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New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Bureau of Planning & Community Assistance
May 5, 2021

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 $1,124,154.00 to undertake certain transportation related planning activities from July 1, 2021, or the date of Governor and Executive Council approval, whichever is later, through June 30, 2023. 100% Federal Funds.

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

04-096-096-962515-2944	FY 2022	FY 2023
SPR Planning Funds		
072-500575 Grants to Non-Profits-Federal	$562,077.00	$562,077.00

EXPLANATION

The Rockingham Planning Commission, a designated Metropolitan Planning Organization (MPO), contains the Urbanized Area communities of Portsmouth and Salem as well as surrounding towns in the southeastern region of the state. The Fixing America's Surface Transportation (FAST) Act provides planning and transit funds for each Regional Planning Commission. Cooperatively, the New Hampshire Department of Transportation (NHDOT) and the Rockingham Planning Commission has 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 biennium Unified Planning Work Plan (UPWP) for State Fiscal Years 2022 and 2023. As part of this program, Rockingham Planning Commission will provide transportation planning and programming services and products to support state, regional, and local needs. The Rockingham Planning Commission will focus on ten planning factors as follows:

1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency,
2) Increase the safety of the transportation system for motorized and non-motorized users,
3) Increase the security of the transportation system for motorized and non-motorized users,
4) Increase the accessibility and mobility of people and freight,

5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns,
6) Enhance the integration and connectivity of the transportation system, across and between modes, people and freight,
7) Promote efficient system management and operation,
8) Emphasize the preservation of the existing transportation system,
9) Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10) Enhance travel and tourism.

These planning factors are identified in the Fixing Americas Surface Transportation (FAST) Act. Additionally, Rockingham Planning Commission will address the New Hampshire Federal Highway Administration and Federal Transit Administration Planning Emphasis Areas (PEAs), which include FAST Act implementation of performance based planning and programming, regional planning cooperation and ladders of opportunities for access to essential services and identification of connectivity gaps.

The Rockingham Planning Commission can accomplish this work for a total fee not to exceed $1,249,060.00. The funding to be used is from Federal Highway Administration (FHWA) Planning funds and local funds. The Federal portion $1,124,154.00 is Federal Aid (involving Metropolitan Planning (PL), Statewide Planning & Research (SPR) funds) and Consolidated Planning Grant funds with additional $124,906.00 in local funds (collected by Rockingham Planning Commission to be applied towards total cost).

The funding for this request, $1,124,154.00, is 90% Federal Funds with 10% state match. Turnpike toll credits are being utilized for the state match, effectively using 100% Federal Funds. The additional $124,906.00, which is 10% of the total project for the Rockingham Planning Commission, are local funds and will be collected by Rockingham Planning Commission. The Capital Budget Overview Committee approved the use of Turnpike Toll Credits on November 30, 2020.

The Contract has been approved by the Attorney General as to form and execution. Copies of the fully executed contract are on file at the Secretary of State's office and the Department of Administrative Services office and subsequent to Governor and Council approval, will be on file at the Department of Transportation.

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

Sincerely,

Victoria F. Sheehan

Victoria F. Sheehan
Commissioner

VFS/WR/dmp
Attachments

ROCKINGHAM
PLANNING COMMISSION
FED. NO.: X-A005(107)
STATE NO.: 43432

BUREAU OF PLANNING & COMMUNITY ASSISTANCE
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ARTICLE I

ROCKINGHAM
PLANNING COMMISSION
FED. NO.: X-A005(107)
STATE NO.: 43432

BUREAU OF PLANNING & COMMUNITY ASSISTANCE CONTRACT
FOR PLANNING SERVICES

PREAMBLE

THIS AGREEMENT made by and between the STATE OF NEW HAMPSHIRE, hereinafter referred to as the STATE, acting by and through its COMMISSIONER OF THE DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the COMMISSIONER, acting under Chapter 228 of the Revised Statutes Annotated, and the Rockingham Planning Commission, with principal place of business at 156 Water Street, in the Town 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 State Planning & Research (SPR) and Federal Transit Administration (FTA) funds, as a Consolidated Planning Grant (CPG), to the COMMISSION for carrying out the comprehensive, cooperative and continuing transportation planning process in all jurisdictions of the Rockingham Planning Commission.

The DEPARTMENT requires planning services to complete the tasks set forth in the attached work program.

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 Rockingham 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 Federal Highway Administration (FHWA).

C. MATERIAL FURNISHED BY THE DEPARTMENT OF TRANSPORTATION

The DEPARTMENT will furnish to the COMMISSION data and/or records pertinent to the work to be performed.

D. WORK SCHEDULE AND PROGRESS REPORTS

The COMMISSION shall begin performance of the services designated in the Contract promptly upon receipt from the DEPARTMENT of a Notice to Proceed and the material to be furnished as herein described. The COMMISSION shall complete these services without delay unless unable to do so for causes not under the COMMISSION'S control.

The COMMISSION'S sequence of operation and performance of the work under the terms of this AGREEMENT shall be varied at the direction of the DEPARTMENT to give priority in critical areas so that schedules and other STATE commitments, either present or future, can be met.

2022-2023 Unified Planning Work Program

APRIL 9, 2021

METROPOLITAN
PLANNING
ORGANIZATION

theRPC.org

156 WATER STREET
EXETER, NH 03833
603.778.0885

ENDORSEMENTS

Committee/Agency	Date of Endorsement	Amended
ROCKINGHAM PLANNING COMMISSION		
Technical Advisory Committee		
MPO Policy Committee		
Technical & Budget Revisions (Funding & Task Tables)		
NH DEPARTMENT OF TRANSPORTATION		

The preparation of this document was funded in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research [Section 505(a)], and Metropolitan Planning Programs [Section 104(d)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official view or policies of the U. S. Department of Transportation.

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LIST OF ABBREVIATIONS and ACRONYMS

Agencies & Organizations

ACT ..... Alliance for Community Transportation
AMPO ..... Association of Metropolitan Planning Organizations
APA ..... American Planning Association
CART ..... Greater Derry-Salem Cooperative Alliance for Regional Transportation
COAST ..... Cooperative Alliance for Seacoast Transportation
CTAA ..... Community Transit Association of America
ECGA ..... East Coast Greenway Alliance
EPA ..... Environmental Protection Agency
FHWA ..... Federal Highway Administration
FTA ..... Federal Transit Administration
GACIT ..... Governor's Advisory Commission on Intermodal Transportation (State)
HSEM ..... Homeland Security and Emergency Management (State)
MTA ..... Manchester Transit Authority
MVPC ..... Merrimack Valley Planning Commission (MPO)
MVRTA ..... Merrimack Valley Regional Transit Authority
NARC ..... National Association of Regional Councils
NEIWPCC ..... New England Interstate Water Pollution Control Commission
NHSG ..... New Hampshire Seacoast Greenway
NNECAPA ..... Northern New England Chapter of the American Planning Association
NNEPRA ..... Northern New England Passenger Rail Authority
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 (MPO)
OMB ..... Office of Management and Budget (Federal)
OSI ..... New Hampshire Office of Strategic Initiatives (State)
PDA ..... Pease Development Authority
PNSY ..... Portsmouth Naval Shipyard
PREP ..... Piscataqua Region Estuaries Partnership
REDC ..... Regional Economic Development Center
RNMOW ..... Rockingham Nutrition Meals on Wheels Program
RPC ..... Rockingham Planning Commission (MPO)
SCC ..... NH Statewide Coordinating Council for Community Transportation
SMPDC ..... Southern Maine Planning & Development Commission (MPO)
SNHPC ..... Southern New Hampshire Planning Commission (MPO)
SRPC ..... Strafford Regional Planning Commission (MPO)
TASC ..... Transportation Assistance for Seacoast Citizens
USDOT ..... United States Department of Transportation
URISA ..... Urban and Regional Information Systems Association

Plans and Programs

CEDS.....Comprehensive Economic Development Strategy
CMAQ.....Congestion Mitigation/Air Quality Program
CMP.....Congestion Management Process
HPMS.....Highway Performance Monitoring System
HSIP.....Highway Safety Improvement Program
JLUS.....Portsmouth Naval Shipyard Joint Land Use Study
LRTP.....Long Range Transportation Plan (also referred to as the Plan)
MTP.....Metropolitan Transportation Plan (alternate name for the LRTP)
NFPP.....National Freight Performance Program
NHCP.....New Hampshire Coastal Program (part of NHDES)
NHPP.....National Highway Performance Program
NHS.....National Highway System
PEL.....Planning and Environmental Linkages
PL.....MPO Planning Funds administered by FHWA
RSMS.....Road Surface Management Systems
RTP.....Recreational Trails Program
Section 5305d..MPO Planning Funds (FTA)
Section 5305e..State Planning & Research Program (FTA)
Section 5307....Urban Formula Funding Program (FTA)
Section 5310....Enhanced Mobility for Seniors and Individuals with Disabilities Program (FTA)
Section 5339....Bus and Bus Facilities Program (FTA)
SIP.....State Implementation Plan (for Air Quality Conformity)
SPR.....State Planning and Research Program
STBG.....Surface Transportation Block Grant Program
TAP.....Transportation Alternatives Program
TIP.....Transportation Improvement Program
UPWP.....Unified Planning Work Program

Federal Legislation & Regulations

ADA.....Americans with Disabilities Act of 1990
CAAA.....Clean Air Act Amendments of 1990
CFR.....Code of Federal Regulations
DBE/WBE.....Disadvantaged Business Enterprises/Women's Business Enterprises
FAST.....Fixing America's Surface Transportation Act (2015-2020)
ISTEA.....Intermodal Surface Transportation Efficiency Act (1991)
MAP-21.....Moving Ahead for Progress in the 21st Century (2012)
NAAQS.....National Ambient Air Quality Standards
SAFETEA-LU.....Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005-2011)
TEA-21.....Transportation Equity Act for the 21st Century (1998-2004)
Title VI.....Title VI of the Civil Rights Act of 1964

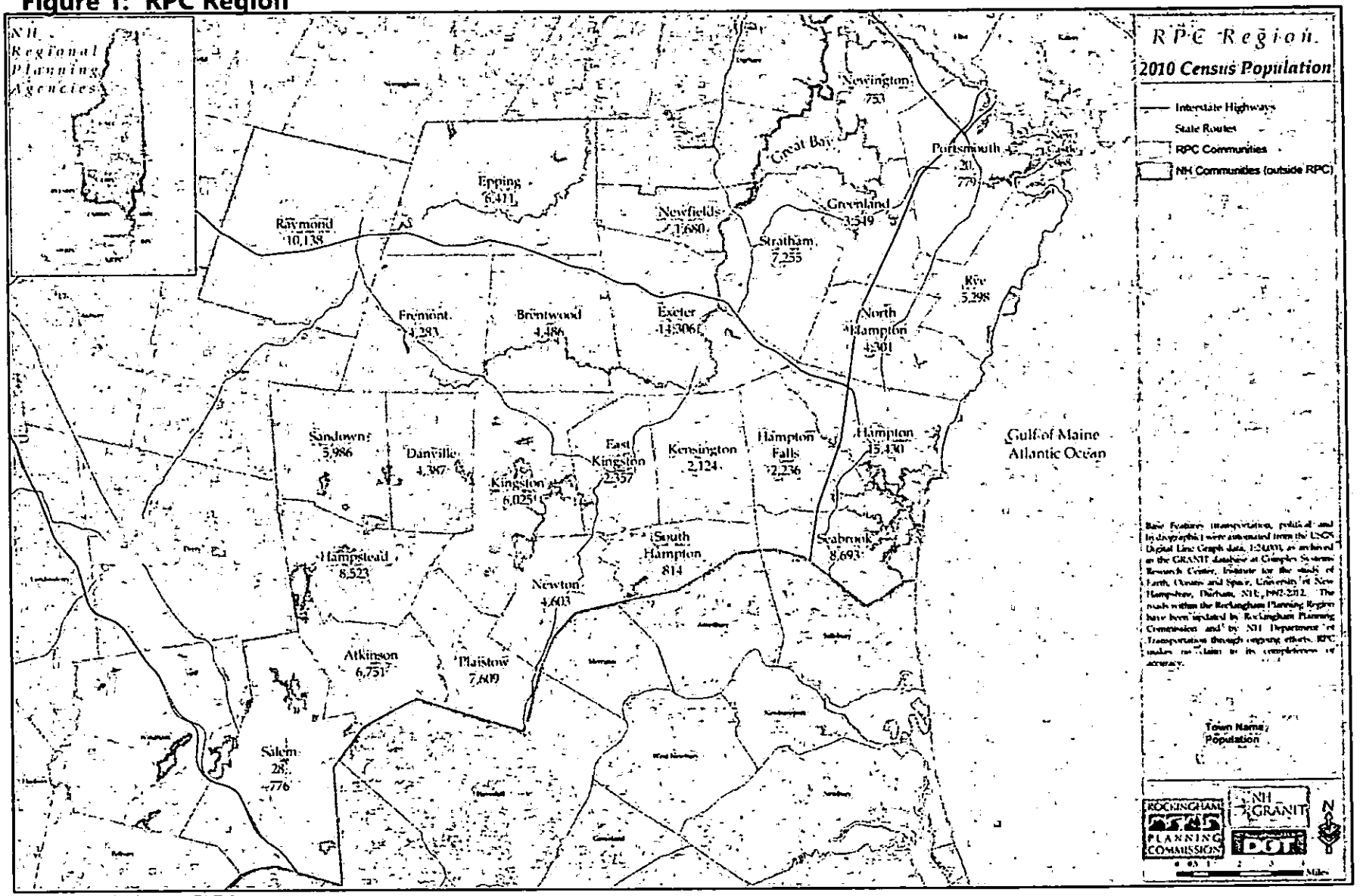
Committees and Workgroups

BPTAC.....State Bicycle and Pedestrian Technical Advisory Committee
CAW.....Coastal Adaptation Workgroup
NHSG.....NH Seacoast Greenway
RCC.....Regional Coordinating Council for Community Transportation
SABR.....Seacoast Area Bicycle Routes
SAC.....Special Advisory Committee on Transportation Needs for the Elderly and Disabled
SCC.....State Coordinating Council for Community Transportation
SWA.....Southeast Watershed Alliance
TAC.....Technical Advisory Committee
TPC.....Transportation Planners Collaborative

Other

ACS.....American Community Survey
ADT/AADT.....Average Daily Traffic / Average Annual Daily Traffic
BWWD.....Bike/Walk to Work Day
CTPP.....Census Transportation Planning Package
DRI.....Developments of Regional Impact
FY.....Fiscal Year
GIS.....Geographic Information System
ICR.....Indirect Cost Rate
IMS.....Incident Management Systems
ITS.....Intelligent Transportation Systems
LEHD.....Longitudinal Employment-Household Dynamics (US Census)
LEP.....Limited English Proficiency
LODES.....LEHD Origin-Destination Employment Statistics
MOU.....Memorandum of Understanding
MPA.....Metropolitan Planning Area (MPO study area)
MPO.....Metropolitan Planning Organization
RFP/RFQ.....Request for Proposals/Qualifications
SADES.....Statewide Asset Data Exchange System
TAM.....Transit Asset Management –ALSO– Transportation Asset Management
TAZ.....Traffic Analysis Zone
TDM.....Transportation Demand Management
TMA.....Transportation Management Association –ALSO– Transportation Management Area
UZA.....Urbanized Area
3Cs.....Continuing, Comprehensive, and Cooperative Transportation Planning

Figure 1: RPC Region



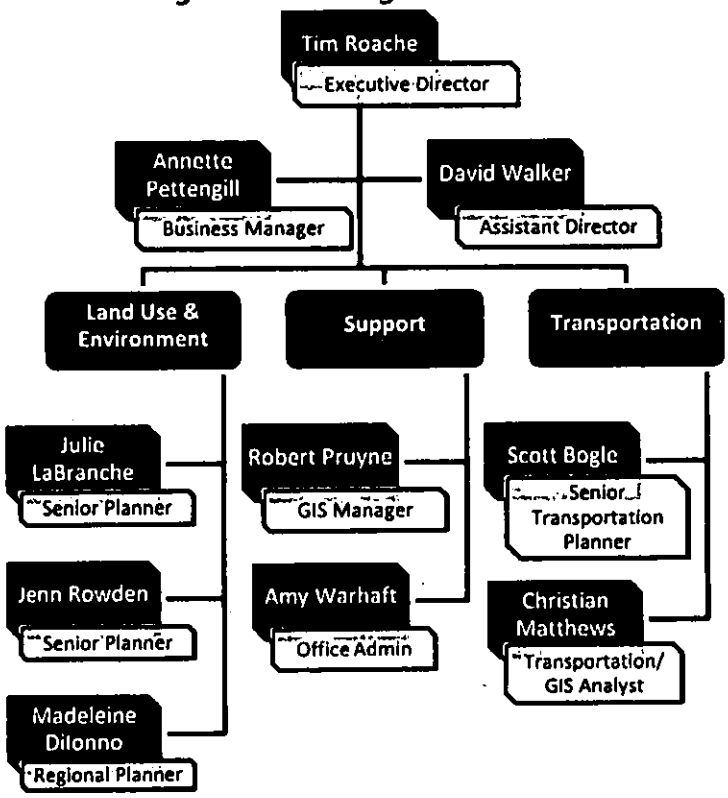
1 INTRODUCTION

The Unified Planning Work Program (UPWP) of the Rockingham Metropolitan Planning Organization (MPO) specifies the planning priorities, activities, and tasks that the MPO will address during the two-year period, as well as the sources and amount of funding available to accomplish this work. The UPWP is required as part of the 3Cs metropolitan planning process and 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.

The UPWP is developed in coordination with the New Hampshire Department of Transportation (NHDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Cooperative Alliance for Seacoast Transportation (COAST), Manchester Transit Authority (MTA), and the MPO Transportation Advisory Committee (TAC) and Policy Committees. A two-year scope is used instead of a single year to be more forward looking and to streamline the contracting process. Accordingly, this UPWP covers the MPO's planning work anticipated to occur from July 1, 2021 to June 30, 2023.

The Metropolitan Planning Area (MPO study area) encompasses the 27 communities of the Rockingham Planning Commission for two reasons: (1) all were located within New Hampshire's designated air quality non-attainment area, and (2) all except one community (Kensington) included portions of either the Boston or Portsmouth urbanized area. The MPO region is illustrated in ***Figure 1***. Staffing of the MPO is provided by the Rockingham Planning Commission as shown in the organization chart (***Figure 3***). The Planning Commission, with the addition of appropriate State, Federal and regional transportation agencies, acts as the policy-making body of the MPO.

Figure 3: RPC Organization Chart



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, the Fixing America's Surface Transportation (FAST) Act, passed in 2015. These laws and their implementing regulations mandate a high level of transportation planning and analysis as identified through the general Planning

Factors identified in FAST and in the annual emphasis areas suggested by FHWA and FTA. New planning regulations for FAST were finalized in May 2016 and the MPO will operates under those rules and regulations. In addition, US DOT approved rules for safety performance measures (2016), asset management (2016), bridge and pavement condition and performance (2017), and performance of the National Highway System (NHS), Freight movement, and Congestion Mitigation and Air Quality (CMAQ) program (2017) that play an important role in defining the work that the MPO will undertake over the next two years.

1.1 Content and Organization of the UPWP

Section 450.308 of the Metropolitan Planning Rules specifies that a UPWP should be developed cooperatively with the State (NHDOT) and the public transportation operators in the MPO area (COAST and MTA) and should document and 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 FAST Act 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 which requests additional details regarding inclusion of completion dates and deliverables for tasks where possible. In that regard, the UPWP summarizes the tasks that will be undertaken to support the MPO's planning efforts. ***Section 1*** (This section) provides introductory information regarding the document. ***Section 2*** provides details regarding the MPO planning priorities and the content of the UPWP. Each task is identified as part of one of the following work areas that are presented sequentially in ***Section 3*** 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

CATEGORY 600 – FTA 5305e Funded Transit Planning

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, ***Section 4***, describes the other transportation planning activities that the MPO is involved with outside of the UPWP contract. The final section of the document, ***Section 5***, provides tables that detail the funding sources, cost and distribution of hours, and scheduling of tasks for the two fiscal years.

1.2 Development of the UPWP

The format and general contents of the UPWP were established by consensus of Federal, State, and Regional agencies in 2010 with minor modifications since then to accommodate new tasks. Budget information for the 2022-2023 period was provided to the RPC by NHDOT in December 2020 and work began on developing a draft UPWP at that time. An initial draft document and budget was completed and provided to NHDOT, FHWA, and FTA on February 5, 2021 for review and comment. The TAC discussed the UPWP at the February 25 meeting and the Policy Committee at the March 10, 2021 meeting. The final proposal was submitted to NHDOT on April 9, 2021.

1.3 UPWP Funding

The Unified Planning Work Program for the Rockingham MPO is primarily funded by the Federal Highway Administration (FHWA) through the Metropolitan Planning (PL) and the State Planning and Research (SPR) programs, and Federal Transit Administration (FTA) through the 5303 Program via a unified planning grant under FHWA purview. Federal sources, which pass through NHDOT, are subject to a 20% match of state and/or local funds as shown in **Table 1** which provides an abbreviated budget summary. Half of this match is currently provided by local revenues from the Rockingham Planning Commission (RPC) communities, while the remainder utilizes Turnpike Toll Credits from NHDOT to satisfy the match requirements in place of funds. Additional budget tables are included at the end of the document including a budget summary (**Table 2**), a more detailed budget that shows the full distribution of personnel resources to UPWP tasks (**Table 3**), and the anticipated schedule for work tasks and deliverables (**Table 4**).

Table 1: UPWP Funding & Expenditures Summary

Revenue			
Funding Source	**UPWP Total**	**Federal***	**RPC Match**
FHWA PL Funds	$893,654	$804,289	$89,365
FTA 5303 Planning Funds	$226,996	$204,296	$22,700
State Planning & Research Funds	$128,410	$115,569	$12,841
FTA 5305 Grant (Category 600)	$0	$0	$0
Total Funding	$1,249,060	$1,124,154	$124,906
		90%	**10%**

**NHDOT match is in the form of 10% Turnpike Toll Credits is included in the Federal funding*

Expenditures						
	FY 2022			**FY 2023**		
Work Area	**Total**	**Personnel**	**Non-Personnel**	**Total**	**Personnel**	**Non-Personnel**
Category 100: MPO Administration	$83,269	$79,669	$3,600	$84,992	$81,367	$3,625
Category 200: Policy & Planning	$227,349	$225,849	$1,500	$210,263	$208,692	$1,571
Category 300: Public Involvement	$64,696	$64,221	$475	$61,425	$60,900	$525
Category 400: Planning Support	$167,914	$113,339	$54,575	$168,679	$114,029	$54,650
Category 500: Technical Assistance	$90,834	$90,125	$709	$89,639	$88,722	$917
Category 600: FTA 5305e Transit Grants	$0	$0	$0	$0	$0	$0
UPWP Total	$634,062	$573,203	$60,859	$614,998	$553,710	$61,288

2 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:

- The requirements for implementing the provisions of the FAST Act, and current Metropolitan Planning Rules (23 CFR 450).
- The requirements and schedule of the State Ten Year Plan process.
- 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 and Policy Committees.
- Addressing findings and recommendations made during the most recent MPO Planning Review conducted by FHWA and FTA in November 2017.
- Completion of certain tasks begun under the previous UPWP.
- The specific needs and circumstances of the MPO.

2.1 MPO CORE FUNCTIONS

The UPWP is the MPO's blueprint for implementing the Continuing, Comprehensive, and Cooperative Transportation Planning (3C) transportation planning process for the region and fulfilling the core functions of the agency. FHWA's Transportation Planning Process Briefing Book establishes that MPOs:

> *"...[have] authority and responsibility for transportation policy-making in metropolitan planning areas...MPOs ensure that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative, and comprehensive planning process known as the 3-C planning process. MPOs also cooperate with State and public transportation operators to set spending levels for Federal funds that are meant for transportation projects."*
>
> *"...MPOs serve an overall coordination and consensus-building role in planning and programming funds for projects and operations. The MPO must involve local transportation providers in the planning process by including transit agencies, State and local highway departments, airport authorities, maritime operators, rail-freight operators, Amtrak, port operators, private providers of public transportation, and others within the MPO region."*

Further, the document lists that MPOs have **six core functions:**

1. **Establish a setting for effective decision-making** regarding transportation needs and priorities. This function is supported in the region primarily through the Transportation Advisory Committee (TAC) and MPO Policy Committee, and secondarily through outreach to local officials and transportation stakeholders.
2. **Identify and evaluate transportation improvement options.** This is supported through data analysis, corridor, or other special studies, and through the application of general planning methods.

3. **Prepare and maintain a Metropolitan Transportation Plan (MTP), also known as the Long Range Transportation Plan (LRTP)** that has a 20+ year horizon. The LRTP is intended to be responsive to the 10 planning factors [discussed below] and includes other specific content requirements.
4. **Develop a fiscally constrained Transportation Improvement Program (TIP)** that identifies project priorities drawn from the LRTP.
5. **Identify performance measure targets and monitor whether implemented projects are achieving targets.** This includes preparation of a System Performance Report as part of the LRTP update process.
6. **Involve the public**, both general and specifically affected constituencies, in efforts related to each of the core functions above.

In addition to these functions, MPOs must also cooperate with the State, the region's public transportation providers and municipalities to create an effective regional transportation planning process. This includes the function of coordinating the LRTP and the TIP with the State Ten Year Plan and the STIP. New Hampshire MPOs are also called upon to participate in and contribute to statewide transportation initiatives, such as the interregional corridor and major facility studies, the state air quality planning process, regional community transportation coordination, CMAQ and TAP project evaluation processes, cooperative data collection efforts, and others. Other tasks in the UPWP support work related to "Planning Emphasis Areas" that are periodically established by the FHWA and FTA to highlight current federal initiatives and priorities. The work identified in the UPWP directly or indirectly supports these objectives.

2.2 Planning Factors and Requirements of the FAST Act

When developing the work program for the FY 2022-2023 UPWP, the provisions of 23 U.S. Code § 134 (23 CFR Part 450.306) of the Planning Regulations were considered. This section requires that the MPO, in cooperation with State and regional planning partners:

> ***"develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State."*** [23 CFR §450.306]

This performance-based approach is in support of the national performance goals for highways and transit described in 23 USC §150(b) and 49 CFR 625.41

- **Safety**: To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure Condition**: To maintain the highway and transit infrastructure asset system in a state of good repair.
- **Congestion Reduction**: To achieve a significant reduction in congestion on the National Highway System.
- **System Reliability**: To improve the efficiency of the surface transportation system.

- **Freight Movement and Economic Vitality**: To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental Sustainability**: To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced Project Delivery Delays**: To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

Fundamental to the MPO planning process is that it be ***"continuous, cooperative, and comprehensive"*** [3Cs Process], and each project, strategy, and service of the MPO must provide for consideration and implementation of the ten planning factors established in FAST:

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

The metropolitan planning rules also specify several other elements that should be addressed in the scope of the planning process. They call for increased integration of transportation and land use planning, 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.
- Coordinated Public Transit-Human Services Transportation Plan(s).

- 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 2022-2023 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.

2.3 New Hampshire Planning Emphasis Areas

During the preparation of the UPWP, the FHWA New Hampshire Division Office and FTA Region I Office recommended twelve New Hampshire emphasis areas be addressed as planning priorities. These indicate that the UPWP should identify the resources and work elements necessary to:

1. integrate all Planning Factors into transportation planning activities and ensure continued compliance with all metropolitan planning and programming requirements.
2. continue the cooperative data collection, development, and monitoring of required performance measures and targets and ensure that Performance Based Planning and Programming requirements are met. In addition, ensure that the MOU between NHDOT, New Hampshire MPOs, and transit operators incorporates all federally required performance measures.
3. implement the established framework of Urbanized Area set-asides, suballocation, and project selection.
4. review and incorporate any adjustments to Urbanized Area (UZA) and MPO boundaries, boundary smoothing, MPO (re)designation, and roadway Functional Classification based on Census 2020 information.
5. continue the data collection and monitoring efforts necessary to maintain a Congestion Management Process (CMP) that is consistent with federal requirements and that addresses recommendations from the most recent MPO Planning Review.
6. 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.
7. ensure that the Long Range Transportation Plan and Transportation Improvement Program include financial plan documentation and processes demonstrate constraint by year and funding category and meet the requirements of the FAST Act and the Metropolitan Transportation Planning Rules.
8. maintain the function and capacity of the Travel Demand Model, keep it up-to-date, and develop applications to utilize the model in transportation planning functions. This includes working to implement a Household Travel Survey or equivalent.

9. provide for MPO involvement in traffic counting, pavement condition monitoring, and other activities and data for maintaining New Hampshire's statewide HPMS data and meeting performance-based planning requirements.
10. support effective project monitoring and the development of an annual listing of obligated highway, bike/pedestrian, and transit projects.
11. consider climate change vulnerability and similar evaluations during the development of transportation plans and programs.
12. opportunities to integrate emerging technologies into future planning and coordination activities with stakeholders.

Along with the ten FAST Act Planning Factors, these areas of emphasis have been integrated into the UPWP tasks discussed in Section 3 and apply to each task as shown in ***Figure 4***.

2.4 MPO Planning Priorities

In addition to the direction provided by the Federal Planning Factors and Planning Emphasis Areas, there are a few areas that the MPO will be prioritizing during the FY22-23 UPWP.

A. Addressing climate change and stormwater impacts and integrating climate adaptation and resiliency into the transportation planning process for the long term viability of the region. The MPO has worked with planning partners to better understand the potential impacts of climate change, sea-level rise, storm surge, and extreme precipitation on the region, and is working to develop mitigation, adaptation, and resiliency strategies for the Long Range Transportation Plan. The impact of stormwater on infrastructure management and investment, local flooding, water quality, and aquatic habitat also remains a concern.

B. Moving towards a more sustainable transportation system that is less car-centric. The MPO intends to shift to a more human-centric approach to mobility and accessibility built upon livability principles that integrate all transportation modes with human scale environments, benefits, and services. Through that, the MPO will identify goals, policies, and projects that will reduce congestion, pollution, and energy consumption in the region, and promote expanded bicycle, pedestrian, and transit infrastructure and technologies that result in a more sustainable transportation system that better meets the needs of residents who are unable to drive or lack access to a private automobile.

C. A full update to the Long Range Transportation Plan is scheduled to be completed in the Spring of 2023 and the MPO will work throughout this UPWP to address that revision. The intention is to address A and B above in the LRTP update as well as the following:

    a. Consider environmental, community, and economic goals and incorporate information and analysis to inform the environmental review process for projects and streamlines project implementation (Planning and Environmental Linkages).

b. Expand data-driven project identification and analysis. Incorporate data from the Congestion Management Process, analyses conducted for performance measures and targets, Level of Traffic Stress study, and other technical studies into the project identification and prioritization process.

c. Work to identify project priorities earlier in the Ten Year Plan cycle to allow for improved scopes and cost estimates.

Figure 4: Matrix of Tasks and Related Planning Factors and Emphasis Areas

Category & Task	Federal Planning Factors										FHWA/FTA Emphasis Areas												MPO Priorities		
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12	A	B	C
CATEGORY 100: MPO ADMINISTRATION																									
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 Planning & 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 Metropolitan Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 209 Transportation Conformity	✓				✓	✓			✓	✓		✓		✓		✓		✓	✓		✓	✓	✓	✓	✓
Task 210 State Long Range Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 211 Bicycle and Pedestrian Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	
CATEGORY 300: PUBLIC INVOLVEMENT																									
Task 301 Technical Advisory Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 302 Planning Commission Meetings	✓	✓	✓	✓	✓	✓			✓	✓				✓						✓	✓	✓	✓	✓	
Task 303 Public Participation Plan					✓	✓					✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	
Task 304 Public Outreach	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓
Task 305 MPO Policy Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 400: PLAN SUPPORT																									
Task 401 Traffic Counts	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓
Task 402 SADES RSMS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	
Task 403 Geographic Information Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 404 Demographics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 405 Equipment & Supplies				✓			✓	✓	✓		✓	✓	✓		✓			✓	✓	✓					
Task 406 Travel Demand Model	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓
Task 407 Memberships & Subscriptions	✓				✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓						
CATEGORY 500: TECHNICAL ASSISTANCE																									
Task 501 Local and Regional Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Task 502 Statewide Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 503 Local Project Administration Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓						✓	✓		✓	✓	
Task 504 Special Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓								✓			✓	✓	
Task 505 Regional Coordinating Councils	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								✓	✓	✓	✓	✓	
Task 506 Transit Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					✓	✓	✓	✓	✓	✓
Task 507 Transportation Demand Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓			✓	✓		✓	✓	✓	✓	✓
CATEGORY 500: TECHNICAL ASSISTANCE																									
Task 601 FTA530Se Transit Planning Grant	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓									✓	✓			

3 CATEGORY & TASK DESCRIPTIONS

Section 3 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 included in tables at the beginning of the document which establishes the time and funding allocated to the specific tasks as well as the general timeframe and schedule in which they will be worked on. The RPC is the lead agency on all tasks except for where specifically noted in an activity or work product. Some work products and activities are dependent upon the actions and activities of partner agencies.

CATEGORY 100: MPO ADMINISTRATION

Purpose: *Facilitates administration of the UPWP Planning Agreement with NHDOT, the development of the MPO Prospectus and UPWP, financial management, training of staff, and conduct of other activities needed to maintain compliance with MPO requirements.*

TASK 101 — ACCOUNTING AND INVOICES

Objective

Staff efforts related to the development, submittal, and approval of reimbursement requests, for monitoring financial controls and ensuring compliance with contract obligations.

Activities

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.

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 Products

- Monthly UPWP Invoices and Status Reports.
- Annual Financial Audit for each fiscal year meeting the requirements of 2 CFR 200 and submitted through the federal clearinghouse.

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 tasks.

Activities

1. ***Development of and Amendments to Unified Planning Work Program:*** The development, implementation, modification of, and administration of the MPO Unified Planning Work Program (UPWP). The MPO staff work cooperatively with NHDOT, FHWA, FTA, and regional transit operators to formulate the UPWP, incorporating new planning needs, requirements, and emphasis areas. Occasionally changes to the UPWP are required to adjust the document to fit unanticipated needs or shifting timeframes or priorities. This can take the form of a budget adjustment, redistribution of funding/resources between categories of work, or adding/removing of work tasks.
2. ***UPWP Administration:*** General administrative tasks relevant to the fulfillment of the FY 2022-2023 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.
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 NHDOT to discuss UPWP contracts, maintenance of the DBE program and goals, and Title VI implementation.
4. ***MPO Prospectus Updates:*** Update, as needed, the MPO Prospectus document which has three functions: establish the federally mandated "3Cs" transportation planning process, define the roles and responsibilities of the various Federal, State, Regional, and local agencies involved in the MPO, and document the interagency agreements between involved agencies.
5. ***UPWP Performance Report:*** The MPO UPWP performance report provides an assessment of tasks completed and progress made on efforts undertaken during the previous UPWP contract (FY20-21 UPWP). This document also includes an explanation of tasks not completed or carried over to the current UPWP. The materials utilized to prepare for the mid-term progress review will be utilized as the Performance Report for the first half of the UPWP contract (Year 1).
6. ***Planning and Progress Reviews:*** Prepare for and meet with NHDOT, FHWA, and FTA as requested to discuss progress on the current UPWP and any ongoing issues and concerns with work to date. The FHWA/FTA review is anticipated for fall 2021 and the NHDOT

UPWP mid-contract reviews are expected to occur in the spring/summer of 2022.

Work Products

- Approved UPWP for Fiscal Years 2024 and 2025.
- Minor revisions, modifications, and amendments to the UPWP for Fiscal Years 2022 and 2023 as needed.
- Monthly Work Program Reports and other required reporting.
- Completed employee timesheets.
- DBE Program and goal analysis (as needed).
- Revised RPC internal procurement guidelines, model RPF, RFQ, and third-party contracts.
- Revisions and Amendments to the MPO Prospectus (as needed).
- MPO UPWP Performance Report for the FY 2020-2021 work program due 90 days after the close of fiscal year 2021.
- Materials prepared for the FHWA/FTA Planning Review in Fall 2021.
- Materials prepared for the UPWP Mid-term review meeting with NHDOT (Summer 2022).

TASK 103 — STAFF TRAINING

Objective

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

Activities

1. ***Conferences, Seminars, and Workshops:*** Continued training of MPO planning staff through attendance at transportation related conferences, workshops, and seminars with content having relevance to the work program.

- ***Transportation Planning:*** Training events, including national conferences, offered by FHWA, FTA, NHDOT, Community Transportation Association of America (CTAA), National Highway/Transit Institutes (NHI/NTI), Institute of Transportation Engineers (ITE), UNH Technology Transfer Center (T2), Association of Metropolitan Planning Organizations (AMPO), National Association of Regional Councils (NARC), Transportation Research Board (TRB), League of American Bicyclists, Association of Pedestrian and Bicycle Professionals (APBP), and other relevant organizations.
- ***Geographic Information System (GIS):*** Training offered by ESRI, URISA, regional

organizations such as NEARC, and academic institutions.

- ***Statistical Data:*** *Training* offered by the US Census Bureau, NHOSI, and other relevant organizations.
- ***Land use and Environmental:*** Training that relates to the transportation system such as storm water management, hazard mitigation, as well as climate resiliency and adaptation. This includes Coastal Zone Program (CZP), the PREP Estuaries Conference, the New England Interstate Water Pollution Control Commission (NEIWPCC), as well as more broadly-based planning conferences that offer transportation planning related tracks or sessions such as NH Municipal Association Road Law training, American Planning Association (APA), and Northern New England Chapter of the APA (NNECAPA).

2. ***Model/Software Training:*** Specialized training for transportation modeling staff in the theory and application of travel demand modeling as well as the specific workings of the MPO Travel Demand Model through the MPO model Consultant or through Caliper Software (TransCAD). Training in other specialized software relevant to the business of the MPO such as the EPA MOVES, Trafficware Synchro, Highway Capacity or Network Analysis software, scenario planning models, or others as opportunities arise.

Work Products

- None

Task 104 — Indirect Cost Rate Adjustments

This task is a placeholder. RPC utilizes a predetermined fixed indirect cost rate that is not subject to change while in effect.

Task 105 — Performance Measures

This task is a placeholder. RPC has fully integrated performance measures into the planning process and so they are included in the TIP and Plan.

CATEGORY 200: POLICY AND PLANNING

Purpose: *Provide for the development, maintenance, and update of the MPO Long Range Transportation Plan, Transportation Improvement Program (TIP), 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 in 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.

Activities

1. ***Ten Year Plan Process:*** Participation in meetings with NHDOT discussing the Ten Year Plan Process and timelines as well as developing/revising project selection criteria and other guidance for RPCs and communities.
2. ***GACIT Ten Year Plan Hearings:*** 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 to be added each cycle.

Work Products

- Ten Year Plan Project Selection Criteria weighted by MPO TAC and Policy Committees.
- Candidate Projects List submitted to NHDOT for engineering and cost estimate review in November/December of even numbered years.
- Priority project listing submitted to NHDOT for addition to the Ten Year Plan in March/April of odd numbered years.
- Formal comments and response to Drafts of the State Ten Year Plan as presented.

TASK 202 — PLANNING AND ENVIRONMENTAL LINKAGES

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, the environment, and transportation. RPC will work to implement appropriate transportation, land use, livability, and climate change recommendations identified in the newly adopted RPC Regional Master Plan.

Activities

1. ***Participation in Southeast Watershed Alliance (SWA) and the Stormwater Coalition:*** RPC staff will continue participation in the SWA (~10 meetings per year) 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 are primarily concerned with managing roadway drainage and runoff.

2. ***Planning and Environmental Linkages:*** The intent of the Planning and Environmental Linkages (PEL) approach is that information, analysis, and work products developed during the planning process be utilized to inform the NEPA review process. With each update to the LRTP, the MPO collaborative and integrated approach to transportation planning and project development creates more economically, environmentally, and socially sustainable transportation projects. Continued work in this area includes consultation with Resource Agencies regarding Long Range Transportation Planning and ensuring that planning products meet the conditions necessary to be utilized as part of the NEPA review process going forward.

3. ***Coastal Adaptation Workgroup (CAW):*** RPC Staff will continue to participate in the CAW (~10 meetings per year) which assists New Hampshire Coastal communities with training and education in preparing for natural hazard and climate change impacts. Projected sea-level rise, increased storm activity, and increased storm severity will impact the transportation system of Seacoast communities. RPC staff needs to have a full understanding to provide support via transportation planning and project recommendations due to the susceptibility of much of the RPC Region's transportation network to the impacts listed above. This information is utilized in both the development of the Long Range Transportation Plan and the project selection process for the Plan and the Ten Year Plan.

4. ***Climate Change Initiatives:*** Further incorporate consideration of climate change mitigation and adaptation into the MPO Planning Process. In cooperation with other agencies, participation in research, assessments, working groups, and other efforts to understand the vulnerability of the region to climate change, to understand the impacts

of climate change, and help communities minimize its negative consequences and increase their resilience.

5. ***Transportation System Resiliency:*** Continue to build on previous efforts and develop approaches to build transportation system resilience to extreme weather events, a changing climate, and future environmental conditions. This will be accomplished through expanding stakeholder engagement and coordination with relevant agencies and other entities, and integration into the Long Range Transportation Plan.
6. ***Hazard Mitigation:*** Use the Regional Master Plan, regional vulnerability assessments, climate change projections, and other resources to better integrate hazard mitigation into the MPO Long Range Transportation Plan.

Work Products

- Ecological principles of infrastructure planning and design incorporated into the MPO Long Range Transportation Plan and project development efforts.
- Integration of Ecosystems approach to planning to better link transportation planning with the activities of resource agencies, land management agencies, and local planning efforts.
- Integrate resiliency, adaptation, and natural hazards planning into the Long Range Transportation Plan.
- Incorporate regional and local Hazard Mitigation recommendations into the Long Range Transportation Plan and other transportation planning activities.

TASK 203 — TRANSPORTATION PLANNERS COLLABORATIVE

Objective

Participation in the Transportation Planners Collaborative and improved communication and cooperation between and among transportation planning partners in New Hampshire.

Activities

1. ***Transportation Planning Collaborative (TPC):*** Participation in meetings of the NH transportation planners to foster improved communication between NHDOT and RPCs/MPOs.

Work Products

- Materials prepared for discussion or presentation at TPC meetings.

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.

Activities

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

Work Products

- Comments, questions, and ideas for discussion regarding the development of fiscal constraint, air quality, and other mutually agreed-upon components of the STIP/TIP and MPO Long Range Transportation Plans.
- Comments/questions on proposed TIP Administrative Adjustments and Amendments.
- Meeting notes for those meetings where RPC is the designated note-taking agency.

TASK 205 — TRANSPORTATION IMPROVEMENT PROGRAM

Objective

To maintain the current four-year Transportation Improvement Program (TIP) through amendments and minor revisions, approve the subsequent TIP, and related activities to meet the requirements of 23 CFR § 450.326.

Activities

1. ***MPO Transportation Improvement Program Development:*** The development of the MPO TIP occurs in cooperation with NHDOT and the other New Hampshire MPOs on a biennial schedule and incorporates a number of activities to be compliant with 23 CFR Part 450, Subpart C:
   - ***Evaluating Regional Project Needs:*** Assessing regional transportation improvement needs using input from the Long Range Transportation Plan, the Congestion Management Process (CMP), the Travel Demand Model, corridor plans and other

studies, as well as from NHDOT and other parties.

- ***Project Development:*** Work with project applicants and NHDOT to improve project scope and cost data and facilitate project implementation.
- ***TIP Preparation:*** The preparation and adoption of the TIP, including Air Quality Conformity determination, financial constraint analysis, and a summary of results from prior TIPs. This also includes ensuring consistency between the TIP and the project specific element of the Long Range Transportation Plan.
- ***Performance Report:*** The TIP must incorporate a report that identifies established performance measures and targets as well as an assessment of the impact of TIP projects towards advancing those targets.

2. ***Transportation Improvement Program Administrative Adjustments***: TIP Administrative Adjustments are minor revisions to the projects included in the TIP and are presented monthly. These changes must meet certain criteria outlined in the STIP/TIP revision process and must be evaluated and processed by the MPO in accordance with MPO TIP revision procedures.
3. ***Transportation Improvement Program Amendments***: Full Amendments to the TIP are proposed quarterly and are composed of all project changes that cannot be processed as Administrative Adjustments according to current STIP/TIP Revision Procedures. In some cases, Amendments must also include changes to the Air Quality Conformity Determination, the fiscal constraint documentation, and/or the Long Range Transportation Plan.
4. ***List of Obligated Projects:*** The MPO is required to annually (December) produce a listing of all projects in the region for which federal funds were obligated during the previous fiscal year. Obligated projects are those that FHWA or FTA have committed to reimbursing a share of the cost of implementation.

Work Products

- Monthly TIP Administrative Adjustment approvals submitted to NHDOT.
- TIP Amendment approvals submitted to NHDOT as approved.
- Draft 2023-2026 Transportation Improvement Program.
- Approved 2023-2026 Transportation Improvement Program.
- MPO TIP Performance Report.
- Maintain TIP project database that reflects project changes from Amendments and Administrative Adjustments and can produce up-to-date project tables..
- FY 2021 List of Obligated Projects (December 2021).
- FY 2022 List of Obligated Projects (December 2022).

TASK 206 — CONGESTION MANAGEMENT PROCESS

Objective

To complete all work related to the implementation and maintenance of the Congestion Management Process for designated Transportation Management Agencies (TMAs) to satisfy the requirements of 23 CFR 450.314(g).

Activities

1. ***Congestion Management Process (CMP):*** The MPO Congestion Management Process (CMP) is 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, recommend cost-effective actions to implement, and evaluate the effectiveness of implemented actions. The MPO will utilize data from traffic counts, the National Performance Management Research Dataset (NPMRDS), and other resources as necessary to conduct an analysis for the region. The MPO maintains and updates the CMP through a publicly accessible ArcGIS StoryMap.
2. ***Integration with Long Range Transportation Plan:*** Continue to work to utilize the results of the CMP analysis to improve the project identification and development process of the Long Range Transportation Plan with a data-driven approach.

Work Products

- Analysis of travel time data from the NPMRDS to identify congested locations and assess system performance.
- Regional level crash data analysis to complement congestion analysis and identify locations susceptible to frequent non-recurring congestion.
- Update Regional CMP StoryMap annually.

TASK 207 — INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

Objective

Maintain the regional ITS architecture developed in cooperation with SRPC. The ITS Architecture and Strategic Plan were updated in 2012 and minimal work is anticipated during this UPWP. Participation in Incident Management System (IMS) efforts in the region such as that underway for the Newington-Dover Turnpike, I-93 Corridor, and I-95 Corridor.

Activities

1. ***Regional Intelligent Transportation Systems Architecture:*** Maintenance and any required updates of the regional ITS architecture and Strategic Plan for the Strafford and Rockingham MPOs.
2. ***Participation in Incident Management Systems:*** There are active Incident Management Systems efforts for the Spaulding Turnpike, I-93, and I-95 that the MPO can participate in as needed or requested.
3. ***Opportunities to Incorporate Regional ITS Architecture into the Statewide Architecture:*** There appears to be little need for regional ITS architectures in New Hampshire and implementation of ITS would be best served by a single comprehensive plan for the state. The MPO will look for opportunities to coordinate with the State ITS Architecture and consolidate the documents.

Work Products

- Updated Regional ITS Architecture as necessary.
- Updated ITS Strategic Plan as necessary.

TASK 208 — METROPOLITAN 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.

Activities

1. ***Maintenance of the 2045 Long Range Transportation Plan:*** Incorporate updates to the Long Range Transportation Plan necessary to maintain consistency with the 2021-2024 TIP.
2. ***Transportation Plan Update***: Carry out the update of the Rockingham MPO Transportation Plan in conjunction with development of the 2023-2026 TIP and the 2023-2032 Ten Year Plan. Work will be focused in several areas: (1) further integration of Climate Change resiliency, adaptation, and hazard mitigation; (2) Expansion of data-driven project development and analysis; (3) integration of Planning and Environmental Linkages approach; as well as (4) shifting to a more human-centric approach to mobility and accessibility built upon livability principles that integrate all transportation modes with human scale environments, benefits, and services.
3. ***Performance-Based Planning***: Federal regulations require the implementation of a

performance-based transportation planning process. This requires ongoing efforts to integrate performance measures, targets, and related data collection and analysis efforts into the MPO Long Range Transportation Plan and aids in the movement towards a more data-driven project identification process. The full consideration of performance-based planning also requires coordination with an expanded set of planning partners that include NHDOT, NH Department of Safety (NHDOS), NH Department of Environmental Services (NHDES), the other three NH MPOs, Maine DOT, Southern Maine Planning and Development Commission (SMPDC), MASS DOT, and the Merrimack Valley Planning Commission (MVPC) and other Boston Urbanized Area MPOs.

4. ***HSIP Performance Targets:*** The MPO must adopt performance targets for the Highway Safety Improvement Program (HSIP) annually (usually in February) and within 180 days after NHDOT establishes statewide HSIP performance targets. This process requires coordination with NHDOT, New Hampshire Department of Safety (NHDOS), FHWA, and the other New Hampshire MPOs. These targets must be integrated into the TIP and LRTP and the regional analysis will be utilized to identify possible projects.

5. ***Pavement and Bridge Condition Performance Targets:*** MPOs are required to establish 4-year Pavement and Bridge conditions on the National Highway System within 180 days of the State target setting. MPOs have the option to support the statewide targets or to establish their own for each of the pavement and bridge measures. These targets must be included in the System Performance Report and will need to be updated in 2022. This analysis will be utilized to identify project needs.

6. ***System Reliability Performance Targets:*** The System Performance Final Rule, effective May 20, 2017, establishes six measures in three performance areas to carry out the National Highway Performance Program (NHPP), the National Highway Freight Program (NHFP), and Congestion Mitigation and Air Quality Program (CMAQ). As the MPO region is in attainment for air quality and is not an urbanized area of over 1 million people, the (3) CMAQ measures are not utilized at this time. The MPO established 4-year targets for the three NHPP and NHFP measures in 2018 that will need to be updated in 2022. This analysis will help identify congestion related project needs in the region as well.

7. ***Transit Asset Management (TAM) Performance Targets:*** The Transit Asset Management (TAM) rule required Transit Agencies to set targets for their assets by January 1st, 2017 for the following fiscal year, and Metropolitan Planning Organizations (MPOs) to set regional targets 180 days after that. The targets deal with 4 broad areas of asset categories; Equipment, Rolling Stock, Infrastructure, and Facilities. RPC is required to renew TAM targets with each update of the LRTP and these will next be updated in 2022 and will help better understand transit needs in the region.

8. ***Public Transportation Agency Safety Plans:*** The Public Transportation Agency Safety Plan (TSASP) rule requires MPOs to integrate the goals, objectives, performance measures, and targets of state and regional transit agency PTASP into the transportation planning process.

9. ***Livability/Sustainability:*** Integrate livability and sustainability principles into the Long Range Transportation Plan to encourage expanded transportation choices, sustainable economic and land use development patterns, and leverage existing investments in infrastructure and communities to develop a system that requires less motor vehicle travel. Integrate transportation planning to enhance quality of life, support open space and recreation, provide environmental and social justice equity, support employment opportunities, protect critical natural resources and ecosystem services, and improve public health and safety.

10. ***Fiscal Constraint Analysis:*** The MPO must coordinate with NHDOT and the other New Hampshire MPOs to develop an analysis of projected revenues and expenditures by year for the region. 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.

11. ***Transportation Project Development:*** The MPO continues to refine the project solicitation and development process for the LRTP to provide more thorough and up-to-date information regarding scope, cost, and impacts to better facilitate the project prioritization process. One of the primary goals of the current update to the LRTP is to facilitate a more data-driven project identification and development process. For that purpose, the UPWP includes funding for engineering assistance in the development of project scope and cost estimates. This will facilitate a more grounded project list and improve decision-making in determining priorities for the State Ten Year Plan and provide.

12. ***Environmental Mitigation, Climate Change, Adaptation and Resiliency:*** The FAST Act requires that the MPO include discussions of environmental mitigation, climate change, and system resiliency within the Long Range Transportation Plan. The MPO continues to refine these discussions, to maintain up-to-date information regarding potential areas of mitigation (e.g. emissions reductions, reduced VMT, expansion of public transit, increased use of alternative modes, efficiency), and to maintain consistency with State, regional, and local environmental planning efforts. This component of the plan will also build off other, non-UPWP funded, efforts to incorporate discussion of the impacts of climate change on the transportation network in the region, methods of adapting to the changing conditions, reducing flood risk and impacts, and building infrastructure systems that are resilient to and minimize the environmental impacts of extreme weather and climate change. Related activities include presentations of RPC projects at local, regional, state, and national conferences, workshops, webinars, and other public events. The draft plan will also be brought to NHDOT's Natural and Cultural Resource committees for review and consultation.

13. ***Latest Planning Assumptions:*** Ensure that the population, employment, travel, and congestion projections included in the Long Range Transportation Plan (and Air Quality Conformity Analysis as needed) are based on 2020 Census data, are consistent with State estimates for the communities and region, and include the most up-to-date travel data available. Continue to refine the population (housing) and employment distribution model for the region for future year analysis better understand the impacts of various growth

patterns on the need for travel in the region.

14. ***Project Selection Criteria:*** The RPC coordinates the project selection process and criteria with NHDOT and the other New Hampshire Planning Commissions. These criteria are revisited each Ten Year Plan cycle and the LRTP is updated to reflect new considerations, methodologies, and to maintain consistency with the other agencies.

15. ***Project Programming Targets:*** Work with NHDOT and the other RPCs/MPOs to establish transportation project programming budgets that reflect the likely investment in the transportation system in the MPO region.

16. ***Freight:*** Update and expand discussion of freight in the region to reflect the Statewide Freight Plan and the national focus on goods movement. Work with the Statewide Freight Advisory Committee to ensure consistency between statewide and regional freight goals and objectives.

Work Products

- Amendments to the existing Long Range Transportation Plan (as necessary).
- Completed full-LRTP update incorporating content discussed in items discussed above.
- Expanded project identification and development process to provide improved information for Long Range Transportation Plan and Ten Year Plan priority setting.
- Revised project selection criteria consistent with NHDOT and the other Planning Commissions and criteria weights as established by the MPO for the State Ten Year Plan.
- Continued development and maintenance of a transportation project database.
- Fiscal Constraint Analysis for the Long Range Transportation Plan.
- Long Range Transportation Plan Performance Report.
- Annual HSIP Targets (by February 27 each year).
- Pavement and Bridge Condition (PM2) performance targets (2022 update).
- Transit Asset Management (TAM) performance targets (update with LRTP).
- System Reliability Performance Targets (2022 update).
- Supplemental Performance Targets for areas not included under the required federal performance areas.

TASK 209 — AIR QUALITY CONFORMITY

Objective

To complete work related to satisfying the requirements of the Clean Air Act Section 176(c), 40 USC § 93, and other policy documents from FHWA and EPA relating to air quality conformity.

Activities

1. ***Air Quality Conformity Determinations:*** In 2013 all of New Hampshire became unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standard (NAAQS) and in 2015, the 1997 8-Hour Ozone NAAQS was revoked for all purposes, including transportation conformity, releasing the Boston-Manchester-Portsmouth (SE) NH area from the requirement to demonstrate transportation conformity of transportation plans. A U.S. Court of Appeals for the D.C. Circuit decision requires that, as of February 16, 2019, transportation conformity for the 1997 ozone NAAQS will again apply in the Boston-Manchester-Portsmouth (SE) NH "Orphan Area" (South Coast Air Quality Management District v. EPA). RPC will be required to demonstrate conformity for the 1997 ozone NAAQS for any plans approved after February 16, 2019. This will require additional coordination and consultation with NHDOT, NHDES, FHWA, FTA, EPA, and the other NH MPOs.

Work Products

- Air Quality Conformity Analysis for the MPO TIP, LRTP, and Amendments to those documents, as necessary.

TASK 210 — STATE LONG RANGE TRANSPORTATION PLAN

Objective

For the State to complete work related to satisfying the requirements of 23 CFR §450.216 relating to the development and content of the statewide long range transportation plan.

Activities

1. ***State Long Range Transportation Plan:*** The MPO will participate in the development of the State Long Range Transportation Plan by taking part in advisory committees as requested, contributing input at public information sessions or other opportunities, and providing comments and feedback on drafts.

Work Products

- MPO participation in the development of the State LRTP as requested.

TASK 211 — BICYCLE AND PEDESTRIAN PLANNING

Objective

To develop plans, facilities, and programs that encourage bicycling and walking as an alternative to driving and improve bicycle and pedestrian safety using a 5Es approach including Engineering, Encouragement, Education, Enforcement, and Evaluation.

Activities

1. ***General Regional Bicycle/Pedestrian Planning:*** Respond to requests from MPO communities for assistance in planning bicycle and pedestrian facilities. Work with NHDOT, other RPCs, TransportNH, the Bike/Walk Alliance of NH, Seacoast Area Bicycle Routes (SABR), and municipal partners to implement a bicycle and pedestrian traffic counting program.
2. ***State Complete Streets Advisory Committee:*** Participate in various initiatives of the NHDOT Complete Streets Advisory Committee (CSAC), and regional bicycle and pedestrian advisory committees as needed.
3. ***Regional Bicycle and Pedestrian Plan:*** Finish development of the regional bicycle and pedestrian plan begun during SFY2021-2022 in conjunction with the Statewide Pedestrian & Bicycle Plan update.
4. ***Bike/Walk to Work Week:*** Continue collaboration with CommuteSMART NH, SABR, SRPC, and other partners to coordinate regional events for Bike/Walk to Work Day and National Bike Month to encourage active transportation. Projects include regional bike/ped commuter breakfasts, the Business to Business (B2B) Commuter Challenge, and educational events.
5. ***Multi-Use Trail Projects:*** MPO staff will continue to provide planning and project development assistance to the NH Seacoast Greenway (NHSG) Advisory Committee and corridor communities working to develop their segments of the NHSG. This will include working with the State and corridor communities on trail design and trailhead access for Phase I of the NHSG between Hampton and Portsmouth, and tasks related to trail development along the full Hampton Branch corridor. MPO staff will also assist the Granite State Rail Trail Coalition, local groups working on access improvements to the Rockingham Recreation Trail and other trail initiatives in the MPO region as time allows.

Work Products

- Continue and expand the MPO's bicycle and pedestrian traffic counting program

including analysis of Strava data (See Section 401 Traffic Count Program).

- Regional Bicycle and Pedestrian Plan.
- Preparations for Seacoast Bike Month & Seacoast Bike/Walk to Work Day.
- Documentation of annual BWWD events.
- Project scoping and funding development assistance to communities working to develop their segments of the NHSG and establish connections from the spine trail to key community destinations.

CATEGORY 300: PUBLIC INVOLVEMENT AND COORDINATION

Purpose: *Provide for appropriate public, stakeholder, and constituent participation and input in the development of MPO policies, plans, and related documents, including the Long Range Transportation Plan, the transportation improvement program, project prioritization policies, and tools. This task is focused on staff support of the MPO Technical Advisory Committee and Policy Committee but may also involve advisory committees established for specific projects or tasks.*

TASK 301 — TRANSPORTATION ADVISORY COMMITTEE

Objective

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

Activities

1. ***Transportation Advisory Committee (TAC) Support:*** Continue to provide support to the MPO TAC, including staffing, public notices, mailings, committee presentation and other education, and other tasks. No less than four TAC meetings will be held in each year.

Work Products

- TAC agendas, minutes, memos, and related committee information for no less than four meetings per year.
- Meeting presentation and educational materials developed for the TAC on transportation topics as time allows.

TASK 302 — PLANNING COMMISSION MEETINGS

NOTE: *RPC meetings that occur to consider MPO business or subjects are convened as MPO Policy Committee meetings rather than as Commission meetings – See Task 305 below.*

TASK 303 — PUBLIC PARTICIPATION PLAN

Objective

To evaluate and maintain the MPO Public Participation Process.

Activities

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 including review by NHDOT Office of Federal Compliance.
2. ***Title VI Civil Rights Program:*** Update and revise the MPOs Title VI Civil Rights program that was adopted in 2017 to ensure that procedures remain compliant with Federal regulations and that the MPO is inclusive of all individuals interested in participating in the transportation planning process.

Work Products

- Revised and updated Public Participation Plan.
- Revised and updated Title VI Civil Rights Program.

TASK 304 — PUBLIC OUTREACH

Objective

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

Activities

1. ***MPO Website Development & Maintenance***: Maintain and expand the utilization of the MPO Website to include current and archived information from TAC and Policy Committee meetings, information on current projects, current regional data, and opportunities for member interaction.
2. ***Media Monitoring:*** Monitor traditional and social media coverage of transportation issues and utilize press releases and other media contacts to publicize transportation issues and MPO activities. Utilize social media to broadcast information and generate interest in MPO activities and efforts, as well as to gather public input regarding specific efforts.

3. ***Update Interested Parties List:*** The core of successful public outreach is a curated list of individuals and agencies that are interested in transportation planning and the transportation planning process. The MPO will work to update and modernize this listing to reflect current planning partners and to ensure that we are reaching all who are interested.
4. ***Surveys:*** Conduct surveys utilizing the publicinput.com and Metroquest community engagement platforms to gather input on transportation topics and planning documents. This platform integrates surveys with supporting content in an easily accessible platform, allows for responses to questions as well as open-ended comments, and links social media outreach with email and meetings. In addition, the platform can be used to sign people in at meetings, conduct live surveys, and generate interested parties lists. Data from outreach efforts is available to the MPO for analysis and reporting. The MPO intends to utilize the platform for collecting comments on the TIP and Plan, the Project Selection Criteria weighting process, corridor plans, and other studies.
5. ***Limited English Proficiency Outreach:*** The MPO region has been near the threshold that would require publication of critical planning documents and outreach in Spanish. The MPO will be working towards increasing the availability of outreach materials in Spanish.

Work Products

- Maintenance of the MPO website with current information on transportation topics.
- Documentation of press releases and media stories related to MPO projects.
- Expanded Spanish language MPO plans and information.
- Data analysis from survey/publicinput.com outreach efforts.
- Interested Parties List

TASK 305 — POLICY COMMITTEE

Objective

This task provides for on-going organizational and meeting support of the MPO Policy committee.

Activities

1. ***Policy Committee Support:*** Continue to provide support to the MPO Policy Committee, including staffing, public notices, mailings, committee education, and other tasks. No less than 3 Policy Committee meetings will be held in each year of the UPWP.

Work Products

- MPO Policy Committee agendas, minutes, memos, and related committee information for no less than four meetings per year.
- Meeting presentation and educational materials developed for the Policy Committee on transportation topics as time allows.

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, and mapping of socioeconomic, land use, environmental, and transportation system data to be used in the Long Range Transportation Plan, corridor studies, the Congestion Management Process, project development and planning, and other efforts. This category of work 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.

Activities

1. ***Traffic Count Program:*** Continue traffic data collection efforts to support HPMS and NHDOT traffic data needs. The majority of the counting program will be completed by an outside vendor. Regular data submissions by the vendor will be reviewed, coordinated with, and submitted to NHDOT per the terms of the contract. RPC will maintain in-house capacity and equipment to support traffic studies as needed.
2. ***Bicycle and Pedestrian Traffic Counts:*** The Traffic Count Program will also include continuation and expansion of the new regional bicycle and pedestrian counting program. This will involve refining locations for ongoing annual manual counts, development of counting protocols in collaboration with other RPCs and the NHDOT Complete Streets Advisory Committee (CSAC), and a combination of automated and manual counts undertaken with regional partners.
3. ***Assist Communities with Local Technical Studies:*** RPC receives 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.
4. ***Assist NHDOT with Local/Regional Technical Studies:*** Assist NHDOT with the collection of traffic data for localized studies dependent upon available resources.

Work Products

- Traffic Volume and Classification Counts as requested by NHDOT Traffic Bureau and supplied to NHDOT per required specifications. RPC will complete these as well as others needed for the Congestion Management Process, Travel Demand Model, or as requested by NHDOT or RPC communities as time/funds are available.
- Data from manual Turning Movement Counts per year supplied to NHDOT or for MPO use as requested or needed for intersection operations analysis as funds are available.
- Data from up to 20 manual and automated bike/ped counts at prioritized locations per year.

TASK 402 — SADES INVENTORIES

Objective

To work with NHDOT and the UNH Technology Transfer Center (T2) to collect road surface condition, stream crossing, and other data in common formats and with consistent attributes using the SADES format and process to build community RSMS [Road Surface Management Systems], the Stream Crossing Inventory, and other datasets as appropriate.

Activities

1. ***SADES Road Surface Management Systems (SRSMS):*** Activities and staff time devoted to the development and maintenance of road surface condition data for communities, identification of priorities for repair and strategies to best facilitate improvements, general cost estimates, and planning for future maintenance needs utilizing the Statewide Asset Data Exchange System (SADES) as developed by T2 and NHDOT. Includes development of improvement and maintenance plans.
2. ***SADES Stream Crossing Vulnerability Analysis:*** Maintaining and updating the region-wide inventory and analysis of current road culverts/stream crossings and report on the current status and conditions of these assets, based on the SADES protocol and the New Hampshire Stream Crossing Initiative. Culvert data collected for this effort utilizes the SADES field data collection program. All 27 communities in the RPC region have been surveyed and data collection efforts are focused on filling in missing data and updating information for locations that have changed.
3. ***SADES Pedestrian Infrastructure:*** Activities and staff time devoted to the data assessment of sidewalks, crosswalks, and curb ramps. Activities include data collection, inventory creation, condition, and ADA compliance. These assessments are based on the SADES protocol.

Work Products

- Stream Crossing Vulnerability Assessment: Data collected will utilize the SADES methodology and will be integrated into the state database. The data from the stream crossing inventory work will be incorporated into the MPO Long Range Transportation Plan and project development process. The work will summarize the results of the inventory for the region and will examine issues such as likelihood of failure due to flooding or erosion, the impact on road network function if failure occurs, impact on aquatic organisms, eligibility for ARM funding, and the potential interaction from storm surge and sea-level rise on tidal crossings and how that may impact the need for, or priority of, transportation projects.
- RSMS roadway surface condition data collection for interested communities as resources are available.
- Analysis of surface condition data for communities where data has been collected.
- Identification of priorities for repair and strategies to best facilitate improvements.
- Planning for future maintenance needs.
- Data maintenance on public road stream crossings.
- Development of pedestrian infrastructure data.

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, travel demand modeling, and other transportation planning efforts.

Activities

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.
2. ***NHDOT Distributed Data:*** The RPC periodically receives datasets from NHDOT including road and road attribute data, crash data, project inventory data, aerial photography, and more. RPC d incorporates this data into RPC databases as needed. In addition, RPC will

work with NHDOT 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 RPC may supplement this data with information otherwise not collected by NHDOT by contacting local public safety agencies and will share results with NHDOT for inclusion in their data.

3. ***Economic and Demographic Data:*** Update and analyze maps and data 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 2020 Census and 2020 employment data from NH Department of Employment Security to assist in the update and calibration of the Travel Demand Model. 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 2020 Census for Long Range Transportation Planning and other efforts.

4. ***Resource Layers:*** Update and analyze maps and data depicting natural, cultural, historic, and other resources. Data and maps will be utilized as inputs for the LRTP, Travel Demand Model, sustainability/livability initiatives, and individual transportation project development efforts. This also includes the use of other statewide and regional GIS databases such as the NH Coastal Viewer and NH Flood Hazards Geodatabase.

5. ***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 Products

- Zoning and Land Use Layers: This is a continuation of the town by town updates to the zoning and land use/ land cover layers. Updates are incorporated into the RPC database as information becomes available for all 27 communities. Data collection may be in digital or hard copy form and will require varying efforts to incorporate both spatial and tabular data. This data will be required for the update of the Long Range Transportation Plan and related scenario planning efforts. Staff is examining the feasibility of producing and maintaining a webmap of this data.

- Updates to the standard map set of land use and land cover maps for all member communities in June 2022.

- Updates to the standard zoning maps for all member communities in June 2023.
- Long Range Transportation Plan Maps.
- Transportation-related maps and data updates as requested.
- Crash Data compiled for the Region and analysis of problem areas for potential Highway Safety Improvement Program (HSIP) projects and other safety studies.
- RPC Database updates.
- Receive, disseminate, and analyze 2019 and 2020 ACS Census & related data as available.
- Update ES202 employment data aggregated to TAZ for Travel Demand Model use.
- Updated major employer database for inclusion in the Travel Demand Model.
- Updated maps and data sets.
- Transportation system vulnerability assessment database.

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, and other transportation planning efforts. Population and employment projections assist in assessing future demand and transportation system needs.

Activities

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. Employment projections are based on the NH Department of Employment Security 10-year regional employment projections. Town-level (and model TAZ) population projections are based on the Census and population projections developed in conjunction with the Office of Strategic Initiatives (OSI).
2. ***Housing Projections:*** Activities and staff time devoted to estimating and quantifying the present availability of and projecting the need for housing in the region. This data provides inputs for the Travel Demand Model which bases trip generation on households and vehicle availability. In addition, this information can aid in the development of the LRTP by helping to understand where there are shortages, expectations for future growth

and development patterns and trends.

3. ***Analysis of Census Data:*** Activities and staff time devoted to the analysis of Census and other demographic data for transportation planning purposes. While limited in applicability, the American Community Survey (ACS), Longitudinal Employer-Household Dynamics (LEHD) data, and LEHD Origin-Destination Employment Statistics (LODES) provide insight into commuting patterns, methods of transport to work, and the general flow of people between home and work.
4. ***2020 Decennial Census:*** Activities and staff time devoted to MPO integration and analysis of 2020 Census data as it becomes available. This includes Urbanized Area (UZA) and MPO boundary adjustments and boundary smoothing, roadway functional classification updates, and other analyses.

Work Products

- Update regional employment projections for the LRTP and the regional travel demand model.
- Updated CEDS data tables and economic summaries relating to employment, population, and housing data.
- Updated housing and population projections for the Long Range Transportation Plan, Travel Demand Model, and other MPO planning efforts
- Analysis of ACS Journey to Work/ Commuting pattern information where possible given data availability and quality.
- Housing Needs Assessment.
- Updated UZA boundaries and follow-up "boundary smoothing" process
- Participation in the statewide decennial Functional Classification update.

TASK 405 — EQUIPMENT AND SUPPLIES

Objective

The purchase of equipment and transportation planning resources such as books, manuals, hardware, and software required to perform the transportation planning process.

Activities

1. ***Purchase/Repair Traffic Counting Equipment:*** Purchase and/or repair of traffic counters and related equipment.
2. ***Transportation Planning Resources:*** Purchasing transportation planning resources

such as books and manuals like the Highway Capacity Manual, Trip Generation Manuals, and others as needed.

3. ***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, ravel demand model, and other transportation planning software maintenance agreements.

Work Products

- Repaired traffic counting equipment (as needed).
- New counting equipment for conducting volume/classification/speed counts on high volume facilities and improved capacity for ped/bike counting as resources are available.
- Transportation Planning books and manuals.
- Renewal of ArcGIS Licenses (ESRI).
- TransCAD License (Caliper Corp).
- Synchro License renewal/version update (as needed).
- Acquisition of replacement computers.
- Other transportation planning specific 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 the model for air quality 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.

Activities

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 UPWP will focus on working with our state and regional planning partners to implement a Household Travel Survey (or alternative equivalent data) to more closely calibrate the model with local and regional travel patterns. In addition, work will begin on integrating

the regional land use buildout model with the MPO/Travel Demand Model to provide more dynamic and automated land use assignment to Traffic Analysis Zones.

2. ***Model Users Group:*** Participation in the New Hampshire Model Users Group. The intent of the Model Users Group is to share knowledge between the MPOs and regional Travel Demand Models, develop consistent methodologies and data, and identify opportunities to work more cooperatively between the MPO regions. An initial effort of this group will be to examine the feasibility of creating a single model for the four MPO regions and making first steps towards that cooperative effort.
3. ***Travel Demand Forecasting:*** Travel demand forecasts for specific transportation plans or projects such as the Congestion Management Process where it will help 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 growth scenarios for the update to the LRTP (or Regional Master Plan) and conduct routing analysis related to the impacts of sea-level rise and coastal inundation and other resiliency related efforts.

Work Products

- Continued improvements in data efficiency and reduced data redundancy.
- Enhanced Model capabilities.
- Progress towards implementing a Household Travel Survey.
- Modify regional buildout analysis to provide dynamic land use allocation data to the MPO.
- Calibrated and validated travel demand model that can be certified as meeting FHWA.
- Travel Demand Model results for any analyses.
- Forecast regional and facility specific traffic levels as requested.

Task 407 — Memberships, Subscriptions & Professional Costs

Objective

To fund agency subscriptions to transportation planning/engineering periodicals, memberships in professional organizations such as Association of Metropolitan Planning Organizations (AMPO), National Association of Regional Councils (NARC) (Transportation Planning Only), and other professional costs.

Activities

None

Work Products

- AMPO Membership dues paid.
- NARC Transportation Planning dues paid.

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 and other RPCs/MPOs. This includes scoping and performance of studies, attending community meetings on specific issues or items, and the review of development impacts for transportation issues. Also includes participation in NH MPO coordination meetings, RPC Executive Director Meetings, or other RPC/MPO activities related to cooperative or coordinated transportation planning.

Activities

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. Occasionally, RPC staff will work with other NH MPOs, MPOs from bordering states, and other planning partners to address a specific issue or to accomplish a specific common task. This includes attending local Planning Boards, Board of Selectmen, and other meetings to discuss transportation related topics as requested.
2. ***Development Impact Review***: Attend NHDOT scoping meetings and review and comment on land use development proposals and traffic impact studies as requested or as part of the Development of Regional Impacts (DRI) process.
3. ***Scenic Byway Corridor Management Plan Implementation:*** RPC has worked in recent years to develop Corridor Management Plans for the NH Coastal Scenic Byway (traversing Seabrook, Hampton, North Hampton, Rye, New Castle, and Portsmouth) and the Robert Frost/Stagecoach Scenic Byway (traversing Atkinson, Hampstead, Chester, Auburn, and Derry). Efforts for this UPWP include supporting and providing technical assistance to the Byway groups to implement Corridor Management Plan recommendations, including

project development as requested.

4. ***RPC Executive Directors Meetings***: Monthly meetings of the RPC Executive Directors with NHDOT and other State and Federal agencies to discuss transportation planning and other related issues.
5. ***NH MPO Coordination Meetings***: Monthly meetings of New Hampshire MPO staff to discuss common transportation planning issues, coordinate work efforts, and develop cooperative transportation planning products or processes.
6. ***Portsmouth Naval Shipyard JLUS Implementation***: The Portsmouth Naval Shipyard is working with the Town of Kittery and the Southern Maine Planning and Development Commission to implement the findings and recommendations of the Joint Land Use Study (JLUS). This study examined how the Shipyard growth and activity is impacting the surrounding region and recommended ways to reduce traffic congestion, address transportation safety issues, promote community development that is supportive of and compatible with the Shipyard's long-term needs and operational missions, and reduce operational impacts of the Shipyard on adjacent lands. The RPC is participating in this process via inclusion on the Implementation Committee.

Work Products

- Reports and memoranda related to local assistance as required.
- Coordination with other NH, Maine, and Massachusetts MPOs as needed.
- Comments on Traffic Impact Studies and development proposals as requested.
- Provide input regarding Developments of Regional Impact as requested.
- Complete Streets Policy for the RPC MPO region.
- Documentation of assistance to communities on Complete Streets projects.
- Documentation of Scenic Byway technical assistance.
- Participation in the JLUS implementation process.

TASK 502 — STATEWIDE ASSISTANCE

Objective

Provide resources to support NHDOT in the development of corridor studies, feasibility studies, project development, and other transportation studies and projects as requested and on project or program advisory committees. Work in this task area supports fulfillment of MPO goals in the Long Range Transportation Plan (LRTP) as well as responsibilities relating to the conceptual planning, development, and implementation of the projects in the LRTP and TIP, the monitoring of projects in the TIP, the coordination of Performance Based Planning with NHDOT and other

MPOs, as well as furthering the MPO role including public involvement in the transportation planning process and as planning liaison between NHDOT and the communities of the region.

Activities

1. ***Project Implementation & Monitoring:*** Monitor all transportation projects proposed or being implemented in the MPO region through attendance at project meetings, discussions with NHDOT project managers and others, and communication with local, regional, and state officials. This includes projects in the Transportation Improvement Program, NH Ten Year Plan, and those developed through NHDOT District VI or NHDOT's various "Programmatic" funding pools. This allows the MPO to ensure consistency between project scope, cost, and schedule and the LRTP and TIP, participate in NEPA analysis as necessary, and to provide a regional perspective to the design process during project planning and scoping.
2. ***Project Public Advisory Committees (PACs):*** Participate in NHDOT project sponsored public advisory committee meetings for projects, as necessary. Currently MPO staff is involved in PACs for the New Castle-Rye Bridge, Seabrook-Hampton Harbor Bridge, Portsmouth US 1, Seabrook US 1, Hampton Ocean Blvd, Plaistow Main Street, Plaistow-Kingston NH 125, and Epping NH 125 improvements.
3. ***Statewide Advisory Committees:*** Participate in NHDOT statewide advisory committees such as the Highway Safety Improvement Program (HSIP), Statewide Freight Advisory Committee, and others as requested by NHDOT or as the MPO/RPC representative designated by the RPC Executive Directors.
4. ***NEPA Participating Agency:*** Activities required as a designated "Participating Agency" or interested party as part of the NEPA process for individual transportation projects.

Work Products

- Written or verbal input to NHDOT regarding project development process, implementation, scope, cost, design, and/or schedule.
- Technical memos regarding project implementation activities.
- Formal comments submitted by the MPO as part of a NEPA process.

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.

Activities

1. ***Transportation Alternatives Program:*** Work with applicants for Transportation Alternatives Program (TAP) funds 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 TAP Advisory Committee meetings as requested.
2. ***Congestion Mitigation & Air Quality Program:*** Work with applicants for Congestion Mitigation & Air Quality (CMAQ) funding 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 Products

- Regional TAP evaluation process.
- Regional CMAQ evaluation process.
- Documentation of TAP and CMAQ project implementation efforts.
- Assistance to communities with project development and implementation, as necessary.

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 and updating transportation related community master plan chapters, regional master plan chapters, and regional guidance documents.

Activities

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.

Work Products

- Reports on any special studies carried out by the MPO.

TASK 505 — REGIONAL COORDINATING COUNCILS (RCC)

Objective

Support and participate in the operation of the two Regional Coordinating Councils (RCCs) serving communities in the MPO Region.

Activities

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 planning for expansion of volunteer driver program coverage in central Rockingham County.
2. ***RCC Support - Derry-Salem Region:*** Continue to collaborate with SNHPC and CART on management of the Greater Derry-Salem Regional Coordinating Council for Community Transportation (RCC).
3. ***Coordinated Public Transit/HHS Transportation Plans:*** Work with COAST, CART, neighboring planning commissions, and appropriate human service agency staff to incorporate needed updates to the two Coordinated Public Transit & Human Services Transportation Plans and transportation service directories that cover the MPO study area. The plan for the Greater Derry-Salem RCC covering the western portion of the RPC region was last updated in 2016, and RPC and SNHPC have begun an update to this document during SFY2021 which will be completed by late calendar year 2021. RPC and SRPC have submitted a proposal for FTA Section 5305e State Planning & Research funding to complete a comprehensive update to the Coordinated Plan for the ACT region during calendar year 2022.

Work Products

- Funding applications for ACT and Derry-Salem Region services.
- Implementing service improvements identified through RCC strategic planning, including expanding volunteer driver program coverage to central Rockingham County.

TASK 506 — TRANSIT AND TDM PLANNING

Objective

Promote the incremental development of public transportation in the MPO area by working with existing transit agencies and other public and private transit operators.

Activities

1. ***Technical Assistance to COAST:*** Continue to serve on the COAST Board and Executive Committee, collaborate with COAST and Strafford MPO staff on biennial rider surveys, and updates the COAST funding formula. Assess possible service expansions as requested by COAST and RPC communities.
2. ***Technical Assistance to CART/MTA:*** With the merger of CART and the Manchester Transit Authority (MTA), the CART transit system is now a program of MTA. The former CART Board is now an autonomous Advisory Committee to the MTA Board of Commissioners. The CART Advisory Committee continues to have programming jurisdiction over FTA funding from the Nashua and Boston urbanized areas, as well as state and local funding allocated for CART service. RPC staff will continue to serve on the CART Advisory Committee and provide technical assistance with multiple projects during the biennium. Anticipated projects include planning for new demand-responsive routes replacing some current open demand response service; analyses of ridership patterns to develop demand-responsive routes; assistance in developing operating agreements with other transit providers in the region; assessment of a new Salem-Londonderry-Manchester fixed route service, assistance with resource development including negotiation for regional split of FTA Urban Formula funds, grant writing and serving as a liaison with RPC member communities.
3. ***Statewide Community Transit Coordination:*** Participate in statewide work on transit development through the NH Transit Association, TransportNH, the Alliance for Healthy Aging, and the State Coordinating Council for Community Transportation (SCC).
4. ***Regional Transit Planning and Initiatives:*** Staff will 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. Work on this task includes data collection on the use of regional Park and Ride facilities.

Work Products

- COAST ridership survey [COAST].
- COAST Funding formula maintenance and update.
- CART Transit Asset Management Plan.

- Analysis of potential fixed/demand responsive routes for COAST.
- Route analysis for CART.
- Participation in NHTA and SCC in support of regional transit and coordination initiatives.
- Participation in TransportNH, the Alliance for Healthy Aging Transportation Work Group and other collaborative statewide efforts to expand emphasis on alternative modes in State transportation policy.
- Downeaster Station Committee Participation.

TASK 507 — TRANSPORTATION DEMAND MANAGEMENT (TDM) PLANNING

Objective

Promote the incremental development of transportation demand management services in the MPO area by working with regional Transportation Management Associations (TMAs).

Activities

1. ***TDM/TMA Support:*** Collaborate with the other RPCs, COAST, municipalities, and major employers in the work on the in the Commute Smart New Hampshire statewide TDM initiative; and the Commute SMART Seacoast TMA. While the two initiatives are coordinating on commuter challenges and ride matching and trip logging platforms they retain distinct advisory committees and identities. A key need in the coming biennium will be securing sustainable funding for Commute SMART Seacoast following the end of the mitigation program for the Newington-Dover Spaulding Turnpike widening project.

Work Products

- Documentation of TMA support.

CATEGORY 600: FTA5305E FUNDED TRANSIT PLANNING

Purpose: *To facilitate the transit studies and analyses funded by FTA 5305e planning grants.*

The FTA5305e grant funded during this UPWP will be administered by Strafford Regional Planning Commission and appears in Section 4 of this document under Related Transportation Planning Efforts.

4 OTHER PLANNING ACTIVITIES

In addition to the MPO transportation planning work, there are a number of related ongoing 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.

RELATED TRANSPORTATION PLANNING EFFORTS

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]: COAST will undertake the following activities using FTA Section 5307 and Section 5310 Funds, and may utilize both COAST staff resources and /or outside consulting assistance:

- Aid with planning and mobility management to ACT, the Regional Coordinating Council (RCC) for the Southeast NH region.

COAST 5307 Planning Funds	FY 2022	FY 2023
FTA 5307	$89,604	$91,889
Local Match (COAST)	$17,921	$18,378
Total:	$107,525	$110,266

- Participate in updates as needed to the Coordinated Public Transit/Human Service Transportation Plan for the region.
- Continue ongoing general and comprehensive transit planning.
- Conduct biennial system review.

Manchester Transit Authority [MTA]: MTA on behalf of CART member communities will undertake the following activities using FTA Section 5307 and 5310 Funds, and may utilize both outside consulting assistance:

- Aid with planning for the newly combined Greater Manchester/Greater Derry-Salem Regional Coordinating Council for Community Transportation (Region 8/9 RCC)

- Participate in updates as needed to the Coordinated Public Transit/Human Service Transportation Plan for the region.
- Conduct ridership analyses to identify potential new demand-responsive route services
- Implement new demand-responsive routes as identified.
- Continue ongoing general and comprehensive transit planning.
- Continue planning for CART management restructuring

MTA 5307 Planning Funds (Est)	FY 2022	FY 2023
FTA 5307		
Local Match (CART)		
Total:		

SRPC/RPC FTA 5305e Transit Planning Grant: RPC and SRPC will collaborate with ACT and COAST to update the Coordinated Plan for the 38-community ACT RCC region (Region 10). SRPC will be administering the project with RPC as a subcontractor and each agency anticipates expending 50% of the grant. Tasks include:

- A survey of transportation providers to update the profile of services in the region;
- Surveys of local welfare officers and non-profit agencies to identify unmet transportation needs in the region;
- Focus groups with older adults and individuals with disabilities;
- Analysis of data from the Census and the NHDHHS;
- Revising as needed the goals, objectives and strategies defined in the 2017 Coordinated Plan for the region; and
- Review by the ACT RCC serving as project advisory committee, by the public at large, and adoption by the two MPOs. The project is organized into the following Task areas:

The project will result in an updated Public Transit and Coordinated Human Services Transportation Plan for the ACT region.

SRPC/RPC 5305e Planning Grant		FY 2022	FY 2023
FTA 5307		$16,658	$16,658
Local Match		$1,851	$1,851
	Total:	$18,509	$18,509
RPC Portion			
FTA 5307		$8,249	$8,410
Local Match		$917	$934
	Total:	$9,165	$9,344

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 may not necessarily be the primary focus of these efforts, it is part of the discussion and may influence decision-making and the planning process. Transportation planning for the MPO makes up approximately 53% 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.

Comprehensive Economic Development Strategy [Rockingham Economic Development Corporation]: 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.

NH Coastal Adaptation Workgroup (NH CAW) [Multiple Agencies]: Formed in January 2010 as an Ad Hoc Collaboration, NH CAW currently involves 26 agencies, organizations, municipalities, consulting firms, and NGOs. NH CAW partners have received project grants of more than $6M in assets that enables NH CAW to work with coastal watershed communities on projects providing specific adaptation related education and technical assistance. The NH CAW Outreach Team provides support for planning and implementing instructional workshops and educational events, planning, and implementing the annual NH Climate Summit, developing outreach materials and social media content, and coordinating research and grant proposals. NH CAW activities include attendance at CAW Outreach events and presentations of CAW/RPC projects at local, regional, state, and national conferences, workshops, webinars and other public events.

Circuit Rider Planning Services and Technical Assistance: The RPC provides part-time professional land use planning services to the Planning Boards of eight member communities and technical assistance to all 27communities as requested. General duties include assistance in developing revisions to Zoning Ordinances and preparation of warrant articles, Site Plan 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

Estimated RPC Budget FY 22 and FY 23

Funding Source	FY22 Budget	% of Budget	FY23 Budget	% of Budget
Member Dues	$156,595	15%	$156,595	15%
Local Contracts	$152,958	15%	$152,958	15%
Transportation Planning Fed	$552,077	53%	$552,077	53%
NHDES CZP/HSEM Fed Funds	$83,652	8%	$83,652	8%
State TBG (NHOSI)	$11,000	1%	$11,000	1%
Other/Misc	$88,640	8%	$88,640	8%
Total	$1,044,922	100%	$1,044,922	100%

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, supporting it, 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 Strategic Initiatives (OSI) Targeted Block Grant (TBG) program.

New Hampshire Coastal Program Technical Assistance Grants: This program provides funding to the regional planning commissions that have coastal communities to engage in planning projects that implement the coastal resource management goals of the NH Coastal Program. Planning and technical assistance projects that can be accomplished by RPC staff and consistent with Program goals are eligible. Examples include community master planning, natural resources inventories, land use and natural resources mapping, and climate change adaptation and resiliency planning. This program is funded by NOAA's Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NH Department of Environmental Services Coastal Program.

Emergency Management / Hazard Mitigation Planning Grants: This program provides funding to accomplish the preparation and updating 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), and Severe 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.

5 FUNDING, COST DISTRIBUTION, & 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. The tables on the following pages provide more specific information regarding the budget distribution of the UPWP, and the approximate timing of work tasks:

Table 2 shows personnel and non-personnel expense anticipated for the 2022-2023 UPWP. Available funding is listed at the top of the table followed by personnel expenses by major work category (split by fiscal year. The personnel costs are followed by non-personnel direct charges to the UPWP and two graphics showing the distribution of costs by category and by staff position.

Table 3 shows the distribution of resources for each task area listed in the UPWP by fiscal year. The table lists the hours budgeted to each as well as the anticipated personnel and non-personnel costs.

Table 4 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.

Table 2: UPWP Budget Summary

Revenues

Source	UPWP Total*	Federal*	RPC Match
FHWA PL Funds	$893,654	$804,289	$89,365
FTA 5303 Planning Funds	$226,996	$204,296	$22,700
State Planning & Research Funds	$128,410	$115,569	$12,841
FTA 5305 GrantE (Category 600)	$0		$0
Total Funding	***$1,249,060***	***$1,124,154***	***$124,906***
		90%	***10%***

* Federal fundsd includes 10% Turnpike Toll Credits

Expenditures

		Fiscal Year 2022			Fiscal Year 2023		
Category	Total UPWP Expenditures	Total Expenditures	Personnel Expenditures	Non-Personnel Expenditures	Total Expenditures	Personnel Expenditures	Non-Personnel Expenditures
Category 100: MPO Administration	$168,261	$83,269	$79,669	$3,600	$84,992	$81,367	$3,625
Category 200: Policy & Planning	$437,612	$227,349	$225,849	$1,500	$210,263	$208,692	$1,571
Category 300: Public Involvement	$126,122	$64,696	$64,221	$475	$61,425	$60,900	$525
Category 400: Planning Support	$336,593	$167,914	$113,339	$54,575	$168,679	$114,029	$54,650
Category 500: Technical Assistance	$180,473	$90,834	$90,125	$709	$89,639	$88,722	$917
Category 600: FTA5305e Transit	$0	$0	$0	$0	$0	$0	$0
UPWP Total Expenditures	***$1,249,060***	***$634,062***	***$573,203***	***$60,859***	***$614,998***	***$553,710***	***$61,288***

Personnel Hours

Personnel Hours by Position

Position	Total	Percent of Total
Executive Director	1,100	8%
Assistant Director	3,200	22%
Sr. Transportation Planner	3,190	22%
Transportation/GIS Analyst	3,334	23%
Transportation Planner	-	0%
GIS Manager	1,040	7%
Regional Planner (3)	1,141	8%
Business Administration (2)	748	5%
Interns (2)	640	4%
	14,393	

Personnel Hours by Category

	Total	FY 2022	FY 2023
Category 100	1,720	850	870
Category 200	5,260	2,780	2,480
Category 300	1,570	810	760
Category 400	3,680	1,850	1,830
Category 500	2,100	1,060	1,040
Category 600	-	-	-
Total	***14,330***	***7,350***	***6,980***

Non-Personnel Expenditures by Type and Category

Type	Category 100	Category 200	Category 300	Category 400	Category 500	Category 600	Total
6114 Office Supplies	$ 100	$ 100	$ 150	$ 50	$ 50	$ -	$ 450
6115 Contracted Services	$ -	$ -	$ -	$ 60,000	$ -	$ -	$ 60,000
6116 Travel	$ 525	$ 1,798	$ 650	$ 175	$ 1,576	$ -	$ 4,724
6117 Newspaper/Media	$ -	$ 1,173	$ 200	$ -	$ -	$ -	$ 1,373
6120 Dues/Subscriptions	$ -	$ -	$ -	$ 2,400	$ -	$ -	$ 2,400
6121 Training & Workshops	$ 6,000	$ -	$ -	$ -	$ -	$ -	$ 6,000
6124 Equipment	$ -	$ -	$ -	$ 5,000	$ -	$ -	$ 5,000
6125 Equip & Software Maint	$ 600	$ -	$ -	$ 41,600	$ -	$ -	$ 42,200
6126 Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	***$ 7,225***	***$ 3,071***	***$ 1,000***	***$ 109,225***	***$ 1,626***	***$ -***	***$ 122,147***

Table 3: UPWP Budget Detail

Revenues

	UPWP Total	Federal*	RPC Match
FHWA PL Funds	$893,654	$804,289	$89,365
FT 5303 Planning Funds	$226,996	$204,296	$22,700
State Planning & Research Funds	$128,410	$115,569	$12,841
FTA 5305 Grant (Category 600)	$0	$0	$0
Total Funding	***$1,249,060***	***$1,124,154***	***$124,906***
		90%	***10%***

* Federal funds include 10% Turnpike Toll Credit as match

Expenditures

		Fiscal Year 2022			Fiscal Year 2023			Personnel Hours		
	UPWP Total	Total	Personnel	Non-Personnel	Total	Personnel	Non-Personnel	Total	FY 2022	FY 2023
UPWP Total Expenditures	***$1,249,060***	***$634,062***	***$573,203***	***$60,859***	***$614,998***	***$553,710***	***$61,288***	***888888***	***7,350.0***	***6,980.0***
Category 100: MPO Administration	***$168,261***	***$83,269***	***$79,669***	***$3,600***	***$84,992***	***$81,367***	***$3,625***	***1,720.0***	***850.0***	***870.0***
101 Accounting and Invoice	$28,305	$14,052	$13,702	$350	$14,253	$13,878	$375	280.0	140.0	140.0
102 Program Administration	$111,363	$55,372	$55,322	$50	$55,991	$55,941	$50	1,120.0	560.0	560.0
103 Staff Training	$28,594	$13,845	$10,645	$3,200	$14,748	$11,548	$3,200	320.0	150.0	170.0
104 Indirect Cost Rate	$0	$0	$0	$0	$0	$0	$0	0.0	0.0	0.0
105 Performance Measures	$0	$0	$0	$0	$0	$0	$0	0.0	0.0	0.0
Category 200: Policy & Planning	***$437,612***	***$227,349***	***$225,849***	***$1,500***	***$210,263***	***$208,692***	***$1,571***	***5,260.0***	***2,780.0***	***2,480.0***
201 Ten Year Plan	$40,184	$20,916	$20,766	$150	$19,268	$19,168	$100	420.0	220.0	200.0
202 Planning & Enviromental Linkages	$36,503	$19,987	$19,937	$50	$16,516	$16,443	$73	420.0	240.0	180.0
203 Transportation Planners Collaborative	$7,439	$3,684	$3,584	$100	$3,756	$3,656	$100	80.0	40.0	40.0
204 Interagency Consultation	$3,893	$1,928	$1,878	$50	$1,965	$1,915	$50	40.0	20.0	20.0
205 Transportation Improvement Program	$67,451	$32,805	$32,305	$500	$34,646	$34,146	$500	720.0	360.0	360.0
206 Congestion Management Process	$59,724	$29,567	$29,517	$50	$30,157	$30,107	$50	840.0	420.0	420.0
207 ITS Architecture	$0	$0	$0	$0	$0	$0	$0	0.0	0.0	0.0
208 Metropolitan Transportation Plan	$148,550	$81,701	$81,451	$250	$66,850	$66,527	$323	1,840.0	1,040.0	800.0
209 Air Quality Conformity	$0	$0	$0	$0	$0	$0	$0	0.0	0.0	0.0
210 State Long Range Transportation Plan	$7,464	$3,684	$3,584	$100	$3,781	$3,656	$125	80.0	40.0	40.0
211 Bike & Pedestrian Planning	$66,402	$33,077	$32,827	$250	$33,325	$33,075	$250	820.0	400.0	420.0
Category 300: Public Involvement	***$126,122***	***$64,696***	***$64,221***	***$475***	***$61,425***	***$60,900***	***$525***	***1,570.0***	***810.0***	***760.0***
301 Transportation Advisory Committee	$34,587	$17,123	$17,098	$25	$17,465	$17,440	$25	440.0	220.0	220.0
302 Planning Commission Meetings	$4,250	$3,009	$3,009	$0	$1,241	$1,241	$0	60.0	40.0	20.0
303 Public Participation Plan	$15,189	$8,019	$7,844	$175	$7,170	$6,995	$175	170.0	90.0	80.0
304 Public Outreach	$39,217	$20,219	$20,094	$125	$18,997	$18,822	$175	540.0	280.0	260.0
305 MPO Policy Committee	$32,879	$16,326	$16,176	$150	$16,552	$16,402	$150	360.0	180.0	180.0
Category 400: Planning Support	***$336,593***	***$167,914***	***$113,339***	***$54,575***	***$168,679***	***$114,029***	***$54,650***	***3,680.0***	***1,850.0***	***1,830.0***
401 Traffic Counts	$86,655	$43,157	$17,082	$26,075	$43,498	$17,423	$26,075	500.0	250.0	250.0
402 SADES Inventories	$29,392	$12,939	$12,439	$500	$16,453	$15,878	$575	620.0	280.0	340.0
403 Geographic Information Systems	$93,117	$47,228	$40,128	$7,100	$45,888	$38,788	$7,100	1,320.0	680.0	640.0
404 Demographics	$36,154	$19,197	$19,197	$0	$16,957	$16,957	$0	480.0	260.0	220.0
405 Equipment	$35,817	$17,865	$4,365	$13,500	$17,952	$4,452	$13,500	120.0	60.0	60.0
406 Travel Demand Model	$53,059	$26,328	$20,128	$6,200	$26,731	$20,531	$6,200	640.0	320.0	320.0
407 Memberships and Subscriptions	$2,400	$1,200	$0	$1,200	$1,200	$0	$1,200	0.0	0.0	0.0
Category 500: Technical Assistance	***$180,473***	***$90,834***	***$90,125***	***$709***	***$89,639***	***$88,722***	***$917***	***2,100.0***	***1,060.0***	***1,040.0***
501 Local & Regional Technical Assistance	$54,663	$26,695	$26,570	$125	$27,968	$27,743	$225	680.0	330.0	350.0
502 Statewide Assistance	$28,361	$14,049	$13,915	$134	$14,312	$14,120	$192	300.0	150.0	150.0
503 LPA Program Support	$13,344	$6,607	$6,507	$100	$6,737	$6,637	$100	160.0	80.0	80.0
504 Special Projects	$0	$0	$0	$0	$0	$0	$0	0.0	0.0	0.0
505 Regional Coordinating Councils	$11,831	$6,460	$6,335	$125	$5,371	$5,221	$150	140.0	80.0	60.0
506 Transit Planning	$61,834	$31,854	$31,679	$175	$29,980	$29,780	$200	700.0	360.0	340.0
507 TDM Planning	$10,439	$5,168	$5,118	$50	$5,271	$5,221	$50	120.0	60.0	60.0
Category 600: FTA5305e Grants	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***$0***	***0.0***	***0.0***	***0.0***
601 FTA5305e Grant Projects	$0	$0	$0	$0	$0	$0	$0	0.0	0.0	0.0

Table 4: Schedule of Tasks and Deliverables

Category 100

	Activities	Work Products
One-time	• Development of 2024-25 UPWP • UPWP Performance Report (Fall 2021) • Mid-Term Contract Review (Summer 2022) • FHWA/FTA Planning Review (Fall 2021)	• 2024-25 UPWP (April 2023) • 2020-2021 UPWP Performance Report (10/2021) • Materials for FHWA/FTA Planning Review (11/2021) • Mid-Term Contract Review questionnaire (8/2022)
Monthly	•	• UPWP Invoices • UPWP Status Reports
Annually	• Audit and Audit Preparation (Fall)	• Financial Audit (January) •
Ongoing	• Financial Management and Reporting • General Administration • Contract Management	• Employee timesheets
As Needed	• Prospectus Update • Conferences, Seminars, and Workshops • Staff training • Model/Software Training	• Current UPWP Adjustments • Procurement Guidelines Update • DBE Program and Goal Analysis • Procurement Guidelines update

Category 200

	Activities	Work Products
One-time	• TIP/STIP Update (Fall 2022-Winter 2023) • Project Selection Criteria update (Spring 2022) • Project Selection Criteria weighting (Summer 2022) • PM2 Performance Target Coordination • PM3 Performance Target Coordination	• Project Selection Criteria for LRTP and TYP • Ten Year Plan Candidate Project List (11/2022) • Ten Year Plan Priority Projects List (3/2023) • Draft and Approved 2023-2026 TIP (3/2023) • LRTP Full Revision (Spring, 2023) • Regional Bike/Ped Plan • MPO System Performance Report (Spring 2023) • PM2 Targets (2022) • PM3 Targets (2022) • Regional Bike Plan

Monthly	• Interagency Consultation • Participation in SWA and Stormwater Coalition • Participation in CAW	• TIP Minor Revision Approvals
Annually	• Attend Ten Year Plan Hearings (Fall 2021) • Congestion Management Process Data analysis • Bike/Walk to Work week Planning • Regional crash data analysis • HSIP Performance Targets analysis • Motorcycle Fatalities Performance Target Analysis	• 2021 List of Obligated Projects (12/2021) • 2022 List of Obligated Projects (12/2022) • NPMRDS travel time data analysis • Congestion Management Process Analytics update • CMP StoryMap update • Regional crash data analysis • HSIP Performance Targets (February) • Motorcycle Fatalities Performance Target (February) • Documentation of Bike/Walk to Work week activities
Ongoing	• Long Range Transportation Plan Update (Complete Spring 2023) including incorporating ecological principals of infrastructure planning, Planning & Environmental Linkages, and Resiliency & Adaptation • Transportation project identification and development Bicycle and Pedestrian Planning • Multi-use trail project planning • Expansion of Bike/Ped Counting Program	• TIP/STIP data and revision processing database • Project scoping and funding development assistance for NH Seacoast Greenway
As Needed	• Attend TPC Meetings • Participation in Incident Management Systems • ITS Architecture coordination with planning partners • Fiscal constraint analysis for TIP/LRTP • Air Quality Conformity Analysis • Freight Planning • State LRTP • State CSAC Participation	• Ten Year Plan Hearing Presentations • Comments on the draft Ten Year Plan • TPC • Interagency Consultation Meeting Notes • Materials/Presentations • TIP Amendment Approvals (quarterly) • LRTP Amendments • Transit Asset Management (TAM) Performance Targets (w/ LRTP) • Air Quality Conformity Determinations • Update Regional ITS Architecture • Update ITS Strategic Plan

Category 300

	Activities	Work Products
One-time	• Development of outreach materials on MPO plans and processes.	• Educational and outreach materials on MPO plans processes.
Monthl	• TAC Meeting Planning • Policy Committee meeting planning	• TAC Agendas • TAC meeting minutes • TAC meeting presentations and memorandums • Policy Committee Agendas

Annually	•	• MPO TAC and Policy Committee meeting attendance compilation (End of FY)
Ongoin	• MPO Website maintenance • Media monitoring for planning related news stories • Tracking Press releases project related information • Maintain Interested Parties List	• Documentation of press releases and news stories
As Needed	• Public Participation Plan revision • Limited English Proficiency outreach • Data analysis from public outreach efforts • Attend other MPO TAC/Policy Meetings • Public outreach surveys	• Spanish language MPO materials

Category 400

	Activities	Work Products
One-time	• Update demographic data for Census 2020 • Update population projections for Census 202 • Update housing and household projections • Update employment projections. • Urbanized Area Designation • Urbanized Area boundary smoothing • Purchase Radar traffic counter (or equivalent) • Purchase bike/ped counter • Purchase computer hardware and software	• Population Projections that utilize Census 2020 as the baseline • Housing projections utilizing Census 2020 • Employment projections • Updated Urbanized Area Boundaries • Updated Roadway Functional Classification for the region
Monthly	•	•
Annually	• Update land use data set • Update zoning data set • Compile crash data • Update standard map sets for communities • AMPO membership • NARC membership	• Traffic Volume and Classification counts submitted to NHDOT • Bike/Pedestrian count data tabulated • TransCAD license • ESRI ArcGIS licenses

Ongoing	• Traffic Count Program • Stream Crossing Inventory and data collection • Pedestrian Infrastructure data development • Update road network datasets • GIS data development and maintenance • Travel Demand Model maintenance, updates, and enhancements • Regional Land Use allocation model for travel demand model input • Participation in Model Users Group • Discussions of multi-MPO travel demand model	• Travel demand forecasting for LRTP • Updated regional land use allocation for travel demand model
As Needed	• RSMS data collection for communities • Data collection for local communities. • Assist NHDOT with technical studies • Updating data sets • MPO boundary adjustments based on Census 2020 Urbanized Areas • Purchase/Repair traffic counting equipment • Purchase transportation planning manuals & guides	• Turning Movement Counts • Volume counts requested by communities • RSMS current condition reports and projections • Updated Household travel survey or equivalent • Synchro License renewal • Travel demand model outputs and results

Category 500

	Activities	Work Products
One-time	• Regional Complete Streets policy development • Analysis of potential fixed/demand responsive routes for COAST • COAST funding formula maintenance and update • Development of a volunteer driver program for central Rockingham County	• Updated COAST funding formulas • Regional Complete Streets Policy • Route analysis for CART
Monthly	• Partnering for Performance NH meetings/ discussions • Executive Director meetings • Participation in NH Transit Association • Participation in TransportNH • Participation in Alliance for Healthy Aging • Participation in State Coordinating Council for Community Transportation	•
Annually	• Provide assistance with HSIP Road Safety Audit proposals • Provide project development assistance for regional TAP applicants • Provide project development assistance for regional CMAQ applicants. • Conduct Air Quality analyses for CMAQ proposals • Coordinate with Boston Urbanized Area MPOs	• HSIP RSA Applications • TAP Applications • CMAQ Applications • CMAQ air quality analyses • COAST Ridership survey • CART Transit Asset Management Plan

Ongoing	• Participation in Public Advisory Committees for NHDOT projects • Portsmouth Naval Shipyard JLUS Implementation Committee • Provide support for Southeast Region RCC (ACT) • Provide support for Greater Derry-Salem RCC • Technical Assistance to COAST • Technical Assistance to MTA/CART • Commute Smart NH and Commute Smart Seacoast TMA	• Documentation of TMA support
As Needed	• Technical assistance to communities as requested • Development and traffic impact study review • Participation in Statewide Freight Advisory Committee • Participation in HSIP, TAP, and CMAQ committees as requested. • NEPA Participating Agency or interested party • Participation in Exeter Rail Station Committee • Scenic Byway technical assistance	• Memos/reports related to community technical assistance • Memos with comments on development proposals and traffic impact studies

The COMMISSION shall develop an acceptable reporting system capable of indicating project status on at least a monthly basis for all major task categories of the mutually agreed upon UPWP. Monthly progress reports shall be submitted by the COMMISSION to the DEPARTMENT, giving the percentage of completion of the work required by this AGREEMENT, based on both percentage of funding spent and on percentage of work actually completed, and a narrative explanation of each major task progress. These monthly progress reports must accompany invoices for payment in order for reimbursement to occur.

E. SUBMISSION OF REPORTS, PLANS AND DOCUMENTS

Reports, plans, and documents shall be submitted to the DEPARTMENT in accordance with the schedule outlined in the attached work program.

F. DATE OF COMPLETION

The date of completion for the Planning services rendered under this AGREEMENT shall be June 30, 2023.

ARTICLE II - COMPENSATION OF COMMISSION FOR SPECIFIC RATES OF PAY

The work required under the terms of this AGREEMENT shall be paid for in accordance with the following schedule and stipulations:

A. GENERAL FEE

The cost of all work and expenses under this AGREEMENT shall not exceed $1,249,060.00 in State FY 2022 & FY 2023. Funding from two sources, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), will be combined into a consolidated Planning Grant (CPG). Of the $1,249,060.00 fee, approximately 90% ($1,124,154.00) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% ($124,906.00) from the Rockingham Regional Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the $1,124,154.00 total amount).

B. SALARY, BENEFITS AND INDIRECT COSTS

As agreed to between the Department and the COMMISSION, the COMMISSION, is to provide the information on salaries of all employees at the beginning of the contract or when any changes occur during the contract period.

The rates of all personnel working on the project shall be provided to the DEPARTMENT at the beginning of the STATE fiscal year. Any salary increase as a result of salary adjustments of existing personnel or new hire during the contract period shall be reported to the DEPARTMENT within thirty (30) days.

All actual salaries and reasonable increases thereof paid to technical or other employees assigned to this project shall be the result of a commission-wide evaluation of all employees and shall not be restricted to employees assigned to this project. Any overtime required for this project shall have the prior written approval of the DEPARTMENT.

All charges attributed to personnel costs namely employee benefits, payroll taxes and proportionate share of indirect costs shall be used in billing for all work done under this AGREEMENT. Employee benefits shall include holiday, sick and vacation pay, Commission's share of group medical and dental

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

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

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

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

C. DIRECT EXPENSES

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

ARTICLE II

D. FIXED FEE

Blank

E. PAYMENTS

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

F. RECORDS - REPORTS

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

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

ARTICLE III - GENERAL PROVISIONS

A. HEARINGS, ETC.

Blank

B. CONTRACT PROPOSALS

Blank

ARTICLE IV - 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 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. <u>REVISIONS TO REPORTS, PLANS OR DOCUMENTS</u>

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

ARTICLE IV

E. ADDITIONAL SERVICES

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

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

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

F. OWNERSHIP OF PLANS

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

G. SUBLETTING

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

ARTICLE IV

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

H. GENERAL COMPLIANCE WITH LAWS, ETC.

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

I. BROKERAGE

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

J. CONTRACTUAL RELATIONS

1. Status of the COMMISSION

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

ARTICLE IV

2. Claims and Indemnification

a. Non-Professional Liability Indemnification

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

b. Professional Liability Indemnification

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

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

3. Insurance

a. Required Coverage

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

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

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

2. comprehensive automobile liability insurance covering all motor vehicles, including owned, hired, borrowed and non-owned vehicles, for all claims of bodily injury, death or property damage, in policy amounts of not less than $500,000 combined single limit; and

3. workers' compensation and employer's liability insurance as required by law.

b. Proof of Insurance

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

4. No Third-Party Rights

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

5. Construction of AGREEMENT

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

K. AGREEMENT MODIFICATION

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

L. EXTENSION OF COMPLETION DATE(S)

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

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

(1) programs of the DEPARTMENT such regulations entitled Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), and which are herein incorporated by reference and made a part of this AGREEMENT.

(2) Nondiscrimination: The COMMISSION with regard to the work performed by it during the AGREEMENT shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment specific to this project. The COMMISSION shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the

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

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

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

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

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

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

(6) The COMMISSION shall take such action with respect to any subcontract or procurement as the DEPARTMENT or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that in the event a COMMISSION becomes involved in, or is threatened with litigation with a subconsultant or supplier as a result of such direction, the COMMISSION may request the DEPARTMENT to enter into such litigation to protect the interests of the STATE, and in addition, the COMMISSION may request the United States to enter into such litigation to protect the interests of the United States.

(7) 23 CFR 710.405(b) and, Executive Order 11246 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor REGULATIONS (41 CFR Part 60), shall be applicable to this AGREEMENT and any sub-agreements hereunder.

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

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

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

ARTICLE IV

N. DISADVANTAGED BUSINESS ENTERPRISE POLICY AGREEMENT REQUIREMENTS

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

2. Disadvantaged Business Enterprise (DBE) Obligation. The STATE and its COMMISSIONs agree to ensure nondiscriminatory opportunity for disadvantaged business enterprises, as defined in 49 CFR Part 26, to participate in the performance of agreements and any subagreements financed in whole or in part with Federal funds. In this regard, the STATE and its COMMISSIONs shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the opportunity to compete for and perform work specified in the agreements. The STATE and its COMMISSIONs shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of agreements financed in whole or in part with Federal funds.

3. Sanctions for Non-Compliance. The COMMISSION is hereby advised that failure of the COMMISSION, or any subconsultant performing work under this AGREEMENT, to carry out the requirements set forth in paragraphs 1 and 2 above shall constitute a breach of agreement and, after the notification of the United States Department of Transportation, may result in termination of this AGREEMENT by the STATE or such remedy as the STATE deems appropriate.

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

The CONSULTANT X, proposed subconsultant ____, hereby certifies that it has X, has not ____ developed and has on file affirmative action programs pursuant to 41 CFR 60-1, that it has X, 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 X, filed with the Joint Reporting Committee, the Deputy Assistant Secretary for Federal Contract Compliance, United States Department of Labor or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements.

Rockingham Planning Commission
(Company)

By: [signature]

Executive Director
(Title)

Date: 4/21/21

Note: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b)(1), and must be submitted by consultants and proposed subconsultants only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts that are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally, only contracts or subcontracts of $10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime consultants and subconsultants who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b)(1) prevents the award of contracts and subcontracts unless such consultant submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

(Revised: March, 2015) NOTE: TO BE COMPLETED BY CONSULTANT WHEN SIGNING AGREEMENT.

CERTIFICATION OF CONSULTANT/SUBCONSULTANT

I hereby certify that I am the Executive Director and duly-authorized representative of the firm of 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):

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

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

April 21 2021
(Date)

(Signature)

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

(SEAL)

Consultant

CONSULTANT

Dated: April 21 2021 By: _____
Executive Director

Department of Transportation

THE STATE OF NEW HAMPSHIRE

Dated: 5/24/21 By: _____
Commissioner, NHDOT

Attorney General

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

Dated: 6/3/2021 By: Emily C. Gray
Assistant Attorney General

Secretary of State

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

Dated: _____ Attest:

By: _____
Secretary of State

CERTIFICATE OF VOTE

I, Glenn Coppelman, (Secretary/Treasurer, position) of the Rockingham Planning Commission (RPC), do hereby certify that at a meeting held on May 27, 2020

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, Tim Roache, to execute any documents which may be necessary to effectuate the UPWP contract:
3. This authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
4. The following person has been appointed to, and now occupies, the office indicated under item 2 above:

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the RPC on this 21st day of April, 2021.

Glenn H. Coppelman SECRETARY
(name, position)

STATE OF NEW HAMPSHIRE
County of Rockingham

On this 21st day of April, 2021, before me Annette Pettengill the undersigned officer, personally appeared, Glenn Coppelman, 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 Pettengill
Notary Public, Justice of the Peace
(Official Seal)

ANNETTE L. PETTENGILL
MY COMMISSION EXPIRES MARCH 3, 2026
NOTARY PUBLIC
NEW HAMPSHIRE

March 3, 2026
My Commission Expires

Primex³
NH Public Risk Management Exchange

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:	*Member Number:*	*Company Affording Coverage:*
Rockingham Regional Planning Commission 156 Water Street Exeter, NH 03833	563	NH Public Risk Management Exchange - Primex³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624

Type of Coverage	*Effective Date (mm/dd/yyyy)*	*Expiration Date (mm/dd/yyyy)*	*Limits - NH Statutory Limits May Apply, If Not*	
☐ General Liability (Occurrence Form) ☐ Professional Liability (describe) ☐ Claims Made ☐ Occurrence			Each Occurrence	
			General Aggregate	
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
☐ Automobile Liability Deductible Comp and Coll: ☐ Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
X Workers' Compensation & Employers' Liability	1/1/2021	1/1/2022	X Statutory	
			Each Accident	$2,000,000
			Disease – Each Employee	$2,000,000
			Disease – Policy Limit	
☐ 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
NH Department of Transportation 7 Hazen Drive PO Box 483 Concord NH 03301	By: Tammy Denver Date: 4/20/2021 tdenver@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Liberty Mutual Insurance
PO Box 188065
Fairfield, OH 45018

CONTACT NAME:
PHONE (A/C, No, Ext): 800-962-7132 FAX (A/C, No): 800-845-3666
E-MAIL ADDRESS: BusinessService@LibertyMutual.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Ohio Casualty Insurance Company	24074
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Rockingham Planning Commission
156 Water St
Exeter NH 03833

COVERAGES CERTIFICATE NUMBER: 61313837 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	✓ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ✓ OCCUR ✓ Businessowners GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	✓		BZO58281160	7/1/2020	7/1/2021	EACH OCCURRENCE	$2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$2,000,000
							MED EXP (Any one person)	$15,000
							PERSONAL & ADV INJURY	$2,000,000
							GENERAL AGGREGATE	$4,000,000
							PRODUCTS - COMP/OP AGG	$4,000,000
								$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ✓ SCHEDULED AUTOS ✓ HIRED AUTOS ONLY ✓ NON-OWNED AUTOS ONLY			BAO58281160	1/11/2021	1/11/2022	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	N / A						☐ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

NH Dept of Transportation is Additional Insured if required by written contract or written agreement, subject to Businessowners' Liability Extension Blanket Additional Insured Provision.

CERTIFICATE HOLDER

NH Dept of Transportation
PO Box 483
Hazen Drive
Concord NH 03302-0483

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Christine Smith

Christine Smith

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NON-DISCRIMINATION ASSURANCES

The **AGENCY TITLE** (hereinafter referred to as the "RECIPIENT") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights ACT of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the ACT), and all requirements imposed by or pursuant to Title 49, Code of Federal REGULATIONS, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights ACT of 1964 (hereinafter referred to as the REGULATIONS) and other pertinent directives, to the end that in accordance with the ACT, REGULATIONS, and other pertinent directives, no person in the United States shall, on the grounds of race, color, or national origin, sex, age, disability, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or Activity for which the RECIPIENT receives Federal financial assistance from the Department of Transportation, including the Federal Highway and Federal Transit Administrations, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a)(1) of the REGULATIONS.

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

1. That the RECIPIENT agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the REGULATIONS, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the REGULATIONS.

2. That the RECIPIENT shall insert the following notification in all solicitations for bids for work or material subject to the REGULATIONS and made in connection with the UNIFIED PLANNING WORK PROGRAM and, in adapted form in all proposals for negotiated agreements:

   The AGENCY TITLE, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age, disability, or religion in consideration for an award.

3. That the RECIPIENT shall insert the clauses of Appendix A of this assurance in every contract subject to this ACT and the REGULATIONS.

4. That this assurance obligates the RECIPIENT for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the RECIPIENT or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the RECIPIENT retains ownership or possession of the property.

5. That this assurance obligates the RECIPIENT for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the RECIPIENT or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the RECIPIENT retains ownership or possession of the property.

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

7. The RECIPIENT agrees that the United States and the State of New Hampshire have the right to seek judicial enforcement with regard to any matter arising under the ACT, the REGULATIONS, and this assurance.

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

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

Signature _____ Date: 4/21/21

Name/Title TIMOTHY M. ROACHE EXECUTIVE DIRECTOR

Attachments: Appendix A

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "CONTRACTOR") agrees as follows:

(1) Compliance with Regulations: The CONTRACTOR shall comply with the REGULATIONS relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), which are herein incorporated by reference and made a part of this agreement.

(2) Nondiscrimination: The CONTRACTOR, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of sub-applicants, including procurements of materials and leases of equipment. The CONTRACTOR shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when the agreement covers a program set forth in Appendix B of the REGULATIONS.

(3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the CONTRACTOR for work to be performed under a Sub-agreement, including procurements of materials or leases of equipment, each potential sub-applicant or supplier shall be notified by the CONTRACTOR of the CONTRACTOR'S obligations under this contract and the REGULATIONS relative to nondiscrimination on the grounds of race, color, national origin, sex, religion, age, or disability.

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

(5) Sanctions for Noncompliance: In the event of the CONTRACTOR'S noncompliance with nondiscrimination provisions of this agreement, the RECIPIENT shall impose such contract sanctions as it or the New Hampshire Department of Transportation may determine to be appropriate, including, but not limited to:

(a) withholding of payments to the CONTRACTOR under the contract until the CONTRACTOR complies; and/or

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

(6) Incorporation of Provisions: The CONTRACTOR shall include the provisions of paragraphs (1) through (6) in every sub-agreement, including procurements of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONTRACTOR shall take such action with respect to any sub-agreement or procurement as the RECIPIENT or the New Hampshire Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a sub-applicant or supplier as a result of such direction, the CONTRACTOR may request the RECIPIENT to enter into such litigation to protect the interests of the RECIPIENT, and, in addition, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

ATTACHMENT 7

CERTIFICATION OF GOOD STANDING

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