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New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

67

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 Nashua Regional Planning Commission (Vendor #154661), Nashua, NH, in the amount of $1,959,400 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	$979,700	$979,700

EXPLANATION

The Nashua Regional Planning Commission is a designated Metropolitan Planning Organization (MPO), which covers the City of Nashua and surrounding communities. The Investing in Infrastructure & Jobs Act (IIJA) provides planning and transit funds for each Regional Planning Commission (RPC). Cooperatively, the New Hampshire Department of Transportation (NHDOT) and the Nashua Regional Planning Commission has developed procedures for addressing transportation planning issues.

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

This contract comprises the biennium Unified Planning Work Plan (UPWP) for State Fiscal Years 2024 and 2025. As part of this program, the Nashua Regional Planning Commission will provide transportation planning and programming services and products to support state, regional, and local needs. The Nashua Regional Planning Commission will focus on ten planning factors as follows:

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

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

These planning factors are identified in the Investing in Infrastructure & Jobs Act (IIJA). Additionally, the Nashua Regional 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 Nashua Regional Planning Commission can accomplish this work for a total fee not to exceed $2,177,111. The funding to be used is from Federal Highway Administration (FHWA) Planning funds and local funds. The Federal portion, $1,959,400, is Federal Aid (involving Metropolitan Planning (PL), Statewide Planning & Research (SPR) and FTA 5305e planning funds) and Consolidated Planning Grant funds with additional $217,711 from local funds (collected by the Nashua Regional Planning Commission to be applied towards total cost).

The funding is 80% Federal Funds with 10% state match and 10% local match. Turnpike toll credit is being utilized for match requirement, effectively using 90% Federal Funds and 10% local funds from Nashua Regional 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 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

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

BUREAU OF PLANNING & COMMUNITY ASSISTANCE
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ACTICLE I

NASHUA 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 Nashua Regional Planning Commission, with principal place of business at 30 Temple Street, Suite 310, in the City of Nashua, State of New Hampshire,, hereinafter referred to as the COMMISSION, witnesses that

Pursuant to 23 CFR 450 subpart C, 23 U.S.C. 134, and Section 5303 of the Federal Transit Act the Department of Transportation, State of New Hampshire, hereinafter referred to as the DEPARTMENT, proposes to provide Metropolitan Planning (PL) and Federal Transit Administration (FTA) funds, as a Consolidated Planning Grant (CPG), to the COMMISSION for carrying out the comprehensive, cooperative and continuing transportation planning process in all jurisdictions of the Nashua Regional Planning Commission.

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

ARTICLE I - DESCRIPTION OF PLANNING SERVICES TO BE RENDERED

NOW THEREFORE, in consideration of the undertakings of the parties hereinafter set forth, the DEPARTMENT hereby engages the COMMISSION, who agrees to fulfill requirements for metropolitan planning in the Nashua 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 Nashua Regional Planning Commission designated Metropolitan Planning Organization.

B. SCOPE OF WORK

As described in the attached work program which forms a part of the AGREEMENT, which has been approved by the DEPARTMENT and Federal Highway Administration (FHWA).

C. MATERIAL FURNISHED BY THE DEPARTMENT OF TRANSPORTATION

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

D. WORK SCHEDULE AND PROGRESS REPORTS

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

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

NRPC

NASHUA REGIONAL PLANNING COMMISSION

METROPOLITAN PLANNING ORGANIZATION

Fiscal Year 2024 – 2025

Unified Planning Work Program

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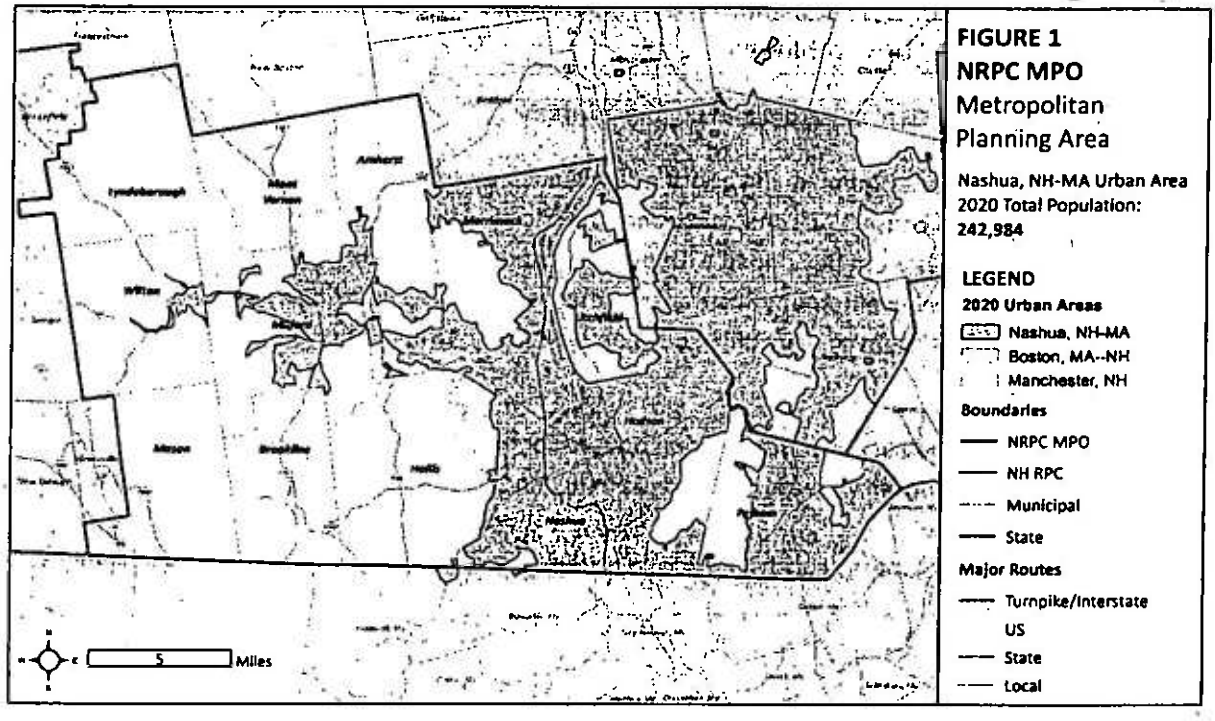
The preparation of this document has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 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

INTRODUCTION

The purpose of the Unified Planning Work Program (UPWP) is to present all transportation planning activities anticipated within the Nashua Metropolitan Planning Organization (MPO) region during Fiscal Years 2024 and 2025, regardless of funding sources, in a single document. It is developed to meet the requirements of 23 CFR Part 450, Subpart C. The work program is intended to facilitate review procedures, funding applications, grant decisions and allocations, technical and financial monitoring and periodic evaluation of substantive and procedural aspects for intermodal transportation planning under prescribed guidelines.

The Metropolitan Planning Area (MPA) for the Nashua MPO /Nashua Regional Planning Commission (NRPC) includes thirteen communities: Amherst, Brookline, Hollis, Hudson, Litchfield, Lyndeborough, Mason, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Wilton. These communities are part of the Nashua Urbanized Area (UZA) or are anticipated to become urbanized over the next 20 years. In addition, the Nashua UZA extends to the east/northeast into the communities of Auburn, Derry, Londonderry, and Windham. These communities are a part of the Southern New Hampshire Planning Commission's (SNHPC) Metropolitan Planning Area. Since the Nashua UZA extends into the SNHPC MPA, Federal transportation planning rules require that the Nashua MPO coordinate transportation planning responsibilities with Federal Highway Administration (FHWA), NHDOT, SNHPC, and public transportation operators to address the overlap in planning areas.



The Nashua UZA population exceeds the 200,000 person threshold and therefore is a federally designated Transportation Management Area (TMA). In this capacity, the Nashua MPO has additional

requirements to fulfill which include the selection of all 23 USC and 49 USC Chapter 53 funded projects (excluding projects on the NHS and Tribal Transportation Program, Federal Land Transportation Program and Federal Lands Access Program) and the programming of Surface Transportation Block Grant program funds and related set-aside funds for Transportation Alternatives. In addition, the Nashua MPO must maintain a Congestion Management Process to ensure that funding is available for projects proposed to increase capacity.

The UPWP was developed by the Nashua Regional Planning Commission and MPO as a joint responsibility with the Nashua Transit System (NTS) and NHDOT. Full cooperation was maintained with the municipalities, recognizing the key role of local elected officials in establishing funding priorities within the urban area and with state transportation planning and implementing agencies.

The lead responsibility for developing the UPWP lies with the NRPC, which has three major responsibilities: 1) NRPC is the designated MPO for the Nashua Metropolitan Planning Area, by letter of the Governor of New Hampshire and is responsible as the lead transportation planning organization for the Nashua Urbanized Area; 2) NRPC is the official area-wide planning agency for the City of Nashua and twelve surrounding New Hampshire towns; 3) NRPC is the designated Metropolitan Clearinghouse for this same area, under the provisions of the State of New Hampshire's Intergovernmental Review Process, using the Office of) Planning & Development as the Single Point of Contact for review of the federally funded projects in the Nashua area. This integration of comprehensive transportation and area-wide planning and intergovernmental review responsibilities in the UPWP ensures that the work program is well structured and coordinated.

Transportation Planning Goals, Factors and Emphasis Areas

The NRPC MPO's transportation planning priorities are guided by regional, state, and national factors. With an effort placed on consistency and conciseness, the following long-range **Metropolitan Transportation Plan goals** were developed with public input and community guidance. The goals are to support and advance the development of a transportation system that contributes to the region's mobility, quality of life, system sustainability, and continued project implementation.

Mobility

1. Improve the availability of transportation options for people and goods.
2. Support travel efficiency measures and system enhancements targeted at congestion reduction and management.
3. Assure all communities are provided access to the regional transportation system and planning process.

Quality of Life

4. Preserve and enhance the natural environment, improve air quality, and promote active lifestyles.
5. Encourage livable communities which support sustainability and economic vitality.

System Sustainability

6. Ensure adequate maintenance and enhance the safety and reliability of the existing transportation system.
7. Pursue long-term sustainable revenue sources to address regional transportation system needs.

Implementation

8. Provide for timely project planning and implementation.
9. Develop cost-effective projects and programs aimed at reducing the costs associated with constructing, operating, and maintaining the regional transportation system.

Planning Process and Factors

The FHWA New Hampshire Division Office and the FTA Region I Office have outlined Federal transportation planning regulations, most recently updated in 2016 (FAST Act), that 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 and should be considered by MPOs in the development of their respective UPWPs:

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

The following matrix shows how the FAST-Act planning factors are reflected in the MPO work tasks:

UPWP Work Task	FAST Act Planning Factors									
	1	2	3	4	5	6	7	8	9	10
100 - MPO Administration and Training										
Task 101: Invoices and Accounting							•			
Task 102: MPO/TMA Program Administration	•	•	•	•	•	•	•	•	•	•
Task 103: Training	•	•	•	•	•	•	•	•	•	•
Task 104: Indirect Cost Adjustments	*Not Applicable*									
200 - Policy and Planning										
Task 201: Ten Year Plan	•	•	•	•	•	•	•	•	•	•
Task 202: Planning and Environmental Linkages	•	•	•	•	•	•	•	•	•	•
Task 203: Transportation Planners Collaborative					•	•	•	•		
Task 204: Interagency Consultation Process					•	•	•	•		
Task 205: Transportation Improvement Program	•	•	•	•	•	•	•	•	•	•
Task 206: Congestion Management Process	•	•		•	•	•	•		•	•
Task 207: Intelligent Transportation System	•	•	•	•	•	•	•	•	•	•
Task 208: Metropolitan Transportation Plan	•	•	•	•	•	•	•	•	•	•
Task 209: Transportation Air Quality Conformity	•				•					•
Task 210: State Long Range Transportation Plan	•	•	•	•	•	•	•	•	•	•
Task 211: Bicycle and Pedestrian Planning	•	•	•	•	•	•	•	•	•	•
300 - Public Involvement and Coordination										
Task 301: Transportation Technical Advisory Committee	•	•	•	•	•	•	•	•	•	•
Task 302: Committee Meetings	•	•	•	•	•	•	•	•	•	•
Task 303: Public Participation Plan	•				•	•				
Task 304: Public Outreach	•	•	•	•	•	•	•	•	•	•
Task 305: MPO/TMA Policy Committee Meetings	•	•	•	•	•	•	•	•	•	•
400 - Plan Support (Data, Modeling, GIS)										
Task 401: Traffic Count Program	•	•		•	•	•	•	•	•	•
Task 402: SADES Inventory	•	•		•	•	•	•	•	•	•
Task 403: Geographic Information System	•	•	•	•	•	•	•	•	•	•
Task 404: Demographics	•	•	•	•	•	•	•	•	•	•
Task 405: Equipment and Supplies	•			•	•	•	•	•	•	
Task 406: Travel Demand Model	•			•	•	•	•	•	•	•
Task 407: Memberships, Subscriptions & Professional Costs	•	•	•	•	•	•	•	•	•	•
500 - Technical Assistance and Transit Support										
Task 501: Local and Regional Assistance	•	•	•	•	•	•	•	•	•	•
Task 502: Statewide Assistance	•	•	•	•	•	•	•	•	•	•
Task 503: Local Public Agency Program Support	•	•	•	•	•	•	•	•	•	•
Task 504: Special Projects	•	•	•	•	•	•	•	•	•	•
Task 505: Regional Coordinating Council (RCC)	•	•	•	•	•	•	•	•	•	•
Task 506: Transit Assistance	•	•	•	•	•	•	•	•	•	•

The FHWA NH Division Office and FTA Region 1 Office have outlined **Planning Emphasis Areas** (PEAs) specific to New Hampshire that are designed to guide development of the 2024-2025 UPWPs. National PEAs were last released on December 30, 2021, 2016 and continue to influence the work tasks performed by the MPO.

New Hampshire PEAs:

1. Planning Reviews and Findings
2. BIL/IIJA Compliance. The IIJA requires that MPOs utilize at least 2.5% of PL funds on specified Complete Streets-related planning activities. Task 211 of this UPWP details the Complete Streets-related planning activities that the NRPC will undertake during the FY 2024-2025 period. As detailed in the financial summary of this UPWP later in this document, the amount of funding committed to these activities exceeds 2.5%. Additionally, the BIL/IIJA requires the metropolitan transportation planning process to incorporate specified housing-related considerations. These activities have been included in Task 208 of this UPWP.
3. Planning Process and Factors
4. Census 2020 – UZA Boundary Smoothing, MPO/TMA
5. Urbanized Area Project Selection.
6. Congestion Management Process (CMP) Implementation.
7. Freight Planning.
8. Fiscal Constraint and Financial Planning.
9. Metropolitan and Statewide Travel Demand Model Maintenance.
10. Data Collection for HPMS and CMP Development, Maintenance and Monitoring.
11. Project Monitoring and Planning Work Program Reporting.
12. Emerging Technologies.

National PEAs:

1. Tackling the Climate Crisis – Transition to a Clean Energy Future
2. Equity and Justice in Transportation Planning
3. Complete Streets.
4. Public Involvement.
5. Strategic Highway Network/U.S. Department of Defense Coordination.
6. Federal Land Management Agency Coordination.
7. Planning and Environmental Linkages (PEL).
8. Data in Transportation Planning.

The following matrix shows how the PEAs are reflected in the MPO work tasks:

UPWP Work Task	NH PEAs											Nat'l PEAs		
	1	2	3	4	5	6	7	8	9	10	11	1	2	3
100 - MPO Administration and Training														
Task 101: Invoices and Accounting														
Task 102: MPO/TMA Program Administration	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 103: Training	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 104: Indirect Cost Adjustments	*Not Applicable*													
200 - Policy and Planning														
Task 201: Ten Year Plan	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 202: Planning and Environmental Linkages	•	•	•	•		•		•	•	•	•	•	•	•
Task 203: Transportation Planners Collaborative	•			•	•			•	•	•	•	•	•	
Task 204: Interagency Consultation Process	•	•			•	•		•	•	•	•	•	•	
Task 205: Transportation Improvement Program	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 206: Congestion Management Process	•	•	•	•		•	•	•		•	•	•	•	
Task 207: Intelligent Transportation System	•	•	•	•		•	•		•	•	•	•	•	•
Task 208: Metropolitan Transportation Plan	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 209: Transportation Air Quality Conformity	•	•	•		•	•	•	•	•	•	•	•	•	
Task 210: State Long Range Transportation Plan	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 211: Bicycle and Pedestrian Planning	•	•	•	•				•	•	•	•	•	•	•
300 - Public Involvement and Coordination														
Task 301: Transportation Technical Advisory Committee	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 302: Committee Meetings	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 303: Public Participation Plan	•	•			•			•	•	•	•	•	•	•
Task 304: Public Outreach	•	•			•			•	•	•	•	•	•	•
Task 305: MPO/TMA Policy Committee Meetings	•	•	•	•	•	•	•	•	•	•	•	•	•	•
400 - Plan Support (Data, Modeling, GIS)														
Task 401: HPMS Traffic Counts	•	•	•	•		•	•	•	•	•	•	•	•	
Task 402: SADES Inventory	•	•						•	•	•		•		•
Task 403: Geographic Information System	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 404: Demographics	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 405: Equipment and Supplies	•	•	•	•		•	•	•	•	•	•	•		
Task 406: Travel Demand Model	•			•		•	•	•	•	•	•	•	•	•
Task 407: Memberships, Subscriptions and Professional Costs	•	•	•	•	•	•	•	•	•	•	•	•	•	•
500 - Technical Assistance and Transit Support														
Task 501: Local and Regional Assistance	•	•	•	•		•	•	•	•	•	•	•	•	•
Task 502: Statewide Assistance	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 503: Local Public Agency Program Support	•	•							•	•	•	•	•	•
Task 504: Special Projects								•	•	•	•	•	•	•
Task 505: Regional Coordinating Council (RCC)	•								•	•	•	•	•	•
Task 506: Transit Assistance	•	•	•						•	•	•	•	•	•

Current transportation planning regulations require efforts be made to involve users of public transportation in the planning process. NRPC has done this through on-board surveys and active coordination with the Nashua Transit System and Souhegan Valley Transportation Collaborative. Additionally, freight shippers must be incorporated into the process.

A specific work task associated with this UPWP is to improve coordination with the freight industry and develop and maintain a list of companies that will be utilized for the Transportation Improvement Program (TIP)/ Metropolitan Transportation Plan (MTP) development public involvement process.

Recently completed regional planning activities placed emphasis on the six **Livability Principles** developed by the US Environmental Protection Agency (EPA), Department of Housing and Urban Development (HUD) and Department of Transportation (USDOT). These principles support community-based planning decisions to consider:

1. Provide more Transportation Choices:
   - Develop safe, reliable, and affordable transportation choices to decrease household transportation costs, reduce energy consumption and dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.
2. Promote equitable, Affordable Housing:
   - Expand location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility and lower the combined cost of housing and transportation.
3. Enhance economic Competitiveness:
   - Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services and other basic needs by workers, as well as expanded business access to markets.
4. Support Existing Communities:
   - Provide analysis of strategies like transit oriented, mixed-use development, and land recycling—to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.
5. Coordinate Policies and Leverage Investment:
   - Provide information to communities that may allow Federal funding to remove barriers to collaboration and increase effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.
6. Value Communities and Neighborhoods:
   - Provide opportunity for communities to enhance the unique characteristics by investing in healthy, safe, and walkable neighborhoods—rural, urban, or suburban.

The following matrix shows how the Livability Principles are reflected in the MPO work tasks:

UPWP Work Task	Livability Factors					
	1	2	3	4	5	6
100 - MPO Administration and Training						
Task 101: Invoices and Accounting						
Task 102: MPO/TMA Program Administration					•	
Task 103: Training	•	•	•	•	•	•
Task 104: Indirect Cost Adjustments	*Not Applicable*					
200 - Policy and Planning						
Task 201: Ten Year Plan	•		•	•	•	•
Task 202: Planning and Environmental Linkages	•	•	•	•	•	•
Task 203: Transportation Planners Collaborative					•	
Task 204: Interagency Consultation Process					•	
Task 205: Transportation Improvement Program	•		•	•	•	•
Task 206: Congestion Management Process	•		•		•	
Task 207: Intelligent Transportation System			•			
Task 208: Metropolitan Transportation Plan	•	•	•	•	•	•
Task 209: Transportation Air Quality Conformity	•	•		•	•	
Task 210: State Long Range Transportation Plan	•		•	•	•	•
Task 211: Bicycle and Pedestrian Planning	•	•	•	•	•	•
300 - Public Involvement and Coordination						
Task 301: Transportation Technical Advisory Committee	•			•	•	•
Task 302: Committee Meetings	•	•	•	•	•	•
Task 303: Public Participation Plan						
Task 304: Public Outreach				•	•	•
Task 305: MPO/TMA Policy Committee Meetings	•	•	•	•	•	•
400 - Plan Support (Data, Modeling, GIS)						
Task 401: HPMS Traffic Counts			•	•		
Task 402: SADES Inventory	•			•	•	•
Task 403: Geographic Information System	•	•	•	•	•	•
Task 404: Demographics	•	•	•	•	•	
Task 405: Equipment and Supplies				•		
Task 406: Travel Demand Model	•	•	•	•	•	
Task 407: Memberships, Subscriptions and Professional Costs	•	•	•	•	•	•
500 - Technical Assistance and Transit Support						
Task 501: Local and Regional Assistance	•	•	•	•	•	•
Task 502: Statewide Assistance	•	•	•	•	•	
Task 503: Local Public Agency Program Support				•	•	•
Task 504: Special Projects	•	•	•	•	•	•
Task 505: Regional Coordinating Council (RCC)	•	•	•	•	•	•
Task 506: Transit Assistance	•	•	•	•	•	•

This work program contains five work categories developed jointly by FHWA, NHDOT, Nashua Transit System (NTS) and the MPO. Each work category lists specific tasks and a list of possible work products. While many work products are maintained on an ongoing basis, those with a shorter timeframe are annotated as to when progress can be anticipated. Each work category includes the anticipated budget required to substantially complete the listed tasks within the fiscal year. NRPC, with guidance and direction from the Transportation Technical Advisory Committee, the NRPC Executive Committee and

full Commission, is the responsible party for all tasks identified within this UPWP, unless otherwise specified.

CATEGORY 100 - MPO ADMINISTRATION AND TRAINING

Purpose: This category facilitates the management and supporting administrative tasks that are necessary for the operation of the MPO and Transportation Planning Program. It includes general administrative tasks relevant to the fulfillment of the FY 2024-2025 MPO Unified Planning Work Program (UPWP). It ensures all work complies with federal and state regulations. This includes completion of timesheets and monthly work program reports, attendance at staff meetings, training and other administrative tasks. It includes coordination meetings between MPOs relative to the development and monitoring of Performance Measures.

Task 105, previously used for administrative functions pertaining to the development of Performance Targets, including participation in Partnering for Performance NH meetings (PFPNH), is not used for this UPWP. All tasks related to updates to Performance Targets and PFPNH coordination are transferred to Tasks 205-TIP and 208-MTP.

TASK 101 Invoices and Accounting

Reporting: NRPC will develop detailed invoices and monthly reports that describe transportation planning activities completed by staff. This task will include refinements to the financial accounting and reporting system and procedures, as necessary.

Financial Management and Audit: NRPC staff will conduct the day-to-day accounting needs of the MPO. This includes refinements to the MPO financial accounting and reporting system to better meet agency and reporting needs. NRPC staff will support work related to the preparation of financial audits in compliance with the OMB Super Circular.

Contract Administration: NRPC staff will administer the UPWP contract, and any transportation related sub-contracts and agreements. This task will include meetings with NHDOT to discuss UPWP contracts, maintenance of the Disadvantaged Business Enterprise (DBE) program and goals, and Title VI implementation.

Task 101 – Anticipated Outcomes:

- Weekly timesheets with notes detailing UPWP timesheet charges, monthly invoices with progress reports.
- Prepare monthly UPWP Progress Reports and submit with UPWP Request for Reimbursement.
- Annual audit report and implementation of any management recommendations from auditors.

TASK 102 MPO/TMA Program Administration

UPWP Development & Amendments: This task provides for the development, implementation, and administration of the MPO 2026-2027 UPWP and amendment of the FY 2024-2025 UPWP as new planning needs and requirements are identified, and existing tasks require adjustments to budget.

UPWP Administration: This task is to provide for the general administrative tasks relevant to the fulfillment of the FY 2024-2025 UPWP and to ensure compliance with federal and state regulations. This includes monthly work program reports, the annual UPWP performance report, the UPWP mid contract review meeting, the NHDOT UPWP Midterm Review, attendance at bi-weekly transportation staff meetings and bi-weekly Project Management meetings and other transportation-related administrative tasks.

MPO Operations: This task allows NRPC staff to address changes and updates to the MPO Prospectus, NRPC By-laws, and to maintain the Transportation Technical Advisory Committee (TTAC) Membership. It also allows management to address the day-to-day operations of the MPO including staff supervision, review of time sheets and transportation program coordination at an agency level.

Implementation of Federal Performance Based Planning requirements will be conducted through various tasks identified in this UPWP, including MPO Program Administration. Collaboration and coordination with regional transit providers, the other NH MPOs, NHDOT, FHWA and FTA will continue through regularly scheduled meetings and workshops to review, refine, and evaluate mandated and supplemental measures; to assess progress towards meeting targets; and to incorporate measures into MPO plans and processes.

MPO Memorandum of Understanding Updates: An update to the MOU/Metropolitan Planning Agreement & Sub-Agreements between NHDOT and NH MPO's as needed to address Census 2020 updated UZA designations, boundaries, and the boundary smoothing process. Other elements such as updates to Performance Target requirements may also be addressed.

Task 102 – Anticipated Outcomes:

- Staff meetings and Management Team meetings to review UPWP budget and work task status.
- Development of Fiscal Year (FY) 2026 – 2027 UPWP (December 2024 – February 2025).
- Reports and amendments to FY 2024-2025 UPWP
- UPWP Midterm Review Report.
- UPWP Performance Report
- Prepare and adopt updates to the NRPC MPO Prospectus to incorporate changes made to the MPO structure. Addresses Recommendation of the 2019 TMA.
- Updated MOU/Metropolitan Planning Agreement & Sub-Agreements

TASK 103 Training

Training: This task entails attendance at transportation conferences and training for staff to improve and maintain transportation planning and policy, GIS, and other related skills. Specific tasks include, but are not limited to, the following:

- Transportation training events offered by FHWA, FTA, NHDOT, CTAA (Community Transportation Association of America), NTI (National Transit Institute), ITE (Institute of Transportation Engineers), Transportation Research Board (TRB), UNH Technology Transfer Center and other relevant organizations.
- GIS training that is offered by commercial and nonprofit software vendors, academic institutions, and regional professional organizations, including by not limited to ESRI and its partners, NEURISA, NEARC, and UNH and its affiliates.
- TransCAD and Synchro software training, offered by private sector companies.
- Statistical and demographic data training offered by the U.S. Census Bureau, NHOPD and other relevant organizations.

Review of Transportation Materials and Documents: Staff will become familiar with transportation materials from a range of sources, including FHWA, FTA, NHDOT, NHDES to become familiar with guidance on implementing transportation planning programs.

Task 103 – Anticipated Outcomes:

- Improved staff skills to implement effective regional and transportation planning activities.
- Knowledge of Code of Federal Regulations (CFRs), federal and state guidance, rulemakings, new reports, best practices research and other transportation-related planning materials.
- Transportation planning training course certifications.
- Summaries of information obtained at conferences, workshops, seminars.

TASK 104 Indirect Cost Adjustments

Indirect Cost Set Aside: Not applicable; NRPC will negotiate a predetermined rate.

ESTIMATED COST FOR TASK 100	FY 2024	FY 2025
MPO ADMINISTRATION & TRAINING	$90,000	$90,000

CATEGORY 200 – POLICY AND PLANNING

Purpose: The metropolitan transportation planning process is a means to bring people, information, and ideas together to inform regional transportation decisions in a continuing, cooperative, and comprehensive performance-based manner (3C process). A core function of the MPO is to provide necessary technical and coordinating assistance to the public and agencies that are involved in the 3C process. To fulfill the requirements of this function the MPO established policy and procedures to:

- Encourage citizen involvement in the transportation planning process.

- Coordinate with partner agencies to ensure state and federal requirements are met.

This category will include all NRPC activities oriented to the development of the Region's Transportation Improvement Program, long range Metropolitan Transportation Plan and the State's Ten Year Transportation Plan. A key objective of this category is to develop plans and policies for transportation modes and air quality, and to assist efforts to streamline environmental review.

TASK 201 Ten Year Plan

Ten Year Plan Development: NRPC will use the Federal transportation planning process to feed the State's Ten-Year Transportation Improvement Plan (TYP). NRPC will work collaboratively with the NHDOT, FHWA and the other RPCs and MPOs to revise New Hampshire's transportation planning process so it better aligns with Federal processes and reflects regional priorities. On-call engineering services will be used as needed for cost estimation of projects. Staff will support NHDOT with the implementation of the State's TYP process, participate in the Governor's Advisory Commission on Intermodal Transportation (GACIT) hearings, and coordinate with NHDOT staff on state sponsored projects. These activities will take place concurrent with the maintenance of and updates to the MPO Transportation Improvement Program (TIP) and long-range Metropolitan Transportation Plan (MTP).

Task 201 – Anticipated Outcomes:

- Begin NH statewide transportation consultation process; GACIT Public Hearings for FY 2025-34 TYP (July – November 2023).
- Assist member communities in identifying eligible projects for the FY 2027-2036 TYP and developing project applications. Provide supporting data and analysis as needed. On-call professional engineering services will be used as needed for cost estimation. (May-Aug 2024).
- Project scoring and ranking (Sept-Nov 2024) and recommendations to NHDOT.
- NHDOT review of projects submitted for 2027-2036 TYP, revisions as necessary, finalize and obtain MPO endorsement (January-March 2025).
- Documentation of TYP process and outcomes for TTAC and MPO Policy Committee.

TASK 202 Planning and Environmental Linkages

This task includes all activities that pertain to the connection between land use, water and natural resources, economic development, and infrastructure resiliency with the regional transportation system.

Climate Change, Livability and Sustainability: NRPC will work to identify and implement appropriate transportation and land use recommendations identified in the NRPC Regional Plan and NH Climate Action Plan. NRPC will work to address resilience to climate change and extreme weather, and present approaches/tools for assessing criticality and sensitivity of different assets in the context of assessing vulnerability to climate change and extreme weather events. This effort will also address the six livability principles developed by the US DOT, HUD, and EPA.

Environmental Mitigation: NRPC will monitor environmental issues in support of the region's transportation planning effort. Specific activities may focus on transportation-related impacts on water quality, wetlands, habitat, hazard mitigation, and historic, cultural, and archeological resources arising from the proposed or actual construction, operation, and or maintenance of the transportation system. NRPC will continue to include discussions of environmental mitigation strategies as new projects are incorporated into MTP updates. NRPC will consult with NHDOT's Natural and Cultural Resource Committees as it addresses these work elements **Addresses Recommendation of the 2019 TMA**.

Environmental Justice: NRPC monitors project development to ensure that there is no disproportionate negative impact on any minority or low-income population and identify project EJ benefits. Input on the development of the transportation system is actively solicited from minority and low-income communities as warranted. NRPC will actively coordinate with other organizations that provide services to vulnerable populations. The NRPC Regional Plan and MTP provide updated data sets to improve performance against this metric. NRPC will conduct EJ spatial data analyses and outreach efforts to low-income, minority and Limited English Proficiency (LEP) populations, including translation of notices and documents as needed. **Addresses Recommendation of the 2019 TMA**.

Task 202 – Anticipated Outcomes:

- Develop metrics including zone-to-zone travel impedances to analyze environmental justice impacts of projects and develop strategies for inclusion in MTP updates. Continued application of annually released American Community Survey (ACS) demographic data to develop updated EJ information.
- Staffing and technical assistance to the Nashua/Manchester Regional Stormwater Coalition, including preparation of stormwater datasets.
- Participation in local energy working groups related to alternative fuel and electric vehicles as needed/as requested.
- Updates to environmental mitigation on existing and proposed long range transportation projects as needed following TIP/MTP amendments and biennial updates.
- EJ spatial data analyses
- Translation services as needed.

TASK 203 Transportation Planners Collaborative

Participation in the Collaborative: NRPC participates in the Transportation Planners Collaborative (TPC) process. This task will require NRPC staff to participate in quarterly onsite or remote meetings. In addition, NRPC staff will review meeting materials in advance of each meeting, and, if necessary, prepare written memos or presentations relevant to the meeting agenda. Staff may also be assigned to the TPC Steering Committee. During this contract period, the TPC will continue with collaborative efforts with NHDOT, FHWA and the other RPCs/MPOs to align New Hampshire's transportation planning process with Federal processes. Other collaborative efforts as determined by NHDOT.

Task 203 – Anticipated Outcomes:

- Participation in TPC group meetings
- Participation in sub-committees assigned to perform TPC tasks
- Review work of subcommittees, written memos or presentations relevant to the business of the TPC.

TASK 204 Interagency Consultation Process

Participation in the ICP: NRPC participates in the interagency consultation process. These monthly conference calls or onsite meetings disseminate information and coordinate activities and efforts between the MPOs, NHDOT, NHDES, FHWA, EPA and FTA. NRPC staff will review meeting materials in advance of each meeting, and, if necessary, prepare written memos or presentations relevant to the meeting agenda.

Task 204 – Anticipated Outcomes:

- Participation in the Interagency Consultation Process, participation in monthly meetings/calls
- Reports to the MPO on relevant topics as needed.
- Written minutes, memos, or presentations relevant to the meeting agenda as needed.

TASK 205 Transportation Improvement Program

MPO TIP Preparation: Under this task NRPC will maintain and update the region's FY 2023-2026 Transportation Improvement Program (TIP) through minor revisions/amendments and prepare the FY 2025 – 2028 TIP in cooperation with local, state, and federal agencies. The TIP will include surface transportation projects funded with federal resources and other regionally significant projects. This process will include a public participation element, demonstrate fiscal constraint and achievement of performance targets, and include an Air Quality Conformity Determination. Public information meetings will be held during development of the TIP and a public hearing on the draft will be held, followed by MPO endorsement. All work will be completed in compliance with 23 CFR Part 450, Subpart C. In addition, the annual List of Obligated Projects will be produced each year in December.

During the first year of the work program (July 2023 – June 2024) work under this task entails the maintenance of the 2023 – 2026 Transportation Improvement Program (TIP). This will require reviewing and processing minor revisions and amendments to the document. NRPC staff will be required to monitor project status, communicate with NHDOT staff, and community representatives to ensure projects changes are accurately represented in the TIP. In addition, full amendments to the TIP will require staff to notice and hold a public hearing in advance of MPO approval.

During the second year of the work program (July 2024 –June 2025) maintenance efforts of the existing 2023 – 2026 TIP will continue. However, more emphasis will be placed on the development of the draft 2025 – 2028 TIP. This will require staff to ensure that project priorities are correctly conveyed to NHDOT so that they may be incorporated into the draft STIP without change. In addition, NRPC staff will coordinate with NHDOT to ensure consistency between the region's priorities and NHDOT's

development of the Ten-Year Plan. Upon completion of the state's Ten-Year Plan Process, NRPC will incorporate all the region's projects from the Ten-Year Plan into the 2025 – 2028 TIP.

Project Monitoring: Effective project monitoring is critical to the planning process, maintaining fiscal constraint and to timely project delivery. In cooperation with NHDOT, NRPC will monitor project progress and make recommendations to optimize project phasing and implementation. The TIP will incorporate collaboratively developed MPO performance measures and include a report describing the progress made towards meeting established targets.

Obligated Project List: NRPC will work cooperatively with NHDOT and transit providers to develop an annual listing of obligated projects, including investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds have been obligated in the preceding year. The listing shall be published or otherwise made available by the cooperative effort of the State, transit operator, and metropolitan planning organization for public review. The listing shall be consistent with the funding categories identified in each metropolitan transportation improvement program (TIP). The annual listing will be completed at the end of the program year and may include visual components such as maps and charts to ensure the information is conveyed to a broad audience with varying levels of familiarity with the transportation planning process. The list will be posted on the NRPC web site.

Task 205 – Anticipated Outcomes:

- Documentation and processing of 2023 – 2026 TIP Minor Revisions and Amendments.
- Maintenance of the TIP project database.
- Execution of TMA Programming authority.
- Development of the Draft 2025-2028 NRPC MPO TIP (November 2024-February 2025).
- Development of TIP Performance Report.
- Development of the Obligated Project List (December 2023 & 2024).

TASK 206 Congestion Management Process

Congestion Management Process Implementation: The Congestion Management Process (CMP) refers to a systematic approach, collaboratively developed and implemented throughout a large metropolitan region that provides for the safe and effective management and operation of new and existing transportation facilities using demand reduction and operational management strategies. In its capacity as a TMA, the Nashua MPO must demonstrate compliance with CMP requirements. This will involve data collection tasks such as traffic counts, park-and-ride use, use of the National Road Performance Management Data Set (NPMRDS) and other sources for obtaining probe data. Data are analyzed and compiled into corridor level reports. The entire CMP process is documented in a regional report and summarized in each MTP update.

Task 206 – Anticipated Outcomes:

- Update CMP corridors peak period speeds using NPMRDS data; update travel time indices (TTI).

- Integrate safety data, performance measures and targets into the CMP. Addresses Recommendation of the 2019 TMA.
- Update of volume-capacity and level of service data.
- Incorporate 2022 CMP into MTP 2023 update.
- Monitoring of Nashua Transit on-time performance and developing performance measures.
- Revisions and updates to 2022 Congestion Management Plan as needed.

TASK 207 Intelligent Transportation Systems

Intelligent Transportation System (ITS) update and maintenance: The Statewide ITS Architecture update is ongoing. FHWA is assisting NHDOT with an effort to integrate ITS architecture requirements with the statewide ITS architecture update that is in progress. NRPC will update the Nashua Regional ITS Plan to address regional needs and to be consistent with the Statewide plan where appropriate.

The ITS recommendations resulting from the CMP will be included in MTP updates to support operational improvements along CMP corridors to meet performance measures targets for congestion.

This task also includes research into and development of implementation alternatives for integrating emerging technologies, including connected and automated vehicles (CAVs), transportation network companies (TNC) and other technological advances.

Task 207 – Anticipated Outcomes:

- Regional Intelligent Transportation System Plan Update
- Documentation for research activities into emerging technologies
- MTP updates incorporating ITS recommendations.
- Identification of opportunities for ITS implementation on the network and at the intersection level. Addresses Recommendation of the 2019 TMA.

TASK 208 Metropolitan Transportation Plan/Performance-Based Planning

Metropolitan Transportation Plan Update (MTP): Required full updates of the Metropolitan Transportation Plan (MTP) occur every four years, with the next submission to be completed and approved by the MPO in December 2023. The task includes the regular update of all federal-mandated performance measures that support the MTP. NRPC participates in Partnering for Performance in NH (PFPNH), comprised of the four NH MPOS and federal and state agencies to address the incorporation of performance-based planning into the transportation planning program. All performance measures will be updated and approved by the MPO for the 2023 MTP Major Update and may be updated for interim Minor Updates, as new data becomes available. The following measures are addressed:

- Highway Safety (PM1)
- Infrastructure (PM2)
- Travel Time Reliability (PM3)
- Transit Asset Management (TAM)
- Public Transit Agency Safety (PTASP)

This task also includes housing-related considerations, as described in the BIL/IIJA surface transportation legislation, including consideration of transportation projects and strategies that will promote consistency between transportation improvements and State and local housing patterns and address the integration of housing, transportation, and economic development strategies into the MTP.

Safety Action Plan: In cooperation with the other NH MPO's develop a Safety Action Plan for the region as part of a Safe Streets and Roads For All (SS4A) grant. Administration of the grant will be covered under the SS4A grant but UPWP time will be utilized for staff participation in the project developing the SAP.

Task 208 – Anticipated Outcomes:

- Continue to revise fiscal constraint methodology in coordination with other MPOs.
- Update of MTP goals to align with more emphasis on systems preservation. **Addresses Recommendation of the 2019 TMA.**
- Updated MTP project list and fiscal constraint analysis to maintain consistency with MPO TIP (each TIP amendment).
- Update the MTP for the 2023-2050 period to incorporate new and revised performance measures/targets, project priorities, new traffic forecasts and summaries of new planning studies (including CMP update, ITS Plan).
- Updates of MTP System Performance Report as targets are revised with new data.
- Updates of environmental mitigation measures as pertinent to new projects included in the MTP.
- Analyses and technical memos supporting the long-range needs of the region outlined in the MTP.
- Participation in monthly meetings of the Partnering for Performance in New Hampshire MPO group to evaluate measures and progress towards meeting statewide and MPO targets.
- Provide data, analysis, and memos to the PFPNH group as needed.
- Include affordable housing organizations, housing officials, and other housing stakeholders in MTP contact list.
- Include population and housing distribution data in MTP planning scenarios.
- Safety Action Plan for the MPO region

TASK 209 Transportation Air Quality Conformity

Conformity Monitoring: This task includes work related to satisfying the requirements of the Clean Air Act Section 176(c), USC 93 and other policy documents from FHWA and EPA relating to air quality conformity. As of July 20, 2013, all of New Hampshire is unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standard (the 2008 ozone standard) and in April 2015, the 1997 8-Hour Ozone National Ambient Air Quality Standard (the 1997 ozone standard) was revoked for all purposes, including transportation conformity, in the Boston-Manchester-Portsmouth (SE) NH area. Recent guidance from FHWA in reaction to the US Court of Appeals decision in the South Coast Air Quality Management District vs Environmental Protection Agency (No. 15-1115), requires that the MPO

once again demonstrate conformity to the 1997 Ozone Standards. While this requirement does not require air emissions modeling for TIP and MTP documents at this time, the potential requirement to do so remains for future conformity determinations and NRPC will participate in emissions analysis as necessary.

In addition, on March 10, 2014, the U.S. Environmental Protection Agency approved a limited maintenance plan to address Carbon Monoxide (CO) for the City of Nashua, satisfying the need for future regional CO emission analyses. Therefore, NRPC no longer conducts a regional emission analysis for CO. However, all other transportation conformity requirements under 40 CFR 93.109(b) continue to apply, including the requirement for the MPO to make a positive conformity determination for the TIP and MTP, and project level conformity determinations based on carbon monoxide hot spot analyses under 40 CFR 93.116. The 20-year maintenance period for the Nashua and Manchester CO maintenance areas expired on January 29, 2021. The Nashua MPO is therefore no longer required to demonstrate transportation conformity for the CO maintenance area.

Task 209 – Anticipated Outcomes:

- Air quality conformity determinations for updates of the TIP and MTP. Planning level under existing requirements.
- Technical memos regarding the status of the revised ozone standard, as necessary.
- Model analysis in support of the development of the mobile source air quality budget in the State Implementation Plan, if required.
- Monitoring of anti-backsliding provisions in coordination with NHDOT, NHDES and EPA.

TASK 210 State Long Range Transportation Plan

NRPC will participate in/assist NHDOT efforts to update the Statewide Long Range Transportation Plan. An update of the Plan will be undertaken during the 2024-25 period.

Task 210 – Anticipated Outcomes

- Assist with scoping the update and consultant selection process.
- Provide regional data and technical assistance to NHDOT as requested.
- Participate in statewide meetings related to the development of the statewide long-range transportation plan.

TASK 211 Bicycle and Pedestrian Planning

NRPC will continue outreach and planning efforts to improve, enhance and expand bicycle and pedestrian facilities in the region. Staff will work cooperatively with the Regional and NHDOT Complete Streets Advisory Committees, and other related groups and businesses to support cycling and walking.

NRPC will work to support the objectives of Complete Streets, which are to ensure that the entire right of way of a road is planned, designed, funded, and operated with consideration for safe access for all traffic of all ages and abilities and that all traffic is equally deserving of safe travel facilities.

Task 211 – Anticipated Outcomes:

- Provide staff support to the Regional Complete Streets Advisory Committee.
- Implementation of goals and objectives of Regional Bicycle-Pedestrian Plan.
- Develop Complete Streets guidelines.
- Assistance to communities working to develop bicycle and pedestrian infrastructure, complete streets and multi-use trail projects as requested.
- Revisions/updates to the Regional Bicycle/Pedestrian Plan as needed.

ESTIMATED COST FOR TASK 200	FY 2024	FY 2025
POLICY & PLANNING	$206,200	$204,200

CATEGORY 300 - PUBLIC INVOLVEMENT AND COORDINATION

Purpose: This category includes tasks that provide necessary assistance to agencies that are involved in the 3C transportation planning process, including the development of MPO policies, plans and project prioritization. It is also intended to support and encourage citizen involvement in the transportation planning process.

TASK 301 Transportation Technical Advisory Committee

Facilitate the Transportation Technical Advisory Committee: The Transportation Technical Advisory Committee (TTAC) has been established by the NRPC for the purpose of ensuring that transportation related decisions of the Nashua Regional Planning Commission are based on technically sound planning principles and the goals and objectives of its member communities. The TTAC responsibilities include:

- Provide recommendations to the Commission and the NHDOT on project funding priorities.
- Rendering technical advice to the NRPC regarding contemplated or ongoing projects in the form of written memorandums and presentations at quarterly Commission meetings as requested.
- Facilitating an exchange of views with the general public to provide information and elicit input regarding the transportation planning process, programs and projects.

The NRPC Staff provides technical support to the TTAC in the form of meeting content, related transportation and land use data, technical memorandums, and presentations. The NRPC staff facilitates up to ten TTAC meetings per year.

NRPC Staff will also attend TAC meetings at the other adjacent NH and Mass. MPOs as needed to effectively coordinate planning activities.

Task 301 – Anticipated Outcomes:

- Hosting of and participation in at least 6 TTAC meetings per year.
- Participation in other MPO Technical Advisory Committee meetings (including Massachusetts) as needed to coordinate planning tasks.

- Technical memos, presentations, white papers, and recommendations detailing staff analysis of transportation issues and needs of the region and NHDOT programs and initiatives.
- Meeting minutes and agendas and related committee information.

TASK 302 Committee Meetings

NRPC Executive Committee: Under the Article VI of the NRPC by-laws the NRPC Executive Committee shall conduct the affairs of the Commission at times when the Commission is not in session and shall report on its actions to the Commission at the next Commission meeting. The Executive Committee no longer acts as the MPO Policy Committee during months other than regularly scheduled full Commission meetings each quarter. Special full Commissions are called to take official action on MPO business, when necessary, per revision to the by-laws in 2020.

NRPC staff provides technical support to the Executive Committee in the form of meeting content, related transportation and land use data, technical memorandums, and presentations. The Assistant Director and MPO Coordinator participate in Executive Committee meetings as needed. Staff facilitates public hearings in support of the transportation planning process and endorsement of federally mandated documents.

Task 302 – Anticipated Outcomes:

- Provide staff support to the NRPC Executive Committee at monthly meetings as needed to conduct the affairs of the Commission.
- Policy memorandums, presentations, and statements in support of regional transportation needs and priorities.
- Minutes and related committee information.
- Participation in and support of the biennial Ten Year Plan process, the Transportation Improvement Program (TIP) process, and the Metropolitan Transportation Plan (MTP) process as needed.

TASK 303 Public Participation Plan

Public Participation Plan (PPP) Maintenance: NRPC maintains a stand-alone, written plan for involving the public in the transportation planning process and soliciting comments on MPO documents. The PPP is designed to meet the region's changing needs while taking advantage of the latest in communications technologies. Special efforts will be made to include the needs of minority and low-income populations in plan development.

Task 303 – Anticipated Outcomes:

- Involvement of underrepresented populations for updates to Plan.
- Revisions and updates to Public Participation Plan as needed.

TASK 304 Public Outreach

Coordination of Public Outreach: NRPC staff facilitates citizen involvement through electronic communications, published reports, informational meetings, forums, charrettes, workshops, and the news media.

NRPC works with the NHDOT to facilitate public informational meetings on the state's transportation program and any other transportation planning activities. NRPC provides assistance to the NHDOT in public forums regarding regional transportation projects and other outreach meetings.

NRPC ensures that all required public notices relative to the transportation planning process are published electronically on the NRPC website and in social media in a manner that is consistent the federal requirements and NRPC's Public Participation Plan.

Social Media: NRPC maintains social media such as Facebook, Twitter and YouTube accounts which are used to educate and inform policy makers and members of the public regarding transportation issues. Posts and Tweets contain summaries of important transportation planning documents and modal plans as well as announcements of public meetings and public participation opportunities. Videos of transportation related public meetings and/or presentations may be produced, edited, and made available.

E-news: NRPC uses an email service (currently Constant Contact) to provide more frequent updates on transportation planning activities.

www.nashuarpc.org: The NRPC web page has become an increasingly important method of outreach and education to the public on transportation issues. NRPC will continue to develop the web page to provide information on all the major transportation modes and issues and on specific corridor or area plans that are under development. NRPC will also provide links to the web pages of key transportation system operators and partners in the transportation planning process. To improve upon web-presence performance, NPRC commits to achieving the following:

- Posting meeting minutes and materials within 30 days of public meetings.
- Annual maintenance of membership/rules of procedure for transportation related committees.

Task 304 – Anticipated Outcomes:

- Addition of planning products, transportation project information on the NRPC website.
- Meeting announcements.
- Social media and Constant Contact posts.
- Public hearing minutes.
- Legal Notices in support of all transportation planning activities.
- Meetings, workshops, charrettes, and outreach events.
- Targeted outreach to engage underrepresented transportation groups, including low-income and minority populations.

TASK 305 MPO/TMA Policy Committee Meetings

MPO/TMA Policy Committee: The NRPC full commission in conjunction with NHDOT, NHDES, and Nashua Transit, comprise the MPO policy committee. The MPO provides direction and coordination for the conduct of the transportation planning process by its staff. Its main functions include:

- Establishing goals, objectives, and policies for transportation in the NRPC area with consideration of recommendations by the TTAC.
- Directing the preparation, update, and adoption of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) for the NRPC area and ensuring that the documents are in conformance with the Federal Highway Administration fiscal constraint requirements, per 23 CFR 450 Subpart C.
- Reviewing transportation proposals and projects which require coordination with transportation activities, to assure consistency with adopted transportation plans.
- Approving the development of the Unified Planning Work Program (UPWP) and the annual budget necessary to conduct the work tasks.

MPO meetings include representatives from each community within the designated regional planning boundary and the three additional parties who are part of NRPC MPO for conducting transportation business. The meetings are scheduled quarterly, and additional meetings are held as necessary.

The NRPC staff provides technical support to the Commission and Executive Committee in the form of meeting content, related transportation and land use data, technical memorandums, and presentations. The NRPC staff participates in all Commission and Executive Committee meetings. Staff facilitates public hearings in support of the transportation planning process and endorsement of federally mandated documents.

Task 305 – Anticipated Outcomes:

- Policy memorandums, presentations, and statements in support of regional transportation needs and priorities for quarterly meetings.
- Minutes and related committee information for quarterly meetings.
- Participation in and support of the biennial Ten Year Plan process, the Transportation Improvement Program (TIP) process, and the Metropolitan Transportation Plan (MTP) process
- Approval of the Unified Planning Work Program (UPWP) and the annual budget.
- Execution of TMA Programming authority.

ESTIMATED COST FOR TASK 300	FY 2024	FY 2025
PUBLIC INVOLVEMENT & COORDINATION	$93,106	$73,106

CATEGORY 400 – PLAN SUPPORT (DATA, MODELING, GIS)

Purpose: Reliable data, tools, and analysis methods are critical to effective performance-based planning. Data-driven analysis supports the establishment of reporting baselines, guides objective transportation-

decision making, and supports objective progress measurement through time. Specifically, plan support activities will assist NRPC to:

- Accurately forecast transportation needs and land use to provide a minimum 20-year planning horizon for all transportation planning purposes.
- Effectively target transportation investments within a resource-constrained context.
- Achieve conformance with all federally mandated requirements.
- Avoid or minimize adverse impacts to low income and minority populations and to target outreach to Limited English Proficiency (LEP) groups/populations.
- Protect environmental, cultural, and historic resources in the region.
- Leverage technology investment, increase data sharing, and remove barriers to coordination, leading to increased effectiveness of government.

Data: To support transportation planning NRPC manages a comprehensive data compilation process that usually involves many of the following tasks of the typical data development lifecycle: field data collection or other types of data origination, processing of shared data from external parties, quality assurance, documentation (metadata), and data publication, inter-agency sharing, and associated outreach.

Tools: To support transportation planning NRPC maintains expertise in field asset condition evaluation tools; travel-demand modelling; traffic simulation software; GIS-based decision support tools, e.g. mapping and visualization, proximity analysis, growth and build-out modelling, scenario-planning; relational database management software (RDBMS); and online/cloud-based information collaborative frameworks.

TASK 401 Traffic Count Program

NHDOT Traffic Count Program: NRPC will continue its responsibility for the NHDOT's Automatic Traffic Recorder (ATR) count program. Staff will perform approximately 130 24-hour ATR counts per NRPC established schedule, up to 10 of which will include vehicle classification counts. Count data will be provided to NHDOT each month throughout the counting season. At the request of NHDOT, NRPC will also conduct up to 10 intersection turning movement counts during the two-year contract period. Where applicable the NRPC will coordinate data collection efforts to maximize efficiency. All data will be made available online through the NRPC website. NRPC will also conduct ATR counts at locations as needed in order to support development and calibration of the TransCAD regional travel model.

Task 401 – Anticipated Outcomes

- Automatic Traffic Counts to support the NHDOT Highway Performance Monitoring System (HPMS) program at approximately 130 sites per year. Perform quality control review of all counts prior to transmittal to NHDOT.
- GIS traffic count database updates and maintenance.
- Updated traffic count web page and traffic flow map for NRPC region.

- Up to 10 peak hour traffic counts, capacity analyses and level of service analyses per year as requested by NHDOT.
- Up to 50 traffic counts per year to support the regional travel model calibration.
- Bike and pedestrian traffic counting program implementation, including analysis of Strava data and data from various bike-ped counting equipment.
- Vehicle classification counts at non-HPMS count locations to support the development of freight trip generation rates.

TASK 402 Statewide Asset Data Exchange System (SADES) Inventory

SADES (Statewide Asset Data Exchange System) establishes a primary transportation inventory of assets, including a maintainable condition assessment program for state and local agencies. These assets include stream crossings, pedestrian infrastructure, Road Surface Management System (RSMS), stream crossings, guardrails, and closed road drainage systems. NRPC anticipates putting emphasis on the following specific modules:

Road Surface Management System (RSMS): Activities and staff time will be devoted to the development and maintenance of road surface condition data, identification of priorities for repair and strategies to best facilitate improvements, general cost estimates, and planning for future maintenance needs.

Pedestrian Infrastructure Assessment: NRPC staff may use the SADES Pedestrian Assessment model to conduct inventory and evaluate sidewalks, curb ramps and this data will support pedestrian planning in the region and support performance-based planning measures focused on active transportation.

Closed Drainage: NRPC will continue to track and participate in the development in the NHDOT's closed drainage SADES module, specifically road drainage structures, outfalls, and pipes, and associated photos to support stormwater planning and management in the region.

Additionally, any data collected through the ***culvert inventory*** module will be used to support performance-based planning metrics that assess resiliency of the surface transportation network and will support communities with hazard mitigation planning and MS4 permits.

Task 402 – Anticipated Outcomes:

- SADES field inventory and analysis for up to two communities per year.
- Attendance at meetings with municipal staff and officials to present analysis and findings of SADES projects.
- Follow up with communities for which SADES field inventory has been conducted to perform tracking of implementation plans and evaluating effectiveness of the program. Brookline's implementation of RSMS recommendations will be evaluated during the FY 2024-25 period.
- Creation of associated GIS data layers

TASK 403 Geographic Information System

Staff will maintain, update, and analyze as necessary GIS databases, including spatial and attribute information, for all important variables for the transportation program. These may include but are not limited to:

- ***Inventory of Regional Transportation Infrastructure:*** NRPC will continue to collect and maintain GIS location and attribute information on transportation assets in the region to support general transportation planning, performance-based planning, and the traffic model. These data layers may include, but are not limited to:
  - Road network infrastructure and input files associated with transportation modeling including friction factors, network delineation, and incorporation of ground counts.
  - Comprehensive mapping inventory of the physical and operational components of the public transit system in the MPO region.
  - Active transportation infrastructure (sidewalk, trails and paths, crosswalks, signals, etc.).
  - Road facilities assets such as intelligent transportation system (ITS) infrastructure and stormwater infrastructure.

- ***Transportation System Operational and Safety Data:*** NPRC will continue to gauge the utilization and safety performance of the regional transportation system by supporting data development and/or compilation in the areas of:
  - Highway performance monitoring system traffic counts combined with other network volume information.
  - NHDOT Crash statistics and other safety measures.

- ***Regional Land Use Monitoring Data:*** NRPC will continue to track regional growth patterns and update land use files to support general transportation planning and the traffic model. Specifically, the following conditions will be characterized in GIS, at a point, parcel, or traffic analysis zone (TAZ) level of geography:
  - Any new residential, commercial, and industrial development.
  - Environmental features (wetlands, habitat, flood plains, etc.).
  - Updating and digitizing datasets on the elevation and other characteristics of roads, highways, bridges, etc.
  - Restrictions on use (zoning, conservation easements, etc.).
  - Historical, archeological, and other cultural resources for use in the model and other transportation projects.

- ***Demographic and Socioeconomic Conditions:*** NRPC will incorporate GIS datasets relative to the current and future population in order to reflect changing demands on the transportation system and to help prioritize investment. Examples of such datasets may include, but are not limited to:
  - Current and projected demographics on the general population and vulnerable population groups.

- Estimates of current and projected socioeconomic conditions in the NRPC including small-area employment estimates.

Task 403 – Anticipated Outcomes:

- Maintenance and updates of analytical transportation and land-use planning projects database that includes network level plans, air quality, energy, and transit.
- Annual review of transit system with updates to ridership statistics and reference maps as needed.
- GIS maps, applications, data, and reports illustrating spatial and/or attribute information, including but not limited to street inventory, traffic data, Travel Demand Model data, crash analyses, environmental and historic resources, and roadway functional classification.
- Spatial data analysis to support MPO performance measurement development, assessment, and reporting.
- Up to two local build-out analysis updates per year with an accompanying annual review and update of regional build-out analysis, as needed.
- Biennial updates to employment density maps.
- GPS and field data collection on trails and/or other active transportation systems.
- Maps of community key destinations and assets and their proximity to housing that enhance access to opportunity for residents.
- Maps of trails, sidewalks, parks, and recreation facilities to identify opportunities to access natural resources and open space and identify those within walking distance of homes and schools.
- Pedestrian infrastructure inventory and evaluation for up to one community per year.
- Culvert inventory and evaluation of transportation infrastructure vulnerability to failure for up to one community per year.

TASK 404 Demographics

Demographics Data: NRPC GIS staff will maintain and continue to develop a full set of demographic data to support all transportation planning purposes. Data from the 2020 Census, American Community Survey, and other sources will be compiled and maintained for staff and community use. Up to date data sets of employment by North American Industrial Class System and number of employees will also be maintained. NRPC will also analyze demographic data related to planning and project activities to ensure Environmental Justice requirements are met.

Task 404 – Anticipated Outcomes:

- Updates to data sets and mapping analyzing the regional demographic profile.
- Updates to core set of up-to-date ACS data points supporting general transportation planning activities.

- Updates to data in support of Title VI and Environmental Justice requirements, including revision to the Title VI complaint process consistent with FHWA guidance and in coordination with NHDOT's Office of Federal Compliance (OFC) Addresses Recommendation of the 2019 TMA.
- Analysis of updates to the ACS Journey to Work Data.
- Participate in Census 2020 UZA boundary smoothing and adjustments to highway functional classification.
- Analysis of other Census Data Products as available and needed.

TASK 405 Equipment and Supplies

Traffic Counting Program Support: The purchase of equipment to support the traffic counting program will be undertaken, including repairing/replacing automatic traffic recorders, purchase of road tubes, batteries, spikes, and tape. Staff will also research new and emerging traffic counting technologies including video and Artificial Intelligence technologies. Purchase of NPRMRDS analytics tools and enhanced coverage area. Potential purchase of origin-destination data for traffic model development.

NPMRDS (National Performance Management Research Data Set) Data Set: The four MPOs partner in the purchase of enhanced tools for analysis of NPMRDS vehicle probe-based travel time, as well as extended coverage areas.

Task 405 – Anticipated Outcomes:

- Maintenance of automatic traffic counting equipment in good working order.
- Purchase of new traffic counters when necessary, including new technologies such as video and Artificial Intelligence.
- Research Maintain inventory of traffic count supplies.
- Maintenance and replacement of other UPWP equipment.
- Purchase NPMRDS enhanced analytical tools and extended data coverage area.
- Origin-destination dataset (TBD)
- Purchase additional bike-ped counting machines.

TASK 406 Travel Demand Model

Regional Forecasts of Population and Employment: NRPC is required under federal mandate to plan for a minimum 20-year time horizon in its transportation planning products. This is accomplished by basing all NRPC regional plans on a consistent set of population and employment forecasts that are developed and adopted every ten years. NRPC utilizes a shift share methodology to forecast regional employment growth and a cohort survival method to forecast population changes.

Model Maintenance and Enhancements: The NRPC travel demand model underwent a significant update in late 2022 – early 2023 and was recalibrated with 2020 Census data and more recent employment data. Staff will continue to check the network for attribute information that is in error or needs revision. NRPC will continue efforts with the other NH MPOs to investigate the potential for developing an interregional travel demand model for southern NH. This will include working with

NHDOT to implement a household travel survey or alternative data source that will provide updated model inputs to trip generation and distribution. Model User Group meetings to guide the process will be held periodically if this effort moves forward.

Travel Model Applications: The pending update of the MTP in 2023 may utilize a revised future forecast year for 2045. Consequently, travel demand modeling for a new analysis year will not be required but changes to demographic and employment forecasts will likely result in a new 2045 forecast. The addition of long-range projects will result in an updated Build scenario for modeling. NRPC will also utilize the travel model as requested by local communities for testing project alternatives, as well as for testing on land use development and regional growth scenarios.

Task 406 – Anticipated Outcomes:

- Review and update of population and employment forecasts.
- Continue calibration of highway assignments through modifying free flow speeds to replicate uncongested time period speeds and capacities to match congested period speeds.
- Updated model inputs obtained through surveys or other means.
- Meetings and communications with MPO Model User Group.
- Updated users guide and technical documentation. **Addresses Recommendation of the 2019 TMA.**
- Model application for MTP Update
- Potential efforts to develop Southern NH travel model integrating all MPO regional models.

TASK 407 Memberships, Subscriptions and Professional Costs

Memberships, subscriptions, and professional costs: NRPC staff may participate in professional memberships or subscriptions related to transportation planning in order to stay current on regulations and planning practices, advance technical, professional and outreach skills, and participate in knowledge sharing with peers. Current and future memberships, subscriptions and professional costs do or could include:

- APA: American Planners Association (annual membership, transportation portion only)
- NHPA: New Hampshire Planners Association (annual membership)
- NNECAPA: Northern New England Chapter of the American Planning Association (annual membership)
- NADO: National Association of Development Organizations (annual membership, transportation portion only)
- NARC: National Association of Regional Councils (annual membership, transportation portion only)
- NEPTA: Northeast Passenger Transportation Association
- URISA: Urban and Regional Information Systems Association
- Institute of Transportation Engineers ITE Trip and Parking Generation Manuals ,

Task 407 – Anticipated Outcomes:

- Participation in memberships and/or subscriptions related to transportation planning.

ESTIMATED COST FOR TASK 400	FY 2024	FY 2025
PLAN SUPPORT (DATA, MODELLING, GIS)	$369,500	$369,500

CATEGORY 500 - TECHNICAL ASSISTANCE AND TRANSIT SUPPORT

Purpose: The purpose of this work category is to provide technical assistance to integrate transportation, land use, and environmental planning techniques within the Nashua region. With reductions in funding for transportation improvements at the federal and state level it is increasingly clear that the NRPC cannot expect the construction of major new facilities to serve increased transportation needs. As a result, NRPC, the municipalities of the region, and public transit providers must work together to plan land use patterns that reduce dependence on private automobiles as the primary transportation mode and to improve the efficiency of the transportation system. Work tasks under this category will assist communities with coordinating both transportation and land use systems to successfully guide development and address issues such as automobile dependency and development patterns which hinder the implementation of a multi-modal transportation system.

Any sub-agreement in a contract between NRPC and its member communities that proposes to utilize UPWP funds in the execution of tasks must be reviewed and approved by NHDOT prior to execution of the contract. This would apply to conducting transportation chapters of Master Plans or any other transportation-related services that are provided in a contractual arrangement between NRPC and its municipalities.

TASK 501 Local and Regional Assistance

Technical Planning Assistance: Upon request by local officials, NRPC will provide technical assistance for local transportation planning needs. Information and minor assistance by phone, letter, or attendance at meetings to address transportation needs of member communities. Technical assistance will be provided to communities on a variety of transportation and land use issues such as, but not limited to, freight planning, access management, corridor management, driveway regulations, scenic road process and designation, subdivision road layout, transportation demand management, etc. Review of traffic impacts of local developments and developments of regional impact are conducted at the request of NRPC communities. Staff provide updated transportation chapters to municipal master plans as these documents are being revised.

Additional Traffic Data Collection: Staff will perform 24-hour automatic traffic recorder counts per NRPC established schedule for trend analysis and for local master plan updates. This may involve the development of traffic count location maps. Peak hour turning movement counts and capacity analysis at intersections may be conducted for local planning studies. NRPC will maintain a traffic count location GIS database and associated maps. Signal warrant studies, speed studies, crash data analysis and calculation of local trip generation rates are other types of local assistance provided. Staff will perform

data tabulation to work toward the development of regional truck trip tables for input to the traffic assignment module of the regional model.

Data Accessibility: NRPC provides online application services to support community and public stakeholder needs in viewing, analysis, and download of planning data. These tools are suitable for both lay and technical audiences and support education, outreach, and local technical assistance projects. Access to NRPC data also prompts stakeholders to provide feedback on data elements that leads to correction and continual quality improvement.

Task 501 – Anticipated Outcomes:

- Technical transportation and land use research, assistance and support to communities as requested.
- Comment letters on traffic impact analyses related to site plans, subdivisions, and developments of regional impact.
- Update and review of local Master Plan chapters and data.
- Up-to-date online GIS, traffic count, and transportation project data viewing, download, and direct-connect services.
- Community requested traffic data collection and analysis: ATR counts, TMCs, intersection (Synchro) analysis, speed studies, crash data analysis, as requested.
- Publishing of Local Trip Generation Rates to supplement the ITE Trip Generation Manual.
- Publication of educational material to support the transportation/land use connection and USDOT, EPA and HUD Livability Principles.
- Develop estimates of truck generation rates at activity centers.
- Identify truck origin-destination truck trip patterns, dependent on data availability.
- Obtain local municipality perspectives on freight planning needs.
- Transportation Demand Management data collection and analysis that support the reduction of vehicle use. These may include surveys of employers or the public, analysis of ACS data, and calculation of VMT and associated savings from implementation of employee incentives. Participation in the CommuteSmart New Hampshire group to encourage employer trip reduction programs.

TASK 502 Statewide Assistance

Statewide Planning Assistance: NRPC routinely provides technical assistance for projects, plans, and committees that affect transportation decisions at the State level. NRPC will work with NHDOT to provide data and analysis for development of transportation projects.

Task 502 – Anticipated Outcomes:

- Technical transportation and land use research, assistance, and support to NHDOT planning initiatives.
- Technical memos, analyses and presentations on transportation and land use strategies that address State level needs.

- Formation of technical committees to work on specific state level issues that impact the region.
- Review of state level transportation plans and data.
- Participation in DOT initiatives such as LEAN Review and project cost estimation review committee.
- Travel demand model analysis upon requests.
- Traffic data collection and analysis: ATR counts and TMCs upon request.
- Support statewide GIS advisory, planning and coordination initiatives.
- Participation in monthly meeting of the Statewide Coordinating Council (SCC) and technical memos and presentations in support of the SCC.

TASK 503 Local Public Agency Program Support

This task will support efforts aimed at assisting constituent communities in applying for or managing federal funding programs and grant funds.

Transportation Alternatives and Congestion Mitigation Air Quality: NRPC will fully participate in the administration of the Transportation Alternatives Program (TAP) and Congestion Mitigation Air Quality (CMAQ) programs managed by the New Hampshire Department of Transportation. NRPC will review program guidelines, project requirements and eligibility, and project scoring criteria. NRPC will maintain a project ranking and scoring process at the regional level that is compatible with the NHDOT process and requirements. NRPC will provide technical assistance to member communities in the development of TAP and CMAQ applications. NRPC will also participate in the Scenic By-Ways program where applicable.

Highway Safety Improvement Program (HSIP): NRPC will coordinate with the NHDOT HSIP program manager to identify potential project(s) based on the NRPC regional Highway Safety Plan and Safety Analyst Software maintained by NHDOT. This may include the participation in the Road Safety Audit (RSA) program as applicable.

Other Funding Sources: NRPC staff will actively coordinate with the Bureau of Planning and Community Assistance to increase awareness and understanding of any other funding sources as they become available.

Task 503 – Anticipated Outcomes:

- Review of program guidance and criteria for the TAP and CMAQ programs.
- Technical assistance for application development and presentation materials for communities applying for grant funds under the CMAQ and TAP Programs.
- Development of regional project scoring and ranking criteria for CMAQ and TAP.
- Completion of air quality analyses for the CMAQ program.
- Traffic data collection and technical assistance to support Road Safety Audit application development.
- Educational materials and technical support for other state funding programs as needed.

- Participation on project review committees as requested.

TASK 504 Special Projects

This task serves as a placeholder for conducting special transportation projects in the region with the concurrence of the NHDOT. These projects require a separate work scope and budget approved by NHDOT and apply to major study efforts which exceed the usual level of support and assistance provided by the MPO staff.

Task 504 – Anticipated Outcomes

- Additional local and regional projects funded through the UPWP under separate work scope and budget approved by NHDOT.

TASK 505 Regional Coordinating Council (RCC)

Facilitate the Regional Coordinating Council (RCC): NRPC completed an update to the Locally Coordinated Transportation Plan for the Greater Nashua and Milford Area (LCTP) which was adopted on April 15, 2020. The plan was developed through a process that included representatives of public, private and non-profit transportation providers, and public, private, and non-profit human service providers. The LCTP meets federal requirements allowing the distribution of FTA funds to human service Transit Providers throughout the NRPC region. NRPC will continue to maintain the LCTP and an update is anticipated in 2025.

The Nashua Regional Planning Commission will provide Mobility Management services and will continue working with its human service partners towards regional and statewide coordination of human service-oriented transportation network in the region. This includes efforts to support and expand a coordinated client-centered regional community transportation network to meet the current and evolving transportation needs of all transit-dependent individuals living within the region. This work is done within the context of the Metropolitan Planning Organization initiatives defined by the Nashua Regional Planning Commission and the statewide initiatives defined by the State Coordinating Council for Community Transportation in collaboration with the NH Department of Transportation.

NRPC staff will function as the staff of the RCC to coordinate regional efforts with the state human service transit planning process and implementing stated goals of the LCTP. NRPC will monitor human service-oriented transit planning efforts at the state and regional level and work closely with officials from the NHDOT. NRPC staff will also provide support and grant writing assistance to human service transit providers to allow access to FTA funding sources. The result of this effort will be more cost-effective service delivery; increased capacity to serve unmet needs; improved quality of service; and services which are more easily understood and accessed by riders. NRPC will continue to attend area agencies meetings; sponsor transportation coordination forum(s), and work with the social service agencies on coordination efforts.

Planning Assistance to Souhegan Valley Transit Collaborative (SVTC): NRPC staff will continue to support the SVTC expansion efforts. NRPC will provide basic transit planning assistance to SVTC including

interpretation of FTA funding requirements and applying for additional funding to implement the goals and objectives of the SVTC Strategic Plan.

Task 505 – Anticipated Outcomes:

- Provide Mobility Management services.
- Facilitation of the Region 7 Coordinating Council meetings.
- Identification of service improvements through strategic planning activities with the RCC.
- Technical memos and presentations in support of the Region 7 Coordinating Council.

TASK 506 Transit Assistance

Planning and Technical Assistance to NTS: NRPC staff will continue to work with NTS to update route and ridership data. NRPC will continue to conduct data collection efforts to address changes to the service and routes, solicit rider opinions and assist in the development of transit policies and programs. NRPC will maintain a current transit route map and provide route modification maps at the request of Nashua Transit System staff. NRPC will also maintain the NTS Ride Guide and produce outreach materials to encourage use of the transit system. Staff will maintain the ridership prediction model and use it to assist NTS in its efforts to expand fixed route service throughout the region.

NRPC will assist NTS in the update of its Transit Asset Management (TAM) Plan, in accordance with FTA's National Transit Asset Management System Rule. NRPC will also continue to assist in split/share negotiations of the Nashua UZA allocation of FTA 5307 funds.

Passenger Rail Service Planning: NRPC will support planning analyses for passenger rail service between Lowell, MA, and Nashua. In addition, NRPC will work with federal state and local agencies to evaluate the next steps recommended in the Capitol Corridor Project by providing technical planning services and data in support of the NH Capitol Corridor Initiative. Further NRPC will:

1. Work with City of Nashua Community Development Department, NHDOT, Boston Express, NTS, Northern Middlesex Council of Governments and CSX Railroad to coordinate all aspects of the passenger rail project including development activities for the station sites, providing technical information to support legislation, and technical planning.
2. Coordinate with local regional and state level stakeholders for the proposed extension to Manchester and Concord including The Nashua Rail Transit Committee, the towns of Merrimack, City of Manchester, Manchester Airport, the Greater Manchester Chamber of Commerce, and Southern New Hampshire Planning Commission.
3. Provide public information on the future of passenger rail in the region. This will include maintaining and updating the NRPC website with the most up to date project information.

Regionalization of Transit Service: NRPC will coordinate with NTS, NHDOT, neighboring transit providers and MPOs to develop a coordinated approach to regionalizing transit service across the Region. Previous work includes the update of the Regional Transit Plan in 2016, the 2019 Nashua Region Transit Expansion Feasibility Study and the Nashua Interregional Transit Expansion Study that was

completed in June 2021. These studies reflect trends in ridership and service and identifies a full program of recommendations for improvements to transit service within and beyond the region. NRPC will continue work with Nashua Transit System, the municipalities of the region, the NHDOT and Massachusetts MPOs on the implementation of service alternatives. In addition, NRPC will work with NHDOT, surrounding regions and private providers on the expansion of inter-city transit.

Task 506 – Anticipated Outcomes:

- Updated Transit Asset Management Plan in cooperation with NTS.
- Conduct passenger surveys and data analysis as warranted to support transit planning.
- Update NTS route maps for service modifications; maintenance of NTS Ride Guide and other outreach materials, as requested.
- Participation in NTS staff meetings.
- Ridership estimates for potential transit service extensions or enhancements.
- Technical memos addressing transit planning and ridership trends.
- Developing information to keep the public informed of the project status.
- Assist in implementation of service alternatives proposed in previous transit studies.
- Attend Nashua Rail Committee meetings.
- Monitor NH Transit Association (NHTA) activities.

ESTIMATED COST FOR TASK 500	FY 2024	FY 2025
TECHNICAL ASSISTANCE & TRANSIT SUPPORT	$298,000	$298,000

CATEGORY 600 – NASHUA TRANSIT SYSTEM COMPREHENSIVE PLAN UPDATE AND GREATER NASHUA-MILFORD LOCALLY COORDINATED PLAN UPDATE

Purpose: This activity will result in a simultaneous update of the Nashua Transit System (NTS) comprehensive plan and the greater Nashua-Milford Locally Coordinated Transportation Plan.

There is considerable overlap in the planning process, public outreach, and data needs for developing the two plans and it is reasonable to consolidate the effort.

The NTS Comprehensive Plan and the Locally Coordinated Transportation Plan represent the backbone of public transportation planning and community transportation planning in the region. They are therefore vital to an integrated customer-centric system of safe, reliable, and sustainable transportation options that allow residents to maintain independence and participate in work and community life no matter their age or ability, and that supports the changing needs of our communities.

The NTS Comprehensive Plan was developed in 2016 by NRPC. The Plan provided a thorough assessment of existing (at the time) NTS services and technologies as well as a vison and associated goals for the 10-year planning horizon. The Plan has provided important guidance towards improving public transit service in the City of Nashua and it is now approaching the outer years of its planning horizon.

Federal transit law requires that projects selected for funding under the Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310) Program be included in a locally developed, coordinated public transit-human services transportation plan (LCTP). Additionally, the plan must be updated every five years. The current LCTP was adopted in April 2020 and an update is required to be completed in 2025.

The FTA Section 5310 Program provides a vital source of funding for public transportation and community transportation in the Nashua RCC region. The Souhegan Valley Rides/NTS Blue Bus demand response service, assisting residents in six communities in the region, is eligible for up to 80% of its operating costs to be funded through the program with the remaining 20% coming from non-Federal funding sources.

Additionally, the Nashua Transit System (NTS) relies on the FTA Section 5310 program to fund traditional and non-traditional 5310 projects for improving the mobility of seniors and individuals with disabilities residing within the City of Nashua.

The public outreach and data analysis for this project will occur simultaneously and support both plans. The deliverables for this project will include separate, stand-alone LCTP and NTS Comprehensive plans.

Project Deliverables

- Locally Coordinated Transportation plan for the Greater Nashua-Milford Region that includes a description of existing conditions, data analysis, evaluation of identified gaps in service, and a list of prioritized projects with corresponding operating and capital costs.
- Comprehensive (Strategic) Plan for the Nashua Transit System that includes inventories of existing facilities and services, data analysis, service gaps, proposed service expansion, and capital needs, project prioritization, and corresponding operating and capital costs.

PROJECT COST (FY 2024-2025)	**$85,500**

ESTIMATED COST FOR TASK 600	FY 2024	FY 2025
NTS COMPREHENSIVE PLAN UPDATE & GREATER NASHUA LCTP UPDATE	$42,750	$42,750

OTHER FEDERALLY FUNDED OR REGIONALLY SIGNIFICANT PLANNING STUDIES

The Nashua Regional Planning Commission engages in additional federally funded transportation planning initiatives that are not funded through the metropolitan planning process. Typical planning activities include plan development, corridor studies and access management studies funded through special planning and research funds; transit planning through sources such as Federal Transit Administration Section 5310 funding; and transportation and land use studies funded through designated federal funds.

Souhegan Valley Transportation Collaborative – FTA 5310 Purchase of Service

NRPC will serve as a fiscal agent for the Souhegan Valley Transportation Collaborative (SVTC). The Souhegan Valley Transportation Collaborative (SVTC) is a cooperative effort between participating

communities (Amherst, Brookline, Hollis, Milford, Mont Vernon, and Wilton) to provide affordable, handicapped accessible transportation to area residents. The principal service, known as Souhegan Valley Rides, is a demand response, curb-to-curb transportation service using handicap accessible, low-floor ramp style 14 seat mini-buses (including 2 wheelchair spaces). The buses, drivers and call center operations are subcontracted from the Nashua Transit System (NTS).

The bus service provides rides for non-emergency transportation within the six participating towns to and from Nashua. Rides are available for healthcare related appointments, including medical appointments, outpatient therapy, counseling, laboratory visits, pharmacy pickups and dialysis as well as to social service agencies such as SHARE Outreach, DHHS, SSA and Employment Security. In July 2011, FTA 5310 program funding enabled SVTC to increase service availability from 3 days per week (8:00AM to 4:00PM) to 5 days per week (8:00AM to 6:00PM). Additionally, the service was expanded to include rides for senior activity centers, town facilities and local libraries, and local dining locations sponsored by St Joseph Community Services. Rides are also available three days per week for shopping at four major shopping destinations in Amherst, Milford, and Nashua.

SVTC uses Federal Transit Administration (FTA) 5310 funds to:

- Continue providing service 5 days per week (Monday through Friday) to six communities.
- Continue service availability 10 hours per day (8:00AM to 6:00PM)
- Maintain flexibility to modify the number or types of ride destinations available through the service based on passenger demand and community needs.

PROJECT COST (FY 2024-2025) **$464,600**

ESTIMATED COST FOR FTA 5310	FY 2024	FY 2025
	$232,300	$232,300

Safe Streets and Roads for All (SS4A) Grant

NRPC is partnering with Rockingham, Southern NH, and Strafford Regional Planning commissions to cooperatively develop Safety Action Plans for each of the four MPOs. This project is funded through a grant from the US Department of Transportation Office of the Secretary of Transportation Safe Streets and Roads for All (SS4A) Safety Action Plan grant. The intent is to complete this project by Summer 2024 to enable the communities in the four MPO regions to apply directly for implementation grants under the SS4A program in Round 3 of funding. Rockingham Planning Commission will be utilizing $25,000 of the grant for administration and management and the remainder will be utilized to hire a consulting team to develop the work products. NRPC staff time working on the Safety Action Plan will be incorporated into the NRPC Metropolitan Transportation Plan (MTP) development (Task 208).

NRPC PROJECT COST (FY 2024-2025) **$8,500**

ESTIMATED COST FOR SS4A Grant	FY 2024	FY 2025
FHWA SS4A Grant	$220,000	$0
Local Match	$55,000	$0

NRPC UPWP BUDGET FY 2024-2025

2024-25 Fiscal Year Budget by Task	FHWA PL/SPR + Toll Credit	FTA 5303 + Toll Credit	FTA 5305e + Toll Credit	Total Federal	NRPC Match	FY 2024-25 Total	Pct. of Budget	Breakdown by Year FY24	FY25
100 - MPO Administration and Training	**$135,108.00**	**$26,892.00**	**$0.00**	**$162,000.00**	**$18,000.00**	**$180,000.00**	**8.3%**	**$ 90,000.00**	**$ 90,000.00**
Task 101: Invoices and Accounting	$33,777.00	$6,723.00	$0.00	$40,500.00	$4,500.00	$45,000.00	2.1%	$ 22,500.00	$ 22,500.00
Task 102: MPO/TMA Program Administration	$75,060.00	$14,940.00	$0.00	$90,000.00	$10,000.00	$100,000.00	4.6%	$ 50,000.00	$ 50,000.00
Task 103: Training	$26,271.00	$5,229.00	$0.00	$31,500.00	$3,500.00	$35,000.00	1.6%	$ 17,500.00	$ 17,500.00
Task 104: Indirect Cost Adjustments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.0%	$ -	$ -
200 - Policy and Planning	**$308,046.24**	**$61,313.76**	**$0.00**	**$369,360.00**	**$41,040.00**	**$410,400.00**	**18.9%**	**$ 206,200.00**	**$ 204,200.00**
Task 201: Ten Year Plan	$60,048.00	$11,952.00	$0.00	$72,000.00	$8,000.00	$80,000.00	3.7%	$ 16,000.00	$ 64,000.00
Task 202: Planning and Environmental Linkages	$22,518.00	$4,482.00	$0.00	$27,000.00	$3,000.00	$30,000.00	1.4%	$ 15,000.00	$ 15,000.00
Task 203: Transportation Planners Collaborative	$3,903.12	$776.88	$0.00	$4,680.00	$520.00	$5,200.00	0.2%	$ 2,600.00	$ 2,600.00
Task 204: Interagency Consultation Process (ICP)	$11,259.00	$2,241.00	$0.00	$13,500.00	$1,500.00	$15,000.00	0.7%	$ 7,500.00	$ 7,500.00
Task 205: Transportation Improvement Program	$37,530.00	$7,470.00	$0.00	$45,000.00	$5,000.00	$50,000.00	2.3%	$ 25,000.00	$ 25,000.00
Task 206: Congestion Management Process	$37,530.00	$7,470.00	$0.00	$45,000.00	$5,000.00	$50,000.00	2.3%	$ 25,000.00	$ 25,000.00
Task 207: Intelligent Transportation System	$30,024.00	$5,976.00	$0.00	$36,000.00	$4,000.00	$40,000.00	1.8%	$ 20,000.00	$ 20,000.00
Task 208: Metropolitan Transportation Plan	$37,530.00	$7,470.00	$0.00	$45,000.00	$5,000.00	$50,000.00	2.3%	$ 50,000.00	$ -
Task 209: Transportation Air Quality Conformity	$3,753.00	$747.00	$0.00	$4,500.00	$500.00	$5,000.00	0.2%	$ 2,500.00	$ 2,500.00
Task 210: State Long Range Transportation Plan	$3,903.12	$776.88	$0.00	$4,680.00	$520.00	$5,200.00	0.2%	$ 2,600.00	$ 2,600.00
Task 211: Bicycle and Pedestrian Planning	$60,048.00	$11,952.00	$0.00	$72,000.00	$8,000.00	$80,000.00	3.7%	$ 40,000.00	$ 40,000.00
300 - Public Involvement and Coordination	**$124,758.43**	**$24,832.01**	**$0.00**	**$149,590.44**	**$16,621.16**	**$166,211.60**	**7.6%**	**$ 93,105.80**	**$ 73,105.80**
Task 301: Transportation Technical Advisory Comm	$34,686.43	$6,904.01	$0.00	$41,590.44	$4,621.15	$46,211.60	2.1%	$ 23,105.80	$ 23,105.80
Task 302: Committee Meetings	$22,518.00	$4,482.00	$0.00	$27,000.00	$3,000.00	$30,000.00	1.4%	$ 15,000.00	$ 15,000.00
Task 303: Public Participation Plan	$15,012.00	$2,988.00	$0.00	$18,000.00	$2,000.00	$20,000.00	0.9%	$ 20,000.00	$ -
Task 304: Public Outreach	$30,024.00	$5,976.00	$0.00	$36,000.00	$4,000.00	$40,000.00	1.8%	$ 20,000.00	$ 20,000.00
Task 305: MPO/TMA Policy Committee Meetings	$22,518.00	$4,482.00	$0.00	$27,000.00	$3,000.00	$30,000.00	1.4%	$ 15,000.00	$ 15,000.00
400 - Plan Support (Data, Modeling, GIS)	**$555,299.46**	**$109,800.54**	**$0.00**	**$665,100.00**	**$73,900.00**	**$739,000.00**	**33.9%**	**$ 369,500.00**	**$ 369,500.00**
Task 401: Traffic Count Program	$67,554.00	$13,446.00	$0.00	$81,000.00	$9,000.00	$90,000.00	4.1%	$ 45,000.00	$ 45,000.00
Task 402: SADES Inventory	$60,048.00	$11,952.00	$0.00	$72,000.00	$8,000.00	$80,000.00	3.7%	$ 40,000.00	$ 40,000.00
Task 403: Geographic Information System	$270,216.00	$53,784.00	$0.00	$324,000.00	$36,000.00	$360,000.00	16.5%	$ 180,000.00	$ 180,000.00
Task 404: Demographics	$33,026.40	$6,573.60	$0.00	$39,600.00	$4,400.00	$44,000.00	2.0%	$ 22,000.00	$ 22,000.00
Task 405: Equipment and Supplies	$75,060.00	$14,940.00	$0.00	$90,000.00	$10,000.00	$100,000.00	4.6%	$ 50,000.00	$ 50,000.00
Task 406: Regional Transportation Model	$45,036.00	$8,964.00	$0.00	$54,000.00	$6,000.00	$60,000.00	2.8%	$ 30,000.00	$ 30,000.00
Task 407: Memberships, Subscriptions, Prof. Costs	$4,359.06	$140.94	$0.00	$4,500.00	$500.00	$5,000.00	0.2%	$ 2,500.00	$ 2,500.00
500 - Technical Assistance and Transit Support	**$447,357.60**	**$89,042.40**	**$0.00**	**$536,400.00**	**$59,600.00**	**$596,000.00**	**27.4%**	**$ 298,000.00**	**$ 298,000.00**
Task 501: Local and Regional Assistance	$127,602.00	$25,398.00	$0.00	$153,000.00	$17,000.00	$170,000.00	7.8%	$ 85,000.00	$ 85,000.00
Task 502: Statewide Assistance	$15,012.00	$2,988.00	$0.00	$18,000.00	$2,000.00	$20,000.00	0.9%	$ 10,000.00	$ 10,000.00
Task 503: Local Public Agency Program Support	$15,012.00	$2,988.00	$0.00	$18,000.00	$2,000.00	$20,000.00	0.9%	$ 10,000.00	$ 10,000.00
Task 504: Special Projects	$60,048.00	$11,952.00	$0.00	$72,000.00	$8,000.00	$80,000.00	3.7%	$ 40,000.00	$ 40,000.00
Task 505: Regional Coordinating Council (RCC)	$154,623.60	$30,776.40	$0.00	$185,400.00	$20,600.00	$206,000.00	9.5%	$ 103,000.00	$ 103,000.00
Task 506: Transit Assistance	$75,060.00	$14,940.00	$0.00	$90,000.00	$10,000.00	$100,000.00	4.6%	$ 50,000.00	$ 50,000.00
600 - NTS Comp Plan & Nashua Region LCTP	**$0.00**	**$0.00**	**$68,400.00**	**$68,400.00**	**$17,100.00**	**$85,500.00**	**3.9%**	**$ 42,750.00**	**$ 42,750.00**
Task 601: NTS Comp Plan & Nashua Region LCTP	$0.00	$0.00	$68,400.00	$68,400.00	$17,100.00	$85,500.00	3.9%	$ 42,750.00	$ 42,750.00
Total FY 2024-2025	**$1,570,569.73**	**$311,880.71**	**$68,400.00**	**$1,950,850.44**	**$226,261.16**	**$2,177,111.60**	**100%**	**$ 1,099,555.80**	**$ 1,077,555.80**

NRPC FY 2024 - 2025 UPWP Program Schedule

		Fiscal Year 2024												Fiscal Year 2025											
		2023						2024						2025											
UPWP CATEGORY		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100 - MPO Administration and Training																									
TASK 101	Invoices and Accounting				Audit												Audit								
TASK 102	MPO Program Administation		UPWP Performance Report												MOU				FY 24-25 UPWP						
TASK 103	Training																								
TASK 104	Indirect Cost Adjustments	Not Applicable																							
200 - Policy and Planning																									
TASK 201	Ten Year Plan				GACIT Hearings							TYP Project Submissions				Score/Rank Projects			NHDOT Review			Adopt			
TASK 202	Land Use and Environmental Linkages																								
TASK 203	Transportation Planners Collaborative																								
TASK 204	Interagency Consultation Process																								
TASK 205	Transportation Improvement Program																		2025-2028 TIP Development						
						Oblig Proj List												Oblig Proj List							
TASK 206	Congestion Management Process																								
TASK 207	Intelligent Transportation Systems										Update Intelligent Transportation Systems Plan														
TASK 208	Metropolitan Transportation Plan		Develop & Adopt MTP																						
TASK 209	Transportation Air Quality Conformity																								
TASK 210	Statewide Transportation Plan																								
TASK 211	Bicycle and Pedestrian Planning																								
TASK 212	Freight Planning																								
300 - Public Involvement and Coordination																									
TASK 301	Transportation Technical Advisory Comm																								
TASK 302	Committee Meetings																								
TASK 303	Public Participation Plan																								
TASK 304	Public Outreach																								
TASK 305	MPO/TMA Policy Committee Meetings																								
400 - Plan Support (Data, Modeling, GIS)																									
TASK 401	Traffic Count Program		2023 Counts										2024 Counts											2025 Counts	
TASK 402	SADES Inventory											SADES/RSMS Projects													
TASK 403	Geographic Information System																								
TASK 404	Demographics																								
TASK 405	Equipment and Supplies																								
TASK 406	Travel Demand Model																								
Task 407	Memberships, Subscriptions, Prof Costs																								
500 - Technical Assistance and Support																									
TASK 501	Local and Regional Assistance																								
TASK 502	Statewide Assistance																								
TASK 503	Local Public Agency Program Support																								
TASK 504	Special Projects												TBD												
TASK 505	Community Transportation (RCC/SCC)																								
TASK 506	Transit Assistance																								
TASK 507	Transportation Demand Management																								

ACTICLE I

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 $2,177,111.00, 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 $2,177,111.00 fee, approximately 90% ($1,959,400.00) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% ($217,711.00) from the Nashua Regional Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the $1,959,400.00 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 30 Temple Street, Suite 310, Nashua, 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. REVISIONS TO REPORTS, PLANS OR DOCUMENTS

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

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.

2. Claims and Indemnification

a. Non-Professional Liability Indemnification

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

b. Professional Liability Indemnification

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

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

3. Insurance

a. Required Coverage

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

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

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

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

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

b. Proof of Insurance

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

4. No Third-Party Rights

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

5. Construction of AGREEMENT

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

K. AGREEMENT MODIFICATION

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

L. EXTENSION OF COMPLETION DATE(S)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IV

N. DISADVANTAGED BUSINESS ENTERPRISE POLICY AGREEMENT REQUIREMENTS

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

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

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

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

The CONSULTANT X proposed subconsultant ____hereby certifies that it has X, has not____ developed and has on file affirmative action programs pursuant to 41 CFR 60-1, that it has X, has not___ , participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 11246 and that it has 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.

Nashua Regional Planning Commission
(Company)

By: Jay Minkarah

Executive Director
(Title)

Date: April 7, 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 **Nashua Regional Planning Commission**, and that neither I nor the above firm I here represent has:

(a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this Contract,

(b) agreed, as an express or implied condition for obtaining this Contract, to employ or retain the services of any firm or person in connection with carrying out the Contract, or

(c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the Contract:

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

except as here expressly stated (if any):

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

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

April 7, 2023
(Date)

(Signature)

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

(SEAL)

Consultant

CONSULTANT

Dated: **April 7, 2023** By: _____
Executive Director

Department of Transportation

THE STATE OF NEW HAMPSHIRE

Dated: May 9, 2023 By: _____
Asst 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

NON-DISCRIMINATION ASSURANCES

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

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

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

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

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

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

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

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

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

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

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

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

Signature_____ Date: **April 7, 2023**

Name/Title **Jay Minkarah, 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.

NRPC Certificate of Good Standing

This provision does not apply. In accordance with NH-RSA 36:49-a, the Nashua Regional Planning Commission (NRPC) is a political subdivision of the State of New Hampshire

CERTIFICATE OF VOTE

I, **Jim Battis, Treasurer** (Secretary/Treasurer, position) of the **Nashua Regional Planning Commission**, do hereby certify that at a meeting held on **June 16, 2021**:

1. I am the duly elected and acting **Treasurer** of the **Nashua Regional Planning Commission** a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53);
2. The **Nashua Regional Planning Commission** Executive Committee authorized the Executive Director, **Jay Minkarah**, 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 **Treasurer** of the **Nashua Regional Planning Commission** on this **7th** day of **April, 2023**.

Jim Battis, Treasurer
(name, position)

STATE OF NEW HAMPSHIRE
County of Hillsborough

On this **7th** day of **April, 2023**, before me **Jessica L. Johnson**, the undersigned officer, personally appeared, **Jim Battis**, who acknowledged him/herself to be the **Treasurer** of the **Nashua Regional Planning Commission** and that he/she, as such **Tresurer**, 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.

Jessica L. Johnson
Notary Public, ~~Justice of the~~ Peace
(Official Seal)

JESSICA L. JOHNSON
MY COMM. EXPIRES
NOTARY
PUBLIC
12-22-2026
NEW HAMPSHIRE

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:*
Nashua Regional Planning Commission 30 Temple Street Suite 310 Nashua, NH 03060	519	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*	
X	**General Liability (Occurrence Form)**	7/1/2022	7/1/2023	Each Occurrence	$ 1,000,000
	Professional Liability (describe)	7/1/2023	7/1/2024	General Aggregate	$ 2,000,000
	☐ Claims Made ☐ Occurrence			Fire Damage (Any one fire)	
				Med Exp (Any one person)	
	Automobile Liability Deductible Comp and Coll:			Combined Single Limit (Each Accident)	
	Any auto			Aggregate	
	Workers' Compensation & Employers' Liability			Statutory	
				Each Accident	
				Disease – Each Employee	
				Disease – Policy Limit	
	Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: In regard to the Grant. The certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered. Pollution and hazardous waste related liabilities, expenses and claims are excluded from coverage in the coverage document.

CERTIFICATE HOLDER:	X	**Additional Covered Party**		**Loss Payee**	**Primex³ – NH Public Risk Management Exchange**
					By: *Mary Beth Purcell*
State of New Hampshire Department of Transportation 7 Hazen Dr Concord, NH 03301					**Date:** 5/1/2023 mpurcell@nhprimex.org Please direct inquires to: **Primex³ Claims/Coverage Services** **603-225-2841 phone** **603-228-3833 fax**

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:*
Nashua Regional Planning Commission 30 Temple St, Suite 310 Nashua, NH 03060	519	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)			Each Occurrence	
	Professional Liability (describe)			General Aggregate	
	☐ Claims Made ☐ Occurrence			Fire Damage (Any one fire)	
				Med Exp (Any one person)	
X	**Automobile Liability** Deductible Comp and Coll:	7/1/2022 7/1/2023	7/1/2023 7/1/2024	Combined Single Limit (Each Accident)	$5,000,000
	Any auto			Aggregate	$5,000,000
X	**Workers' Compensation & Employers' Liability**	7/1/2022 7/1/2023	7/1/2023 7/1/2024	X Statutory	
				Each Accident	$2,000,000
				Disease – Each Employee	$2,000,000
				Disease – Policy Limit	
X	**Property (Special Risk includes Fire and Theft)**	7/1/2022 7/1/2023	7/1/2023 7/1/2024	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: $1,000

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:		Additional Covered Party		Loss Payee	Primex³ – NH Public Risk Management Exchange
					By: *Mary Beth Purcell*
State of New Hampshire Department of Transportation 7 Hazen Dr Concord, NH 03301					Date: 5/2/2023 mpurcell@nhprimex.org Please direct inquires to: **Primex³ Claims/Coverage Services** **603-225-2841 phone** **603-228-3833 fax**

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

Jay Minkarah
Executive Director, Nashua Regional Planning Commission
JayM@nashuarpc.org

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

Dear Mr. Minkarah:

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 tentative pending contract negotiations between NRPC and PCA:

NTS Comprehensive Plan & Nashua Region Locally Coordinated Transportation Plan

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%)
$85,500	$68,400	$68,400	$0	$68,400	$17,100

*Pending G&C approval of toll credit match.

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

Note that the project will be 90/10 of the 100% $85,500 (WR)

Sincerely,

Fred Butler

cc: Bill Watson & William Rose, NHDOT
Matt Waitkins, NRPC