



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Bureau of Planning and Community Assistance
April 22, 2013

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 Rockingham Planning Commission (Vendor #154887), Exeter, NH, in the amount of \$1,057,100 to undertake certain transportation related planning activities from July 1, 2013, or the date of Governor and Council approval, whichever is later, through June 30, 2015. 100% Federal Funds.

Funding is contingent upon the availability and continued appropriation of funds for FY 2014 and FY 2015 as follows:

Table with 3 columns: Description, FY 2014, FY 2015. Row 1: 04-96-96-962015-3022 SPR Planning Funds. Row 2: 072-500575 Grants to Non-Profits-Federal.

EXPLANATION

The Rockingham Planning Commission, a designated Metropolitan Planning Organization (MPO), contains the Urbanized Area communities of Salem and Plaistow as well as Portsmouth and other surrounding communities 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 MPO. Cooperatively, the NHDOT and the Rockingham Planning Commission have developed procedures for addressing transportation planning issues.

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

This contract comprises the biannual Unified Planning Work Plan (UPWP) for 2014-2015. As part of this program, Rockingham Planning Commission will prepare a comprehensive transportation plan, maintain a transportation database, and develop a regional transportation improvement program.

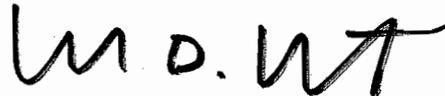
Transportation planning work efforts will include collecting socioeconomic, transportation and roadway systems data, analyzing air quality issues, maintaining the regional transportation computer model, providing local technical transportation assistance, maintain the regional Intelligent Transportation Systems architecture, identify and implement transportation and land use recommendations identified in the NH Climate Action Plan, and participate in a transportation planners collaborative with the NHDOT. Transit work will include conducting a COAST ridership survey, work with COAST and US1 corridor communities to scope an expansion of COAST service south of Portsmouth and alterations to COAST's Route 7, provide planning assistance to the Alliance for Community Transportation (ACT), and provide planning assistance to CART.

The Rockingham Planning Commission can accomplish this work for a total fee not to exceed \$1,174,556.00. The funding to be used is from Federal Highway Administration (FHWA) Consolidated Planning Grant funds and local funds. The Federal portion (\$1,057,100.00) is Federal Aid (involving Metropolitan Planning (PL) and Statewide Planning & Research (SPR) funds), with an additional 10% (\$117,456.00) of local funds (collected by Rockingham Planning Commission to be applied towards total cost), and the remaining match. Turnpike Toll Credit is being utilized for match requirements, effectively using 100% Federal Funds.

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,

A handwritten signature in black ink, appearing to read "C. D. Clement, Sr.", written in a cursive style.

Christopher D. Clement, Sr.
Commissioner

BUREAU OF PLANNING & COMMUNITY ASSISTANT CONTRACT
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**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 Rockingham Planning Commission, with principal place of business at 156 Water Street in the City of Exeter , State of New Hampshire, hereinafter referred to as the COMMISSION, witnesses that

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

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 Seacoast area as set forth in the Unified Planning Work Program (UPWP).

A. LOCATION AND DESCRIPTION OF PROJECT

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

B. SCOPE OF WORK

As described in the attached work program which forms a part of the AGREEMENT, which has been approved by the Department and 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.

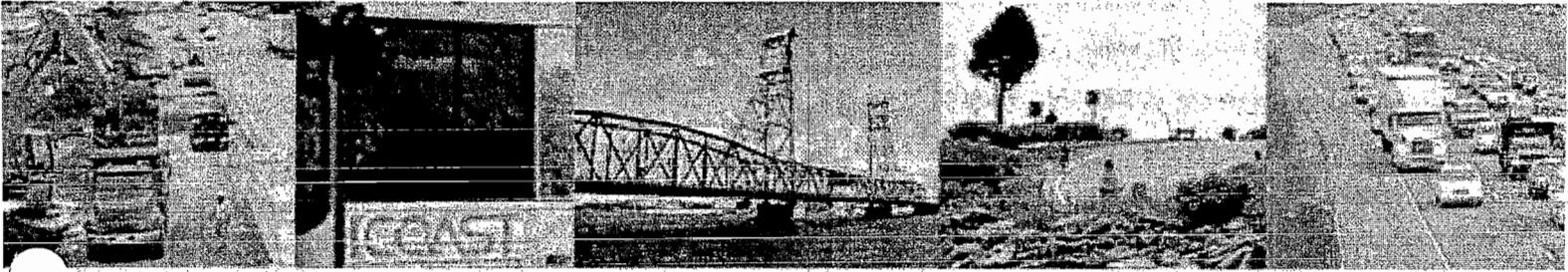
D. WORK SCHEDULE AND PROGRESS REPORTS

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.

2014-2015

Unified Planning Work Program



ROCKINGHAM



PLANNING
COMMISSION



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LIST OF ABBREVIATIONS

| | |
|------------|---|
| ACT |Alliance for Community Transportation |
| ADA |Americans with Disabilities Act of 1990 |
| ADT/AADT |Average Daily Traffic / Average Annual Daily Traffic |
| CAAA |Clean Air Act Amendments of 1990 |
| CFR |Code of Federal Regulations |
| CMAQ |Congestion Mitigation/Air Quality Program |
| CART |Greater Derry-Salem Cooperative Alliance for Regional Transportation |
| COAST |Cooperative Alliance for Regional Transportation |
| CTPP |Census Transportation Planning Package |
| DBE/WBE |Disadvantaged Business Enterprises/Women's Business Enterprises |
| FHWA |Federal Highway Administration |
| FTA |Federal Transit Administration |
| GIS |Geographic Information System |
| GPS |Global Positioning System |
| HPMS |Highway Performance Monitoring System |
| HPR |Highway Planning and Research Funds |
| ISTEA |Intermodal Surface Transportation Efficiency Act of 1991 |
| MVPC |Merrimack Valley Planning Commission |
| MVRTA |Merrimack Valley Regional Transit Authority |
| MPO |Metropolitan Planning Organization |
| MSA |Metropolitan Statistical Area |
| MAP-21 |Moving Ahead for Progress in the 21 st Century |
| NHDES |New Hampshire Department of Environmental Services |
| NHDHHS |New Hampshire Department of Health & Human Services |
| NHDOT |New Hampshire Department of Transportation |
| NRPC |Nashua Regional Planning Commission |
| OEP |New Hampshire Office of Energy & Planning |
| PL |MPO Planning Funds administered by FHWA |
| RCC |Regional Coordinating Council for Community Transportation |
| RPC |Rockingham Planning Commission |
| RTAP |Rural Technical Assistance Program |
| SAC |Special Advisory Committee on Transportation Needs for the Elderly and Disabled |
| SAFETEA-LU |Safe Accountable Flexible Efficient Transportation Equity Act – Legacy for Users |
| SABR |Seacoast Area Bicycle Routes |
| SCC |State Coordinating Council for Community Transportation |
| SIP |State Implementation Plan (for Air Quality Conformity) |
| SMRPC |Southern Maine Regional Planning Commission |
| TAC |Technical Advisory Committee |
| TASC |Transportation Assistance for Seacoast Citizens |
| TAZ |Traffic Analysis Zone |
| TCSP |Transportation and Community System Preservation |
| TDM |Transportation Demand Management |
| TMA |Transportation Management Association –ALSO- Transportation Management Area |
| TEA-21 |Transportation Equity Act for the 21 st Century |
| TIP |Transportation Improvement Program |
| UZA |Urbanized Area |
| UPWP |Unified Planning Work Program |
| 3Cs |Continuing, Comprehensive, and Cooperative Transportation Planning |

1.0 INTRODUCTION

The Unified Planning Work Program (UPWP) of the Rockingham Planning Commission Metropolitan Planning Organization (MPO) specifies the planning priorities and work tasks that the MPO will address during the program period. The development of the UPWP is required as part of the 3Cs metropolitan planning process and specifically the Metropolitan Planning Rules (23 CFR 450:308). The “unified” aspect, as indicated in the document name, means that it encompasses all MPO transportation planning activities that are foreseen at the time of its preparation, regardless of funding source or implementing agency.

Prior to 1997 the MPO developed annual UPWPs. Since then, in partnership with the NHDOT, the UPWP has been developed around a two year work program. In part this was done to be more forward looking and in part to streamline the contracting process. Accordingly, this UPWP covers the MPOs planning work projected to occur in the ensuing two-year period, from July 1, 2013 to June 30, 2015.

Staffing of the MPO is provided by the Rockingham Planning Commission. The Planning Commission, with the addition of appropriate State, Federal and regional transportation agencies, acts as the policy-making body of the MPO. The MPO study area extends to all 26 communities of the Rockingham Planning Commission as all are located within the designated as air quality non-attainment area and are illustrated in **Figure 1**.

Consistent with past programs, this UPWP has been prepared to reflect the ongoing implementation of the Clean Air Act Amendments of 1990 (CAAA) and the last authorized Federal surface transportation act, Moving Ahead for Progress in the 21st Century (Map-21) passed in 2012. These laws and their implementing regulations mandate a high level of transportation planning and analysis as identified through the general Planning Factors identified in MAP-21 and in the annual emphasis areas suggested by FHWA and FTA. New planning regulations for MAP-21 have not yet been developed and the MPO will continue to operate under the existing rules and regulations until new ones are approved. When new planning rules are approved changes in the UPWP may be required to reflect the new or amended provisions of the legislation.

2.0 CONTENTS OF THE UPWP

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

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

In addition, NHDOT has issued guidance on the contents of this UPWP which requests additional details regarding clearer identification of completion deadlines and deliverables for tasks that are not ongoing. Several requests regarding specific tasks to be undertaken are addressed as well.

DEVELOPMENT OF THE UPWP

The UPWP was developed cooperatively with state, federal and regional agencies. The format and general contents of the UPWP were established by consensus of Federal, State, and Regional agencies in 2010. Budget information was provided to the RPC by NH DOT in January, 2013 and work began on developing a draft UPWP at that time. A draft was completed and provided to the TAC for review at the February 28, 2013 meeting and provided to NH DOT, FHWA, and FTA on March 22, 2013 to review. A UPWP review meeting was held on April 3, 2013 with input provided by NH DOT, FHWA, and FTA. The RPC Transportation Advisory Committee recommended approval of the draft UPWP on February 28th, 2013 and this was followed by approval from the MPO Policy Committee on April 10th, 2013. Adjustments to budgets continued during the approval process to reflect updated information.

PREVIOUS WORK

The proposed UPWP is, in many respects, a continuation of past transportation planning work in the region. In some cases the work is part of an ongoing and/or mandated process, such as the support for Policy and TAC committees, traffic data collection, model maintenance, or TIP and Plan maintenance. In other cases it is a specific project or task with definable start and end points, as with the development of a Congestion Management Process (CMP), completion of a corridor study, development of SAFETEA-LU compliant planning documents, and the identification of specific tasks



to address the 2014-2015 Planning Emphasis Areas identified by FHWA and FTA. In preparing the UPWP the status of all ongoing and carryover work was evaluated, including a review of the MPO UPWP Performance Report for FYs 2010-2011 (the last completed UPWP).

PLANNING FACTORS AND REQUIREMENTS OF MAP-21

When developing the work program for the FY 2014-2015 UPWP, the eight planning factors identified in Section 450.306 of the Metropolitan Planning Rules for SAFETEA-LU (and carried over for MAP-21) were considered. Each task and work product in the UPWP has a basis in one or more of these planning factors. These factors are as follows:

1. Support the economic viability of the metropolitan area, especially by enabling global - competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system.

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

- the statewide planning process;
- intelligent transportation systems (ITS) architectures;
- a coordinated public transit-human services transportation plan;
- the Strategic Highway Safety Plan, and transit safety and security plans and programs
- the cooperative development of a Congestion Management Process involving adjacent MPOs and NHDOT;

The tasks identified within the FY 2014-2015 UPWP are consistent with the Planning Factors, transportation planning emphasis areas and the Goals and Objectives as identified in the Rockingham MPO Long Range Transportation Plan. They are intended to facilitate the effective and efficient implementation of the Plan and Transportation Improvement Programs for the MPO area.

ORGANIZATION OF THE UPWP

The UPWP summarizes the tasks that will be undertaken to support the MPO's planning effort. Each task is identified as part of one of the following work areas that are presented sequentially in Section 4.0 along with a description and the related SAFETEA-LU/MAP-21 Planning Factors:

CATEGORY 100 - Administration and Training

CATEGORY 200 - Policy and Planning

CATEGORY 300 - Public Involvement and Coordination

CATEGORY 400 - Plan Support

CATEGORY 500 - Technical Assistance and Support

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

- Objectives
- Proposed Activities
- Work products and schedules

Following the detailed discussion of the work tasks is a section that is concerned with the other transportation planning activities that the MPO is involved with outside of the UPWP contract. The final section of the document provides details on funding sources, cost and distribution of hours, and scheduling of tasks for the two fiscal years.

FUNDING OF THE UPWP

The Unified Planning Work Program for the Rockingham MPO is funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation via a unified planning grant under FHWA purview, as well as the New Hampshire Department of Transportation (NHDOT), and local matching revenues from the Rockingham Planning Commission (RPC) and its member communities. Federal sources are subject to a 20% match of state and/or local sources and as shown in **Table 1**, the apportioned funds are matched with 10% state funds (currently provided by Turnpike Toll Credits in place of actual dollars) and 10% local funds. **Table 2** shows funding by source (Federal, state, local and other agencies) and includes funding for transportation planning being carried out external to the PL and 5303 funded MPO process. Included are the planning activities expected to take place in the program period under the State SPR program, by CART and by COAST. The allocation of local funds (dues) used to support the metropolitan planning process are shown in **Table 3**. Local funds required to match the PL and 5303 funds are collected by the RPC as a component of the annual dues assessment made to the communities within its planning district.

3.0 PLANNING PRIORITIES

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

- Consultation with staff from FHWA, New Hampshire Division, FTA Region I, NHDOT Bureau of Planning and Community Assistance, COAST, and CART;
- Consultation with the MPO Technical Advisory Committee and Policy Committee.
- The requirements for implementing MAP-21 and current Metropolitan Planning Rules (CFR 450.300);
- The specific needs and circumstances of the MPO,
- Completion of certain tasks begun under the previous UPWP,
- Addressing findings and recommendations made during the MPO Planning Reviews conducted by FHWA and FTA in January of 2009 and 2013.

In addition, during the preparation of the UPWP, the FHWA New Hampshire Division Office and FTA Region I Office recommended that 11 specific emphasis areas be addressed as planning priorities. The priorities that have been developed for the RPC region from these various efforts are the following:

1. **MAP-21 Compliance, Planning Performance Measures:** Ensure that the MPO complies with the provisions of MAP-21 and the planning regulations developed by FHWA and FTA. As part of this, the MPO will begin transitioning to a performance based Federal-aid program and the establishment of performance measures and standards that will be required.
2. **Congestion Management Process implementation:** Now that the CMP has been established, focus shifts to effective implementation of the process through monitoring and evaluating the performance of the identified network. MAP-21 re-defines the National Highway System (NHS) and requires that all NHS facilities be included in the CMP and this may require changes to the included network.
3. **Data Collection for HPMS and the CMP:** Continue to assist with the collection of Highway Performance Monitoring System (HPMS) data and implement the data collection necessary for the Congestion Management Process (CMP).
4. **Freight Planning:** Identify resources and work elements necessary to develop a metropolitan freight plan that assesses the condition and performance of the region's critical freight network and identifies solutions to freight bottlenecks and other deficiencies.
5. **Fiscal Constraint and Financial Planning:** Continue to improve methods and practices regarding showing fiscal constraint (by year) of planning documents and of projecting finances available to the MPO. Support the periodic updating of project scopes and estimates during the planning and programming stage of project development and estimating tools that can be consistently used by RPCs/MPOs or other agencies for typical transportation projects.
6. **Project Monitoring:** Take a more active role in tracking projects as they move from planning to implementation and support effective development of the MPO annual listing of obligated projects.
7. **Metropolitan Travel Demand Model Maintenance:** Ensuring that the MPO is maintaining the function and capacity of the travel demand model and keeping it up-to-date.

8. **Continuing Integration of 2010 Decennial Census Data:** Continue work to integrate the 2010 census data into transportation planning activities such as the Travel Demand Model and Long Range Transportation Plan.
9. **Planning and Environmental Linkages:** Work with Federal and State planning partners to deploy innovative planning techniques that can shorten project delivery times and can integrate environmental analysis, project purpose and need, and preliminary alternatives analysis into corridor studies and the Long Range Transportation Plan.
10. **Climate Change:** Ensure that the LRTP and other planning efforts address climate change mitigation and adaptation strategies.
11. **Livability and Sustainability:** Integrate the livability principles of more transportation choices, equitable, affordable housing, enhanced economic competitiveness, support for existing communities, coordinated policies, leveraging investments, and valuing communities and neighborhoods into the transportation planning process.

Along with the eight SAFETEA-LU Planning Factors, these areas of emphasis have been integrated into the UPWP tasks discussed in Section 4.0 and apply to each task as shown in the matrix below:

Matrix of Tasks and Related Planning Factors and Emphasis Areas

| Category & Task | Planning Factors | | | | | | | | FHWA/FTA Planning Emphasis Areas | | | | | | | | | | |
|---|------------------|---|---|---|---|---|---|---|----------------------------------|---|---|---|---|---|---|---|---|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| CATEGORY 100: MPO ADMINISTRATION & TRAINING | | | | | | | | | | | | | | | | | | | |
| Task 101 Accounting & Invoices | | | | | | | ✓ | | ✓ | | | | | | | | | | |
| Task 102 MPO Program Administration | ✓ | | | | | | ✓ | | ✓ | | | | | | | | | | |
| Task 103 Staff Training | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 104 Indirect Cost Rate Adjustment | | | | | | | | | | | | | | | | | | | |
| Task 105 Performance Measures | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ |
| CATEGORY 200: POLICY AND PLANNING | | | | | | | | | | | | | | | | | | | |
| Task 201 State Ten Year Plan | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 202 Land Use & Environmental Linkages | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 203 Transportation Planners Collaborative | | | | | | | | | | | | | | | | | | | |
| Task 204 Interagency Consultation | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | | | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 205 Transportation Improvement Program | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 206 Congestion Management Process | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 207 Intelligent Transportation Systems | | ✓ | ✓ | | | | | | ✓ | ✓ | | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 208 Regional Transportation Plan | | | | | | | | | | | | | | | | | | | |
| Task 209 Transportation Conformity | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 210 Long Range Transportation Plan | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| CATEGORY 300: PUBLIC INVOLVEMENT & COORDINATION | | | | | | | | | | | | | | | | | | | |
| Task 301 Technical Advisory Committee | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 302 Planning Commission Meetings | | | | | | | | | | | | | | | | | | | |
| Task 303 Public Participation Plan | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 304 Public Outreach | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 305 Policy Committee | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| CATEGORY 400: PLAN SUPPORT | | | | | | | | | | | | | | | | | | | |
| Task 401 Traffic Counts | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 402 Form 536 | | | | | | | | | ✓ | | | | ✓ | | | | | | |
| Task 403 Geographic Information Systems | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 404 Demographics | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 405 Equipment & Resources | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 406 Transportation Model | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| CATEGORY 500: PLANNING PROJECTS & TECHNICAL ASSISTANCE | | | | | | | | | | | | | | | | | | | |
| Task 501 Local and Regional Assistance | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 502 Statewide Assistance | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 503 Local Project Administration (LPA) Assistance | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 504 Special Projects | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 505 Regional Coordinating Councils | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Task 506 Transit Assistance, TDM, Bicycle & Pedestrian Planning | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

4.0 CATEGORY & TASK DESCRIPTIONS

Section 4 of the UPWP contains the detailed descriptions of the five work categories. The narrative for each includes the general purpose of the category and the tasks included under each. The task areas list the objective as well as the proposed activities and expected work products. Specific budgeting information related to these categories is include in tables at the end of the document which establishes the time and funding allocated to the specific tasks as well as the general timeframe in which they will be worked on.

CATEGORY 100: MPO ADMINISTRATION

Purpose: Facilitates administration of the MPO and its grants, the development of the MPO Prospectus and UPWP, financial management, training of staff, and conduct of other activities needed to fulfill the Rockingham MPO's mission.

Task 101 — Accounting and Invoices

Objective: Staff efforts related to the development and submittal for approval of reimbursement requests

Proposed Activities & Products

1. **Financial Management and Reporting:** The day to day accounting needs of the MPO. This includes continued refinements to the MPO financial accounting and reporting system to better meet agency and reporting needs. Includes the development and monitoring of the Indirect Cost Rate in accordance with OMB Circular A-87 as a provisional indirect cost rate to be used as the basis of monthly billing and cost allocation and adjusted post-audit.

Work Product: Monthly UPWP invoices

Work Product: Indirect Cost Rate (ICR) analysis and provision rate established for each fiscal year

2. **Audits and Audit Preparation:** Preparation for annual financial audits in compliance with OMB Circulars A-87 and A-133, and others as appropriate.

Work Product: Annual Financial Audit for each fiscal year meeting the requirements of OMB Circulars A-97 and A-133.

Task 102 — MPO Administration

Objective: To provide for the development of the MPO UPWP and Prospectus, general

administrative and clerical services, and coordination of efforts with other agencies supporting the timely completion of UPWP tasks.

Proposed Activities & Products:

1. **Development of Unified Planning Work Program:** The development, implementation, and administration of the MPO Unified Planning Work Program (UPWP). This includes participation of MPO staff in a NH DOT led effort to develop a "UPWP manual" for use by all 3Cs partners in New Hampshire.

Work Product: UPWP for Fiscal Years 2016-2017

Work Product: Participation in UPWP Manual Development

Work Product: Amendments to UPWP for Fiscal Years 2014-2015 (as Needed)

2. **UPWP Administration:** General administrative tasks relevant to the fulfillment of the FY 2014-2015 MPO Unified Planning Work Program and to ensure compliance with federal and state regulations. This includes completion of timesheets and monthly work program reports, attendance at staff meetings, attendance at coordination meetings with NHDOT and other agencies, and other administrative tasks. Also includes the completion of the MPO UPWP performance report which provides an assessment of the efforts undertaken during the previous UPWP contract, the Mid-Term review with NH DOT and Federal Partners, and any other year-end reporting requirements.

Work Product: Monthly Work Program Reports and other required reports.

Work Product: MPO Performance Report.

Work Product: Completion of employee timesheets

Work Product: Mid-term UPWP Review Meeting

Work Product: Year-end reporting

3. **Contract Management:** Tasks related to the conduct of the UPWP contract and any related sub-contracts and agreements and related procurement process. Includes meetings with NH DOT to discuss UPWP contracts, maintenance of the DBE program and goals, and Title VI implementation.

Work Product: DBE Program and goal analysis

Work Product: RPC internal procurement guidelines, model RPF, RFQ, and third party contract.

4. **MPO Prospectus Updates:** Updates to the MPO Prospectus document which has three functions; establish the federally mandated "3C" transportation planning process, defines the roles and responsibilities of the various Federal, State, Regional, and local agencies involved in the MPO, and it documents the interagency agreements between involved agencies.

Work Product: Amendments to the MPO Prospectus (as needed)

Task 103 — Staff Training

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

Proposed Activities and Products:

- 1. Conferences, Seminars, and Workshops:** Continued training of MPO planning staff through attendance at transportation related conferences, workshops, and seminars. Emphasis will continue to be placed air quality conformity assessment, highway capacity, and traffic impact analysis and land use/transportation interrelations, and climate change and adaptation planning. Attendance at the Transportation Research Board (TRB), Association of Metropolitan Planning Organizations and/or National Association of Regional Councils (NARC) national transportation planning conferences will be emphasized. Attendance at other conferences and/or training workshops may include the American Planning Association (APA), Northern New England Chapter of the APA (NNECAPA), Urban and Regional Information Systems Association (URISA), Community Transportation Association of America (CTAA), New England Bicycle and Pedestrian Conference, and the Pro-bike/Pro-walk Conference.

Work Product: Staff trained on various topics; attendance and report to TAC and Policy Committees as appropriate on conferences.

Work Product: Attendance at AMPO, TRB or other national transportation related conference.

- 2. Model/Software Training:** Continued specialized staff training in the theory and application of travel demand modeling as well as the specific workings of the MPO regional Travel Demand Model through the MPO model Consultant or through Caliper Software. Training in other specialized software relevant to the business of the MPO such as the EPA MOVES model, Highway Capacity Software, or others may also be included as opportunities arise.

Work Product: Staff trained on regional travel demand modeling and the MPO model.

Work Product: Staff trained on other transportation analysis software programs.

Task 104 — Indirect Cost Rate Adjustments

Objective: To set aside a portion of MPO resources to account for any potential adjustment of the provisional Indirect Cost Rate from a previous fiscal year that would require reimbursement from NH DOT for underpayment.

Task 105 — Performance Measures

Objective: To measure the performance of the MPO in terms of completing efforts listed in the UPWP.



Proposed Activities & Products:

- 1. **UPWP Performance Report:** The MPO UPWP performance report provides an assessment of the progress on efforts undertaken during the previous UPWP contract.

Work Product: MPO UPWP Performance Report.

- 2. **Mid-Term Review:** Meet with NHDOT, FHWA, and FTA to discuss progress on the current UPWP and any ongoing issues and concerns with work to date.

Work Product: Mid-term UPWP Review meeting

CATEGORY 200: POLICY AND PLANNING

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

Task 201 —State Ten Year Plan

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

Proposed Activities and Products:

- 1. **GACIT Hearings and Ten Year Plan Process:** Participation in the hearings and efforts of the Governor’s Advisory Council on Intermodal Transportation related to the adoption of the State Ten Year Plan. This also includes comments/response to the draft Ten Year Plan and development of a list of priority projects that the MPO recommends be added to the Ten Year Plan.

Work Product: Priority project listing for submittal to NH DOT for addition to the Ten Year Plan

Work Product: Comments/Response to Draft State Ten Year Plan

Work Product: Participation in GACIT Hearings & Ten Year Plan process

Task 202 — Land Use and Sustainability

Objective: Work related to the role of the transportation system in relation to climate change, livability, overall sustainability, and includes activities that involve the nexus between land use and transportation. RPC will work to implement appropriate transportation and land use recommendations identified in the NH Climate Action Plan. In addition, as part of the Granite State Futures project, RPC will be working on a Regional Sustainable Development Plan that will be aligned with the Long Range Transportation Plan.

Proposed Activities and Products:

1. Natural Resources Coordination Studies/Projects:

- **Coastal Adaptation Workgroup (CAW):** RPC Staff will continue to participate in the Coastal Adaptation Workgroup which assists New Hampshire Coastal communities in preparing for natural hazard and climate change impacts. The goal of CAW is to help coastal communities develop and implement an adaptation strategy through identifying and finding funding to support the work, technical assistance, education, and outreach. As has been seen in recent years, increased storm activity and severity is impacting the transportation system of seacoast communities and RPC staff needs to have an understanding of efforts in the region to provide support via transportation planning and project recommendations.

Work Product: Participation in the Coastal Adaptation Workgroup.

- **Salt Education Workgroup:** RPC staff will continue to participate and provide technical support in the road salt education workgroup.

Work Product: Participation in the Salt Education program.

- **Southeast Watershed Alliance:** The Southeast Watershed Alliance was formed to create better municipal, inter-municipal, and regional planning and coordination relative to wastewater and water quality, especially non point source and stormwater management. The intent is to establish a regional framework for coastal watershed communities to plan implement, and invest in wastewater and stormwater, non-point source controls and integrated management approaches that protect the water quality, natural hydrology, and habitats of the state's coastal resources and associated waters. RPC staff will continue participation in the SWA and provide technical assistance regarding stormwater management and non-point source pollution. Within the SWA is the Stormwater Coalition which assists communities in meeting Phase II of the National Pollutant Discharge Elimination System Federal Stormwater Regulations and the Municipal Separate Storm Sewer System (MS4) requirements which for New Hampshire communities is primarily concerned with managing roadway drainage and runoff.

Work Product: Participation & technical assistance to Southeast watershed alliance and the Stormwater Coalition, especially relating to managing runoff and non-point source pollution and related MS4 requirements pertaining to roads, parking facilities and drainage facilities.

- 2. **Participation in NH Energy and Climate Collaborative:** RPC staff will continue to participate in the NH Energy and Climate Collaborative and assist in its efforts to identify implementation measures and partners to address transportation related greenhouse gas emissions. Efforts will focus particularly on addressing long term transportation emissions reduction through land

use/transportation coordination and development of alternative transportation modes. This public/private partnership has formed to oversee the implementation of the 67 recommendations in the NH Climate Action Plan, which was developed by the NH Climate Change Policy Task Force.

Work Product: Participation in NHE&C meetings, development and review of documents and other work tasks associated with promoting the implementation of transportation and land use initiatives.

Work Product: Coordinated transportation and conservation planning and modifications to MPO project development and planning documents as appropriate.

Task 203 — Transportation Planners Collaborative

Objective: Participation in the Transportation Planners Collaborative.

Proposed Activities and Products:

1. **Transportation Planning Collaborative:** A quarterly meeting of NH transportation planners to foster improved communication between the NHDOT and RPCs/MPOs.

Work Product: Participation in quarterly Transportation Collaborative Meetings

3. **Working Groups:** Occasionally RPC staff will work with other NH MPOs, MPOs from bordering states or other State and Federal planning partners to address a specific issue or to accomplish a specific task. Past work in this area has included coordination of the Congestion Management Process, and development of common MPO project selection criteria.

Work Product: Participation in working groups (as needed)

Task 204 — Interagency Consultation

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

Proposed Activities and Products:

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

Work Product: Participation in monthly Interagency Coordination meetings/conference calls.

2. **RPC Executive Directors Meetings:** Monthly meetings of the RPC Executive Directors with NH DOT and other State and Federal agencies to discuss transportation and other issues.

Work Product: Participation of Transportation Staff in monthly RPC Director Meetings regarding UPWP or other transportation related topics

Task 205 — Transportation Improvement Program

Objective: To maintain the 2013-2016 Transportation Improvement Program and approve the 2015-2018 Transportation Improvement Program.

Proposed Activities and Products:

1. **MPO Transportation Improvement Program (TIP):** To maintain and amend as necessary the MPO 2013-2016 TIP and prepare the FY 2015-2018 TIP, in cooperation with the State as required under the State's biennial TIP/STIP development schedule, and to conduct other TIP-related activities as needed to continue compliance with 23 CFR Part 450, Subpart C.

- **TIP Preparation:** Prepare and adopt the Rockingham Planning Commission TIP, including Air Quality Conformity determination, financial constraint analysis, and a summary of results from prior TIPs. Ensure consistency between the project specific element of the long range transportation plan and regional air quality conformity analysis.
- **Project Development Support:** Work with project applicants and NHDOT with application development and project implementation. In addition, staff will participate in TIP committee meetings as requested.
- **Evaluate Regional Project Needs:** As part of the TIP and Plan development, conduct an evaluation of regional transportation improvement needs, using input from the Long Range Plan, The Congestion Management Process (CMP), the travel demand model, NHDOT and other parties, and propose projects, or encourage state or local governments to propose projects, as appropriate.

Work Product: Draft FY2015-2018 Rockingham MPO TIP

Work Product: Project applications and documentation of implementation activities

Work Product: Documentation of regional project needs

2. **TIP Amendments:** Evaluate and process TIP Amendments, as needed.

Work Product: Documentation of TIP Amendments

3. **TIP Administrative Adjustments:** Evaluate and process TIP Administrative Adjustments as needed.

Work Product: Documentation of TIP Administrative Modifications

Task 206 — Congestion Management Process

Objective: To complete all work related to the implementation and maintenance of the Congestion Management Process undertaken to satisfy the requirements of 23 USC § 134.

Proposed Activities and Products:

1. **Congestion Management Process:** The MPO has a Congestion Management Process (CMP) as a tool for understanding regional traffic congestion and providing information on transportation system performance. A CMP must measure multi-modal transportation system performance, identify the causes of congestion, assess alternative actions, implement cost-effective actions, and evaluate the effectiveness of implemented actions. The RPC approved a CMP in 2010 and will be working to implement corridor committees and develop the reports necessary for the program. The goal is to develop reports for each CMP corridor and update a portion of them each year. A regional report summarizing the corridor reports will be produced annually. The RPC recently became a member of the I-95 Corridor Coalition and are hoping to utilize that resource to aid in the development of the CMP corridor reports and assess congestion issues.

Work Product: - Continue traffic volume and classification data collection as part of RPC traffic count program

Work Product: Continue travel time studies for each CMP corridor

Work Product: Establish Corridor Committees

Work Product: Complete Congestion Management Process reports.

Task 207 — Intelligent Transportation Systems (ITS) and Incident Management Systems (IMS)

Objective: Maintain the regional ITS architecture developed in cooperation with SRPC. The ITS Architecture and Strategic Plan were updated in 2012 and no significant work is anticipated with these documents during this UPWP. This task also includes participation in Incident Management System (IMS) efforts in the region such as that underway for the Newington-Dover Turnpike and through KACTS for the I-95 corridor in Maine.

Proposed Activities and Products:

1. **Regional Intelligent Transportation Systems (ITS) Architecture:** Maintenance and any updates of the regional ITS architecture for the Strafford and Rockingham MPOs.

Work Product: Updates to the Regional ITS Architecture as needed

2. **Incident Management Systems (IMS):** Participation in incident management and response planning efforts in and adjacent to the region as necessary.

Work Product: Participation in Newington-Dover IMS

Work Product: Participation in KACTS IMS

Task 208 — Regional Transportation Plan

This task area is not used by the MPO.

Task 209 — Air Quality Conformity

Objective: To complete work related to satisfying the requirements of the USC and other policy documents from FHWA and EPA relating to air quality conformity. As of July 20th, 2013, the region will be reclassified as an attainment area (Maintenance) meaning that regional Conformity Determinations are not necessary with TIP and Plan updates however updates to air quality standards could change this in the future.

Proposed Activities and Products:

1. **Air Quality Conformity:** The MPO will continue to assure that the Transportation Plan and Transportation Improvement Program are consistent with the State Implementation Plan for the Southern NH Maintenance Area, as re-classified under the 8-hour Ozone standard in July, 2012. This will be accomplished in part by continuing to test potential air quality impacts of the transportation plan through use of the travel demand model, and by continuing to work with NHDES and NHDOT to develop policies that help maintain air quality attainment. The MPO staff will continue to facilitate the presentation of air-quality related information through MPO meetings, attend meetings of federal and state officials to acquire and share information about transportation planning, project selection and air quality conformity.

Work Product: Air Quality Conformity Analysis for TIP/Plan and amendments as necessary.

Task 210 — Long Range Transportation Plan

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

Proposed Activities and Products:

1. **Transportation Plan Update:** Carry out the update of the Rockingham MPO Transportation Plan

in conjunction with development of the Transportation Improvement Program. Work will be focused in several areas: (1) enhanced treatment for bike, pedestrian, and transit components of the transportation system; (2) development of additional project details for transportation projects; (3) full integration of the statewide project selection criteria and process; (4) integration of the Congestion Management Process into the establishment of priority projects, (5) soliciting communities and agencies for any unidentified transportation issues and projects in the region, (6) enhanced treatment for freight and goods movement as a component of the transportation system, (7) integration of a regional climate change vulnerability analysis, especially relating to transportation infrastructure and services. In conjunction with the Granite State Futures grant the MPO will also be working to incorporate livability and sustainability principles into the Plan and expand the public involvement to better capture public input to the process. Finally, the RPC is also working on a number of projects related to environment, water quality and stormwater management, climate change, and adaption planning. Staff will be working to incorporate the outcomes of those projects into the MPO LRTP through an expanded discussion of land use and environmental impacts as well as discussions of infrastructure vulnerability to natural hazards. Major Components of the Long Range Plan include the following:

- Livability/Sustainability: Integrate livability principles into the Long Range Plan to encourage expanded transportation choices, sustainable economic and land use development patterns, and leverage existing investments in infrastructure and communities.
- Fiscal Constraint Analysis: Prepare an analysis of projected revenues and expenditures by year for the region in cooperation with NHDOT and other NH MPOs. This will include developing a budget of funds reasonably expected to be available in the region on which to base project specific recommendations and sequencing.
- Transportation Project Development: A deficiency in the MPO long range planning has been a lack of detailed information available regarding Plan project proposals. This work tasks is intended to refine the project selection process and to supplement project descriptions with additional detail to enable decision-makers to better prioritize.
- Environmental Mitigation, Climate Change, and Adaptation: MAP-21 requires that the MPO include discussions of environmental mitigation within the Long Range Plan. This work task is to continue to revise and refine these discussions, to maintain up-to-date information regarding potential areas of mitigation, and to maintain consistency with State, regional, and local environmental planning efforts. This component of the plan will also be expanded to include discussion of the impacts of climate change on land use and transportation in the region and methods of adapting to the changing environment.
- Population and Employment Projections: Modify the population and employment projections included in the Long Range Plan and Air Quality Conformity Analysis to include 2010 census, American Community Survey, employment information to be consistent with Federal and State estimates for the communities and region. Continue to refine the projection model.
- Project Selection Criteria: Limited financial resources require that a set of criteria be in place to evaluate and prioritize projects. The RPC has project selection criteria developed that need refined to be consistent with the newly developed statewide criteria set and scoring methodology.
- Project Programming Targets: Working with NHDOT and the other MPOs/RPCs to establish transportation project programming budgets
- Freight: Update and expand discussion of freight in the region to reflect the new national emphasis on goods movement. Work with the Statewide Freight Advisory Committee (if established) to ensure that regional freight goals and objectives reflect statewide goals and

objectives.

Work Product: Major update to the MPO Long Range Plan

Work Product: Amendments to the Long Range Plan (as necessary)

Work Product: Completion of project development process consistent with other NH MPOs and NH DOT.

Work Product: Project selection process and criteria consistent with other NH MPOs and NH DOT.

CATEGORY 300: PUBLIC INVOLVEMENT AND COORDINATION

Purpose: Provide for the timely implementation of the Rockingham MPO policies and plans through a public process of project evaluation, prioritization, and recommendations for implementation via the MPO Technical Advisory Committee and Policy Committee.

Task 301 — Transportation Advisory Committee

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

Proposed Activities and Products:

1. **Committee Support:** Continue to provide support to the MPO TAC, including staffing, public notices, mailings, committee education and other tasks. Approximately 8 TAC meetings will be held in each year of the UPWP.

Work Product: TAC agendas, minutes, memos and related committee information.

Task 302 — Planning Commission Meetings

This task is not used by the MPO

Task 303 — Public Participation Process

Objective: To evaluate and maintain the MPO Public Participation Process.

Proposed Activities and Products:

1. **Public Participation Process Review:** Conduct a biennial review of the MPO Public Participation Process, including assessment of needs for outreach to Limited English Proficiency (LEP) groups/populations. Update the Public Participation Process as appropriate.

Work Product: Documentation of Public Participation Process review

Work Product: Revisions to the Public Participation Process

Work Product: Separate the Public Participation Process document from the MPO Prospectus document.

Task 304 — Public Outreach

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

Proposed Activities and Products:

1. **MPO Website Development & Maintenance:** Complete the redesign and expansion of the MPO Website to include current and archived information from TAC and Policy Committee meetings, information on current projects, and current regional data as well as opportunities for member interaction.

Work Product: Redesigned, expanded MPO website

2. **Media Monitoring:** Monitor media coverage of transportation issues; utilize press releases and other media contacts to publicize transportation issues and MPO activities

Work Product: Documentation of press releases and media stories related to MPO projects.

Task 305 — Policy Committee

Objective: This task provides for on-going organizational support of the MPO Policy committee.

Proposed Activities and Products:

1. **Committee Support:** Continue to provide support to the MPO Policy Committee, including staffing, public notices, mailings, committee education and other tasks. Approximately 4 Policy Committee meetings will be held in each year of the UPWP.



Work Product: MPO agendas, minutes, memos and related committee information.

CATEGORY 400: PLAN SUPPORT

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

Task 401 — Traffic Count Program

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

Proposed Activities and Products:

- 1. Traffic Count Program:** Continue traffic data collection efforts to support NHDOT traffic data needs; assist communities and NHDOT with local technical studies and analysis: We will use outside assistance, as necessary, to effectively complete this program. The majority of the counting program will be completed by outside vendors. Regular data submissions by the vendors will be reviewed, coordinated with and submitted to NH DOT per the terms of the contract. The RPC will maintain in-house capacity and equipment to support traffic studies as needed. In addition, RPC gets requests each year from communities for traffic counts at specific locations that are not part of the regular program. These are handled on a first come-first serve basis as resources are available.

Work Product: Data from up to 160 Traffic Volume Counts supplied to NH DOT

Work Product: Data from up to 12 Traffic Classification Counts supplied to NH DOT

Work Product: Data from up to 10 manual Turning Movement Counts supplied to NH DOT

Work Product: Additional traffic counts in response to community requests.

Task 402 — Form 536 Data Collection

Objective: To assist NH DOT through the collection of Federal Form 536 local transportation revenue and expenditure data.



Proposed Activities and Products:

1. **Data Collection for Federal Programs:** Continue efforts to collect transportation finance data (Form 536) on behalf of NH DOT.
 - **Collection of Local Highway Finance Data (Form 536):** At NH DOT's request, the RPCs collect data biennially on local receipts and expenditures on transportation projects, specifically the information from form FHWA-536.
Work Product: Updated Form 536 data for RPC communities provided to NH DOT

Task 403 — Geographic Information Systems

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

Proposed Activities and Products:

1. **Geographic Information Systems:** Activities and staff time devoted to the development and maintenance of transportation focused data layers, including a reasonable share of transportation related layers and those that support transportation planning. This includes the maintenance of data layers, mapping, and spatial analysis as well as response to requests for data, mapping, and analysis of transportation related data.
 - **Zoning and Land Use Layers:** This is a continuation of the town by town updates to the zoning layer. Updates are incorporated into the RPC database as information becomes available for all 27 communities. The RPC will continue retrieving the most recent zoning information for each community. Data collection may be in digital form or in hard copy form and will require varying efforts to incorporate the data, both spatial and tabular. This data will be required for the Regional Buildout work task.
Work Product: GIS data layers for the RPC Region
Work Product: Updates to the standard map set of zoning maps for all member communities
Work Product: Maps and Data as requested
 - **NH DOT Distributed Data:** The RPC will periodically obtain data sets from NH DOT including road and road attribute data, accident crash data, project inventory data, aerial

photography and a variety of other data sets. The RPC will obtain and incorporate this data into the RPC database as needed and as it becomes available, In addition, the RPC will work with the NH DOT when possible to streamline the data sharing process. These products will be used for local special requests and local planning support, including town and regional master plans. At times the RPC may supplement this data with information otherwise not collected by the NH DOT by contacting local public safety agencies, and will share results with NH DOT for inclusion in their data.

Work Product: Crash Data compiled for the Region

Work Product: Analysis of problem areas for Highway Safety Improvement Program (HSIP)

Work Product: RPC Database updates

Work Product: Maps and Data as requested

- **Economic and Demographic Data:** Update and analyze maps depicting employment sites, housing, and major employers for use by the MPO in maintaining housing and employment data for the model; make data available to communities, social services, REDC and other agencies as appropriate. Data collected will be used to assist in ensuring that transportation programs and projects avoid or minimize adverse impacts to low income and minority populations. Also, data can be used to target outreach to Limited English Proficiency (LEP) groups/populations as needed. Utilize 2010 census and 2010 employment data from NH Department of Employment Security to assist in the update and calibration of the land use allocation module of the regional travel demand. Collect and maintain major employer data, unemployment data and related information to assist in assessing employment growth projections. This work will be done in coordination with the regional Comprehensive Economic Development Strategy (CEDS) initiative. This task also includes working with data available from the 2010 Census for the travel demand model, long range planning, and other efforts.

Work Product: Receive, disseminate and analyze 2010 Census & related data as available.

Work Product: Update ES202 employment data aggregated to TAZ for model use

Work Product: Updated major employer database

Work Product: Updated CEDS data tables and economic summaries relating to employment, population, and housing data.

Work Product: Analysis of ACS Journey to Work/commuting patterns data where possible

- **Resource Layers:** Update and analyze maps and data depicting natural, cultural, historic and other resources. Data and maps will be utilized as inputs into the Long Range Plan, travel demand model, any sustainability/livability initiatives, as well as individual transportation project development efforts.

Work Product: Updated maps and data sets.

Work Product: Transportation system vulnerability assessment database

- **Standard Map Set:** Update of the standard set of maps that are produced for all communities within the region for use in planning and resource protection. The content of the maps

includes transportation infrastructure, zoning, land use, surface water; stratified drift aquifers, composite tax data, conservation lands, community facilities, soils data, buildout data, and digital orthophotos. Additional maps will be produced dependent upon the data available.

Work Product: Updated standard map set for each community in the region.

Task 404 — Demographics

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

Proposed Activities and Products:

1. **Population and Employment Projections:** Activities and staff time devoted to the development and maintenance of regional population and employment projections to support the travel demand model and the Long Range Transportation Plan.

Work Product: Regional population projections

Work Product: Regional employment projections

2. **Analysis of Census Data:** Activities and staff time devoted to the analysis of Census and other demographic data for transportation planning purposes.

Work Product: Receive, disseminate and analyze 2010 Census & related data as available.

Work Product: Updated CEDS data tables and economic summaries relating to employment, population, and housing data.

Work Product: Analysis of ACS Journey to Work/commuting patterns data where possible

Task 405 — Equipment and Resources

Objective: The purchase of equipment and transportation planning resources such as books, manuals, and software.

1. **Purchase/Repair Traffic Counting Equipment:** Purchase and repair of traffic counting equipment.

- Work Product:** New counter(s) with capacity to track bicyclists/pedestrians
- Work Product:** Repaired traffic counting equipment (as needed)
- Work Product:** Additional GPS or other equipment for implementing travel time studies or other aspects of the CMP
- Work Product:** New counting equipment for conducting volume/classification/speed counts on high volume facilities.

2. **Memberships and Subscriptions:** Membership to the Association of Metropolitan Planning Organizations (AMPO) and to the transportation planning component of the National Association of Regional Councils (NARC), as well as any subscriptions to transportation planning related publications.

- Work Product:** AMPOs membership
- Work Product:** NARC transportation planning membership
- Work Product:** Membership in the Climate Change Collaborative
- Work Product:** Subscription to transportation planning journals/publications

3. **Transportation Planning Resources:** Purchasing transportation planning resources such as books and manuals.

- Work Product:** Transportation Planning Resources

4. **Computer Hardware and Software:** Purchase and maintenance of computer hardware and software utilized for transportation planning or used by the transportation planning staff. This includes GIS, travel demand model, and other transportation planning software maintenance agreements as well as more generalized software such as MS Office, QuickBooks, and Adobe Creative Suite.

- Work Product:** ArcInfo and ArcView Licenses (ESRI)
- Work Product:** TransCAD License (Caliper Corp.)
- Work Product:** HCS+ and TSIS Maintenance (McTrans)
- Work Product:** Acquisition of one to two replacement computers
- Work Product:** Other software purchases/updates as needed.

Task 406 — Travel Demand Modeling

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

Proposed Activities and Products:

1. **Model Maintenance, Updates and Enhancements:** The maintenance of the model with Strafford Regional Planning Commission as well as periodic updates and enhancements. The RPC would like to continue to make improvements that simplify and streamline the modeling process as well as enhance its capabilities. Specifically work during this UPW will focus on working with our state and regional planning partners to implement a Household Travel Survey to more closely calibrate the model with local and regional travel patterns.

Work Product: Continued improvements in data efficiency and reduced data redundancy

Work Product: Enhanced Model capabilities

Work Product: Household Travel Survey

2. **Travel Demand Forecasting:** Travel demand forecasts for specific transportation plans or projects. Also as part of the Congestion Management Process to identify roadways and intersection that are likely to become significantly congested given forecasted growth and travel patterns. The model may also be used to test land use development and growth scenarios as part of the update to the Long Range Transportation Plan or as part of the Granite State Futures project.

Work Product: Forecast regional and facility specific traffic levels as requested

CATEGORY 500: TECHNICAL ASSISTANCE AND PLANNING

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

Task 501 — Local and Regional Assistance

Objective: Regional planning projects and technical assistance to communities. This includes scoping and performance of studies, attending community meetings on specific issues or items, review of development impacts for transportation issues.

Proposed Activities and Products:

1. **General Transportation Assistance:** Providing general transportation planning and technical assistance to area communities and other public entities on an as-requested basis and when financially and technically feasible.

Work Product: Reports and memoranda related to local assistance as required.

- 2. Local Meetings & Advisory Groups:** Attend local Planning Board, Board of Selectmen, and other meetings to discuss or provide input on transportation related topics as requested.

Work Product: Attendance at meetings as requested.

- 3. Development Impact Review:** Attend NH DOT scoping meetings, review and comment on land use development proposals and traffic impact studies as requested or as part of the Development of Regional Impacts process.

Work Product: Comments on Traffic Impact Studies and development proposals as requested

- 4. Technical Assistance Program and Project Development:** Scoping and development of projects under the Technical Assistance Program (Task 504) as well as the development of any program specific guidelines or materials.

Work Product: Scope, cost, and timeline for proposed technical assistance projects.

Work Product: Verification from NH DOT that Technical Assistance Project scopes meet requirements for use of UPWP funds.

Work Product: Development of technical assistance program guidelines and application materials

- 5. Road Infrastructure Vulnerability Analysis:** Conduct a Vulnerability and Risk Assessment of transportation culvert infrastructure by performing a thorough inventory and analysis of current road culverts/road crossings and report on the current status and conditions of these assets. An element of this assessment will include the evaluation the impact of storm events and future climate change scenarios on the assets. The process for completing this project is to emulate, or follow, FHWA's current Vulnerability and Risk Assessment Conceptual Model and to utilize other studies that have taken place in the region in order to promote consistency of data.

Work Product: Inventory of stream crossings & culverts for the region

Work Product: Vulnerability analysis of transportation infrastructure to climate change and weather hazards

- 6. Access Management Manual:** Update the RPC Access Management manual to incorporate the latest "state of the practice" techniques and policies as well as discuss the process for development of an Access Management MOU with NHDOT.

Work Product: Updated Access Management Manual

- 7. Complete Streets Policy and Guidance:** Develop a Complete Streets policy for the region and prepare a guidance document for communities to use in implementing their own Complete Streets Policies.

Work Product: Complete Streets Policy for the RPC MPO region

Work Product: Complete Streets Guidance



8. **Community Planning Grant Support:** There are several towns in the region that have received Community Planning Grants through the New Hampshire Housing program and RPC will assist them with transportation related aspects of their studies such as traffic volume data collection and estimation of future travel demand, as well as helping to understand potential transportation system improvement needs, provision of access management standards and recommendations.

Work Product: Transportation data collection (volume, turning movements)

Work Product: Travel demand estimation under future conditions

Work Product: Access Management recommendations & standards

9. **Robert Frost/Stagecoach Scenic Byway Corridor Management Plan:** Development of a corridor management plan for the recently designated Robert Frost/Stagecoach Scenic Byway in Atkinson, Hampstead, Chester, Auburn, and Derry. This project will be in its final stages entering FY 14 with most of the work completed during FY 12 and FY 13.

Work Product: Robert Frost/Stagecoach Scenic Byway Corridor Management Plan

Task 502 — Statewide Assistance

Objective: Provide resources to support NH DOT in the development of corridor studies, feasibility studies, project development, and other transportation studies and projects as requested.

Proposed Activities and Products:

1. **STYP-RMS Database Development:** Continued participation in the NH DOT transportation project database. Staff will participate in the design of the database, extension of capabilities, as well as the implementation at the regional level.

Work Product: Unified DOT project database

2. **Project Implementation & Monitoring:** Monitor all Projects included in the State of NH Ten Year Program or through District VI; respond to state and local inquiries regarding project status, potential impacts etc.; attend design review meetings, local officials meetings and public informational meetings or hearings as needed.

Work Product: Input to NHDOT Design Bureau regarding project implementation

Work Product: Technical memos regarding implementation activities.

Work Product: Written comments relating to project development and preliminary design

3. **HSIP Project Implementation:** The Highway Safety Improvement Program process in NH requires staff to examine problem locations around the region for crash history and determine candidates for short-term improvements, road safety assessments, or other action.

Work Product: Analysis of accident locations in the region.

Work Product: Input into the HSIP project selection process.

4. **Statewide Freight Plan/Planning:** Support NHDOT efforts to develop a Statewide Freight Plan as required by MAP-21.

Work Product: Participation in statewide Freight Advisory Committee

Work Product: Comment on draft statewide Freight Plan

Task 503 — Local Project Administration (LPA) Programs

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

Proposed Activities and Products:

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

Work Product: Regional TA application and evaluation process

Work Product: Documentation of project implementation work

Work Product: Assistance with project implementation and management as necessary

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

Work Product: Regional CMAQ application and evaluation process

Work Product: Documentation of project implementation work

Work Product: Assistance with project management and implementation as necessary

3. **Safe Routes to School:** MPO staff will provide assistance to MPO communities developing Safe Routes to School programs. Staff will also provide assistance to BWANH in implementation within the region of its SRTS-funded, school-based bicycle safety education initiative.

Work Product: Analyses and planning assistance as requested

4. **State Planning and Research Funds (SPR):** RPC staff will complete applications for State Planning and Research (SPR) program grants as they become available from NH DOT. Includes working with communities on the development of specific projects, development of the proposal,

and participation in the project selection process.

Work Product: Applications for SPR funding as appropriate

Task 504 — Special Projects

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

Proposed Activities and Products:

1. **Studies:** To provide grant and technical assistance funding within the UPWP to provide local communities resources to carry out small community-specific studies connecting transportation, land use, and natural resources. Eligible projects will include access management studies, traffic calming studies, traffic and parking studies; innovative zoning studies, future land use studies, scenario planning, or other planning efforts that foster improved integration and coordination between transportation and land use within a community.
 - **Traffic Studies:** To perform traffic volume, turning movement, vehicle classification, or other traffic analysis as requested by communities and perform analysis on that data.
 - **Parking Studies:** To perform small studies of parking conditions and/or needs as requested by communities, including analysis.
 - **Land Use/Corridor Studies:** Participation in land use/transportation/corridor studies that are not explicitly defined in the UPWP. This includes work on studies being undertaken by adjacent MPOs, RPC, or other agencies.
 - **Access Management Plans:** Assist communities with the development of Access Management plans and policies for a corridor or the entire community.
 - **Access Management MOU Development:** Assist in the development and execution of Access Management MOUs between NHDOT District VI and communities.
 - **Regional Master Plan Chapters:** Development of transportation related chapters of the Rockingham Planning Commission Regional Master Plan as required.
 - **Community Master Plan Chapters:** Updates to transportation related chapters of the community Master Plans of the communities in the region.

Work Product: Completed Studies to be determined

Task 505 — Regional Coordinating Councils

Objective: Support and participate in the operation of Regional Coordinating Councils in the MPO Region.

Proposed Activities and Products:

1. **RCC Support - Southeast Region (ACT):** Continue to participate in ACT, the Regional Coordinating Council for community transportation (RCC) for the Southeast NH area, including the eastern portion of the RPC region. Assistance will include development of funding proposals, development of coordination Operating Agreements with provider agencies, and implementation of new services.
 - Work Product:** Expanded and diversified funding for ACT service
 - Work Product:** Update to Seacoast locally coordinated public transit/human service transportation plan

2. **RCC Support - Derry-Salem Region:** Continue to collaborate with SNHPC on management of the Greater Derry-Salem Regional Coordinating Council for Community Transportation (RCC).
 - Work Product:** Expanded and diversified funding for service improvements in region
 - Work Product:** Implement service improvements identified through RCC strategic planning activities, including taxi voucher and expanded volunteer driver programs

3. **Coordinated Public Transit/HHS Transportation Plans:** Work with COAST, CART, Wildcat Transit, neighboring planning commissions and appropriate Human Service Agency staff to incorporate any needed updates to the two Coordinated Public Transit & Human Services Transportation Plans that cover the MPO study area. These include the plan for the Greater Derry-Salem RCC covering the western portion of the RPC region and updated during 2010-2011; and the plan for the Southeast NH RCC, covering the eastern portion of the RPC region, which was last updated in early 2012.

Task 506 — Transit Assistance, TDM, Bicycle, and Pedestrian Planning

Objective: Promote the incremental development of public transportation and transportation demand management services in the MPO area by working with existing transit agencies, other public and private transit operators, and regional Transportation Management Associations (TMAs). Also to develop facilities and programs that encourage bicycling and walking as an alternative to driving, improve bicycle and pedestrian safety, and expand the contribution of bicycle tourism to the economy of the region.

Proposed Activities and Products:

1. **Technical Assistance to COAST:** Continue to serve on the COAST board; collaborate with COAST and Strafford MPO staff on biennial rider surveys; and work with COAST and US1 corridor communities to scope an expansion of COAST service south of Portsmouth and alterations to

COAST's Route 7. Work with COAST as part of the Alliance for Community Transportation, a collaborative of municipalities and provider agencies working to establish a regional transit brokerage serving the Greater Seacoast.

Work Product: COAST ridership survey

Work Product: Feasibility assessment for US1 corridor service and adjustments to Route 7 service

2. **Technical Assistance to CART:** Continue to serve on the CART board and executive committee. Provide technical assistance with several projects during the biennium, including implementation of fixed-route service between Salem and Derry; implementation of new demand-responsive routes replacing some current open demand response service, analyses of ridership patterns to develop additional fixed routes or demand-responsive routes; assistance in developing operating agreements with other transit providers in the region; assistance with resource development including grant writing and serving as a liaison with RPC member communities.

Work Product: Analysis of potential fixed/demand responsive routes

Work Product: Participation in financial plan for CART and diversified and expanded funding base.

3. **Technical Assistance to Transportation Assistance for Seacoast Citizens (TASC):** Continue to serve on the board for the Transportation Assistance for Seacoast Citizens (TASC) volunteer driver program, and provide assistance with funding development and operations planning. Also work with TASC and ACT to expand the geographic scope of TASC and integrate it into the ACT regional transit brokerage.

Work Product: Expanded municipal and private sector funding

Work Product: Integration of TASC ride reservation functions with COAST/ACT call center

4. **Statewide Community Transit Coordination:** Participate in statewide work on transit development through the NH Transit Association and the State Coordinating Council for Community Transportation (SCC).

Work Product: Participation in NHTA and SCC in support of regional transit and coordination initiatives

Work Product: Participation in Transportation Solutions NH and other collaborative statewide efforts to expand emphasis on alternative modes in State transportation policy

5. **TDM/TMA Support:** Collaborate with the Strafford MPO, COAST, Pease Development Authority and municipalities in the revitalization of the Seacoast Commuter Options regional Transportation Management Association (TMA). Continue to participate in the I-93 TDM Working Group and relevant subcommittee as necessary. Participate as time allows in statewide TDM/TMA collaboration efforts.

Work Product: Documentation of TMA support

6. **Regional Transit Planning and Initiatives:** Assist the Town of Plaistow and NHDOT in the development of the Plaistow Commuter Rail Study and implementation of commuter rail service. This consultant-lead study is expected to begin in the Spring-Summer of 2013 and will include components for public involvement, environmental assessment and preliminary engineering, ridership and cost estimates. RPC will assist in an advisory capacity in the study and provide technical assistance where called upon. Staff will also provide assistance as needed to support start-up of transit service in the NH 101 corridor between Portsmouth, Manchester Airport and downtown Manchester, follow-up implementation steps to the Hampton Intermodal Transit Center Study and continue to participate in the Downeaster Station Communities Advisory Committee in Exeter, and work with station communities, NHDOT and NNEPRA to pursue enhancements to Downeaster service. Finally, RPC will participate in the Capital Corridor Study Advisory Committee, as requested.

Work Product: Plaistow/MBTA Rail Extension Study Participation

Work Product: East-West (NH101) Bus service implementation

Work Product: Hampton Intermodal Transit Center Study follow-up

Work Product: Exeter Downeaster Station Committee Participation

Work Product: Capital Corridor Commuter Rail Study Committee participation

7. **Exeter Park and Ride Study:** The RPC, in cooperation with the Town of Exeter and NHDOT, will undertake a planning study of the need for expanded or new park and ride capacity at one or more locations in the community. The needs analysis will include a reassessment of expanded parking to serve the Exeter Train Station, as well as additional parking to serve parking needs associated with the new NH 101 East-West bus service between Portsmouth and Manchester. The study will include formation of a study advisory committee, assessment of existing and future parking demand, identification of potential locations for new or expanded parking, and development of funding applications as appropriate.

Work Product: Assessment of existing and future parking demand

Work Product: Identification of potential locations for new or expanded parking

Work Product: Funding applications as appropriate

8. **General Bicycle/Pedestrian Planning:** Respond to requests from MPO communities for assistance in planning bicycle and pedestrian facilities. Work with the Bike/Walk Alliance of NH, Seacoast Area Bicycle Routes (SABR) and municipal partners on an outreach initiative promoting safe sharing of the road. Work with statewide partners to implement a bike/ped traffic counting program. Participate in the revived NHDOT Bike/Ped Advisory Committee, and regional bike/ped advisory committees as needed.

Work Product: Participation in revived NHDOT Bike/Ped Advisory Committee and update to NH Statewide Bicycle & Pedestrian Plan when it occurs.

Work Product: Implement bike/ped traffic counting program

Work Product: Implement Share the Road outreach program

Work Product: Regional Bicycle Route Plan

Work Product: Document assistance to communities

9. **Bike/Walk to Work Week:** Continue collaboration with Seacoast Commuter Options, SABR, SRPC and other partners to coordinate regional events for Bike/Walk to Work Day and the statewide Green Commute initiative, including regional bike/ped commuter breakfasts, the Corporate Commuter Challenge and educational events.

Work Product: Bike/Walk to Work/ Green Commute NH Week Preparations

Work Product: Documentation of annual BWWD events

Work Product: Updated BWWD Workplace Coordinator's Guide

10. **Multi-Use Trail Projects:** MPO staff will continue to provide planning and project development assistance to the NH Seacoast Greenway (NHSG) Advisory Committee. Work will be funded through a combination of current FHWA PL funds and other grant sources. MPO staff will also provide assistance as time allows to other trail initiatives in the MPO region.

Work Product: Project scoping and funding development assistance to communities working to develop their segments of the NHSG

Work Product: Documentation of participation in regional trails initiatives



5.0 OTHER PLANNING ACTIVITIES

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

TRANSPORTATION PLANNING

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

COAST Transit Planning: COAST 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 ACT, the Regional Coordinating Council (RCC) for the Southeast NH region.
- Participate in updates as needed to the SAFETEA-LU coordinated public transit/human service transportation plan for the region.
- Prepare study of the economic impacts of COAST transit service in the region.
- Continue ongoing general and comprehensive transit planning.
- Conduct biennial system review.

| COAST 5307 Planning Funds | FY 2014 | FY 2015 |
|---------------------------|------------|------------|
| FTA 5307 | \$ 80,000 | \$ 80,000 |
| Local Match (COAST) | \$ 20,000 | \$ 20,000 |
| Total: | \$ 100,000 | \$ 100,000 |

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

- Provide assistance with planning in the development of a Regional Coordinating Council (RCC) for community transportation for the Greater Derry-Salem region.
- Participate in updates as needed to the SAFETEA-LU locally coordinated public transit/human service transportation plan for the region.
- Preparation of Financial Plan for CART
- Conduct ridership analyses to identify potential new fixed and demand-responsive route

services

- Implement new Derry-Salem fixed route service, and new demand-responsive routes as identified

| | | | |
|--|---|----------------|----------------|
| • Continue ongoing general and comprehensive transit planning. | CART 5307 Planning Funds (Estimated) | FY 2014 | FY 2015 |
| | FTA 5307 | \$ 4,300 | \$ 4,300 |
| | Local Match (CART) | \$ 1,100 | \$ 1,100 |
| • Conduct biennial system review. | Total: | \$ 5,400 | \$ 5,400 |

Hampton Beach Master Plan Update (TCSP Grant): The Hampton Beach Area Commission was awarded a TCSP Grant for \$300,000 to update the Beach Master Plan.

Route 1A/1B Scenic Byway Plan Update: The RPC received a grant to update the Route 1A/1B Scenic Byway Plan. This project is being undertaken primarily with in-house resources but there will be involvement from a consultant and other outside resources.

| | | |
|--|---------------------------|----------------|
| | Scenic Byway Funds | FY 2014 |
| | Personnel Cost: | \$51,363 |
| | Non-Personnel Cost: | \$15,500 |
| | Total: | \$66,863 |

Hampton Intermodal Center Study: The RPC is in the process of completing a study that is examining the opportunities to redesign the NH 101/ US 1 interchange and to incorporate a new intermodal center into the land made available by a more compact interchange that is up to current design standards. There may be additional follow up work for this project.

| | | | |
|--|-----------------------------|----------------|----------------|
| | 2012-2013 UPWP Funds | FY 2013 | FY 2014 |
| | Personnel Cost: | \$14,000 | |
| | Non-Personnel Cost: | \$32,500 | |
| | Total: | \$46,500 | |

Plaistow Commuter Rail Extension Study: The Plaistow Commuter Rail Study is a component of the Preliminary Engineering (PE) of Plaistow Commuter Rail Extension project. It is intended to assist in the siting of a layover facility and to evaluate ridership, cost and environmental impact of the service and facility. The study will qualify the project to proceed to subsequent stages of implementation as envisioned in the CMAQ application that has been funded. This consultant-lead study is expected to begin in the Spring-Summer of 2013 and will include components for public involvement, environmental assessment and preliminary engineering, ridership and cost estimates. \$680,000 in FY14 & FY 15.

| | | |
|--|--|---------------------------|
| | Congestion Mitigation/Air Quality Funds | FY 2014 & 2015 |
| | Allocation | \$680,000 |

RELATED LAND USE AND ENVIRONMENTAL PLANNING ACTIVITIES

The RPC is involved with many land use and environmental planning activities that are interconnected with transportation issues. While transportation isn't the necessarily the focus of

these efforts, it is part of the discussion. Transportation planning for the MPO makes up approximately 45% of the RPC annual budget with the remainder of staff time and resources going to regional and local land use and environmental planning efforts. A general description of this work is included below along with general funding sources and amounts where known.

Anticipated RPC Budget FY 14 and FY 15

| Funding Source | FY14 Budget | % of Budget | FY15 Budget | % of Budget |
|--------------------------------|--------------------|-------------|--------------------|-------------|
| Member Dues | \$129,880 | 10% | \$129,880 | 9% |
| Circuit Rider & CZP | \$138,316 | 10% | \$138,316 | 10% |
| Local Contracts | \$39,000 | 3% | \$39,000 | 3% |
| Transportation Planning | \$560,000 | 43% | \$634,556 | 46% |
| State & Direct Federal Funding | \$387,404 | 29% | \$387,404 | 28% |
| Other/Misc | \$62,700 | 5% | \$62,700 | 5% |
| Total | \$1,317,300 | 100% | \$1,391,856 | 100% |

Granite State Futures: Creation of a Regional Sustainable Development Plan that includes the elements of a Vision Statement, a comprehensive needs assessment, goals and priorities, plans and implementation actions for housing, regional transportation, water infrastructure, environmental issues, economic development, climate change impacts, as well as scenario planning.

| HUD Funding Allocation | FY 2014 | FY 2015 |
|------------------------|-----------|-----------|
| | \$100,000 | \$100,000 |

HSEM Hazard Mitigation Planning Grant: This grant from FEMA will produce a regional vulnerability assessment report and map set for NH coastal communities, develop a model Coastal Flood, Hazards and Adaptation Chapter to be incorporated into coastal community Hazard Mitigation Plans, tailor recommendations to update Local Hazard Mitigation Plans in each eligible coastal community to specifically incorporate the vulnerability assessment, and incorporate specific recommendations for mitigation and adaptation.

| FEMA HSEM Funds Allocation | FY 2014 & 2015 |
|----------------------------|----------------|
| | \$ 72,411 |

Community Planning Grants: New Hampshire Housing Finance Authority was awarded a \$1,000,000 three-year Community Challenge Planning Grant from the US Department of Housing and Urban Development to create the New Hampshire Community Planning Grant (CPG) Program. The CPG Program offers competitive matching grants for New Hampshire communities to conduct work on local regulations that will promote economic development, affordable housing, and resiliency in the face of changing conditions. In the RPC region the communities of Seabrook (2 grants totaling \$35,540), Hampton (\$37,500), and Hampton Falls (\$) have received these grants. RPC staff has been involved in each of the projects to some extent.

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

on proposed transportation projects and improvement needs, and updating goals, objectives and recommendations.

Green Infrastructure for NH Coastal Watershed Communities (RPC budget \$65,405): The project *Green Infrastructure for Sustainable Coastal Communities* proposes to build municipal capacity in coastal watershed communities for Green Infrastructure by engaging local and regional stakeholders in a planning and implementation process that is supported by technical resources, no-cost project implementation and municipal engagement through training and workshops. The project integrates the collaborative process to build trust, legitimacy and relevance for the intended-users - municipalities. The goal of creating a collaborative process is to build community resilience and improve capacity for managing water resources and related ecosystem services.

NH Coastal Adaptation Workgroup (NH CAW) (\$2.5M): Formed in January 2010 as an Ad Hoc Collaboration, NH CAW currently involves 19 agencies, organizations, municipalities, and NGOs with 28+ individual members. NH CAW partnerships have received 12 grants and currently have 4 proposals under review and several in development. These project grants represent nearly \$2.5 M in assets that enables NH CAW to work with 25+ communities with 3 of the projects providing specific decision support tools for all coastal communities.

Portsmouth Coastal Resilience Initiative: RPC recently completed a \$20,000 climate impact and vulnerability analysis of critical assets to enable the City of Portsmouth to develop and implement policies, plans and regulations to address the projected impacts of climate induced changes. The purpose of this initiative is to improve resiliency, to integrate proactive and prescriptive actions into the City's existing framework of management, planning and infrastructure investments. The City intends to integrate this climate impact and vulnerability assessment as a preliminary step toward updating its Master Plan in 2013. This approach will ensure that critical recommendations from the vulnerability assessment are incorporated into the plan as well as supporting zoning, land use regulations and building codes.

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

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

New Hampshire Coastal Program Technical Assistance Grants: This program provides funding to the regional planning commission's that have coastal communities to engage in planning projects



that implement the coastal resource management goals of the NH Coastal Program. Any planning projects that can be accomplished by RPC staff are eligible. Examples include community master planning, natural resources inventories, land use and natural resources mapping, and adaptation planning. This program is funded by the US Dept. of Commerce/NOAA funds provided through NHDES/NH Coastal Program.

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

US Environmental Protection Agency - Brownfield Program: The RPC receives grant funds from EPA, on a national competitive basis, to assist municipalities and property owners with redevelopment of underutilized or abandoned properties. The EPA defines Brownfields as, "the real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant." Examples of Brownfield sites in the RPC region include closed gas stations, old mill sites, and vacant industrial properties. Cleaning up and reinvesting in these properties protects the environment, reduces blight, and takes development pressures off green spaces and working lands (USEPA). The RPC uses the grant funds to conduct Phase I and Phase II Environmental Site Assessments and redevelopment planning on properties poised for redevelopment.

Broadband Mapping and Planning: The New Hampshire Broadband Mapping & Planning Program (NHBMPP) is a multi-year, multi-agency effort to map areas in the state that are currently served and underserved by the State's 70+ broadband providers. The initial broadband access mapping effort was completed in 2011 with annual updates in subsequent years. The Broadband Planning effort is now underway to help the region plan for existing and future broadband capacity and infrastructure by enhancing town and regional master plans to address broadband barriers and needs and create appropriate development strategies. This program is funded through the National Telecommunications & Information Administration/US Dept. of Commerce.

6.0 FUNDING SOURCES, COST DISTRIBUTION, AND TASK SCHEDULING

The Rockingham MPO is funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation, the New Hampshire Department of Transportation (NHDOT), and local matching revenues from the RPC. Overall, 90% of UPWP funding is provided by a combination of metropolitan planning program grants from the Federal Highway Administration ('PL'), Federal Transit Administration ('Section 5303' converted to PL funds), and State Planning and Research (SPR) program funds. The matching funds are provided by the RPC supplemented by Turnpike Toll Credits from NHDOT that allow the effective 90/10 match instead of the usual 80/20. **Table 1**, on the following page, shows personnel and non-personnel expense breakdowns by task area.

Table 2 shows the source of local match which is derived from local dues. Each community's share is proportionate to their population, since the allocation of PL and FTA 5303 funding is determined in New Hampshire by population share within the urbanized area communities.

Table 3 depicts the anticipated scheduling of activities associated with the major task activities in the UPWP. Many tasks occur at specific identifiable time intervals in the UPWP program period; others occur only as needed, and others are ongoing throughout the two-year period. Those that are ongoing work tasks or occur only as needed are shown as fully shaded for the entirety of the UPWP.

2014-2015 UPWP Revenues

| | Total | 2014 | 2015 |
|---------------------------------|---------------------|-------------------|-------------------|
| 2014-15 PL Funds | \$ 675,200 | \$ 329,700 | \$ 345,500 |
| Transfer from FTA | \$ 181,900 | \$ 80,600 | \$ 101,300 |
| State Planning & Research Funds | \$ 200,000 | \$ 84,700 | \$ 115,300 |
| Total Federal Funds | \$ 1,057,100 | \$ 495,000 | \$ 562,100 |
| RPC Match* | \$ 117,456 | \$ 55,000 | \$ 62,456 |
| Total Revenues | \$ 1,174,556 | \$ 550,000 | \$ 624,556 |

Planned Expenditures

| | Total Hours | 2014 Hours | 2015 Hours | Total | 2014 | 2015 |
|--|-------------|------------|------------|---------------------|-------------------|-------------------|
| Category 100: MPO Administration | | | | \$ 148,040 | \$ 69,475 | \$ 78,565 |
| Personnel | 1940 | 920 | 1020 | \$ 135,840 | \$ 63,375 | \$ 72,465 |
| Non-Personnel | | | | \$ 12,200 | \$ 6,100 | \$ 6,100 |
| MPO Member Training & Workshops | | | | \$ 1,000 | \$ 500 | \$ 500 |
| Legal Services | | | | \$ 1,200 | \$ 600 | \$ 600 |
| Staff Training, Travel, Conferences | | | | \$ 10,000 | \$ 5,000 | \$ 5,000 |
| Category 200: Policy & Planning | | | | \$ 355,732 | \$ 160,931 | \$ 194,801 |
| Personnel | 5640 | 2600 | 3040 | \$ 355,732 | \$ 160,931 | \$ 194,801 |
| Non-Personnel | | | | \$ - | \$ - | \$ - |
| Consulting Assistance | | | | \$ - | \$ - | \$ - |
| Category 300: Public Involvement | | | | \$ 73,434 | \$ 38,026 | \$ 35,408 |
| Personnel | 920 | 480 | 440 | \$ 58,434 | \$ 30,526 | \$ 27,908 |
| Non-Personnel | | | | \$ 15,000 | \$ 7,500 | \$ 7,500 |
| MPO Outreach | | | | \$ 5,000 | \$ 2,500 | \$ 2,500 |
| Website | | | | \$ 5,000 | \$ 2,500 | \$ 2,500 |
| Publications/Printing/Advertising | | | | \$ 5,000 | \$ 2,500 | \$ 2,500 |
| Category 400: Planning Support | | | | \$ 281,211 | \$ 137,555 | \$ 143,656 |
| Personnel | 2820 | 1380 | 1440 | \$ 156,654 | \$ 75,242 | \$ 81,412 |
| Non-Personnel | | | | \$ 124,557 | \$ 62,313 | \$ 62,244 |
| Data Acquisition | | | | \$ 1,000 | \$ 500 | \$ 500 |
| Equipment Purchase | | | | \$ 9,000 | \$ 4,500 | \$ 4,500 |
| Computer Equipment | | | | \$ 4,057 | \$ 2,063 | \$ 1,994 |
| Supplies | | | | \$ 1,000 | \$ 500 | \$ 500 |
| Traffic Volume Count Services | | | | \$ 70,000 | \$ 35,000 | \$ 35,000 |
| Equipment Repairs | | | | \$ 1,000 | \$ 500 | \$ 500 |
| Software | | | | \$ 5,000 | \$ 2,500 | \$ 2,500 |
| Software Maintenance | | | | \$ 6,000 | \$ 3,000 | \$ 3,000 |
| AMPO & NARC Transportation Dues | | | | \$ 3,500 | \$ 1,750 | \$ 1,750 |
| Model Consulting | | | | \$ 24,000 | \$ 12,000 | \$ 12,000 |
| Category 500: Technical Assistance | | | | \$ 316,139 | \$ 144,013 | \$ 172,126 |
| Personnel | 5360 | 2500 | 2860 | \$ 316,139 | \$ 144,013 | \$ 172,126 |
| Non-Personnel | | | | \$ - | \$ - | \$ - |
| Engineering consultant | | | | \$ - | \$ - | \$ - |
| Total Planned Expenditures | | | | \$ 1,174,556 | \$ 550,000 | \$ 624,556 |
| Total Personnel Budget | 16680 | 7880 | 8800 | \$ 1,022,799 | \$ 474,087 | \$ 548,712 |
| Total Non-Personnel Budget | | | | \$ 151,757 | \$ 75,913 | \$ 75,844 |
| Balance | | | | \$ - | \$ - | \$ - |

* The Required 20% match is provided 1/2 by the RPC matching funds and State Turnpike Toll Credits that provide no revenue to the RPC.

TABLE 2
FY 14-15 Metropolitan Planning Funds -- Annual Local Match Requirements

| | POPULATION DISTRIBUTION | | | | FHWA (PL) FUNDS | | | | LOCAL MATCH (DUES) FUNDS | | | | | |
|------------------|-------------------------|----------------|-------------------|--------------|------------------|------------------|------------------|-------------------|--------------------------|-----------------------|----------------------------|-------------------------------|--|---|
| | 2000 Pop | 2011 Pop | 2011 Share of Pop | Adjusted Pop | PL Funds | PL State Match* | PL Local Match** | Total PL | Total Local Match | FY-2013 Dues Assessed | Dues per capita (2011 Pop) | Portion of Dues for MPO Match | Adjusted Local Match to Account for Non-dues | Additional Dues Used to Cover Non-members |
| ATKINSON | 6,178 | 6,741 | 3.8% | | \$ 18,686 | \$ 2,076 | \$ 2,076 | \$ 20,762 | \$ 2,076 | \$ 6,269 | \$ 0.93 | 33.1% | \$ 2,474 | \$ 398 |
| BRENTWOOD | 3,197 | 2,398 | 2.5% | | \$ 12,466 | \$ 1,385 | \$ 1,385 | \$ 13,851 | \$ 1,385 | \$ 4,182 | \$ 0.93 | 33.1% | \$ 1,650 | \$ 265 |
| DANVILLE | 4,023 | 4,424 | 2.5% | | \$ 12,263 | \$ 1,363 | \$ 1,363 | \$ 13,626 | \$ 1,363 | \$ 4,114 | \$ 0.93 | 33.1% | \$ 1,624 | \$ 261 |
| E. KINGSTON | 1,784 | 1,784 | 1.3% | | \$ 6,550 | \$ 728 | \$ 728 | \$ 7,278 | \$ 728 | \$ 2,198 | \$ 0.93 | 37% | \$ 180 | \$ (547) |
| EPPING | 5,476 | 6,501 | 3.6% | | \$ 18,021 | \$ 2,002 | \$ 2,002 | \$ 20,023 | \$ 2,002 | \$ 6,046 | \$ 0.93 | 33.1% | \$ 2,386 | \$ 383 |
| EXETER | 14,058 | 14,354 | 8.0% | | \$ 39,789 | \$ 4,421 | \$ 4,421 | \$ 44,210 | \$ 4,421 | \$ 11,325 | \$ 0.79 | 39.0% | \$ 5,268 | \$ 847 |
| FREMONT | 3,510 | 4,316 | 2.4% | | \$ 11,964 | \$ 1,329 | \$ 1,329 | \$ 13,293 | \$ 1,329 | \$ 4,014 | \$ 0.93 | 33.1% | \$ 1,584 | \$ 255 |
| GREENLAND | 3,208 | 3,586 | 2.0% | | \$ 9,940 | \$ 1,104 | \$ 1,104 | \$ 11,045 | \$ 1,104 | \$ 3,335 | \$ 0.93 | 33.1% | \$ 1,316 | \$ 212 |
| HAMPSTEAD | 8,297 | 8,526 | 4.8% | | \$ 23,634 | \$ 2,626 | \$ 2,626 | \$ 26,260 | \$ 2,626 | \$ 7,929 | \$ 0.93 | 33.1% | \$ 3,129 | \$ 503 |
| HAMPTON | 14,937 | 14,868 | 8.3% | | \$ 41,214 | \$ 4,579 | \$ 4,579 | \$ 45,793 | \$ 4,579 | \$ 11,564 | \$ 0.78 | 39.6% | \$ 5,456 | \$ 877 |
| HAMPTON FALLS | 1,880 | 2,235 | 1.3% | | \$ 6,195 | \$ 688 | \$ 688 | \$ 6,884 | \$ 688 | \$ 2,079 | \$ 0.93 | 33.1% | \$ 820 | \$ 132 |
| KENSINGTON | 1,893 | 1,420 | 1.2% | | \$ 5,879 | \$ 653 | \$ 653 | \$ 6,533 | \$ 653 | \$ 1,973 | \$ 0.93 | 33.1% | \$ 778 | \$ 125 |
| KINGSTON | 5,862 | 6,010 | 3.4% | | \$ 16,660 | \$ 1,851 | \$ 1,851 | \$ 18,511 | \$ 1,851 | \$ 5,589 | \$ 0.93 | 33.1% | \$ 2,206 | \$ 355 |
| NEW CASTLE | 1,010 | 967 | 0.5% | | \$ 2,681 | \$ 298 | \$ 298 | \$ 2,978 | \$ 298 | \$ 899 | \$ 0.93 | 33.1% | \$ 355 | \$ 57 |
| NEWFIELDS | 1,551 | 1,678 | 0.9% | | \$ 4,651 | \$ 517 | \$ 517 | \$ 5,168 | \$ 517 | \$ 1,561 | \$ 0.93 | 33.1% | \$ 616 | \$ 99 |
| NEWINGTON | 775 | 753 | 0.4% | | \$ 2,087 | \$ 232 | \$ 232 | \$ 2,319 | \$ 232 | \$ 700 | \$ 0.93 | 33.1% | \$ 276 | \$ 44 |
| NEWTON | 4,289 | 4,661 | 2.6% | | \$ 12,920 | \$ 1,436 | \$ 1,436 | \$ 14,356 | \$ 1,436 | \$ 4,335 | \$ 0.93 | 33.1% | \$ 1,711 | \$ 275 |
| NORTH HAMPTON | 4,259 | 4,324 | 2.4% | | \$ 11,986 | \$ 1,332 | \$ 1,332 | \$ 13,318 | \$ 1,332 | \$ 4,021 | \$ 0.93 | 33.1% | \$ 1,587 | \$ 255 |
| PLAISTOW | 7,747 | 7,584 | 4.2% | | \$ 21,023 | \$ 2,336 | \$ 2,336 | \$ 23,359 | \$ 2,336 | \$ 7,053 | \$ 0.93 | 33.1% | \$ 2,783 | \$ 447 |
| PORTSMOUTH | 20,784 | 21,206 | 11.9% | | \$ 58,783 | \$ 6,531 | \$ 6,531 | \$ 65,314 | \$ 6,531 | \$ 14,511 | \$ 0.68 | 45.0% | \$ 7,782 | \$ 1,251 |
| RYE | 5,182 | 5,324 | 3.0% | | \$ 14,758 | \$ 1,640 | \$ 1,640 | \$ 16,398 | \$ 1,640 | \$ 4,951 | \$ 0.93 | 33.1% | \$ 1,954 | \$ 314 |
| SALEM*** | 28,112 | 28,702 | 16.1% | | \$ 79,562 | \$ 8,840 | \$ 8,840 | \$ 88,402 | \$ 8,840 | \$ 16,191 | \$ 0.56 | 54.6% | \$ - | NA |
| SANDOWN | 5,143 | 6,076 | 3.4% | | \$ 16,843 | \$ 1,871 | \$ 1,871 | \$ 18,714 | \$ 1,871 | \$ 5,651 | \$ 0.93 | 33.1% | \$ 2,230 | \$ 358 |
| SEABROOK | 7,934 | 8,657 | 4.9% | | \$ 24,108 | \$ 2,679 | \$ 2,679 | \$ 26,787 | \$ 2,679 | \$ 8,088 | \$ 0.93 | 33.1% | \$ 3,192 | \$ 513 |
| SO. HAMPTON | 844 | 813 | 0.5% | | \$ 2,254 | \$ 250 | \$ 250 | \$ 2,504 | \$ 250 | \$ 756 | \$ 0.93 | 33.1% | \$ 298 | \$ 48 |
| STRATHAM | 6,355 | 7,245 | 4.1% | | \$ 20,083 | \$ 2,231 | \$ 2,231 | \$ 22,315 | \$ 2,231 | \$ 6,738 | \$ 0.93 | 33.1% | \$ 2,659 | \$ 427 |
| SUB-TOTAL | 168,288 | 166,805 | 100.0% | ##### | \$495,000 | \$ 55,000 | \$ 55,000 | \$ 605,000 | \$55,000 | \$129,880 | \$ 0.73 | 42.3% | \$ 55,000 | \$ 8,153 |

* State match is provided utilizing Toll Credits not actual funding
 ** This distribution is shown as if the State of NH was paying 1/2 of the match.
 *** = Non-dues paying/non-member

| Subtask | July, 2013 | | | | | June, 2014 | | | | | July, 2014 | | | | | June, 2015 | | | | | | | |
|---|------------|---|---|---|---|------------|---|---|---|---|------------|---|---|---|---|------------|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M |
| 101 Accounting and Invoices | | | | | | | | | | | | | | | | | | | | | | | |
| 101.1 Financial Management & Reporting | | | | | | | | | | | | | | | | | | | | | | | |
| 101.3 Audits and Audit preparation | | | | | | | | | | | | | | | | | | | | | | | |
| 101.4 Indirect Cost Rate Adjustment | | | | | | | | | | | | | | | | | | | | | | | |
| 102 MPO Program Administration | | | | | | | | | | | | | | | | | | | | | | | |
| 102.1 UPWP Development, Amendments, and Reporting | | | | | | | | | | | | | | | | | | | | | | | |
| 102.2 MPO Prospectus Updates | | | | | | | | | | | | | | | | | | | | | | | |
| 101.3 Contract Management | | | | | | | | | | | | | | | | | | | | | | | |
| 102.3 General Administrative Tasks | | | | | | | | | | | | | | | | | | | | | | | |
| 103 Staff Training | | | | | | | | | | | | | | | | | | | | | | | |
| 103.1 Training, Workshops, & Conferences | | | | | | | | | | | | | | | | | | | | | | | |
| 104 Indirect Cost Adjustments | | | | | | | | | | | | | | | | | | | | | | | |
| 104.1 Indirect Cost Rate Adjustment | | | | | | | | | | | | | | | | | | | | | | | |
| 105 Performance Measures | | | | | | | | | | | | | | | | | | | | | | | |
| 105.1 UPWP Performance Report | | | | | | | | | | | | | | | | | | | | | | | |
| 105.2 Mid-term UPWP Review | | | | | | | | | | | | | | | | | | | | | | | |
| 201 Ten Year Plan | | | | | | | | | | | | | | | | | | | | | | | |
| 201.1 Prioritize Projects/ Comments for Ten Year Plan | | | | | | | | | | | | | | | | | | | | | | | |
| 201.2 Participation in GACIT Hearings | | | | | | | | | | | | | | | | | | | | | | | |
| 202 Land Use & Environmental Linkages | | | | | | | | | | | | | | | | | | | | | | | |
| 202.1 Natural Resources Coordination Studies/Projects | | | | | | | | | | | | | | | | | | | | | | | |
| 202.2 Livability/Sustainability Initiatives | | | | | | | | | | | | | | | | | | | | | | | |
| 202.3 Climate Change Initiatives | | | | | | | | | | | | | | | | | | | | | | | |
| 203 Transportation Planners Collaborative | | | | | | | | | | | | | | | | | | | | | | | |
| 203.1 Transportation Planners Collaborative | | | | | | | | | | | | | | | | | | | | | | | |
| 203.2 MPO/RPC Working Groups | | | | | | | | | | | | | | | | | | | | | | | |
| 204 Interagency Consultation | | | | | | | | | | | | | | | | | | | | | | | |
| 204.1 Interagency Consultation | | | | | | | | | | | | | | | | | | | | | | | |
| 204.2 RPC Director Meetings | | | | | | | | | | | | | | | | | | | | | | | |
| 205 Transportation Improvement Program | | | | | | | | | | | | | | | | | | | | | | | |
| 205.1 TIP Development | | | | | | | | | | | | | | | | | | | | | | | |
| 205.2 TIP Amendments/ Administrative Adjustments | | | | | | | | | | | | | | | | | | | | | | | |
| 205.3 Annual List of Obligated Projects | | | | | | | | | | | | | | | | | | | | | | | |
| 206 Congestion Management Process | | | | | | | | | | | | | | | | | | | | | | | |
| 206.1 Data Collection, Analysis, & Mapping | | | | | | | | | | | | | | | | | | | | | | | |
| 206.2 CMP Corridor Committee Support | | | | | | | | | | | | | | | | | | | | | | | |
| 206.3 CMP Corridor and Regional Reports | | | | | | | | | | | | | | | | | | | | | | | |
| 207 Intelligent Transportation Systems/Incident Management | | | | | | | | | | | | | | | | | | | | | | | |
| 207.1 Regional ITS Architecture | | | | | | | | | | | | | | | | | | | | | | | |
| 207.2 Incident Management | | | | | | | | | | | | | | | | | | | | | | | |
| 209 Transportation Conformity | | | | | | | | | | | | | | | | | | | | | | | |
| 209.1 Air Quality Conformity Analysis | | | | | | | | | | | | | | | | | | | | | | | |
| 210 Long Range Transportation Plan (LRTP) | | | | | | | | | | | | | | | | | | | | | | | |
| 210.1 Transportation Plan Development/Amendments | | | | | | | | | | | | | | | | | | | | | | | |
| 210.2 Fiscal Constraint Analysis | | | | | | | | | | | | | | | | | | | | | | | |
| 210.3 Project Solicitation & Development | | | | | | | | | | | | | | | | | | | | | | | |
| 210.4 Project Selection | | | | | | | | | | | | | | | | | | | | | | | |
| 301 Transportation Advisory Committee | | | | | | | | | | | | | | | | | | | | | | | |
| 301.1 Transportation Advisory Committee | | | | | | | | | | | | | | | | | | | | | | | |
| 303 Public Participation Plan | | | | | | | | | | | | | | | | | | | | | | | |
| 303.1 Public Participation Plan | | | | | | | | | | | | | | | | | | | | | | | |
| 304 Public Outreach | | | | | | | | | | | | | | | | | | | | | | | |
| 304.1 Public Involvement and Outreach | | | | | | | | | | | | | | | | | | | | | | | |
| 304.2 MPO Website Development & Maintenance | | | | | | | | | | | | | | | | | | | | | | | |
| 304.3 Media/Policy Monitoring/Tracking | | | | | | | | | | | | | | | | | | | | | | | |

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, 2015.

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 is \$1,174,556.00, representing the total amount and expenses shall not exceed \$550,000.00 in FY 2014, unless the Department specifies otherwise based upon its review of the FY 2014 work progress. 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 (\$1,174,556.00), 90% (\$1,057,100.00) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and 10% (\$117,456.00) from the Rockingham Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the \$1,057,100.00 total reimbursable 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.

ARTICLE II

All charges attributed to personnel costs namely, employee benefits, payroll taxes and proportionate share of indirect costs shall be used in billing for all work done under this AGREEMENT. Employee benefits shall include holiday, sick and vacation pay, Commission's share of group medical and dental 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 annually, 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 under 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 and 23 CFR 260.400 - 407 but shall not exceed that allowed in the Federal Travel Regulations 41 CFR 300 - 304. The DEPARTMENT will not reimburse mileage and per

ARTICLE II

diem costs above those allowed in the Federal Travel Regulations, without appropriate documentation. For training expenses to be reimbursed, they must be pre-approved by the DEPARTMENT (specifically listed in the approved UPWP scope of work or subsequent NHDOT approval), , and 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 and approved by the DEPARTMENT.

D. FIXED FEE

Blank

E. PAYMENTS

Payments on account of the fee for services 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

ARTICLE II

Federal Government, and copies thereof shall be furnished if requested. Applicable cost principles are contained in the 2 CFR 225.

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

ARTICLE III

ARTICLE III - GENERAL PROVISIONS

A. HEARINGS, ETC.

Blank

B. CONTRACT PROPOSALS

Blank

ARTICLE IV

ARTICLE IV - STANDARD PROVISIONS

A. STANDARD SPECIFICATIONS

BLANK.

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

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

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

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

C. EXTENT OF CONTRACT

1. Contingent Nature of AGREEMENT

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

2. Termination

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

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, consistent with 23 CFR Section 450, Title 23 Section 134 USC, and Section 5303 of the Federal Transit Act, are required due to a revision in the scope of the UPWP, 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.

ARTICLE IV

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.

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 Department's Administration of Planning Funds guidebook, unless such standards conflict with or exceed the provisions of this Agreement or with Federal or State laws and rules. The COMMISSION understands that the 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.

ARTICLE IV

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 may act as an agent of the STATE, but shall not act as an employee of the STATE.

2. Claims and Indemnification

a. Non-Professional Liability Indemnification

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

b. Professional Liability Indemnification

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

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

ARTICLE IV

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 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 coverage's, 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.

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4. No Third-Party Rights

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

5. Construction of AGREEMENT

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

K. AGREEMENT MODIFICATION

The provisions of this AGREEMENT shall not be modified without the prior approval of the Governor and Council. Modifications to the UPWP 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 it 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.

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

During the performance of this AGREEMENT, the COMMISSION, for itself, its assignees and successors in interest agrees as follows:

- (1) Compliance with Regulations: The COMMISSION shall comply with Title VI of the Civil Rights Act of 1964 regulations relative to nondiscrimination in federally assisted programs of the DEPARTMENT such regulations entitled Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), and which are herein incorporated by reference and made a part of this AGREEMENT.
- (2) Nondiscrimination: The COMMISSION with regard to the work performed by it during the AGREEMENT shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment specific to this project. The COMMISSION shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when the AGREEMENT covers a program set forth in Appendix B of the REGULATIONS.
- (3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment:
In all solicitations either by competitive bidding or negotiation made by the COMMISSION for work to be performed under a subcontract, including procurements of materials or leases of equipment specific to the project, each potential subconsultant or supplier shall be notified by the COMMISSION of the COMMISSION's obligations under this AGREEMENT and the REGULATIONS relative to nondiscrimination on the grounds of race, color, or national origin.
- (4) Information and Reports: The COMMISSION shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit

ARTICLE IV

access to its books, records, accounts, other sources of information, and its facilities as may be determined by the DEPARTMENT or the Federal Highway Administration 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 Federal Highway Administration 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 Federal Highway Administration 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.
- (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 subcontractant 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

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Department of Labor REGULATIONS (41 CFR Part 60), shall be applicable to this AGREEMENT and any subagreements hereunder.

- (8) Incorporation of Provisions: The COMMISSION shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment specific to the project, unless exempt by the REGULATIONS, or directives issued pursuant thereto.

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

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

N. DISADVANTAGED BUSINESS ENTERPRISE POLICY AGREEMENT REQUIREMENTS

1. Policy. It is the policy of the United States Department of Transportation (USDOT) to ensure nondiscriminatory opportunity for Disadvantaged Business Enterprises (DBE's), as defined in 49 Code of Federal Regulations (CFR) Part 26, to participate in the performance of agreements and any subagreements financed in whole or in part with Federal funds. Consequently, the DBE requirements of 49 CFR Part 26 apply 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

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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, Joan Whitney, (Secretary) of the Rockingham Pkg Comm do hereby certify that at a meeting held on March 27, 2013:

1. I am the duly elected and acting Secretary of the RPC, a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53);
2. The (RPC) Executive Committee authorized the Executive Director, Cliff Sinnott, to execute any documents which may be necessary to effectuate the UPWP contract:
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:

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the (RPC) on this 18th day of April, 2013.

Joan Whitney
(Joan Whitney, Secretary)

STATE OF NEW HAMPSHIRE
County of Rockingham

On this 18 day of April, 2013, before me Annette Pettengill the undersigned officer, personally appeared, Joan Whitney, who acknowledged him/herself to be the Secretary of the (RPC), and that he/she, as such Secretary, being so authorized to do so, executed the foregoing instrument for the purpose therein contained.

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

Annette L. Pettengill
Notary Public, Justice of the Peace
(Official Seal)

March 16, 2016
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 XX, proposed subconsultant _____, hereby certifies that it has XX, has not _____, participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 11246 and that it has _____, has not XX, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

ROCKINGHAM PLANNING COMMISSION

(Company)

By: _____

Cliff Sinnott, Executive Director

(Title)

Date: 4-18-2013

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: June, 1980) **NOTE: TO BE COMPLETED BY CONSULTANT WHEN SIGNING AGREEMENT.**

CERTIFICATION OF CONSULTANT/SUBCONSULTANT

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

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

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

except as here expressly stated (if any): **NONE**

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

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

4-18-2013

(Date)



(Signature)

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

(SEAL)

Consultant

WITNESSES TO THE CONSULTANT

By: Annette Pellegrall
Business Manager

Dated: 4/18/13

CONSULTANT

By: Chi, L S
Exec. Director (Title)

Dated: 4-18-2013

Department of Transportation

THE STATE OF NEW HAMPSHIRE

Dated: 4/22/13

By: William [Signature]
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: 5/3/13

By: [Signature]
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-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

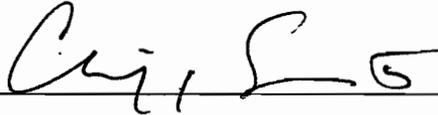
improvements thereon, in which case the assurance obligates the RECIPIENT or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of 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:

4-18-2013

Name/Title Cliff Sinnott, 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 1 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 except where such standards are found to conflict with or exceed 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 allowable membership dues will be included as indirect costs except where FHWA and FTA guidance specifically 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 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 SUBRECIPIENT:

Signature Cliff Sinnott Date: 4-18-2013

Name/Title Cliff Sinnott, 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.

| | | |
|---|------------------------------|--|
| Participating Member: Rockingham Regional Planning Commission 156 Water Street Exeter, NH 03833 | Member Number: 563 | Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624 |
|---|------------------------------|--|

| 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 type="checkbox"/> 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 | 1/1/2013 | 1/1/2014 | <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 |
| Rockingham Regional Planning Commission 156 Water Street Exeter, NH 03833 | | | By: <i>Tammy Denver</i> |
| | | | Date: 1/9/2013 tdenver@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax |