Strategy to find efficiency with shared elements of plans.

Work products:

- 1) Metropolitan Transportation Plan update
- 2) Financial Constraint Analysis and public comment documentation
- 3) Public Hearings and meetings
- 4) Amendments and minor revisions as necessary
- 5) Consistency with MPOs regarding Project Selection Criteria and Project Selection Process
- 6) Project solicitation in the winter of 2017
- 8) Integration of Strafford MPO planning documents and state and federal agency planning/best practices documents (e.g. NHDES Climate Action Plan, FHWA "INVEST" tool)
- 9) Description of performance measures and targets used to assess the performance of the transportation system.
- 10) Inclusion of a system performance report evaluating the condition and performance of the transportation system with respect to the established targets

Task 211: Livability and Complete Streets Planning Support

Objectives: Assistance to communities and agencies for livability and complete streets initiatives. Enhancing the quality of life for the public by promoting transportation options and providing information about complete street design.

211.1 Complete Streets, Parking, Bicycle and Pedestrian Planning Assistance: The purpose of this subtask is to support bicycle and pedestrian projects in the region and state, as well as collecting and analyzing data, and supporting applications. Provide technical assistance to communities and agencies with research and guidance on best practices, complete streets principles, intermodal facilities, connectivity, and project development. Participate, coordinate, and assist with the NH Statewide Bike Plan development.

Work products:

- 1) Planning assistance to organizations, municipalities and state agencies
- 2) Data collection and analysis
- 3) Research and reports
- 4) Attendance at meetings regarding bike & pedestrian projects
- 5) Planning for bicycle or pedestrian related events

211.2 Walkability, Livability, and Public Health Planning Assistance: The purpose of this subtask is to support livability and public health planning in the region and state. Staff will provide technical assistance to communities and agencies with research and guidance on best practices related to accessibility for all users of the transportation system. Work in this subtask will link transportation network improvements with public health efforts throughout the region.

211.3 Multi-Use & Recreational Trails Planning Assistance: The purpose of this subtask is to support multi-use and recreational trail projects in the region, including intra and inter regional trail networks, and rail to trail initiatives. Additionally, the subtask will allow for the collection and analysis of trail related data, supporting applications, and providing research and guidance on best practices, facilities and project development.

Work products:

- 1) Planning assistance to nonprofit organizations, municipalities and state agencies
- 2) Data collection and analysis
- 3) Research and reports
- 4) Attendance at meetings regarding multi-use trails projects

Task 212: Transportation Project Database

Objectives: Maintain a portfolio of transportation planning work products that can be referenced for reporting purposes, and enhance the ability of staff to track and understand transportation projects in the region on a GIS-based platform.

212.1 Transportation Project Database: The purpose of this task is to enhance the tracking of transportation projects in the region. The database stores a detailed GIS version of all regional transportation projects and provides the ability to more efficiently and accurately evaluate the feasibility, cost, and impact of regional transportation projects. Inclusion of new projects in this database involves entering relevant project details and establishing the geographic location via

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available location information and correspondence with knowledgeable municipal and regional planning personnel. Maintenance includes updating project details based on adjustments to project timelines and scopes, issued update reports, and details within established plans and programs (e.g. TIP/STIP, TYP, MTP).

Work products:

- 1) Maintenance of project database
- 2) Addition of new projects and data to current projects
- 3) Project tracking
- 4) Visualization and mapping

212.2 Scenario Planning and Visualization: The Purpose of this subtask is to develop land use/development scenarios to better plan for future transportation investments.

Work products:

Up to 1 annually -Alternative land use and transportation scenarios

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 decisions at meetings. Meeting minutes will be posted to the MPO website following approval by the committee.

301.1 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. Staff will organize monthly meetings and provide all documents related to the meetings to ensure that participants can make informed decisions at meetings.

Work products:

- 1) At least 10 Technical Advisory Committee meetings per year
- 2) Agenda, approved minutes, documents posted to website
- 3) Legal notices

Task 302: Planning Commission & Executive Committee

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

302.1 Planning Commission & Executive Committee: The purpose of this task is to provide the planning commission and 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 amendments to the Transportation Improvement Program (minor and major amendments)

Work products:

- 1) At least 10 Executive Committee meetings per year
- 2) At least 4 Planning Commission meetings per year
- 3) Agenda, approved minutes, documents posted to website
- 4) Legal notices

Task 303: Public Participation Plan

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.

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

Work products:

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

Task 304: Public Outreach

Objectives: Facilitate the exchange of information between the planning commission, local governments, businesses, university and colleges, associations, and the public on topics related to transportation. In particular, efforts that describe the goals of policies and programs in the Metropolitan Plan are priority actions.

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

Work products:

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

304.2 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) Legal 30-Day Public Hearing Notices
- 2) Agendas, approved minutes, documents posted in Fosters and on SRPC website; review documents posted at libraries, government centers
- 3) At least 12 monthly newsletters with transportation articles and updates
- 4) At least 40 weekly updates with transportation articles and updates (Bits and Pieces)
- 4) Distribution of transportation related materials to communities/libraries

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- 304.3 Inclusionary Actions:** The purpose of this task is to provide meaningful opportunities for input from minority, non-English speaking, other residents in the metropolitan planning organization's public involvement processes in accordance with Title 6 of the Civil Rights Act of 1964 and the Environmental Justice provisions of SAFETEA-LU.

Work products:

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

Task 305: Policy Committee

Objectives: Establish metropolitan planning organization's priorities and policies for region with due consideration of federal and state regulations and policies. Consider approval for metropolitan planning organization documents prepared on behalf of the region.

- 305.1 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 ensure that participants can have informed discussions and decision-making. 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) At least 10 Policy Committee agendas, minutes, documents
- 2) Agendas, approved minutes, documents posted to website
- 3) Attendance of community leaders and residents
- 4) Legal notices for meetings and public hearings
- 5) Technical assistance
- 6) Speakers and presentations for meetings
- 7) Letters and reports

Task 306: Strafford MPO Representation

Objectives: Provide a regional perspective and MPO representation at transportation related meetings and events. Gather information pertinent to regional interests from meetings and events attended, and disseminate the information to communities.

306.1 Strafford MPO Representation: The purpose of this task is to represent the regional perspective at NHDOT sponsored local official, task force, public informational meetings held during the project scoping, design and engineering phase of projects.

Work products:

- 1) At least 2 per year -attendance at transportation related meetings and events
- 2) Written comments regarding the regional perspective of local, regional, and state projects

306.2 Public Presentations: Staff will continue to give public presentations at the local, regional and state levels, as invited, such as the NH Municipal Association, NH OEP Spring Conference, professional associations, Chamber of Commerce, American Planning Association, Northeast ARC Users Group.

Work products:

At least 1 per year -public presentations about transportation related topics (as needed)

Category 400: Plan Support

Purpose: This category provides for the collection, analysis, visualization and maintenance of transportation planning data, including socioeconomic and transportation system data, for use in MPO transportation planning and travel demand model activities.

Task 401: Traffic Counts

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

401.1 Traffic Count Data Collection & Management: The purpose of this subtask 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) Monthly traffic count reports to NHDOT
- 2) Annual report to summarize traffic count data collected
- 3) Traffic count database
- 4) Traffic count GIS data

401.2 Supplemental Traffic Counts: The purpose of this task is to collect traffic count data for local communities, organizations and the NHDOT after completing the NHDOT's list of standard traffic counts (Activity 1 of this task). If a supplemental count is located near a standard NHDOT count, staff will set the supplemental count in order to reduce travel cost and save time. Counts will be performed at least once per year.

Work products:

- 1) Traffic count reports to NHDOT
- 2) Annual report to summarize traffic count data collected
- 3) Traffic count database
- 4) Traffic count GIS data

401.3 – Turning Movement Counts: The purpose of this subtask is to collect data on vehicular turning movements as requested by municipalities and other entities. Counts will be performed at least once per year. Staff will prepare reports to accompany counts and maintain data files for future use.

Work products:

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

Task 402: Geographic Information Systems (GIS)

Objectives: Develop and maintain transportation-related GIS data layers, including data layers that support transportation planning activities and programs.

402.1 Standardized GIS Maps: The purpose of this subtask is to update standardized GIS data and maps for each municipality in the region on an annual basis. Once updated, these maps will be posted to the Strafford Regional Planning Commission website.

Work products:

Up to 18 sets of standardized GIS transportation planning maps incorporating a variety of base layers and supplemental data features including aerial imagery, community infrastructure and utilities, environmental resources, protected and conservation lands, and zoning and land use classifications.

402.2 Regional Safety Analyses: The purpose of this subtask is to collect, summarize, and analyze available accident (crash) data for each municipality as it is released by NHDOT to assist in safety programs. SRPC staff will use Safety Analyst software to provide guidance for local infrastructure improvement projects.

Work products:

- 1) Regional crash data analysis
- 2) Regional crash maps
- 3) Infrastructure cost-benefit analysis for safety improvement projects

402.3 Natural Resources Inventory: The purpose of this subtask is to update the regional Natural Resources Inventory, as new GIS data becomes available. A comprehensive Natural Resources Inventory and GIS data are essential elements for linking transportation planning, climate change adaptation and resilience, and natural resources protection.

Work products:

- 1) Environmental resources data for each municipality
- 2) Region-wide NRI summary document

402.4 GIS Data Organization and Quality Assurance: The purpose of this subtask is to define and implement a uniform organizational structure for transportation and transportation-related GIS data. Staff will update GIS databases with relevant data from regional and state partners, update metadata, and complete routine quality analysis and control tasks.

- 1) Organizational protocols and documentation
- 2) Development of GIS data organization system

Task 403: Demographics & Socioeconomics

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

403.1 Economic Data: The purpose of this subtask is to download and archive the most recently available employment data to improve the Seacoast Travel Demand Model and to assist communities with local planning projects. This subtask will collaborate with the Strafford Comprehensive Economic Development Strategy document updates to ensure coordination of transportation & economic development infrastructure projects and planning activities.

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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

403.2 Demographic Data: The purpose of this subtask is to incorporate data from demographic sources as it is released from various nonprofit, federal, state agencies. Create demographic maps for the region's communities, organizations, and committees as necessary for transportation planning activities. This subtask will collaborate with the Local Solutions for the Strafford Region master plan and the Strafford Regional Housing Needs Assessment metric and document updates to ensure integration of transportation infrastructure with housing and land use activities and the built environment.

Work products:

- 1) Demographic Maps and Data
- 2) Metrics and reports

Task 404: Equipment Budget

Objectives: 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.

404.1 Equipment Acquisition: The purpose of this subtask is to acquire and replace equipment needed for traffic count data collection.

Work products:

- 1) Traffic count equipment purchases, including counters that track bicyclists and pedestrians, supplies, safety equipment and protective gear, etc.
- 2) Repair of traffic count equipment
- 3) Invoice documents for financial records

404.2 Hardware and Software: The purpose of this subtask is to purchase and maintain computer hardware and software used in transportation planning activities, such as GIS and other software maintenance agreements.

Work products:

- 1) Hardware and software purchases and maintenance agreements
- 2) Invoice documents for financial records

Task 405: Transportation Model

Objectives: Continue to streamline operations of the Seacoast Travel Demand Model and to improve overall capabilities. Maintain the model for use in air quality analysis under *EPA Ozone Standard* and for local forecasting applications. The model is used to evaluate the impacts on air quality attainment, system efficiency of proposed transportation projects and plans, and to refine and improve congested areas of the region's transportation network.

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405.1 Model Updates, Enhancements & Development Coordination: The purpose of this task is to use and maintain the Seacoast model in coordination with the Rockingham Planning Commission, NHDOT, and consultant. Efforts will be made to coordinate updates and enhancements to the Seacoast model with other NH MPO and NHDOT updates. Potential updates include but are not limited to adding new Transportation Analysis Zones (TAZ's), increasing road networks, creating a separate transit network, 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.

Work products:

- 1) Update and improve travel demand model
- 2) Contract with consultant for updates to travel demand model

405.2 Building & Development Growth: The purpose of this subtask is to collect building permit data for new construction from all eighteen communities within the SMPO 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
- 2) Annual Summary Report
- 3) Regional growth maps
- 4) Updated data collection and management protocol

Task 406: Performance Measures, Data Collection, Analysis, & Reporting

Objectives: The purpose of this task is to ensure Strafford MPO is able to meet federal requirements for performance based planning established in *Moving Ahead for Progress in the 21st Century (MAP-21)*. Develop agreed-to performance targets and methods for tracking planning activities in an effort to identify and improve the implementation of planning and programming functions and compliance with applicable federal and state regulations. Establish data collection procedures for meeting performance measures. Undertake data collection and analysis necessary to meet federal reporting requirements.

406.1 Performance Measures, Targets & Reporting: The purpose of this task involves the processes and products related to the development of performance measures, targets and reporting for the Strafford Metropolitan Planning Organization and for the Interagency Working Group for Performance Based Planning. This subtask continues work started as a fulltime activity in the second quarter of FY2015. Strafford Metropolitan Planning Organization volunteered to facilitate the Working Group through FY2015 through research, discussion, interviews, development, and tracking of performance measures related to the delivery of services, compliance with applicable state and federal rules, and the transportation system performance. As a transportation planning organization, activities pertain primarily to setting performance targets, standards, and collecting data to compare on-the-ground measurements to performance targets.

Work Products:

- 1) Develop performance measures and targets
- 2) Data Standards
- 3) Reporting protocol
- 4) Performance tracking methods
- 5) Attendance at performance measures working group meetings

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406.2 Performance Measures, Data Collection & Analysis: Once performance measures are agreed to, Strafford MPO will continue working with state and federal agencies to establish measurable performance targets and procedures for collecting data. This task also allows for the collection and analysis of data necessary to complete this task.

Work products:

- 1) Define performance measures
- 2) Establish data collection procedures
- 3) Collect and analyze performance metrics data for reporting

Task 407: Collect & Maintain GIS Based Transportation Inventories

Objectives: Identify, collect and maintain data to enhance transportation planning activities. Inventory key transportation facilities in the region to provide a more complete picture of assets to communities, better identify gaps in key infrastructure, and track transportation investments in a format that is compatible with the transportation project database.

407.1 SADES Culvert Assessments: The purpose of this subtask 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
- 5) Annual or biennial local culvert reports

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

Work products:

- 1) Field collection of sidewalk data using SADES protocol
- 2) Sidewalk data layer development
- 3) Data collection survey for annual sidewalk data layer maintenance
- 4) Quality Analysis & Quality Control review

407.3 SADES Pavement Condition RSMS Assessment: The purpose of this subtask is to collect pavement condition for Class V (local) roads for the SADES pilot RSMS project. Initial assessment extent will cover one municipality. Data collection will be performed during the standard field season (May – October) one year, and analysis and projection modeling performed during the following year. Staff will prepare reports and

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manage data files for use by regional partners, municipalities, and NHDOT staff.

Work products:

1. Development of methodology document for data collection and quality analysis / quality control reviews
2. Data collection
3. Creation of roadway pavement GIS data layers
4. Roadway pavement reports and maps

407.3 Commuter Corridor "Access Point" Inventory: The purpose of this subtask is to create an inventory of access points along the major regional commuter corridors. This assessment requires the use of a specified methodology, assumptions, and data collection. The assessment will provide valuable information to communities regarding safety; causes of congestion, local driveway permit standards, and will help identify target areas that may benefit from access management agreements. Data collection efforts are for the purpose of creating and maintaining a GIS data layer of access points. Work is being coordinated with NH DOT Districts 6 and 3.

Work products:

- 1) Quality Analysis & Quality Control methodology document
- 2) "Access point" data layer updates
- 3) Data collection survey for annual data layer maintenance
- 4) Quality Analysis & Quality Control review of in-house work

407.4 Regional Bicycle & Pedestrian Traffic Data Analysis: The purpose of this subtask is to analyze pilot bicycle and pedestrian movement data to support regional bicycle and pedestrian improvement projects.

Work products:

- 1) Managed database of bicycle and pedestrian movement data

407.5 Regional Bicycle & Pedestrian Traffic Data Collection: The purpose of this subtask is to pilot collection of bicycle and pedestrian movement data or acquisition of data from other sources. Staff will prepare reports and manage data files for use by regional partners, municipalities, and NHDOT staff.

Work products:

- 1) Database of bicycle and pedestrian movements
- 2) Bicycle and pedestrian movement reports and maps

407.6 Other Transportation Infrastructure Inventories: The purpose of this subtask is to allow for the collection of baseline data of 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

Task 408: Transportation Micro-Simulation Modeling

Objectives: Develop scenarios for evaluating alternative transportation infrastructure designs on a project level scale. Micro simulation modeling is a low cost method for better understanding transportation project design impacts before investments are made.

408.1 Transportation Micro-Simulation Modeling: The purpose of this subtask is to allow for the evaluation of transportation project design prior to significant investment in a project. Micro-simulation modeling assists with determining the best design for an infrastructure investment.

Work products:

Micro-simulation modeling

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 small-scale, limited-in-scope periodic assistance to municipalities, nonprofits, and local organizations on transportation related topics. Work cooperatively with neighboring regional planning commissions and metropolitan planning organizations to further shared transportation planning objectives.

501.1 General Transportation Assistance: The purpose of this subtask is to provide general transportation planning assistance to regional communities and the public. Assistance may include: review of development site plans for access management and safety issues; review of traffic impact analysis; conducting special traffic counts; assistance in preparing grant applications, requests for proposals, or special studies; review of zoning and land use regulations to incorporate transportation planning principles, strategies and standards; and education to communities regarding the impact of land use decisions on transportation and vehicle miles traveled (VMT) growth.

Work products:

- 1) Local community data and analysis, land use and project documents
- 2) Land use and corridor study projects
- 3) Parking study reviews
- 4) Traffic study – counts, reviews
- 5) Park & ride studies
- 6) Regional Impact Reviews

501.2 Local Officials, Boards & Committees: The purpose of this subtask is to support committees, boards, and local officials regarding transportation issues. These include local project development, transportation chapter updates, transportation related local regulations, ordinances, subdivisions, smart growth, complete streets, livable and walkable communities, low impact development, context sensitive solutions, travel demand management, mobility, accessibility, safety, connectivity, and land use impact on travel demand.

Work products:

- 2) Attendance at meetings
- 3) Research for meetings
- 4) Technical assistance with development of regulations and ordinances on limited basis per request
- 5) Technical assistance with projects, applications, reviews per request

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501.3: Coordination with Other MPOs: The purpose of this sub task is to Support interstate, interagency coordination for the Piscataqua River Basin, Boston-Portland Interstate 95, and rail corridor freight and transit improvements. Identify needs, short-and long-term improvements, and strategies to achieve integrated transportation services and infrastructure for passenger and freight movement on this corridor, as well as connecting intermodal facilities and service providers. Support long-term, collaborative strategies to improve the rail corridors and port of NH, enhance the parallel interstate highway system operations, and provide improved freight and passenger efficiencies for the northern New England corridor. Coordinate with other MPOs for appropriate planning related activities such as performance based planning and programming, port and rail enhancements, transit and intercity bus services and facilities.

Work products:

At least 2 collaborative events with other MPOs and RPCs on interregional planning efforts

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.

502.1 State & Federal Assistance: The purpose of this subtask is to advance regional priorities through aiding and supporting requests by state or federal agencies for technical assistance on projects, plans, and participation on transportation related committees.

Work products:

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

Task 503: Program Support

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

503.1 Congestion Mitigation and Air Quality (CMAQ): The purpose of this subtask 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.

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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

503.2 Highway Safety Improvement Program (HSIP): The purpose of this subtask 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) Coordination with NHDOT
- 2) Participation in NHDOT Highway Safety audits and meetings in the region
- 3) Provision of regional highway safety data when requested

503.3 Transportation Alternatives Program (TAP): The purpose of this subtask 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.

504.1 Special Projects: The purpose of this subtask 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:

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 public transportation in the SMPO area by participating with the Alliance for Community Transportation, Strafford's Regional Coordination Council, in conformity with federal and state regulations.

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

Work products:

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

505.2 Planning Assistance to the Alliance for Community Transportation (ACT): The purpose of this subtask 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) At least 8 meeting per year - attendance at member meetings
- 2) At least 6 meetings per year -attendance at ACT Executive Committee meetings
- 3) Provide support and information to ACT about funding opportunities, management, data, mapping, etc.

Task 506: Transit Agency Support

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

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

Work products:

- 1) Technical assistance, maps, data, and professional advice

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- 2) Participation in monthly COAST Board meetings
- 3) Provision of assistance and information about funding opportunities
- 4) Facilitation of meetings, as needed

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

Work products:

- 1) Survey Instrument
- 2) Final Statistics of Intermodal Survey

Task 507: Intermodal Transportation Planning and Integration

Objectives: Promote and participate in intermodal transportation planning activities. Provide planning support and data collection for rail, aviation, port project development, and regional planning activities. 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 Stafford region.

507.1 Passenger and Freight Rail Planning: The purpose of this subtask is to support passenger and freight rail planning activities including support for reestablishing and upgrading rail systems that pass through the Stafford region, researching rail funding opportunities, creating rail grants, meeting rail objectives outlined in the Stafford Comprehensive Economic Development Strategy, and assisting communities and businesses with interest in establishing rail sidings to promote economic development. 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 Stafford 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
- 3) Research and reports
- 4) Grant Research and plan development

507.2 Aviation Planning: The purpose of this subtask is to support aviation planning and the integration of the aviation system with other modes in transportation system. Activities are primarily focused on enhancing connectivity from surface modes of transportation to airports to promote efficient movement of freight and people between modes, and enhancing the economic competitiveness of the region by maximizing the utility of the existing aviation infrastructure within, or in close proximity to the Stafford region.

Work products:

- 1) Planning assistance to nonprofit organizations, municipalities, and state agencies related to ground access and egress, intermodal transfer, and alternatives to address

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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

507.3 Port Planning: The purpose of this subtask is to support port planning and the integration of ports with other modes in transportation system. Activities are primarily focused on enhancing connectivity from surface modes of transportation to ports to promote efficient movement of freight between modes and enhancing the economic competitiveness of the region by maximizing the utility of the existing port infrastructure near the Strafford region.

Work products:

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

Other Transportation Planning Activities

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 2016-2017 Unified Planning Work Program are summarized below.

FTA 5307 – Urbanized Area Formula Grant Program

COAST General & Comprehensive Transit Planning (FTA 5307)

Description: 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)	2016	2017
Federal Funding	\$80,000	\$80,000
COAST Matching Funding	\$20,000	\$20,000

Newmarket – Route 108 Corridor Study

Description: The Town of Newmarket is interested in conducting a corridor study along Route 108. Route 108 travels approximately four miles through the Town of Newmarket. Newmarket is also interested in locating a Park n' Ride with transit services along Route 108. The town of Durham is also interested in a similar facility along this route. Based on the costs associated with Phase II of the Route 125 Corridor Study, we anticipate the costs for this corridor study to be approximately \$30,000 per mile.

While we would like to include other communities along Route 108 in a corridor study, many communities have acknowledged that providing the local match continues to be a challenge.

Research topics include, but are not limited to:

- Access Management study of Route 108
- Review of existing municipal ordinances and regulations to determine maximum build-out analysis for Route 108
- Park n' Ride and transit center development
- Safety improvements related to bicycle and pedestrian traffic and public transportation stops
- Possible scenarios to improve at grade rail crossing along Route 108, that serves Downeaster passenger rail service and freight rail service
- Review of potential future development scenarios and impact on Route 108
- If needed, additional traffic counts

Estimated Costs:

Total funding needs:	\$120,000
Federal Contribution:	\$96,000
Local Contribution:	\$24,000

Table 5: 2016-2017 UPWP Category & Task Timeline

Category 100: Administration & Training		Anticipated Work Schedule for FY 2016				Anticipated Work Schedule for FY 2017			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task Number	Task Title	Frequency							
101	Invoices, Accounting, Audits, & Reports								
	101.1 Financial Management and Reporting (prepared by financial contractor)								
102	Program Administration								
	102.1 UPWP Development & Amendments								
	102.2 UPWP Administration & Reporting								
	102.3 SMPO Prospectus & Bylaws								
	102.4 Certifications, Compliance, & Reporting								
103	Training & Memberships								
	103.1 Training								
	103.2 Memberships								
	103.3 Review of Transportation Materials								
104	Indirect Cost Rate (Set Aside)								

Category 200: Policy & Planning

		Anticipated Work Schedule for FY 2016				Anticipated Work Schedule for FY 2017				
Task Number	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
201	Ten-Year Plan (TYP)									
	201.1 GACIT	Ongoing								
	201.2 Statewide Ten-Year Plan	As Needed								
202	Land Use, Economic Development, & Environmental Linkages									
	202.1 Land Use, Economic Development, & Environmental Linkages	Ongoing								
203	Transportation Planners Collaborative									
	203.1 Transportation Planners Collaborative (TPC)	Quarterly								
204	Interagency Consultation									
	204.1 Interagency Consultation	Monthly								
205	Transportation Improvement Program									
	205.1 Annual Listing of Obligated Projects	Annually in December								
	205.2 2015-2018 Transportation Improvement Program	As Needed								
	205.3 2017-2020 Transportation Improvement Program	Biennial Update								

Category 200: Policy & Planning

Anticipated Work Schedule for FY 2016

Task Number	Task Title	Frequency	Anticipated Work Schedule for FY 2016			
			Q1	Q2	Q3	Q4
206	Congestion Management Process	As Needed				
207	Intelligent Transportation System					
	207.1 Intelligent Transportation System	Updates in Jan & Jun				
208	Regional Transportation Plan - NOT APPLICABLE					
209	Transportation Air Quality Conformity					
	209.1 Transportation Air Quality Conformity	To be determined				
210	Metropolitan Transportation Plan (MTP)					
	210.1 Metropolitan Transportation Plan Development & Amendments	Ongoing				
211	Livability and Complete Streets Planning Support					
	211.1 Complete Streets, Parking, Bicycle and Pedestrian Planning Assistance	Ongoing				
	211.2 Walkability, Livability, and Public Health Planning Assistance	Ongoing				
	211.3 Multi-Use & Recreational Trail Planning Assistance	Ongoing				
212	Transportation Project Database					
	212.1 Transportation Project Database	Ongoing				
	212.2 Scenario Planning and Visualization	As Needed				

Category 300: Public Involvement & Coordination

Anticipated Work Schedule for FY 2016

Task Number	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
301	Technical Advisory Committee									
	301.1 Technical Advisory Committee (TAC)	Monthly								
302	Planning Commission & Executive Committee									
	302.1 Planning Commission & Executive Committee	Monthly								
303	Public Participation Plan									
	303.1 Public Participation Plan (PPP)	As Needed								
304	Public Outreach									
	304.1 Public Involvement	As Needed								
	304.2 Media Activities & Website	As Needed								
	304.3 Inclusionary Actions	As Needed								
305	Policy Committee									
	305.1 Policy Committee	Monthly								
306	SMPO Representation									
	306.1 Strafford MPO Representation	As Needed								
	306.2 Public Presentations	As Needed								

Category 400: Plan Support

Anticipated Work Schedule for FY 2016

Task Number	Task Title	Frequency	Anticipated Work Schedule for FY 2016			
			Q1	Q2	Q3	Q4
401	Traffic Counts	Ongoing				
	401.1 Traffic Count Data Collection & Management	As Requested				
	401.2 Supplemental Traffic Counts	As Requested				
	401.3 Turning Movement Counts	As Requested				
402	Geographic Information System	As Needed				
	403.1 Standardized GIS Maps	Annual				
	403.2 Regional Safety Analysis	As Needed				
	403.3 Natural Resources Inventory	Ongoing				
403	403.4 GIS Data Organization and Quality Assurance	Ongoing				
	Demographics & Socioeconomics	Ongoing				
	404.1 Economic Data	Ongoing				
404	404.2 Demographic Data	Ongoing				
	Equipment	As Needed				
405	405.1 Equipment Acquisition	As Needed				
	405.2 Hardware & Software Data	As Needed				
406	Transportation Model	Ongoing				
	406.1 Model Updates, Enhancements, & Development Coordination	Ongoing				
	406.2 Building and Development Growth	Ongoing				

Category 400: Plan Support

Anticipated Work Schedule for FY 2016

Anticipated Work Schedule for FY 2017

Task Number	Task Title	Frequency	Anticipated Work Schedule for FY 2016				Anticipated Work Schedule for FY 2017						
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
406	Performance Measures, Data Collection, Analysis, & Reporting												
	406.1 Performance Measures, Targets, and Reporting	Ongoing											
	406.2 Performance Measures, Data Collection, and Analysis	Ongoing											
407	GIS Based Transportation Inventories												
	407.1 SADES Culvert Assessments	Seasonal											
	407.2 SADES Regional Sidewalk Inventory	Seasonal											
	407.3 SADES Pavement Condition RSMS Assessment	Seasonal											
	407.4 Commuter Corridor "Access Point" Inventory	As needed											
	407.5 Regional Bicycle & Pedestrian Traffic Data Analysis	As needed											
	407.6 Regional Bicycle & Pedestrian Traffic Data Collection	Seasonal											
407.7 Other Transportation Infrastructure Inventories	As needed												
408	Transportation Micro-Simulation Modeling												
	408.1 Transportation Micro-Simulation Modeling	As Needed											

Category 500: Technical Assistance & Support

Anticipated Work Schedule for FY 2016

Anticipated Work Schedule for FY

Task Number	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
501 Local & Regional Assistance										
501.1	General Transportation Assistance	As Needed								
501.2	Local Officials, Boards, & Committees	As Needed								
501.3	Coordination with Other MPOs	As Needed								
502 State & Federal Assistance										
502.1	State & Federal Assistance	As Needed								
503 Program Support										
503.1	Congestions Mitigation Air Quality (CMAQ)	As Needed								
503.2	Highway Safety Improvement Program (HSIP)	As Needed								
503.3	Transportation Alternatives Program (TAP)	As Needed								
504 Special Projects										
504.1	Special Projects	Approval needed								
505 Regional Coordinating Council										
505.1	Coordinated Plan Activities	As Needed								
505.2	Planning Assistance to the Alliance for Community Transportation (ACT)	Monthly								
506 Transit Agency Support										
506.1	Planning Assistance to Regional Transit Providers	Monthly								
506.2	Data collection, Analysis and Mapping	As Needed								
507 Intermodal Transportation Planning and Integration										
507.1	Passenger and Freight Rail Planning	As Needed								
507.2	Aviation Planning	As Needed								
507.3	Port Planning	As Needed								

Budget

Funding Source	FY 2016	FY 2017
Federal funds	\$482,476	\$482,476
SUBTOTAL-Federal funds	\$482,476	\$482,476
SRPC match of Federal funds(10%)	\$60,309	\$60,309
Subtotal-SRPC matching funds	\$60,309	\$60,309
TOTAL	\$542,785	\$542,785

PERSONNEL COSTS	Fiscal Year 2016			Fiscal Year 2017		
	Hours	Budget (\$49/Hour)	% of Total Hours	Hours	Budget (\$49/Hour)	% of Total Hours
Category 100 ¹	1240	\$69,186	14%	1240	\$69,186	14%
Category 200	2355	\$113,663	23%	2355	\$113,663	23%
Category 300	1740	\$84,011	17%	1740	\$84,011	17%
Category 400	3405	\$148,255	30%	3405	\$148,255	30%
Category 500	1730	\$79,070	16%	1730	\$79,070	16%
Personnel Totals	10,470	\$494,185	100%	10,470	\$494,185	100%

¹ Each hour is calculated at \$55.80 for Category 100, \$48.25 for Categories 200 & 300, \$43.55 for Category 400 and \$45.70 for Category 500. This is based on current billing with 5% inflation for the two years.

ANNUAL BUDGET	Fiscal Year 2016	Fiscal Year 2017	2016-2017 UPWP Total
Annual Personnel Costs	\$494,185	\$494,185	\$988,370
Annual Non-Personnel Costs	\$48,600	\$48,600	\$97,200
Total	\$542,785	\$542,785	\$1,085,570

NON-PERSONNEL COSTS	Fiscal Year 2016	Fiscal Year 2017
100 Staff Training, Conferences, Seminars	\$5000	\$5000
100 Preparation of Financial Reports	\$600	\$600
100 Memberships	\$1000	\$1500
100 Indirect Cost Rate (Set Aside)	\$9,400	\$9,400
100 Travel	\$10,000	\$10,000
100 Meeting & Advertising Expenses (Public Notices)	\$4,500	\$4,500
100 Office Supplies	\$50	\$50
100 Postage and Delivery	\$50	\$50
400 Data Collection Equipment	\$4,500	\$4,500
400 Transportation Model Consultant	\$10,000	\$10,000
400 Equipment Repairs (Traffic Counters, etc...)	\$500	\$500
400 Software Expenses	\$3000	\$3000
Totals	\$48,600	\$48,600

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, 2017.

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 \$1,085,570.00 in State Fiscal Years 2016 and 2017. 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 \$1,085,570 fee, approximately 88% (\$964,952.00) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 12% (\$120,618.00) 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 \$964,952.00 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

ARTICLE II

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

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

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

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

C. DIRECT EXPENSES

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

ARTICLE II

D. FIXED FEE

Blank

E. PAYMENTS

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

F. RECORDS - REPORTS

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

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

ARTICLE III - GENERAL PROVISIONS

A. HEARINGS, ETC.

Blank

B. CONTRACT PROPOSALS

Blank

ARTICLE IV

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

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

C. EXTENT OF CONTRACT

1. Contingent Nature of AGREEMENT

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

2. Termination

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

ARTICLE IV

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

D. REVISIONS TO REPORTS, PLANS OR DOCUMENTS

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

ARTICLE IV

E. ADDITIONAL SERVICES

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

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

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

F. OWNERSHIP OF PLANS

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

G. SUBLETTING

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

ARTICLE IV

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

H. GENERAL COMPLIANCE WITH LAWS, ETC.

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

I. BROKERAGE

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

J. CONTRACTUAL RELATIONS

1. Status of the COMMISSION

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

ARTICLE IV

2. Claims and Indemnification

a. Non-Professional Liability Indemnification

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

b. Professional Liability Indemnification

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

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

3. Insurance

a. Required Coverage

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

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

ARTICLE IV

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

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

b. Proof of Insurance

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

4. No Third-Party Rights

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

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

ARTICLE IV

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

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

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

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

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

(a) withholding of payments to the COMMISSION under the AGREEMENT until the COMMISSION complies; and/or

(b) cancellation, termination, or suspension of the AGREEMENT, in whole or in part.

ARTICLE IV

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

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

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

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.

CERTIFICATE OF VOTE

I, Victoria Parmele, of the Strafford Regional Planning Commission, do hereby certify that:

1. I am the duly elected and acting Vice Chairman of the Strafford Regional Planning Commission, a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53);
2. The Strafford Regional Planning Commission Executive Committee, at a meeting held on August 3, 1999, authorized the Executive Director, Cynthia Copeland, AICP, to sign and execute any contracts;
3. This authorization has not been evoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
4. The following person has been appointed to, and now occupies, the office indicated under item 2 above:

Cynthia Copeland, AICP

IN WITNESS WHEREOF, I have hereunto set my hand as the Vice Chairman of the Strafford Regional Planning Commission on this 22nd day of April, 2015.



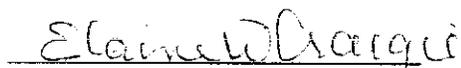
Victoria Parmele, Vice Chairman

STATE OF NEW HAMPSHIRE

County of Strafford

On this 22nd day of April, 2015, before me Elaine W. Craigie, the undersigned officer, personally appeared Victoria Parmele, who acknowledged herself to be the Vice Chairman of the Strafford Regional Planning Commission, and that she, as such Vice Chairman, being so authorized to do so, executed the foregoing instrument for the purpose therein contained.

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


Notary Public
(Official Seal)

ELAINE W. CRAIGIE, Notary Public
My Commission Expires February 6, 2018

My Commission Expires: _____

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

The CONSULTANT X, proposed subconsultant _____, hereby certifies that it has _____, has not X developed NOR and has on file affirmative action programs pursuant to 41 CFR 60-1, that it has _____, has not X, participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 11246 and that it has _____, has not X, filed with the Joint Reporting Committee, the Deputy Assistant Secretary for Federal Contract Compliance, United States Department of Labor or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements.

Stratford Regional Planning Commission
(Company)
By: Lyndia Copeland
EXECUTIVE DIRECTOR
(Title)

Date: 4/22/15

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 STRAFFORD 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.

April 22, 2015
(Date)

[Handwritten Signature]
(Signature)

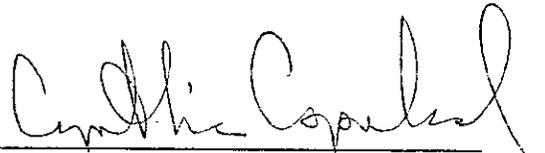
IN WITNESS WHEREOF the parties hereto have executed this AGREEMENT on the day and year first above written.

(SEAL)

Consultant

CONSULTANT

Dated: April 22, 2015

By: 
Executive Director

Department of Transportation

THE STATE OF NEW HAMPSHIRE

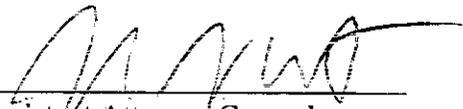
Dated: 5/22/15

By: 
For Commissioner, NHDOT

Attorney General

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

Dated: 6/4/15

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

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-2 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:

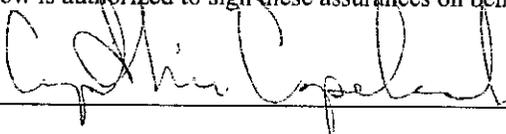
The AGENCY TITLE, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on 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: 4/22/15

Name/Title Cynthia Copeland, 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.

Federal Regulations Compliance Assurance

The **AGENCY TITLE** (hereinafter referred to as the "SUBRECIPIENT") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the NH Department of Transportation it will comply with all Federal Regulations and State Law pertaining to administrative and programmatic requirements.

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

1. The Subrecipient acknowledges and agrees the NH Department of Transportation, as the direct recipient of FHWA Planning Funds, assumes the responsibility from FHWA to ensure the subrecipient complies with Federal Laws and Regulations and State Law.
2. The Subrecipient acknowledges the definition of Planning Funds is as follows: According to 23 CFR 420.103, "FHWA planning and research funds include: (1) State planning and research (SPR) funds for activities authorized under 23 USC 505; (2) Metropolitan planning (PL) funds authorized under 23 USC 104(f) to carry out the provisions of 23 USC 134. Activities performed using these funds are subject to all the requirements of 23 CFR 420.
3. The Subrecipient acknowledges that in order to contract with the state and receive federal funds, all MPOs must develop a Unified Planning Work Program (UPWP), as defined by 23 CFR 450.201. FHWA and FTA jointly approve the MPOs UPWPs. The rural RPCs UPWPs are approved by FHWA as part of the Departments Statewide Planning & Research Part I work program. All Rural Planning Commissions must develop a Unified Planning Work Program (UPWP) in order to contract with the state.
4. The Subrecipient acknowledges that prior approval for work is required. The RPC must obtain approval and authorization from NH Department of Transportation prior to any commencement of work.
5. The Subrecipient agrees to comply with 23 CFR 420.113 and 49 CFR 18.22 pertaining to the eligibility and allowability of costs. Any costs not contained in an approved UPWP and contract are considered ineligible.
6. The Subrecipient agrees to comply with 49 CFR 18.20 to maintain standards for financial management systems.
7. The Subrecipient agrees to comply with the requirements of 23 CFR 420.119 fiscal requirements.
8. The Subrecipient agrees to that the period of availability of funds coincides with the executed contract.
9. The Subrecipient agrees to comply with the requirements of 49 CFR 18.40 Monitoring and reporting program performance.
10. The Subrecipient agrees to comply with the requirements of 49 CFR 18.41 Financial reporting.
11. The Subrecipient agrees to comply with the requirements of 49 CFR 18.42 Retention and access requirements for records.
12. The Subrecipient agrees to comply with the requirements of 49 CFR 18.36 Procurement.

13. The Subrecipient agrees to comply with the requirements of 49 CFR 18.25 Program income.
14. The Subrecipient agrees the Department and FHWA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes: the copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.
15. The Subrecipient agrees to comply with the provisions of 49 CFR 18.43 Enforcement.
16. In accordance with 49 CFR 18.32(f), the Subrecipient must submit an inventory of all property purchased with federal funds for which it is accountable and dispose of equipment according to State Law.
17. The Subrecipient agrees to comply with the provisions of 49 CFR 18.50 Closeout.
18. The Subrecipient understands and must comply with the provisions of 49 CFR 18.51 Later disallowances and adjustments.
19. The Subrecipient agrees to comply with the provisions of 49 CFR 18.26 Non-Federal Audits.
20. The Subrecipient agrees to comply with the requirements of 2 CFR 225.
21. The Subrecipient 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 Subrecipient understands that the NH Department's Administration of Planning Funds guidebook constitutes part of the grant Agreement.
22. The Subrecipient understands and agrees that to be reimbursed for eligible membership dues will be included as indirect costs except where FHWA and FTA guidance specially allows them to be treated as direct costs.

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 US 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 SUBRECIPIENT:

Signature Cynthia Copeland Date: 4/22/10

Name/Title Cynthia Copeland, EXECUTIVE DIRECTOR



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.

<i>Participating Member:</i> Strafford Regional Planning Commission 150 Wakefield Street, Suite 12 Rochester, NH 03867		<i>Member Number:</i> 562	<i>Company Affording Coverage:</i> NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
	Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply	
<input checked="" type="checkbox"/>	General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2014	7/1/2015	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: Any auto			Combined Single Limit (Each Accident) Aggregate	
<input type="checkbox"/>	Workers' Compensation & Employers' Liability			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)	Deductible:

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	Loss Payee	Primex ³ - NH Public Risk Management Exchange
State of New Hampshire Department of Transportation 7 Hazen Dr Concord, NH 03301				By: <i>Tammy Denver</i>
				Date: 4/22/2015 tdenver@nhprimex.org Please direct inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



CERTIFICATE OF COVERAGE

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

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

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

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

<i>Participating Member:</i> Strafford Regional Planning Commission 150 Wakefield Street, Suite 12 Rochester, NH 03867		<i>Member Number:</i> 562	<i>Company Affording Coverage:</i> NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not	
General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence	\$
			General Aggregate	\$
			Fire Damage (Any one fire)	\$
			Med Exp (Any one person)	\$
Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease - Each Employee	\$2,000,000
			Disease - Policy Limit	\$
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	
Description: Proof of Primex Member coverage only.				

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange
State of New Hampshire Department of Transportation 7 Hazen Dr Concord, NH 03301			By: <i>Tammy Denver</i> Date: 4/22/2015 tdenver@nhprimex.org
			Please direct inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



CERTIFICATE OF COVERAGE

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

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

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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply; If Not:		
<input type="checkbox"/> General Liability (Occurrence Form) <input type="checkbox"/> Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence	\$	
			General Aggregate	\$	
			Fire Damage (Any one fire)	\$	
			Med Exp (Any one person)	\$	
<input checked="" type="checkbox"/> Automobile Liability <input type="checkbox"/> Any auto (includes Vehicle Liability Coverage for vehicles owned by Strafford Regional Planning Commission)	7/1/2014	7/1/2015	Combined Single Limit (Each Accident)	\$5,000,000	
			Aggregate	\$5,000,000	
<input type="checkbox"/> Workers' Compensation & Employers' Liability			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: Proof of Primex Member coverage only.					

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange		
State of New Hampshire Department of Transportation 7 Hazen Dr Concord, NH 03301			By:	Tammy Denver	
			Date:	6/2/2015 tdenver@nhprimex.org	
			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax		

