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New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

64

William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

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

Bureau of Planning & Community Assistance
April 26, 2023

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract with the Southwest Region Planning Commission (Vendor #155492), Keene, NH, in the amount of $606,238 to undertake certain transportation related planning activities from July 1, 2023, or the date of Governor and Executive Council approval, whichever is later, through June 30, 2025. 100% Federal Funds.

Funding is contingent upon the availability and continued appropriation of funds for FY 2024 and FY 2025, with the ability to adjust encumbrances through the Budget Office between State Fiscal Years if needed and justified:

04-096-096-962515-2944	FY 2024	FY 2025
SPR Planning Funds		
072-500574 Grants To Local Gov's-Federal	$303,119	$303,119

EXPLANATION

The Southwest Region Planning Commission is the primary planning agency in the southwestern part of state covering thirty-six communities. The Investing in Infrastructure and Jobs Act (IIJA) provides planning and transit funds for each Regional Planning Commission (RPC). Cooperatively, the New Hampshire Department of Transportation (NHDOT) and the Southwest Region Planning Commission has developed procedures for addressing transportation planning issues.

The Southwest Region Planning Commission has developed a proposal to carry out the planning and programming processes 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 2024 and 2025. As part of this program, the Southwest Region Planning Commission will provide transportation planning and programming services and products to support state, regional, and local needs. The Southwest Region 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 Investing in Infrastructure and Jobs Act (IIJA). Additionally, the Southwest Region 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 Southwest Region Planning Commission can accomplish this work for a total fee not to exceed $673,598. The funding to be used is from Federal Highway Administration (FHWA) Planning funds and local funds. The Federal portion $606,238 is Federal Aid (involving Consolidated Grant funds, FTA 5405e planning funds and Statewide Planning & Research (SPR) funds) with additional $67,360 in local funds (collected by the Southwest Region Planning Commission to be applied towards total cost).

The funding is 80% Federal Funds with 10% state match. Turnpike toll credit is being utilized for match requirement, effectively using 90% Federal Funds and 10% local funds from Southwest Region Planning Commission. The Capital Budget Overview Committee approved the use of Turnpike Toll Credits on May 26, 2023.

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

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

Sincerely,

William J. Cass, P.E.
Commissioner

WJC/WR/dmp
Attachments

SOUTHWEST REGIONAL PLANNING
COMMISSION
FED. NO.: X-A005(366)
STATE NO.: 44247

BUREAU OF PLANNING & COMMUNITY ASSISTANCE
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SOUTHWEST REGIONAL PLANNING COMMISSION
FED. NO.: X-A005(366)
STATE NO.: 44247

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 Southwest Regional Planning Commission, with principal place of business at 37 Ashuelot Street, in the City of Keene, 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 Statewide 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 North Country Council.

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

This AGREEMENT becomes effective upon approval by the Governor and Council.

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 regional planning in the Southwest Regional Planning Commission region 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 Southwest Regional Planning Commission designated Regional Planning Commission.

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.

SWRPC | Southwest Region Planning Commission

Unified Planning Work Program FY 2024-2025

Prepared by the Southwest Region Planning Commission

April 7, 2023

37 Ashuelot Street
Keene, NH 03431
(603) 357-0557

The preparation of this Unified Planning Work Program has been financed in part through grant[s] from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), U.S. Department of Transportation, under the State Planning and Research Program of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

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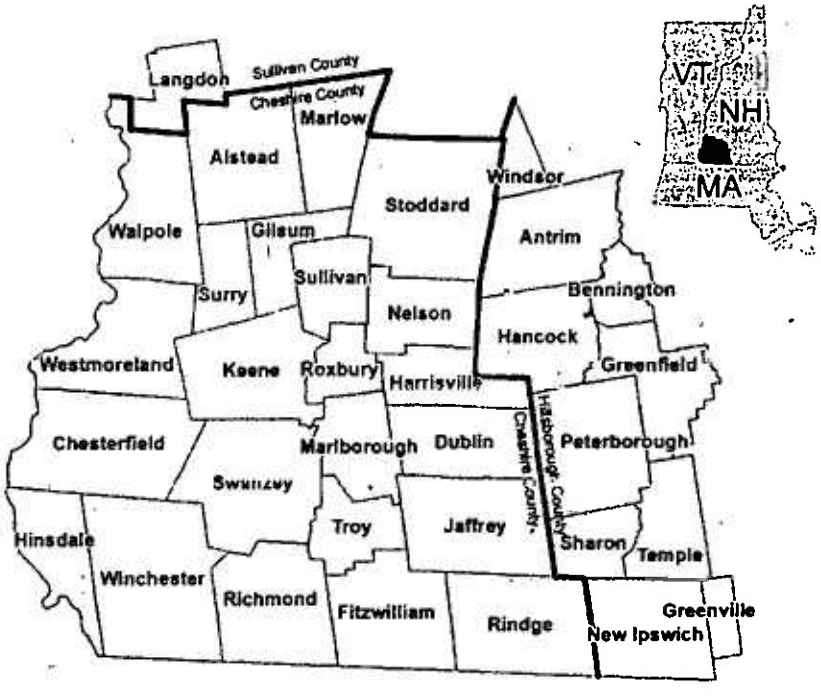
Introduction

The Southwest Region Planning Commission (SWRPC) is one of nine Regional Planning Commissions in New Hampshire established under NH RSA Chapter 36, serving 34 municipalities in Cheshire County, Hillsborough County and Sullivan County. The FY 2024 - FY 2025 Unified Planning Work Program (UPWP) for the SWRPC was developed to meet federal transportation planning regulations to carry out a continuing, cooperative and comprehensive planning process as well as the 2024/2025 Planning Emphasis Areas (PEAs) outlined by the FHWA New Hampshire Division Office and FTA Region 1 Office in its guidance memo submitted to the NH Department of Transportation (NHDOT) and the nine regional planning commissions (See Appendix A). This UPWP includes the description of transportation planning activities to be performed by the SWRPC during the fiscal years beginning July 1, 2023 and ending June 30, 2025 (i.e. State fiscal years 2024 and 2025). A map of the SWRPC region is shown in Exhibit 1 below.

Exhibit 1: Southwest Region Planning Commission Region



SWRPC's UPWP includes 37 separate task codes grouped under 6 different task code series categories. The task code series headings are:

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	5305(e) Funded Transit Planning Efforts

Exhibit 2 below lists the 36 individual task codes. Some task codes, such as 206 and 305, are specific to metropolitan planning organizations and do not apply to SWRPC, which is a rural regional planning organization. Other task codes, such as 104, 406 and 504, are not utilized by SWRPC in this proposal.

More detailed information about each task code, including information about proposed activities, deliverables and task budgets is described in the main body of the UPWP report following this introduction.

Exhibit 2: UPWP Task Code Numbers and Descriptions

101: Invoices & Accounting	303: Public Involvement Plan
102: Program Administration	304: Public Outreach
103: Training	305: Policy Committees*
104: Indirect Cost Rate Adjustments*	401: Traffic Counts
201: Ten Year Plan	402: Statewide Asset Data Exchange System
202: Planning & Environmental Linkages	403: Geographic Information Systems
203: Transportation Planner's Collaborative	404: Demographics
204: Interagency Consultation	405: Equipment and Supplies
205: Transportation Improvement Program	406: Regional Transportation Model*
206: Congestion Management Plan*	407: Memberships, Subscriptions & Professional Costs
207: Intelligent Transportation Systems	501: Local & Regional Assistance
208: Regional Transportation Plan	502: Statewide Assistance
209: Air Quality Conformity*	503: Local Public Agency Program Support
210: State Long Range Transportation Plan	504: Special Projects
211: Bicycle/Pedestrian Planning	505: Regional Coordinating Councils
301: Transportation Advisory Committee	506: Transit Assistance
302: Planning Commission/Committee Mtgs	601: Transit Operating Model Project

**There is no proposed programming in the FY 2024-2025 SWRPC UPWP for these tasks.*

This UPWP is supported primarily by FHWA State Planning and Research (SPR) funds and FTA 5305(e) funds. Federal funding supporting this UPWP is matched by a combination of state toll credits administered by the NHDOT and matching funds provided by the SWRPC. The planning activities outlined in this UPWP have been designed to meet the local needs of the SWRPC region's municipalities, and ensure consistency with the ten planning factors shown in Exhibit 3 below. These planning factors were developed to guide SPR transportation planning activities including the activities contained in this UPWP. These planning factors were also listed as a Planning Emphasis Area (discussed below), but are shown here given that they represent the foundation of the transportation planning process.

Exhibit 3: SWRPC UPWP Linkages with Federal Transportation Planning Factors

Planning Factor		Relevant UPWP Tasks
1	Support the economic vitality of the United States, the States, metropolitan areas, and nonmetropolitan areas, especially by enabling global competitiveness, productivity, and efficiency	Tasks 103, 201, 202, 208, 210, 211, 501, 502, 503, 505, 506, 601
2	Increase the safety of the transportation system for motorized and non-motorized users	Tasks 103, 201, 202, 208, 210, 211, 501, 502, 503, 505, 506, 601
3	Increase the security of the transportation system for motorized and non-motorized users	Tasks 103, 207, 208, 210, 501, 502, 503, 506
4	Increase accessibility and mobility of people and freight	Tasks 103, 201, 202, 208, 210, 211, 501, 502, 503, 505, 506, 601

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	Tasks 103, 201, 202, 208, 210, 211, 501, 502, 503, 505, 506, 601
6	Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight	Tasks 103, 201, 208, 210, 211, 501, 502, 503, 505, 506, 601
7	Promote efficient system management and operation	Tasks 103, 201, 208, 210, 211, 501, 502, 503, 505, 506, 601
8	Emphasize the preservation of the existing transportation system	Tasks 103, 201, 208, 210, 402, 501, 502, 503, 505, 601
9	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	Tasks 103, 201, 202, 208, 210, 211, 402, 501, 502, 503
10	Enhance travel and tourism	Tasks 103, 201, 202, 208, 210, 211, 501, 502, 503, 601

Additionally, the planning activities outlined in this UPWP reflect New Hampshire's Planning Emphasis Areas (PEAs), which were established by the New Hampshire Division of FHWA and FTA Region I as paraphrased in Exhibit 4 below. PEAs specifically addressing Metropolitan Planning Organizations and Transportation Management Areas are not shown in Exhibit 4. These include the PEAs titled as "Planning Reviews and Findings," "Census 2020-UZA Boundary Smoothing", "MPO/TMA Designation/Redesignation and Functional Reclassification", "Urbanized Area Project Selection", and "Congestion Management Process Implementation". Several PEAs are primarily directed toward NHDOT, MPOs and TMAs, but have some applicability to SWRPC either informing its own transportation planning process or providing a limited supporting or consulting role to NHDOT including the PEAs titled "Planning Reviews and Findings", "BIL/IIJA Compliance", "Freight Planning", "Fiscal Constraint and Financial Planning", "Metropolitan and Statewide Travel Demand Model Maintenance", and "Project Monitoring and Planning Work Program Reporting". Those PEAs are indicated with an asterisk.

Exhibit 4: SWRPC UPWP Linkages with Planning Emphasis Areas

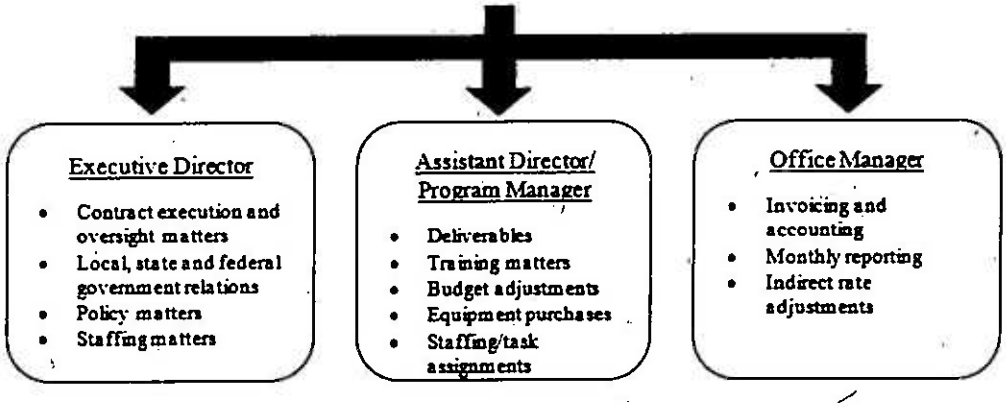
Planning Emphasis Areas		Relevant UPWP Tasks
1	Tackling the Climate Crisis – Transition to a Clean Energy & Resilient Future: Ensure transportation plans and infrastructure investments help achieve national greenhouse reduction goals, increase resilience to extreme weather events, accelerate the transition toward electric and other alternative fueled vehicles, plan for sustainable transportation system that works for all users, undertake actions to prepare for and adapt to the impacts of climate change.	Tasks 103, 202, 208, 211, 402, 501, 502, 505, 506, 601
2	Equity and Justice40 in Transportation Planning: Advance racial equity and support for underserved and disadvantaged communities to improve infrastructure for non-motorized travel and public transit, plan for safety of all users through infrastructure improvements, reduce air pollution, and consider equitable and sustainable practices while developing transit oriented development.	Tasks 103, 201, 202, 208, 211, 301, 304, 404, 501, 502, 505, 506, 601

3	Complete Streets: Review current policies, rules, and procedures to determine the impact on safety for all users and look for ways to improve safety in future transportation infrastructure, particularly those outside automobiles.	Tasks 103, 201, 202, 208, 211, 304, 401, 404, 501, 502, 503
4	Public Involvement: Increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices.	Tasks 103, 208, 211, 301, 302, 303, 304, 501, 502, 505, 601
5	Strategic Highway Network (STRAHNET/U.S. Department of Defense (DOD) Coordination: Coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs.	Tasks 103, 201, 208, 502
6	Federal Land Management Agency (FLMA) Coordination: Coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.	Task 103, 502
7	Planning and Environmental Linkages (PEL): Implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process.	Tasks 103, 202
8	Data in Transportation Planning: Incorporate data sharing and consideration into the transportation process.	Tasks 103, 201-211, 301-304, 401-404, 501-506, 601
9	*Planning Reviews and Findings: Review any outstanding recommendations from joint agency STIP Planning Findings that were recently completed and consider in the development of work programs.	Tasks 204
10	*BIL/IIJA Compliance/Housing Coordination: Include housing considerations in planning process including encouraging the safe and efficient management, operation and development of surface transportation systems that will better connect housing and employment, considering projects and strategies to promote consistency between transportation improvements and State and local housing patterns, coordinating with housing officials and organizations, etc.	Tasks 103, 202, 203, 208, 304, 501, 502
11	*Freight Planning: Link continued access to National Highway Freight Program formula funds to the development of federally compliant statewide freight plans and establish a freight advisory committee.	Tasks 103, 208, 501, 502
12	*Fiscal Constraint and Financial Planning: Cooperatively develop estimates of revenues that will be available to support plan and program implementation.	Tasks 103, 201, 204, 208, 502
13	*Metropolitan and Statewide Travel Demand Model Maintenance: Identify resources and work elements as necessary to ensure that metropolitan and statewide travel demand models are being maintained and used to provide technical support to NH's metropolitan and statewide planning processes and are continuously improved.	Tasks 103, 502

14	*Project Monitoring and Planning Work Program Reporting: Identify resources and work elements as necessary to support project monitoring.	Tasks 103, 205
15	Emerging Technologies: Consider emerging connected and automated vehicles or transportation network companies, and micro-mobility technologies in the statewide long-range planning activities. Explore opportunities to integrate technologies into future planning and coordination activities with their many stakeholders.	Tasks 103, 202, 203, 207, 208, 210, 211, 301, 302, 501, 502, 505, 506, 601

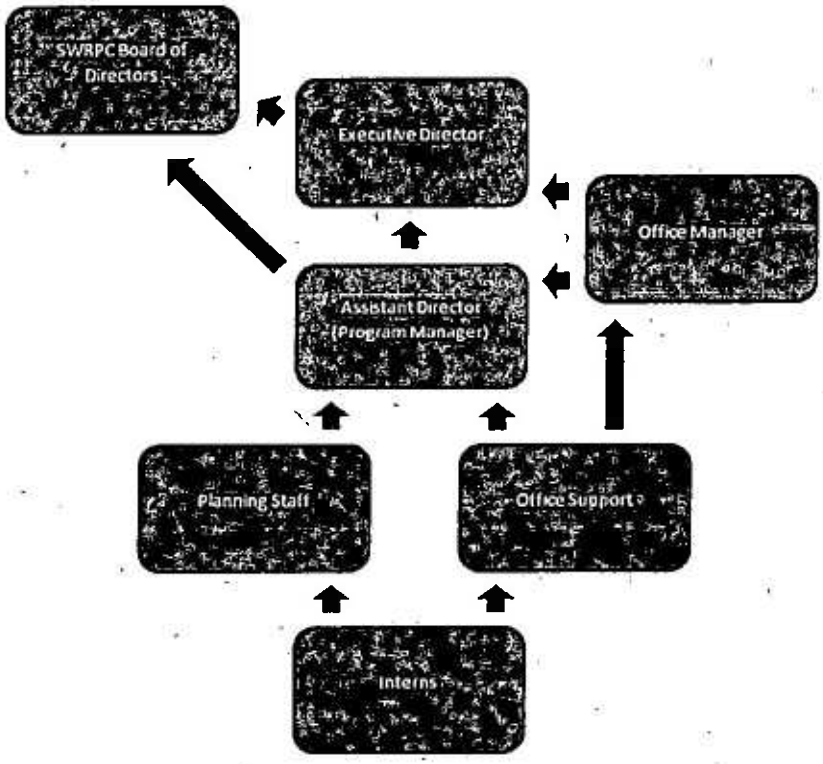
Communications with SWRPC regarding UPWP management activities primarily occur through three points of contact: Executive Director, Program Manager and Office Manager. Exhibit 5 lists the types of activities for which each lead is the main point of contact.

Exhibit 5: SWRPC Points of Contact on UPWP Matters



Several SWRPC staff will be involved in the implementation of the FY 2024-2025 UPWP. Below is an organizational chart showing staff relationships. The chart also shows the immediate supervisor of each staff person, symbolized by the text box at the pointed end of each solid arrow. Members of Planning Staff may be called on to serve as a project manager on discrete UPWP projects with other members of the Planning Staff providing support to that project manager.

Exhibit 6: SWRPC Organizational Chart



Though subject to change, there are currently eleven classifications of employees that are anticipated to be working on UPWP tasks. Billing rates, which include SWRPC's current 99.66% indirect cost rate, are provided in Appendix B.

The proposed budget for the FY 24-25 SWRPC UPWP, presented on the next page, is the result of a negotiation between NHDOT and New Hampshire's rural regional planning commissions in efforts to align funding levels evenly among those agencies. The total amount of Categories 100 through 500 represents a $88,174 reduction in reimbursable funds (including toll credits) from the corresponding portion of the FY 22-23 SWRPC UPWP. However, the budget includes a FTA 5305(e)-funded project with a budget of $55,335 which comprises Category 600. In addition, SWRPC's role in serving as Southwest NH's Mobility Manager supplements our budget for activities that would ordinarily be charged to Task 505. Note that tasks 103, 405, 407, 504 and 601 include direct expenses which are itemized in greater detail in the main body of the UPWP following the introduction.

Exhibit 7: FY 24-25 SWRPC UPWP Budget

Task #	Task Description	FY 2024	FY 2025	Total
Category 100	Administration & Training			
101	Invoices & Accounting	$ 26,500.00	$ 27,295.00	$ 53,795.00
102	Program Administration	$ 34,500.00	$ 35,535.00	$ 70,035.00
103	Training*	$ 10,000.00	$ 10,300.00	$ 20,300.00
100 Sub Total		$ 71,000.00	$ 73,130.00	$ 144,130.00
Category 200	Policy & Planning			
201	Ten Year Plan	$ 13,500.00	$ 13,905.00	$ 27,405.00
202	Land Use & Environmental Linkages	$ 21,000.00	$ 21,630.00	$ 42,630.00
203	Transportation Planner's Collaborative	$ 1,000.00	$ 1,030.00	$ 2,030.00
204	Interagency Consultation	$ 2,500.00	$ 2,575.00	$ 5,075.00
205	Transportation Improvement Program	$ 4,500.00	$ 4,635.00	$ 9,135.00
207	Intelligent Transportation Systems	$ 500.00	$ 515.00	$ 1,015.00
208	Regional Transportation Plan	$ 1,500.00	$ 1,545.00	$ 3,045.00
210	State Long Range Transportation Plan	$ 1,500.00	$ 1,545.00	$ 3,045.00
211	Bicycle/Pedestrian Planning	$ 12,000.00	$ 12,360.00	$ 24,360.00
200 Sub Total		$ 58,000.00	$ 59,740.00	$ 117,740.00
Category 300	Public Involvement & Coordination			
301	Transportation Advisory Committee	$ 12,500.00	$ 12,875.00	$ 25,375.00
302	Planning Commissions/Committee Meetings	$ 4,750.00	$ 4,892.50	$ 9,642.50
303	Public Involvement Plan	$ 2,448.00	$ 1,200.00	$ 3,648.00
304	Public Outreach	$ 14,000.00	$ 14,420.00	$ 28,420.00
300 Sub Total		$ 33,698.00	$ 33,387.50	$ 67,085.50
Category 400	Plan Support			
401	Traffic Counts	$ 21,000.00	$ 21,630.00	$ 42,630.00
402	Statewide Asset Data Exchange System	$ 15,000.00	$ 15,450.00	$ 30,450.00
403	Geographic Information Systems	$ 11,000.00	$ 11,330.00	$ 22,330.00
404	Demographics	$ 4,000.00	$ 4,120.00	$ 8,120.00
405	Equipment and Supplies*	$ 30,661.50	$ 36,814.22	$ 67,475.72
407	Memberships, Subscriptions & Professional Costs*	$ 4,250.00	$ 4,250.00	$ 8,500.00
400 Sub Total		$ 85,911.50	$ 93,594.22	$ 179,505.72
Category 500	Technical Assistance & Support			
501	Local and Regional Assistance	$ 26,200.00	$ 26,986.00	$ 53,186.00
502	Statewide Assistance	$ 10,000.00	$ 10,300.00	$ 20,300.00
503	Local Public Agency Program Support	$ 6,500.00	$ 6,695.00	$ 13,195.00
504	Special Projects	$ 7,500.00	$ 7,500.00	$ 15,000.00
505	Regional Coordinating Councils	$ -	$ -	$ -
506	Transit Assistance	$ 4,000.00	$ 4,120.00	$ 8,120.00
500 Sub Total		$ 54,200.00	$ 55,601.00	$ 109,801.00
Category 600	5305(e) Funded Transit Planning Efforts			
601	Transit Operating Model Project*	$ 25,750.00	$ 29,585.54	$ 55,335.54
600 Sub Total		$ 25,750.00	$ 29,585.54	$ 55,335.54
Grand Total		$ 328,559.50	$ 345,038.26	$ 673,597.76

*Tasks with an asterisk represent task codes that include direct expenses

Federal Match	$ 262,847.60	$ 276,030.61	$ 538,878.21
Toll Credits	$ 32,855.95	$ 34,503.83	$ 67,359.78
Local Match	$ 32,855.95	$ 34,503.83	$ 67,359.78

100 Administration & Training

Goal: To provide management and support services including accounting, bookkeeping and contract management necessary for the transportation planning program. Staff training is also included in this category, and is essential to providing the highest quality professional planning services.

101 Invoices and Accounting

Objective: To complete all requirements related to the development and submittal of reimbursement requests, and to provide all required accounting reports and services necessary to administer the Unified Planning Work Program in compliance with guidelines provided by the NHDOT and the US Department of Transportation (USDOT).

Proposed Activities:

- Document time for each UPWP task for each employee.
- Develop monthly reports, invoices and deliverables.
- Prepare for and maintain records for audits.
- Communicate with NHDOT regarding invoicing and accounting.
- Manage invoicing and accounting associated with consultant technical services including but not limited to activities associated with Task 504 and Task 601.

Deliverables:

- Monthly activity reports with deliverables (12 per year).
- Monthly invoices (12 per year).
- Annual auditor's report, including a review of indirect costs (1 per year).

Task Budget:

FY 2024	FY 2025	Total
$26,500.00	$27,295.00	$53,795.00

102 Program Administration

Objective: To complete activities related to the general administration of the Unified Planning Work Program to ensure compliance with federal and state regulations and to produce quality work products in a timely and efficient manner.

Proposed Activities:

- Manage the SWRPC UPWP and staff to ensure program efficiency.
- Participate in staff meetings regarding general UPWP business.
- Participate in UPWP reviews with NHDOT, FHWA, and FTA.
- Develop mid-term and final reports as requested.
- Work with NHDOT regarding UPWP development activities, adjustments and authorizations for use of funds.
- Plan for the development of the FY 2026-2027 UPWP.
- Maintain contract compliance and monitor status of overall UPWP activities and requirements.

- Manage procurement activities for consultant technical services including but not limited to activities associated with Task 504 and Task 601.

Deliverables:

- Attendance and participation in UPWP meetings as documented in monthly progress reports.
- Feedback on NHDOT, FHWA and/or FTA reviews as necessary.
- Mid-term and Final annual reports (2 reports total).
- Work change order documentation as necessary.
- Draft FY 2024-2025 UPWP (1 draft report).
- Documentation of equipment and other program purchases as necessary.
- Documentation of training activity backup materials and requests as necessary.
- Procurement documentation including but not limited to Request for Proposals, Request for Qualifications, scoring criteria, independent government estimates, and agreements for consulting technical services including but not limited to activities associated with Task 504 and Task 601.

Task Budget:

FY 2024	FY 2025	Total
$34,500.00	$35,535.00	$70,035.00

103 Training

Objective: To provide training opportunities for staff to increase their knowledge base and improve abilities to provide communities and the State with high quality and state-of-the-art professional transportation planning services. Training activities will meet FHWA guidance on use of planning and research funds for travel, training, conferences and other meetings.

Proposed Activities:

- Participate in conferences, trainings, workshops and off-site webinars as needed. SWRPC will seek authorization from NHDOT to attend any conferences, trainings, workshops or off-site webinars that require travel <u>and</u> are not sponsored by NHDOT, FHWA or FTA. SWRPC will also seek authorization from NHDOT to attend any conferences, trainings, workshops or off-site trainings that requires out-of-state travel and are not included in the remaining description of activities listed below.
- Participate in transportation related desktop webinars sponsored by groups including but not limited to NHDOT, FHWA, FTA, American Association of State Transportation Officials, Esri, National Association of Development Organizations, National Association of Regional Councils, National Center for Mobility Management, National Center for Safe Routes to School, National Cooperative Highway Research Program, National Highway Institute, New Hampshire Alliance for Healthy Aging, Maryland Department of Planning, National Highway Institute, Smart Growth America, Sustainable City Network, Transportation for America, Transportation Research Board, Tri-State Learning Collaborative on Aging, University of New Hampshire Transfer Technology Center (UNH T2), and similar organizations.
- Attend and participate in NADO's annual National Regional Transportation Conferences, the annual Northeast Transportation Safety Conferences, the annual New Hampshire Municipal Association Conferences, and the Northeast ARC Users Group Conferences.
- Participate in internal or external trainings applicable to other FY 2024-2025 tasks including but not limited to trainings relating to traffic counting, the Statewide Asset Data Exchange System (SADES), etc.

- Participate in public facilitation training such as that offered by the University of New Hampshire Carsey School of Public Policy.
- Participate in transportation related NH GIS Technical Advisory Committee meetings.
- Review and research transportation-related literature and news in order to stay current with the industry and maintain state-of-the-art knowledge and capability of professional staff.

Exhibit 8: Direct Expenses Budget for Task 103*

Item	FY 2024	FY 2025	Total
Travel, Food, Lodging & Registration Fees	$2,000.00	$2,060.00	$4,060.00

**Direct expenses shown above are accounted for in the UPWP Budget shown as Exhibit 7 on page 10.*

Deliverables:

- Documentation of off-site and desktop training activities when training sponsor documentation is available (e.g. slide deck presentations, registration confirmation notices, etc.). Otherwise documentation will be provided in monthly progress reports.
- Review of transportation literature and news items as documented in monthly progress reports.

Task Budget (including Direct Expenses):

FY 2024	FY 2025	Total
$10,000.00	$10,300.00	$20,300.00

104 Indirect Cost Adjustments

This task description is intentionally left blank.

200 Policy and Planning

Goal: To ensure that transportation plans and policies are reviewed and updated to reflect regional goals, address evolving local concerns and are compatible with State plans and policies.

201 Ten Year Plan

Objective: To assist the Transportation Advisory Committee (TAC), SWRPC Board of Directors and NHDOT in identifying projects of local and regional importance for the Ten-Year Transportation Improvement Plan. This task includes updating and submitting project priorities, and conducting public outreach for the Ten-Year Transportation Improvement Plan (TYP) per the processes established in RSA 228:99 and RSA 240.

Proposed Activities:

- Organize and facilitate the regional TYP project solicitation process.
- Participate in TYP project scoping and development meetings within the region.
- Coordinate with other regional planning commissions on inter-regional projects.
- Research and share TYP evaluation criteria as needed for TYP projects.
- Facilitate local and regional input in the TYP.

- Coordinate the regional TYP update schedule with NHDOT staff.
- Participate on policy-level committees related to the TYP.
- Participate in the TYP hearings sponsored by the Governor's Advisory Council on Intermodal Transportation (GACIT).
- Manage consultant on any engineering services scopes of work (see Task 504) associated with Ten Year Plan project development.

Deliverables:

- Letter and backup materials documenting regional project priorities and associated recommendations for the Ten-Year Transportation Improvement Plan (1 per biennium).
- TYP project applications and TYP evaluation criteria materials (one set).
- Meetings and other work activities related to the TYP as documented in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$13,500.00	$13,905.00	$27,405.00

202 Planning and Environmental Linkages (PEL)

Objective: To provide transportation planning assistance to municipalities, partner organizations, and NHDOT in support of local, regional, state and federal livability, climate change, and sustainability initiatives. This task includes activities that coordinate housing/land use planning and transportation. Livability, climate change and sustainability subtopics having a nexus with transportation include expanding affordability, accessibility, energy efficiency, support of the local economy/community vitality, air quality, environmental protection, population health and social capital.

Proposed Activities:

- Assist the NHDOT Bureau of Traffic in scoping large-scale developments to fully enumerate potential traffic impacts, and ensure recognition of the transportation/land-use dynamic.
- Assist the NHDOT Bureau of Environment by responding to initial contact letters for projects re: impacts to potential environmental, social or cultural resources.
- Participate in initiatives and on committees that benefit from technical assistance on transportation-related livability, climate change and/or sustainability issues (e.g. Healthy Monadnock, the Leadership Council for Healthy Monadnock, Tri-State Partnership (Southwest NH, Southeast VT, Franklin County MA), local energy committees, Monadnock Sustainability Group, Monadnock Farm and Food Coalition, chambers of commerce, etc.).
- Study and better understand transportation/social wellbeing, transportation/environmental and transportation/economic vitality relationships. This includes gaining perspectives resulting from economic development and land use decisions on transportation infrastructure as well as environmental impacts (including increased frequency, duration and/or intensity of weather events) on transportation infrastructure and consideration of emergent best management practices in protecting our investments. Furthermore, it includes studying and understanding population health linkages to transportation decision making, how transportation policy and programming affect municipal finances, and how communities can plan for and create transportation networks that reduce costs while maintaining/improving quality of life.
- Provide professional planning services to municipalities in reviewing development proposals for potential impacts on municipally and/or State-maintained infrastructure, identify areas of

concern related to development proposals including energy infrastructure and facilities proposals, and their impacts on the regional transportation network and recommend measures to mitigate potential development impacts on the regional transportation network.

- Conduct a vulnerability assessment of elements of the Region's transportation infrastructure. Emphasis will be placed on the past 25 years which have exhibited an increase in the intensity and frequency of heavy weather events which have resulted in significant damage to key elements of existing infrastructure to include the transportation network, stream crossings (e.g., culverts, bridges, roads in proximity to lakes and rivers, etc.). GIS data, municipal hazard mitigation plans and other sources will be utilized to develop an inventory of areas and facilities that are prone to impact and damage. In addition, suggested strategies for protecting and mitigating potential damage as well as incorporating resiliency features in transportation infrastructure will be discussed and identified.
- Conduct research and develop guidance on emerging Southwest Region transportation issues on behalf of NHDOT, municipalities and other stakeholders as needed. Examples of emerging transportation issues include but are not limited to electric vehicle (EV) and micromobility preparedness.
- Attend meetings and events related to livability, climate change, and sustainability initiatives.
- Work related to implementing transportation-related goals, objectives and strategies from the Monadnock Region Future plan.

Deliverables:

- Memos and letters containing transportation-related recommendations on development proposals to local planning boards and regional and state decision making bodies as necessary.
- Vulnerability assessment report.
- Work products demonstrating enhanced integration of land use and environmental linkages in transportation planning program activities as necessary.
- Meetings and other work activities related to the Land Use and Environmental Linkage themes described above as documented in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$21,000.00	$21,630.00	$42,630.00

203 Transportation Planner's Collaborative

Objective: To coordinate and collaborate on planning and policy matters of statewide importance with the New Hampshire Transportation Planners Collaborative (TPC).

Proposed Activities:

- Participate in TPC meetings.
- Assist NHDOT, FHWA and NH regional planning commissions and other identified partners in improving the NH Transportation Planning process including the incorporation of FHWA/FTA planning emphasis area considerations.
- Participate in sub-committee or work group meetings related to TPC activities as the budget allows.

Deliverables:

- Attendance and participation at meetings, and feedback, development and review of planning

and policy items as requested by NHDOT and documented in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$1,000.00	$1,030.00	$2,030.00

204 Interagency Consultation

Objective: To participate in interagency consultation meetings as appropriate and assist NHDOT and FHWA with the ongoing maintenance and update of the State Transportation Improvement Program (STIP).

Proposed Activities:

- Participate in monthly Interagency Consultation meetings in conjunction with FHWA, Federal Transit Administration, NHDOT, NH Department of Environmental Services, US Environmental Protection Agency, regional planning commissions and others.
- Review and provide relevant regional input on proposed STIP Administrative Modifications, Amendments and other Interagency Consultation documents.

Deliverables:

- Documentation of SWRPC participation in Interagency Consultation meetings (target of 12 per year) and conference calls as noted in Interagency Consultation monthly meeting notes and monthly progress reports.
- Documentation of review and feedback activities relating to the Interagency Consultation process as noted in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$2,500.00	$2,575.00	$5,075.00

205 Transportation Improvement Program

Objective: To assist the Transportation Advisory Committee (TAC) and SWRPC Board of Directors in developing a revised regional Transportation Improvement Plan (TIP) informed by the regional Ten-Year Plan project solicitation and prioritization process and the Regional Transportation Plan. This task also includes general project monitoring associated with projects in the TIP.

Proposed Activities:

- Examine the region's transportation system needs and determine projects to address needs.
- Conduct project monitoring and participate in project status and update meetings. Project monitoring will include coordination and meeting attendance for transportation projects at various phases of development.
- Review advertising schedules and NHDOT front office agendas.
- Conduct public outreach related to the development of the regional TIP.

Deliverables:

- One revised regional Transportation Improvement Program.
- Attendance at project meetings for projects in the regional TIP as noted in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$4,500.00	$4,635.00	$9,135.00

206 Congestion Management Plan

This task description is intentionally left blank.

207 Intelligent Transportation System

Objective: To provide planning and policy support relating to the development of Intelligent Transportation System (ITS) solutions for the region and State.

Proposed Activities:

- Attendance and participation in ITS related meetings and events.
- Review of ITS infrastructure options considered for the region or State.

Deliverables:

- Documentation of attendance or participation in ITS related meetings and events as noted in monthly progress reports.
- Documentation of feedback or recommendations on the development of ITS infrastructure affecting the Southwest Region as noted in monthly progress reports, memos, letters or other official communications as necessary.

Task Budget:

FY 2024	FY 2025	Total
$500.00	$515.00	$1,015.00

208 Regional Transportation Plan

Objective: To maintain and update the Southwest Region's Long Range Transportation Plan, "Southwest Connects: Southwest Region Transportation Plan."

Proposed Activities:

- Maintain log of Regional Transportation Plan update recommendations.
- Integrate update of regional TIP into Regional Transportation Plan after the passage of the 2025-2034 Ten Year Transportation Improvement Plan.
- Share information about the Regional Transportation Plan with NHDOT, other Regional Planning Commissions, the SWRPC Transportation Advisory Committee (TAC), Monadnock Alliance for Sustainable Transportation (MAST), Monadnock Regional Coordinating Council

(MRCC), and other groups as may be appropriate.
- Work with TAC, MAST and MRCC to implement strategies.

Deliverables:
- One plan updated with new TIP.
- One log of update recommendations.
- Documentation of meetings or other work activities relating to the Regional Transportation Plan as noted in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$1,500.00	$1,545.00	$3,045.00

209 Transportation Conformity

This task description is intentionally left blank.

210 State Long Range Plan

Objective: To participate in NHDOT's coordinated effort to update the State Long Range Transportation Plan (LRTP).

Proposed Activities:
- Attend NHDOT meetings on the State LRTP as requested.
- Review materials and provide feedback relating to the State LRTP as requested.
- Assist NHDOT with public outreach and outreach to nonmetropolitan officials relating to the State LRTP as requested.

Deliverables:

- Documentation of attendance and participation at NHDOT meetings relating to the State LRTP in monthly progress reports.
- Documentation of written feedback and outreach assistance activities relating to the State LRTP as noted in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$1,500.00	$1,545.00	$3,045.00

211 Bicycle/Pedestrian Planning

Objective: To support local, regional and State efforts to improve bicycle and pedestrian conditions through policy and planning activities. Note: Bicycle and pedestrian traffic volume collection will be administered under the traffic counting task code 401 and mapping/data development will be administered under task code 403.

Proposed Activities:

- Attend local, regional or State bicycle or pedestrian focused discussions and meetings including meetings of the Statewide Complete Streets Advisory Committee, , the Monadnock Region Rail Trails Collaborative, the Wantastiquet to Monadnock Trail Coalition, the Keene Bicycle and Pedestrian Pathway Advisory Committee and others as necessary.
- Coordinate with local, regional or State bicycle or pedestrian stakeholders including but not limited to the entities listed above and provide regional facilitation and information sharing services as needed relating to regional rail trail development and plan implementation as well as complete streets policy and design guidelines development and implementation.
- Research and share pedestrian or bicycle planning or policy resources with local, regional or State partners.

Deliverables:

- Documentation of attendance and participation in discussions and meetings relating to bicycle/pedestrian planning, including meeting facilitation activities as noted in monthly progress reports.
- Memos, letters or other SWRPC documentation sharing pedestrian or bicycle policy and planning information with local, regional or state partners as necessary.

Task Budget:

FY 2024	FY 2025	Total
$12,000.00	$12,360.00	$28,420.00

300 Public Involvement and Coordination

Goal: To provide meaningful public involvement in all phases of the development of transportation plans, policies, projects, and priorities. This category includes informing the public about topical transportation planning policy developments, including any federal or State transportation highway laws as well as ensuring the coordination of municipal, regional, and Statewide land use and transportation planning processes.

301 Transportation Advisory Committee

Objective: To provide organizational, administrative and technical support to the Southwest Region Transportation Advisory Committee (TAC) and to encourage increased public participation in both municipal and regional forums on transportation policy decisions.

Proposed Activities:

- Facilitate no less than six Transportation Advisory Committee (TAC) meetings annually.
- Develop TAC meeting agendas, summaries, and other supporting documents.
- Assist the TAC in reviewing Ten Year Plan projects, as well as competitive grant projects that are part of Transportation Alternatives, Congestion Mitigation and Air Quality or other competitive grant programs in which NHDOT requests RPC input.
- Work with the TAC to provide feedback to NHDOT and USDOT on policy and planning matters.
- Work with the TAC to provide feedback as necessary on SWRPC Transportation Program policy and planning matters.

- Monitor the activities of neighboring regional transportation advisory committees and attend meetings as warranted.
- Educate the TAC on key transportation planning concepts as well as other UPWP program activities as necessary.

Deliverables

- TAC meeting agendas, summaries and other supporting documents (at least 6 per year).
- Documentation of feedback to NHDOT, USDOT and the SWRPC Transportation Program's policy and planning matters as necessary.
- Recommendations for Ten Year Plan projects, as well as competitive grant projects that are part of Transportation Alternatives, Congestion Mitigation and Air Quality or other competitive grant programs in which NHDOT requests RPC input as necessary.
- Minutes from other Regional Planning Commission TAC meetings showing SWRPC attendance.
- Other TAC activities as noted in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$12,500.00	$12,875.00	$25,375.00

302 Planning Commission/Committee Meetings

Objective: To provide transportation planning assistance to the Southwest Region Planning Commission and subcommittees of the Planning Commission.

Proposed Activities:

- Meet with the SWRPC Board of Directors on transportation planning and/or UPWP business at least 10 times per year.
- Develop and execute transportation planning and/or UPWP-related presentations for Commission audiences as appropriate during meetings and special events.
- Develop and implement transportation planning and/or UPWP-related presentations or other technical assistance to SWRPC subcommittees.
- Provide other transportation technical assistance to the Planning Commission as needed.
- Coordinate with the SWRPC Board of Directors on the TAC roster, bylaws, etc. as needed.

Deliverables:

- Agendas, summaries, flyers, presentations and other communication mediums which are evidence of information sharing and discussion about important transportation topics as necessary.
- Documentation of staff participation in Commission or Committee meetings as noted in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$4,750.00	$4,892.50	$9,642.50

303 Public Involvement Plan

Objective: To maintain the SWRPC Public Involvement Plan and integrate guidance into all tasks conducted for the FY 2024-2025 UPWP. The Public Involvement Plan was last updated by SWRPC in FY 2021. This task also involves developing and maintaining a Title VI Plan.

Proposed Activities:

- Develop and maintain a Title VI Plan.
- Use the public involvement plan to guide SWRPC transportation planning activities as appropriate.
- Maintain the public involvement plan as may be appropriate.
- Examine opportunities to link Public Involvement Plan with other on-going planning activities and plans.

Deliverables:

- Title VI Plan.
- Documentation on use of Public Involvement Plan in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$2,448.00	$1,200.00	$3,648.00

304 Public Outreach

Objective: To facilitate information sharing with the general public regarding transportation planning, policymaking and coordination topics as well as project development and implementation. This task includes facilitating communication and dialogue between the general public and SWRPC, NHDOT and USDOT on transportation matters. This task also includes any public outreach that is not specifically related to another task in the FY2024-2025 UPWP.

Proposed Activities:

- Maintain and enhance the SWRPC website as a source of transportation information.
- Create transportation content for a target of eight newsletters and sixteen e-newsletters annually.
- Post transportation meetings and news items on SWRPC social media.
- Maintain and enhance web-based interactive map gallery showing regional transportation information.
- Explore new innovative public outreach techniques such as story maps, podcasts, blogs, video, etc.
- Conduct meetings with local Select Boards, Planning Boards and/or municipal committees or staff to discuss transportation planning topics and current regional and statewide transportation planning efforts as warranted.
- Educate communities about the importance of implementing transportation plans including the Southwest Region Transportation Plan, Regional Transportation Improvement Program, corridor and transit feasibility studies and public transit-human service coordination plans.
- Continue to explore ways to increase participation in the transportation planning process by those with special transportation needs, including low-income, youth, elderly, disabled citizens, and minority populations.
- Continue to work cooperatively with communities to raise public awareness of key transportation

planning concepts, including proactive infrastructure maintenance, asset management, context sensitive solutions, access management, transportation demand management, transportation alternative fuels and technologies, Complete Streets, Safe Routes to School, alternative modes of transportation, corridor planning, and the relationship between land development and travel demand management.

- Develop and submit press releases on transportation issues, topics and events as necessary.
- Generally promote transportation planning related information, progress and status updates.
- Update contact database and outreach strategies to include stakeholders with an interest or responsibility associated with the provision of housing or the development of housing.
- Explore the creation of special interest group advisory bodies (e.g. freight advisory group, micromobility advisory group, etc.), and if feasible utilize groups to inform planning activities.

Deliverables:

- Up-to-date SWRPC website as necessary, including:
  - Posting meeting agendas in advance of transportation-related meetings.
  - Posting meeting minutes for TAC and other public meetings.
  - Posting membership/rules of procedure for transportation related committees.
  - Posting topical transportation planning documents.
  - Posting presentations given at TAC and other public meetings.
- Periodic newsletters and/or transportation-related entries in SWRPC's monthly newsletter (target of 8 per year) and e-newsletters as transportation-related content is available (target of 16 per year).
- Periodic social media posts of transportation-related information as necessary.
- Press releases and press stories as necessary.
- Public outreach on transportation planning issues of regional importance as evidenced by flyers, email distribution lists, letters, annual reports, and other written communication as necessary.
- Presentations, agendas and minutes documenting information sharing with local Select Boards and Planning Boards as necessary.
- Online map gallery showing transportation planning content.
- Other public outreach activities as documented in monthly progress reports.

Task Budget:

FY2024	FY2025	Total
$14,000.00	$14,420.00	$28,420.00

305 Policy Committees

This task description is intentionally left blank.

400 Plan Support

Goal: To support the development of municipal, regional, and statewide transportation plans, policies and management systems by collecting, updating and maintaining a comprehensive set of traffic, transportation asset, demographic, economic and other data using databases and Geographic Information Systems (GIS) for use in transportation planning efforts.

401 Traffic Counts

Objective: To collect, analyze, and present traffic volume, speed, vehicle classification, turning movement and non-motorized data for use in NHDOT project development, HPMS submittals to FHWA, statewide traffic volume database development, District IV needs and for local and regional transportation planning.

Proposed Activities:

Administration

- Maintain the software and equipment necessary for the traffic data collection program.
- Conduct data analyses when warranted.
- Provide oversight of traffic research activities and staff participation. Training activities will be undertaken through Task 103.
- Make improvements to the SWRPC traffic research database with goal of permanently deleting records of traffic counts with known errors or discrepancies and organizing/indexing locations, years, and types of data collection.

Traffic counts for Bureau of Traffic

- Collect traffic volume data at locations as assigned by NHDOT (typically in the range of 130-150 counts per year) throughout the region annually to support statewide, regional, and local transportation planning needs.

Traffic counts for Municipalities

- Conduct limited traffic research for municipalities for master plan updates and investigating questions about traffic patterns as warranted. The creation of memos and letters summarizing traffic count analyses and next steps will be charged to Task 501.

Project Based Traffic Research

- Data collection for assessment of Ten Year Plan projects or state discretionary grant programs as needed.

Freight Traffic Research

- Collect and analyze locations throughout the region annually to support regional and local transportation planning needs that are not already identified as part of the sites for Highway Performance Management System sites.

Bicycle and Pedestrian Counts

- Collect and analyze target of 10 locations annually to support regional and local transportation planning needs.

Carpooling Rates

- Collect peak hour carpooling data with a target of 5 data locations annually to support regional and local transportation planning needs.

Deliverables:

- Completed vehicle and freight traffic counts as described above.
- Intersection turning movement data and information as described above.
- Bicycle and pedestrian traffic data as described above.
- Peak hour carpooling data as described above.
- Traffic count activities as documented in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$21,000.00	$21,630.00	$42,630.00

402 Statewide Asset Data Exchange System

Objective: To collaborate with all Regional Planning Commissions (RPCs) and NHDOT with the assistance of the UNH T2 LTAP center staff to carry out Statewide Asset Data Exchange System (SADES) activities including but not limited to the Road Surface Management System (RSMS), road/stream crossing culvert data collection, Culvert and Closed Drainage System (CCDS), pedestrian and crosswalk facility data collection and other asset management data collection activities.

Proposed Activities:

- Maintain the software and equipment necessary for the SADES data collection program.
- Participate in meetings with NHDOT, UNH T2, and RPC partners as necessary to ensure a quality SADES program. Training activities will be undertaken through Task 103.
- Provide oversight of SADES activities and staff participation. Training activities will be undertaken through Task 103.
- Outreach to communities about SADES program activities including development of outreach materials and meetings with municipal staff and elected officials.
- Conduct coordination activities with those communities as they approach their horizon for performing road condition updates under the RSMS program.
- Field work collecting SADES data and data processing.
- Quality assurance/quality control for SADES data and data uploads to UNH T2.
- Conduct meetings as necessary with municipal staff regarding data quality, road categorization, forecasting and scenario planning.
- Prepare reports for municipalities. SWRPC plans to work with one target of community annually on SRMS activities.

Deliverables:

- Customized SADES related reports for municipalities to assist them with understanding their pavement and other transportation infrastructure conditions (e.g. sidewalks, culverts, crosswalks, etc.) and capital improvement planning. This includes a target of one RSMS project per year. Sidewalk, culvert and crosswalk inventory will be based on the available budget.

Task Budget:

FY 2024	FY 2025	Total
$15,000.00	$15,450.00	$30,450.00

403 Geographic Information Systems

Objective: To develop and maintain transportation-related data in SWRPC's internal and public facing geographic information system in order to support transportation.

Proposed Activities:

Geographic Information System Management and Administration

- Activities devoted to the development, organization, analysis and maintenance of transportation-related data into SWRPC's regional information system in order to support transportation planning including but not limited to:
  - Road, intersection, sidewalk, pathway, Strava data, rail, transit, airport and transportation asset layers and attributes;
  - Parcel, land use, zoning, employment, and housing layers and attributes;
  - Performance standard data; and
  - Historic, cultural and environmental resource layers and attributes.
- Collect and organize data for vulnerability assessment (see Task 202).

Map Development

- Assist municipalities, partner organizations, and transit agencies with transportation-related mapping requests as needed.
- Develop maps for web-based interactive map gallery (see Task 304).
- Develop maps for vulnerability assessment (see Task 202).
- Develop maps depicting broadband service coverage to document adequacy and need for internet service. Such maps can be utilized to enhance integration of mobile internet access along the region's road and transportation facilities network.

Deliverables:

- Documentation of activities leading to enhanced municipal and regional transportation-related regional/geographic information system as noted in monthly progress reports.
- Completed transportation-related maps as necessary.

Task Budget:

FY 2024	FY 2025	Total
$11,000.00	$11,330.00	$22,330.00

404 Demographics

Objective: To collect, maintain, process and report and/or disseminate demographic and socio-economic information essential for transportation planning activities.

Proposed Activities:

- Activities relating to the collection, maintenance, processing and reporting or dissemination of data regarding demographic and socioeconomic trends that relate to transportation including but not limited to aspects of the Census, Bureau of Labor Statistics, NH Office of Strategic Initiatives, Department of Employment Security and other associated data.

Deliverables:

- Documentation of activities leading to an enhanced regional information database containing up

to date and relevant summaries of demographic and economic information for transportation planning as noted in monthly progress reports.

- Reports or tables, charts or figures reflecting demographic and socio-economic information as necessary.

Task Budget:

FY 2024	FY 2025	Total
$4,000.00	$4,120.00	$8,120.00

405 Equipment, Supplies & Expenses

Objective: To purchase, maintain, and update equipment and software as necessary to complete the transportation planning tasks outlined in the UPWP, as well as cover miscellaneous program and travel expenses associated with the UPWP. Equipment identified herein shall be used only for transportation planning purposes. Training related travel will be undertaken through Task 103.

Proposed Equipment, Supplies and Expenses:

- A listing of all proposed equipment, supplies and expenses are shown on the following page in Exhibit 9.
- The list of expenses includes procurement of on-call engineering services in support of transportation planning efforts throughout the SWRPC region. The efforts include scoping and developing preliminary cost estimates for transportation improvement projects that may be funded with local, state or federal funds (including Federal Highway Administration and Federal Transit Administration). More specifically, on call-engineering services would include:
    - Developing improvement concepts and providing planning-level engineering assistance for proposed transportation projects in the SWRPC region;
    - Preparing preliminary cost estimates for projects and/or alternatives within projects; and
    - Meeting with representatives of SNHPC member communities and staff on an as- needed basis to discuss work products.

Exhibit 9: Direct Expenses Budget for Task 405

Item	FY 2024	FY 2025	Total
2 Automatic Traffic Counters	$ -	$ 2,300.00	$ 2,300.00
1 Laptop	2,500.00	-	2,500.00
2 Desktop Computers & Monitors	-	6,000.00	6,000.00
Miscellaneous Supplies	3,661.50	3,804.22	7,465.72
Travel (not related to 103 Training)	1,500.00	1,545.00	3,045.00
Vehicle Maintenance, Registration, Insurance, Fuel, etc	5,000.00	5,150.00	10,150.00
Postage, Advertising, etc	500.00	515.00	1,015.00
Engineering Services	17,500.00	17,500.00	35,000.00
Totals	$30,661.50	$36,814.22	$67,475.72

Deliverables:

- Engineering services deliverables will include drawings, plans, memos, cost-estimates and other products assigned from the engineering consultant.
- Demonstration of procurement activities, invoices and receipts will be submitted for all 405 expenses.

Task Budget (same as direct expenses budget):

FY 2024	FY 2025	Total
$30,661.50	$36,814.22	$67,475.22

406 Transportation Model

This task description is intentionally left blank.

407 Memberships, Subscriptions & Professional Costs

Objective: To enable staff to enroll as members and subscribe to literature and other services offered by professional organizations involved in transportation planning. Membership, subscription and other professional activity costs that are not outlined below will be detailed during the course of the UPWP for review, consideration and authorization by NHDOT prior to any individual expenditure.

Exhibit 10: Direct Expenses Budget for Task 407

Item	FY 2022	FY 2023	Total
NADO Membership Dues	$ 3,000.00	$ 3,000.00	$ 6,000.00
Annual ESRI License & ESRI Credits	1,250.00	1,250.00	2,500.00
Total	**$4,250.00**	**$ 4,250.00**	**$8,500.00**

**Direct expenses shown above are accounted for in the UPWP Budget shown as Exhibit 7 on page 10.*

Deliverables:

- Invoices and receipts will be submitted for all 407 expenses.

Task Budget (same as direct expenses budget):

FY 2024	FY 2025	Total
$4,250.00	$4,250.00	$8,500.00

500 Technical Assistance and Support

Goal: To provide technical assistance and coordinate activities with municipalities, state agencies, state appointed commissions and committees, other regional planning agencies, local partner organizations, and transit agencies toward transportation planning goals and objectives.

501 Local and Regional Assistance

Objective: To further local and regional goals and objectives toward a better regional transportation network through local and regional collaboration, and providing small-scale and periodic technical assistance to municipalities and local partner organizations on transportation-related topics and project implementation. This task includes regional coordination with bordering regions including those in Vermont and Massachusetts and the Monadnock Alliance for Sustainable Transportation (MAST).

Proposed Activities:

Deliverables:

- Agendas, minutes, handouts and work products resulting from MAST meetings (4 per year).
- Documentation of general travel demand management technical assistance in the form of reports, letters, memos, presentations, etc, as necessary.
- Documentation of transit-related technical assistance activities as noted in monthly progress reports.

Proposed Activities:

- Provide transportation-related technical assistance to municipalities and partner organizations.
- Provide technical assistance for transportation chapters and transportation-related implementation sections of municipal master plans.
- Facilitate local and regional meetings related to transportation plans, policies, or projects.
- Assist municipalities and local partner organizations in implementing transportation plans, access management memoranda of understanding, and other transportation related technical assistance initiatives.
- Assist municipalities that express interest in Complete Streets to move toward incorporating such measures as developing complete streets policies and design guidelines.
- Provide technical assistance in promoting Safe Routes to Schools concepts up to and including developing SRTS action plans.
- Provide available transportation-related data and information, on request, to member municipalities and partner organizations.
- Using information gathered in Task 202, assist municipalities with EV related issues including but not limited to the appropriate siting of charging stations and local policy development (e.g. parking ordinances, permitting, integration into development plans, procurement guidance, etc.)
- Using information gathered in Task 202, assist municipalities with micromobility issues including but not limited to facility design and management and policy development.
- Provide assistance to municipalities with annual Highway Block Grant Aid map updates as

requested. Examples of assistance may include redrawing local roads on maps or determining the exact mileage of local roads.

- Participate in miscellaneous transportation planning efforts such as the Tri State Partnership with Franklin County Council of Governments (MA) and Windham Regional Commission (VT), initiative to explore transit and intercity bus service development, Vilas Bridge rehabilitation coordination assistance, follow up on the SWRPC study analyzing the potential for a multi-modal transportation center, providing technical assistance on transportation issues relating to changing demographics, electric vehicle charging, freight transportation-related issues, etc.
- Manage consultant on any engineering services scopes of work (see Task 504) associated with local or regional technical assistance activities.
- Pursue and participate in transportation initiatives designed to implement the National Roadway Safety Strategy, including Safe Streets and Routes for All (SS4A).
- Provide area stakeholders with travel demand management technical assistance.
- Provide short and long-range planning support for the MAST using guidance from the MAST Action Plan.

Deliverables:

- Agendas, minutes, written communication and presentations demonstrating technical assistance to local and regional partners as necessary.
- Transportation chapters and new content for transportation-related strategies in implementation chapters of master plans (target of up to 3 municipalities per year).
- Documentation of local and regional technical assistance activities through monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$26,200.00	$26,986.00	$53,186.00

502 Statewide Assistance

Objective: To further regional and state goals and objectives toward a better regional transportation network by participating in statewide initiatives and providing technical assistance for projects, plans, and committees that affect the State of New Hampshire.

Proposed Activities:

- Provide support to State Committees on transportation planning issues or programs (e.g. State Highway Safety Improvement Program Committee, the Public-Private Partnership Infrastructure Oversight Commission, Statewide Freight Advisory Committee, etc.).
- Coordinate with New Hampshire Regional Planning Commissions and others to collaborate with the NHDOT on transportation planning efforts of statewide importance (e.g. Strategic Highway Safety Plan).
- Participate in miscellaneous statewide efforts not associated with other specific tasks in the UPWP (State Coordinating Council, New Hampshire Rail Transit Authority, New Hampshire Transit Association, CommuteSmart NH, etc.).
- Assist NHDOT with administration, research, event planning and other support tasks for project advisory committee and other similar efforts as needed.
- Coordinate with NHDOT and FHWA on Census 2020 functional classification or urban smoothing matters.

Deliverables:

- Agendas, minutes, written communication, presentations, maps and other planning- related documentation demonstrating SWRPC technical assistance, support and participation in State transportation planning activities as necessary.
- Documentation of statewide technical assistance activities through monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$10,000.00	$10,300.00	$20,300.00

503 Local Public Agency Program Support

Objective: To assist communities in the Southwest New Hampshire region in applying for or managing Local Public Agency transportation projects. This task includes assisting area communities and non-profits in applying for transportation-improvement related grants. SWRPC also plans to explore the opportunity to apply for a regional Safe Route 4 All discretionary grant.

Proposed Activities:

General Local Public Agency Program Support

- Provide municipalities with information and assistance in identifying needs, conducting public outreach efforts, and developing program-specific grant applications for transportation projects including but not limited to discretionary grant programs offered by USDOT.
- Manage consultant on any engineering services scopes of work (see Task 504) associated with local public agency program support activities.
- Explore the opportunity to apply for a regional Safe Routes 4 All discretionary grant and submit a proposal if determined that it is feasible.

Transportation Alternatives Program (TAP)

- Assist communities in identifying transportation needs, executing public outreach efforts, and developing TAP project applications.

Congestion Mitigation Air Quality Program (CMAQ)

- Assist communities in identifying transportation needs, executing public outreach efforts, and developing CMAQ project applications.

State Aid Bridge Program (SAB)

- Assist communities in identifying potential State Aid Bridge projects and developing State Aid Bridge project applications.

Highway Safety Improvement Program (HSIP)

- Assist communities in identifying potential HSIP projects and developing HSIP-related project applications (e.g. Road Safety Audit applications).

Recreational Trails Program (RTP)

- Assist communities in identifying potential RTP projects and developing RTP project applications.

Deliverables:

- Municipal applications that benefited from SWRPC technical assistance associated with the TAP, CMAW, SAB, HSIP, RTP or other discretionary grant programs as necessary.
- Documentation of local planning agency technical assistance activities as noted in monthly

progress reports.

Task Budget:

FY 2024	FY 2025	Total
$6,500.00	$6,695.00	$13,195.00

504 Special Projects

Objective: To administer special transportation planning services as needed or requested that further local, regional or state policy and planning goals and objectives and are not associated with other tasks in the UPWP. The Special Projects budget shall be used for fairly specific development and technical assistance needs. Special Projects funding may be used to assist municipalities, local partner organizations, or transit agencies with efforts involving sustained work and/or substantial staff time. At this time, SWRPC proposes a project to hire an on-call consultant. Details are provided below.

As potential special projects may arise, SWRPC will seek approval from NHDOT to utilize funds under this task before work begins. Examples of current projects that are under consideration are a Regional Rail Trail Plan and technical assistance to the City of Keene on its Bicycle and Pedestrian Plan update. SWRPC understands that NHDOT must provide written approval (including e-mail authorization) to expend Special Projects funds before the funds may be expended.

Deliverables:

- All deliverables will be discussed with and pre-approved by NHDOT before project initiation.

Task Budget:

FY 2024	FY 2025	Total
$7,500.00	$7,500.00	$15,000.00

505 Regional Coordinating Councils

Objective: To provide the necessary organizational, administrative and technical support for the Monadnock Region Coordinating Council (MRCC).

Proposed Activities:

- Provide technical Assistance at periodic MRCC meetings.
- Provide assistance to subcommittees of MRCC to produce meeting agendas, summaries, and other supporting documents as required.
- Perform troubleshooting, coordination support and other liaison activities between lead agencies, transportation providers, NHDOT and the MRCC.
- Provide limited technical assistance to MRCC in implementing work plan as well as implementing actions recommended by the State Coordinating Council.
- Assist MRCC in applying for grants and ensuring coordination activities are consistent with the Coordinated Plan for Southwest New Hampshire.
- Provide guidance with aligning MRCC activities with regional initiatives that have community transportation components (e.g., age-focused planning, youth transportation planning,

microtransit planning and volunteer-driver program enhancement planning).

Deliverables:

- Agendas, minutes, written communication, presentations, maps and other planning products demonstrating assistance to the MRCC (target of 8 meetings per year).
- Documentation of MRCC technical assistance activities as noted in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total

Note: As of April 2023, SWRPC anticipates that there will be enough funding from other sources to provide support services to the Monadnock Regional Coordinating Council, but unfortunately, SWRPC does not have greater resolution on this issue at this time. As such, Task 505 activities are currently listed as a placeholder without a budget.

506 Transit Assistance

Objective: To further local, regional and state goals and objectives toward a better regional transportation network through collaboration and providing small-scale and periodic technical assistance to local transit agencies. This task includes support and technical assistance to regional transit operators and providers in cases where technical assistance does not constitute a special project (504) or regional coordinating council technical assistance (505). Assistance to rideshare, volunteer driver and intercity bus programs is considered part of transit in the definitions of this task. Map development activities will be undertaken through Task 403.

Proposed Activities:

- Provide transit planning technical assistance to local public transportation agencies as well as municipalities or other organizations seeking transit related services.
- Provide transit agencies as well as municipalities or other organizations seeking transit related services with information and assistance in identifying needs, conducting public outreach efforts, and developing program-specific grant applications.
- Assist local transit agencies as well as municipalities or other organizations seeking transit related services in implementing transit plans and projects.
- Provide data feed services to transfer and update public transit information and route information on the web.
- Participate on transit committees as appropriate.
- Manage consultant on any engineering services scopes of work (see Task 504) associated with Transit Assistance related project development.

Deliverables:

- Agendas, minutes, written communication, presentations and other products demonstrating transit assistance as necessary.
- Documentation of transit-related technical assistance activities as noted in monthly progress reports.

Task Budget:

FY 2024	FY 2025	Total
$4,000.00	$4,120.00	$8,120.00

600 5305(e) Funded Transit Planning Efforts

Goal: To provide technical assistance and coordinate activities with transit agencies, municipalities, and local partner organizations toward transit planning goals and objectives.

601 Transit Operating Model Project

Objective: To re-evaluate the operational and governance transit model that Southwest New Hampshire currently depends on, consider the pros and cons of alternative models, and then determine the best way forward to tackle the recommended phases of the feasibility study. For more detailed information about study objectives, activities and deliverables, refer to Appendix C.

Proposed Activities:

- Administrative activities including accounting, invoicing, tracking activities, conducting internal meetings, and providing oversight to staff and consultant(s).
- Conduct literature review research and interviews with experts familiar with different operating and governance structures.
- Prepare SWRPC for its work with a transit consultant as well as identify individual partners that will make up the Advisory Task Force that will serve as a sounding board for all future project activities. Work activities will include the development and advertising of a Request for Proposals (RfP) as well as making connections with partners to explain the project and their role on the Advisory Task Force.
- Conduct a consultant evaluation and selection process, check consultant references, administer an Independent Government Estimate for a preferred consultant, negotiate a consultant's scope, budget and agreement, and finalize a consultant work scope and agreement.
- Work with the consultant and Advisory Task Force to identify transit system goals for the Region as well as a framework for evaluating transit operating and governance models.
- Help SWRPC and Advisory Task Force members fully understand the pros and cons of various transit operating and governance models and prioritize the best options for further consideration.
- Conduct activities to understand key variables that are expected to drive the feasibility of implementing priority operational and governance models. It is anticipated variables will include better understanding organization alignment with priority models, stakeholder willingness, stakeholder capacity, budgets and funding, political will, opportunities for growth, capital equipment, land and staffing and other considerations.
- Create a roadmap that identifies steps, timelines, actors and resources that would be needed to implementing the preferred alternative

Exhibit 11: Direct Expenses Budget for Task 601

Item	FY 2024	FY 2025	Total
Consultant Services	$ 15,000.00	$ 20,000.00	$ 35,000.00

**Direct expenses shown above are accounted for in the UPWP Budget shown as Exhibit 7 on page 10.*

Deliverables:

- Summary report documenting SWRPC's literature review and interview research findings.
- A final Request for Proposals, Advisory Task Force roster, and documentation of a kickoff meeting with the Advisory Task Force including an agenda and meeting notes.
- Consultant proposals, documentation of the consultant evaluation process, and a final consultant scope of work and agreement.
- Documentation associated with the public meeting during the goal setting process and a final list of goals and a final plan that describes the process for evaluating different operating systems and governance structures.
- Documentation of the evaluation process and documentation of the public meeting that describes the draft results of the evaluation process.
- Documentation of the feasibility exploration process and the identification of a recommended operational and governance structure that is best positioned to advance regional transit improvements in the Region
- Documentation of the public meeting taking feedback on the Implementation Plan, documentation of any associated meetings with the Advisory Task Force relating to the Implementation Plan, and the Implementation Plan

Task Budget (includes direct expenses above):

FY 2024	FY 2025	Total
$25,750.00	$29,585.54	$55,335.54

From the FHWA New Hampshire Division Office and FTA Region I Office

New Hampshire Planning Emphasis Areas (PEAs) for:
2024/2025 Statewide Planning & Research (SPR) Program, Part 1; and
2024/2025 Unified Planning Work Programs (UPWPs)

On December 30, 2021, FHWA and FTA issued a set of 2021 PEAs that should be considered during development of work programs. Additionally, the following New Hampshire-specific PEAs are provided to New Hampshire's partner planning agencies for consideration in the development of the 2024/2025 SPR Part 1 Program, and MPO and rural RPC 2024/2025 UPWPs.

Planning Reviews and Findings

FHWA and FTA encourage NHDOT and planning agency sub-recipients to review any outstanding recommendations from joint agency STIP Planning Findings, MPO Planning Reviews, or TMA Certification Reviews that were recently completed, to consider these also in the development of the pending work programs.

BIL/IIJA Compliance

The Bipartisan Infrastructure Law (BIL), enacted as the Infrastructure Investment and Jobs Act (IIJA) was established on November 15, 2021. The BIL includes some new planning provisions, which are detailed here- https://www.fhwa.dot.gov/bipartisan-infrastructure-law/metro_planning.cfm. We would like to highlight a few elements as follows:

Set-aside for Increasing Safe and Accessible Transportation Options

- The BIL/IIJA requires each MPO to use at least 2.5% of its PL funds (and each State to use 2.5% of its State Planning and Research funding under 23 U.S.C. 505) on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b)]
- A State or MPO may opt out of the requirement, with the approval of the Secretary, if the State or MPO has Complete Streets standards and policies in place, and has developed an up-to-date Complete Streets prioritization plan that identifies a specific list of Complete Streets projects to improve the safety, mobility, or accessibility of a street. [§ 11206(c) and (e)]
- For the purpose of this requirement, the term "Complete Streets standards or policies" means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles. [§ 11206(a)]

Designation of More Than One MPO in an Urbanized Area

- If more than one MPO is designated within an urbanized area, the BIL requires the MPOs to ensure, to the maximum extent practicable, the consistency of any data used in the planning process, including information used in forecasting travel demand, while clarifying that they are not required to jointly develop planning documents, including a unified long-range transportation plan or unified TIP. [§ 11201(a)(2); 23 U.S.C. 134(g)(4) and (5)]

Housing Coordination

- The BIL/IIJA makes several changes to include housing considerations in the metropolitan transportation planning process, including—
  - Updating the policy to include, as items in the national interest, encouraging and promoting the safe and efficient management, operation, and development of surface transportation systems that will better connecting housing and employment; [§ 11201(d)(1); 23 U.S.C. 134(a)(1)]
  - Adding officials responsible for housing as officials with whom the Secretary shall encourage each MPO to consult; [§ 11201(d)(2); 23 U.S.C. 134(g)(3)(A)]
  - Requiring the metropolitan transportation planning process for a metropolitan planning area to provide for consideration of projects and strategies that will promote consistency between transportation improvements and State and local housing patterns (in addition to planned growth and economic development patterns); [§ 11201(d)(3); 23 U.S.C. 134(h)(1)(E)]
  - Adding assumed distribution of population and housing to a list of recommended components to be included in optional scenarios developed for consideration as part of development of the metropolitan transportation plan; [§ 11201(d)(4)(A); 23 U.S.C. 134(i)(4)(B)]
  - Adding affordable housing organizations to a list of stakeholders MPOs are required to provide a reasonable opportunity to comment on the metropolitan transportation plan; and [§ 11201(d)(4)(B); 23 U.S.C. 134(i)(6)(A)]
  - Within a metropolitan planning area that serves a transportation management area, permitting the transportation planning process to address the integration of housing, transportation, and economic development strategies through a process that provides for effective integration, including by developing a housing coordination plan. [§ 11201(d)(5); 23 U.S.C. 134(k)]

NHDOT's SPR Program and MPO UPWPs should identify resources as needed to address applicable new planning provisions of the BIL/IIJA.

Planning Process and Factors

Federal transportation planning regulations, most recently updated in 2016, detail the requirements for the State and metropolitan planning organizations to carry out a

continuing, cooperative, and comprehensive planning process. The regulations outline core required documents and associated update cycles as well as identifying the other agencies and stakeholders with whom coordination is necessary. The regulations include ten planning factors to be considered as part of the planning process:

(1) Support the economic vitality of the United States, the States, metropolitan areas, and nonmetropolitan areas, 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 throughout the State, 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.

NHDOT's SPR Program and New Hampshire's MPO UPWPs should continue to identify resources and work elements as necessary to ensure that the State and each MPO considers the Planning Factors and complies with all statewide and metropolitan planning and programming requirements consistent with timeframes established in legislation, rulemaking, and guidance.

Census 2020- UZA Boundary Smoothing, MPO/TMA Designation/Re-Designation and Functional Reclassification

Census 2020 Urbanized Area (UZA) and MPO/TMA designations and boundaries are estimated to be available sometime in the Fall of 2022. Based on experience, the release of this information will trigger much work related to potential UZA boundary smoothing and functional reclassification activities for example. Should there be new UZAs and/or TMAs to designate or re-designate based on these developments, this may also require much effort.

These activities in response to the 2020 Census will be critical to ensure that proper MPO and/or TMA specific requirements are compliant, including funding sub-allocation and project programming requirements. Changes may also trigger the need for New Hampshire to re-visit the status of existing agreements in place to comply fully with requirements under 23 CFR 450.314 – Metropolitan planning agreements.

NHDOT's 2024-2025 SPR Program and New Hampshire's 2024-2025 MPO UPWPs should budget resources for the review, adjustment and incorporation of potential changes that will occur when Census 2020 information as described, becomes available.

Urbanized Area Project Selection

Regarding the metropolitan project selection process, MPOs serving a TMA select all federally funded projects from their approved Transportation Improvement Program (TIP) (except those on the National Highway System (NHS)) in consultation with the state and any affected public transportation operator(s). Project selection procedures should be designed to reflect the multimodal nature of the planning process, and of 'flexible' funding streams such as the Surface Transportation Block Grant Program (STBGP), Congestion Mitigation and Air Quality (CMAQ) program, and 5303/PL planning funds. Projects on the NHS are selected from the approved TIP by the state in cooperation with the MPO(s) designated for the area. In non-TMA MPO planning areas, the state selects all Title 23 funded projects from the approved TIP in cooperation with the MPO, and the designated recipient of public transportation funding selects Title 49 Chapter 53 projects from the approved TIP in cooperation with the MPO.

FHWA and FTA encourage NHDOT, New Hampshire's MPOs, transit operators and rural RPCs to continue to work collaboratively to ensure that these project selection requirements are implemented as required, and the collaboration needed to do so should be evident in the work programs.

Congestion Management Process (CMP) Implementation

To help achieve significant reductions in congestion on the NHS, and to advance development of transportation plans for implementing congestion reduction strategies using an objectives-driven, performance-based approach, New Hampshire MPOs impacted by the larger Boston Urbanized Area (UZA)/Transportation Management Area (TMA) and the Nashua UZA/TMA (RPC, SNHPC and NRPC) should continue to advance their Congestion Management Processes (CMPs). Now that these CMPs are established, effective implementation will require ongoing efforts to monitor and evaluate the performance of the identified multimodal transportation system/network. Where CMPs have been established, work should continue to establish a coordinated program for data collection and system performance monitoring to define the extent and duration of congestion, to contribute in determining the causes of congestion, and to evaluate the efficiency and effectiveness of implemented actions.

In addition, there are provisions to establish an optional Congestion Management Plan (23 CFR 450.322(h)) – separate from the CMP that includes projects and strategies to be considered in the TIP.

The three MPOs as noted should include resources and work elements in their UPWPs that are necessary to support data collection and other system monitoring activities that will provide for an effective CMP consistent with requirements. CMP-related recommendations from FHWA/FTA TMA Certification Reviews and MPO Planning

Reviews should be addressed as necessary to ensure appropriate scope of CMP efforts, and integration with the metropolitan planning and programming process.

Freight Planning

MAP-21 substantially ramped up consideration of freight in statewide and metropolitan planning processes, and the FAST Act and BIL/IIJA continue this ramping up, linking continued access to National Highway Freight Program formula funds to the development of federally compliant statewide freight plans.

To receive funding under the National Highway Freight Program, each State is required to develop a State freight plan, which must comprehensively address the State's freight planning activities and investments (both immediate and long-range). A State may develop its freight plan either separately from, or incorporated within, its statewide strategic long-range transportation plan required by 23 U.S.C. 135. Among other requirements, a State freight plan must—

- cover a five-year forecast period;
- be fiscally constrained;
- include a "freight investment plan" with a list of priority projects; and
- describe how the State will invest and match its National Highway Freight Program funds.
- Address new requirements under BIL/IIJA, including:

An assessment of truck parking that considers:

1. The capability of the State, together with the private sector in the State, to provide adequate parking facilities and rest facilities for commercial motor vehicles engaged in interstate transportation;
2. The volume of commercial motor vehicle traffic in the State; and
3. Whether there exist any areas within the State with a shortage of adequate commercial motor vehicle parking facilities, including an analysis (economic or otherwise, as the State determines to be appropriate) of the underlying causes of such a shortage.

The State must update its freight plan at least every five years and may update its freight investment plan more frequently than the overall freight plan. [49 U.S.C. 70202(e)]

USDOT encourages each State to establish a freight advisory committee composed of a representative cross-section of public- and private-sector freight stakeholders. The role of the State freight advisory committee is to:

- Advise the State on freight-related priorities, issues, projects, and funding needs;

- Serve as a forum for discussion for State transportation decisions affecting freight mobility;
- Communicate and coordinate regional priorities with other organizations;
- Promote the sharing of information between the private and public sectors on freight issues; and
- Participate in the development of the freight plan of the State.

Also of note, new language in BIL/IIJA provides for an expanded list of organizational perspectives to be represented in the composition of the State Freight Advisory Committee, and new qualifications for Advisory Committee members.

NHDOT has established a FAST Act-compliant Statewide Freight Plan and Statewide Freight Advisory Committee. NHDOT and New Hampshire's MPOs are encouraged to identify resources and work elements as necessary to maintain state and metropolitan freight plans that assess the condition and performance of New Hampshire's critical freight network and identify solutions to freight bottlenecks and other deficiencies. FHWA requests that the Department submit their updated BIL/IIJA-compliant Statewide Freight Plan (SFP) for review at least 60 days prior to the current SFP's expiration date. By our record, New Hampshire's current FAST Act-compliant SFP approval date was 2/11/2019, so its current lapse date is 2/10/2024, meaning that FHWA requests to receive the updated BIL/IIJA-compliant SFP by 12/10/2023 at the latest. This will allow sufficient time for FHWA, the modal review team (FMCSA, FTA, MARAD, FRA, FAA) and the Office of the Secretary of Transportation (OST) to complete their reviews.

Fiscal Constraint and Financial Planning

Fiscal Constraint and Financial Planning requirements are continued under BIL/IIJA and remain an area for emphasis. The fiscal constraint requirement is intended to ensure that metropolitan long-range transportation plans, TIPs, and the STIP reflect realistic assumptions about future revenues, rather than being lists that include many more projects than could realistically be completed with available revenues. Given this basic purpose, compliance with the fiscal constraint requirement entails an analysis of revenues and costs. The basic question to be answered is *"Will the revenues (Federal, State, local, and private) identified in the TIP, STIP, or metropolitan long-range transportation plan cover the anticipated costs of the projects included in this TIP, STIP, or metropolitan long-range transportation plan, along with operation and maintenance of the existing system?"*

The BIL/IIJA continues requirements that the metropolitan long-range transportation plan and TIP must include a financial plan that "indicates resources from public and private sources that are reasonably expected to be available to carry out the program". A long-range transportation plan and TIP can include only projects for which funding can reasonably be expected to be available. For the purposes of developing the metropolitan long-range transportation plan and TIP, the MPO, State DOT, and transit agency must cooperatively develop estimates of revenues that will be available to support plan and program implementation.

Additionally, the STIP may include a similar financial plan. New Hampshire's TIP/STIP process makes the STIP financial plan a critical element to determine and demonstrate financial constraint for New Hampshire's MPO TIPs. The purpose of the financial plan is to demonstrate fiscal constraint, and the metropolitan long-range transportation plan, TIP and STIP should all include appropriate financial plan documentation that demonstrates financial constraint. By inclusion in these documents, the financial plan is also made available for public comment consistent with federal requirements.

Regarding project costs, financial plans should reflect the estimated costs of constructing, maintaining and operating the total (existing plus planned) transportation system, including portions of the system owned and operated by local governments. MPOs and State DOTs should review their processes to help ensure that project cost estimates are updated in the metropolitan plan and TIP to reflect the latest available information.

NHDOT's SPR Program and New Hampshire's MPO UPWPs should identify resources and work elements as necessary to ensure that the STIP, metropolitan long-range transportation plans, and TIPs include financial plan documentation and processes that meet the above-referenced requirements and demonstrate financial constraint by year. The federal agencies expect that financial constraint documentation for the referenced planning documents will demonstrate constraint by year and funding category.

NHDOT should continue to coordinate the statewide cooperative revenue estimate process that provides regional funding estimates/targets to the MPOs for use in developing their TIPs and long-range transportation plans within the various highway and transit funding categories.

The federal agencies recognize that NHDOT has been helpful to MPOs and rural RPCs in developing more accurate planning-level project estimates, and some MPOs and rural RPCs are also considering, or have implemented consultant on-call contracts with engineering firms to assist with these cost estimates. Resources and work elements should continue to be identified to support the periodic updating of project scopes and estimates during the planning and programming stage of project development and estimating tools that can be consistently utilized by RPCs/MPOs, municipalities, or other agencies for typical transportation projects during the planning stage should continue to be developed.

Metropolitan and Statewide Travel Demand Model Maintenance

A robust metropolitan travel demand model is essential to the development and content of the metropolitan transportation plan, the CMP in Transportation Management Areas, transportation planning studies and project development, and the EPA's conformity process for non-attainment and maintenance areas, as detailed under Title 40, CFR Part 93. FHWA and FTA have reviewed all MPO modeling activities in New Hampshire through ongoing MPO Planning Reviews that are conducted each year on a four-year cycle with each New Hampshire MPO, including the Nashua TMA Certification Review

process. Through these reviews, recommendations have been made by the federal agencies to improve the state of the practice.

In addition, a robust statewide travel demand model provides data collection and analysis to support coordination of statewide transportation planning and programming priorities and decisions, and to support corridor or other planning and project development studies. In New Hampshire, the statewide model has been useful for developing interregional and cross-border projects such as I-93 (SEIS, Transit Investment Study), and Capitol Corridor rail service. The statewide model can be used to provide technical analysis for the Ten Year Plan process, particularly in the non-MPO areas, and to support the statewide long-range transportation plan process. New Hampshire's statewide model could provide useful information and support traffic and commodity flow mapping for setting congestion-related performance measures on the NHS, interregional corridor studies, freight planning, or efforts to develop the tiered statewide highway system network. Other prospective uses would include modeling for conformity for an ozone non-attainment area that includes non-metropolitan areas, as rural RPCs may not have suitable models for conformity, and to help determine potential impacts of projects on greenhouse gases (GHGs), particularly in non-MPO areas.

NHDOT's SPR Program and New Hampshire's MPO UPWPs should continue to identify resources and work elements as necessary to ensure that metropolitan and statewide travel demand models are being maintained and used to provide technical support to New Hampshire's metropolitan and statewide planning processes and are continuously improved. FHWA and FTA acknowledge the work that has been accomplished by New Hampshire's Partnering For Performance (PFPNH) and Model Users Group (MUG) to address various modeling challenges and share knowledge and expertise, and we encourage such collaboration to continue.

Data Collection for HPMS, Performance Measures, 500 Series Reporting, WIM and Classification Counts

FHWA's Highway Performance Monitoring System (HPMS) and 500 Series reporting data is used for many purposes including the apportionment of formula based Federal-aid funds to states for surface transportation improvements and maintenance. HPMS data is also critical to the establishment of system performance measures and targets related to the use and condition of the state highway network. It is the expectation of FHWA that HPMS data and reports, traffic counts, 500 Series reports and any other required highway statistical and finance related reporting will be submitted to FHWA in a timely and complete manner, consistent with Federal requirements. The federal agencies also recognize the importance of maintaining data collection activities to support the ongoing implementation of TPM measures and targets related to pavement and bridge conditions, as well as safety and congestion-related outcomes.

With NHDOT continuing to request that New Hampshire's RPCs collect data on the local roadway system, both NHDOT's SPR Program and New Hampshire's UPWPs must include resources and work elements as necessary to provide for complete traffic counting and other data for maintaining New Hampshire's statewide HPMS data.

Resources identified to support the required traffic counting, pavement condition monitoring and other activities should be provided at a level that will ensure complete, timely and robust data collection in support of New Hampshire's statewide HPMS data. Critical resources to ensure timely 500 Series reporting and to maintain and expand NHDOT's WIM and classification count capacity as needed should continue to be included. The SPR program should also recognize the need for maintaining access and supporting use of the NPMRDS data set for NHDOT as well as their MPO partners.

Project Monitoring and Planning Work Program Reporting

Effective project monitoring is critical to the planning process and to timely project delivery. Project monitoring in turn allows for project readiness to be assessed so that project listings by phase in the TIP/STIP accurately reflect the year of obligation for funds associated with those programmed activities. Project monitoring by NHDOT and New Hampshire's MPOs will help:

1. Support efforts to reduce inactive obligations for federal-aid projects;
2. Support efforts to advance New Hampshire's STIP projects during the FY that they are programmed in the updated STIP;
3. Lead to the development of annual listings of obligated highway and transit projects;
4. Assure that highway and transit project cost estimates are updated to reflect the latest available information.

Reporting requirements for SPR and PL CPG planning funding recipients and sub-recipients listed under 23 CFR 420.117 and referenced under 23 CFR 450.308 must be complied with. This includes the timely provision of performance and expenditure reports, due 90 days after the end of the reporting period for annual and final reports. Delayed or deficient reporting may jeopardize the uninterrupted flow of available funds to support ongoing planning activities and may also delay pending approval actions for subsequent work programs.

NHDOT's SPR Program and New Hampshire's MPO UPWPs should identify resources and work elements as necessary to support effective project monitoring and the development of MPO annual listings of obligated highway, bike/pedestrian and transit projects, as well as work that will be required to provide complete and timely reporting required of all federal planning funding recipient and sub-recipient agencies.

Emerging Technologies

Currently, there are no Federal regulations in the transportation planning process that mandate consideration of connected and automated vehicles (CAVs) or transportation network companies (TNC) that provide ridesharing services. However, in recent years, there has been an increased focus towards understanding and researching how CAVs and TNCs, and other changes in travel patterns such as shifts towards telecommuting and online shopping, will impact transportation.

USDOT has partnered with stakeholders, launched national meetings, conducted research, and published documents to facilitate this new era of transportation, ensuring that our country remains a leader in automation. USDOT has published several documents to provide guidance to help states and locals prepare for planning for CAVs. Other technological advances are impacting transit, micro-mobility options, and vehicle types. FHWA and FTA continue to encourage states, locals, and MPOs to engage in preparing for the advent of these new technologies, as they serve an important role in planning for how these changes in transportation patterns impact our communities and transportation network.

FHWA and FTA recommend that New Hampshire's 2024-2025 SPR Program and MPO UPWPs consider emerging CAV, TNC and micro-mobility technologies in the statewide and metropolitan planning process and long-range planning activities. NHDOT and New Hampshire's MPOs should explore opportunities to integrate emerging technologies into future planning and coordination activities with their many stakeholders.

Appendix B:

SWRPC Employee Billing Rates as of 2/6/23

Employee Title	Indirect Billing Rate
Executive Director	$112.79
Assistant Director (Program Manager)	$87.03
Assistant Director	$81.92
Senior Project Manager	$72.34
Senior Planner	$65.93
Office Manager	$65.88
GIS Specialist/Planner	$54.73
Associate Planner	$45.04
Office Support	$33.78
Intern 1	$29.95
Intern 2	$23.96

Task	Timeframe (In Quarters) SFY 24 1	2	3	4	SFY 25 1	2	3	4	SWRPC Staff Estimated Hours Director	Mobility Manager	Planner	Estimated Costs
Task I: Information Gathering: Literature review and interviews									5	20	20	$2,935.00
Task II: Project Preparation: Development of request for proposal and Advisory Task Force recruitment									5	20	10	$2,415.89
Task III: Consultant Procurement: Consultant selection process and development of contract instrument									7.5	20	0	$2,146.35
Task IV: Goal Setting and Evaluation Plan: Establishment of goals and rubrics for measuring best alternatives									7.5	20	20	$3,184.58
Task V: Evaluation Process: Activities relating to the evaluation and prioritization of alternatives									7.5	20	20	$3,184.58
Task VI: Feasibility Exploration: Activities exploring readiness and willingness of partners									7.5	20	20	$3,184.58
Task VII: Implementation Plan: Activities identifying strategies, timelines and responsible parties									7.5	20	20	$3,184.58
Total Hours:									*47.5*	*140*	*110*	297.5
(Agency) Staff Hourly Rate:									*$50.00*	*$35.00*	*$26.00*	
(Agency) Staff INDIRECT Rate %: 99.66									*99.66%*	*99.66%*	*99.66%*	
Cost of Labor (Direct&Indirect) Subtotal:									**$4,742**	**$9,783**	**$5,710**	**$20,235.54**
Direct Expenses:												
Meeting supplies including food and refreshments												$100
Transit consultant technical assistance												$35,000.00
Direct Expenses Subtotal:									*$0*	*$0*	*$0*	*$35,100.00*
Total Project Cost:												**$55,335.54**
MATCH CALCULATION - 10% CASH MATCH WITH 10% TOLL CREDITS ***(hide rows 25-28 if NOT requesting toll credits)***												
10% Agency Cash Match												$5,533.55
FTA Funds Requested:												**$49,801.99**
10% Toll Credits Requested:												**$5,533.55**

The COMMISSION shall report progress to the DEPARTMENT in conjunction with DEPARTMENT'S Standardized Invoicing process. Invoices shall be submitted each month during this agreement.

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.

Website Documents: All documents posted to a website created under this AGREEMENT, or that are submitted to be posted to a NHDOT website, shall meet ADA Section 508 accessibility requirements. Compliance requirements can be found at https://www.section508.gov/create/.

F. DATE OF COMPLETION

The date of completion for the Planning services rendered under this AGREEMENT shall be June 30, 2025.

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 $673,598.00, in State FY 2024 & FY 2025. 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 $673,598.00 fee, approximately 90% ($606,238.00) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% ($67,360.00) from the Southwest Regional Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the $606,238.00 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).

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.

D. FIXED FEE

Blank

E. PAYMENTS

Monthly payments on account of services rendered under this AGREEMENT may be made upon submission of invoices by the COMMISSION to the DEPARTMENT. The COMMISSION shall follow the DEPARTMENT'S Standardized Invoicing format.

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 37 Ashuelot Street, Keene, 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.

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).

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 _____, 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 _X_, has not ____, filed with the Joint Reporting Committee, the Deputy Assistant Secretary for Federal Contract Compliance, United States Department of Labor or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements.

Southwest Region Planning Commission
(Company)

By: Tim Murphy
Tim Murphy

Executive Director
(Title)

Date: April 11, 2023

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 Southwest Region 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 11, 2023
(Date)

Ron Murphy
(Signature)

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

(SEAL)

Consultant

CONSULTANT

Dated: April 11, 2023 By: _____
Executive Director

Department of Transportation

THE STATE OF NEW HAMPSHIRE

Dated: May 9, 2023 By: _____
Director of Project Development
for Commissioner, NHDOT

Attorney General

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

Dated: 5/18/2023 By: _____
Assistant Attorney General

Secretary of State

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

Dated: _____ Attest:

By: _____
Secretary of State

ATTACHMENT 7

CERTIFICATE OF GOOD STANDING

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

CERTIFICATE OF VOTE

I, Thomas Mullins, Chairman of the Southwest Region Planning Commission, do hereby certify that at a meeting held on April 11, 2023;

1. I am the duly elected and acting Chairman of the Southwest Region Planning Commission, a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53);
2. The Southwest Region Planning Commission Executive Committee authorized the Executive Director, Tim Murphy, 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 Chairman of the Southwest Region Planning Commission on this 11th day of April, 2023.

Thomas Mullins, Chairman

STATE OF NEW HAMPSHIRE
County of Cheshire

On this 11th day of April, 2023, before me Rebecca I. Baldwin, the undersigned officer, personally appeared, Thomas Mullins, who acknowledged himself to be the Chairman of the Southwest Region Planning Commission, and that he, as such Chairman, being so authorized to do so, executed the foregoing instrument for the purpose therein contained.

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

Rebecca I. Baldwin
Notary Public, Justice of the Peace
(Official Seal)

September 5, 2023
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:*
Southwest Region Planning Commission 37 Ashuelot Street Keene, NH 03431	566	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:			Combined Single Limit (Each Accident)	
	Any auto			Aggregate	
X	**Workers' Compensation & Employers' Liability**	1/1/2023	1/1/2024	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 PO Box 483 Concord, NH 03301			By: *Mary Beth Purcell* Date: 4/11/2023 mpurcell@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): 04/11/2023

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
Clark Mortenson Insurance
PO Box 606
Keene NH 03431

CONTACT NAME: CL Support Clark Mortenson
PHONE (A/C, No, Ext): (603) 352-2121 FAX (A/C, No): (603) 357-8491
E-MAIL ADDRESS: clsupport@clark-mortenson.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Ohio Security Insurance Company	24082
INSURER B: Ohio Casualty Insurance Company	24074
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Southwest Region Planning Commission Inc
37 Ashuelot St
Keene NH 03431

COVERAGES CERTIFICATE NUMBER: 22-23 Master COI 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	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		BKS58635807	07/01/2022	07/01/2023	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			BAO58635807	08/13/2022	08/13/2023	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? Y/N [ ] (Mandatory in NH) 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)

These policies will continue on for the 2023-2024 term starting on 7/1/2023 pending payment being received on time.

State of New Hamshire Department of Transportation is named as an additional insured.

CERTIFICATE HOLDER

NH Dept. of Transportation
PO Box 483
Concord NH 03302

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

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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 Tim Murphy Date: April 11, 2023

Name/Title Tim Murphy, 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.

New Hampshire DOT
Department of Transportation

William Cass, P.E.
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

February 24, 2023

Tim Murphy
Executive Director, Southwest Regional Planning Commission
tmurphy@swrpc.org

RE: SFY 2024-2025 FTA Section 5305e – Statewide Transportation Planning & Research Program

Dear Mr. Murphy:

This letter should serve as your official notice that your project has been selected for Federal Transit Administration (FTA) Section 5305(e) Statewide Planning & Research Program funding. Funds will be transferred to Federal Highway Administration (FHWA) and administered through the Department's Bureau of Planning & Community Assistance (PCA). The contract and funds will be subject to FHWA rules and regulations as implemented by PCA. PCA will also oversee scope and fee negotiations, notices to proceed, and general administration of the projects.

Here is the funding breakdown, with the dollar amounts pending contract negotiations between SWRPC and PCA:

Planning for an Improved Southwest NH Transit System Operating Model & Governance Structure

Total Project Costs	Requested FTA funds (not incl. TC)	Approved 80% FTA $ (not incl. TC)	Toll Credits Approved (10%*)	Total Approved FTA funds*	Local Cash Match (10%)
$55,336	$44,269	$44,269	$5,534	$49,802	$5,534

*Pending G&C approval of toll credit match.

Please feel free to contact me if you have any questions.

Sincerely,

Fred Butler

cc: Bill Watson & William Rose, NHDOT
J.B. Mack, SWRPC