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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

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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 Strafford Regional Planning Commission (Vendor #155570), Rochester, NH in the amount of \$1,269,130 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:

	<u>FY 2024</u>	<u>FY 2025</u>
04-096-096-962515-2944 SPR Planning Funds		
072-500574 Grants To Local Gov's-Federal	\$634,565	\$634,565

EXPLANATION

The Strafford Regional Planning Commission, a designated Metropolitan Planning Organization (MPO), contains the Urbanized Area communities of Dover and Rochester as well as surrounding towns in the southeastern region of the state. The 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 Strafford Regional Planning Commission has developed procedures for addressing transportation planning issues.

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

This contract comprises the biennium Unified Planning Work Plan (UPWP) for State Fiscal Years 2024 and 2025. As part of this program, the Strafford Regional Planning Commission will provide transportation planning and programming services and products to support state, regional, and local needs. The Strafford 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 Strafford 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 Strafford Regional Planning Commission can accomplish this work for a total fee not to exceed \$1,410,144. The funding to be used is from Federal Highway Administration (FHWA) Planning funds and local funds. The Federal portion \$1,269,130 is Federal Aid (involving Metropolitan Planning (PL), Statewide Planning & Research (SPR) funds and FTA 5305e planning funds) and Consolidated Planning Grant funds with additional \$141,014 from local funds (collected by the Strafford Regional Planning Commission to be applied towards total cost).

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

BUREAU OF PLANNING & COMMUNITY ASSISTANCE
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ARTICLE I

STRAFFORD 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 Strafford Regional Planning Commission, with principal place of business at 150 Wakefield Street, Suite 12 in the City of Rochester, State of New Hampshire, hereinafter referred to as the COMMISSION, witnesses that

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

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

ARTICLE I - DESCRIPTION OF PLANNING SERVICES TO BE RENDERED

NOW THEREFORE, in consideration of the undertakings of the parties hereinafter set forth, the DEPARTMENT hereby engages the COMMISSION, who agrees to fulfill requirements for metropolitan planning in the Strafford area as set forth in the Unified Planning Work Program (UPWP).

A. **LOCATION AND DESCRIPTION OF PROJECT**

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

B. **SCOPE OF WORK**

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

C. **MATERIAL FURNISHED BY THE DEPARTMENT OF TRANSPORTATION**

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

D. **WORK SCHEDULE AND PROGRESS REPORTS**

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

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

STRAFFORD

Metropolitan Planning Organization

Strafford Metropolitan Planning Organization

Fiscal Year 2024-2025 Unified Planning Work Program

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

April 7, 2023

STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

Barrington | Brookfield | Dover | Durham | Farmington | Lee | Madbury | Middleton | Milton | New Durham
Newmarket | Northwood | Nottingham | Rochester | Rollinsford | Somersworth | Strafford | Wakefield



Stafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2024-2025

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Strafford Regional Planning Commission & Metropolitan Planning Organization
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Endorsements

ORGANIZATION DATE OF ENDORSEMENT or ADOPTION

Strafford Metropolitan Planning Organization Technical Advisory Committee	April 7, 2023
Strafford Metropolitan Planning Organization Policy Committee	April 21, 2023
NH Department of Transportation	

Strafford Regional Planning Commission & Metropolitan Planning Organization
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List of Abbreviations

AADT	Average Annual Daily Traffic
ACS	American Community Survey
ACT	Alliance for Community Transportation
ADA	Americans with Disabilities Act of 1990
ADT	Average Daily Traffic
BIL	Bipartisan Infrastructure Law
CAAA	Clean Air Act Amendments (1990)
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation/Air Quality Program
CMP	Congestion Management Process
COAST	Cooperative Alliance for Seacoast Transportation
CTAP	Community Technical Assistance Program
CTPP	Census Transportation Planning Package
DBE	Disadvantaged Business Enterprises
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GACIT	Governor's Advisory Council on Intermodal Transportation
GIS	Geographic Information System
GPS	Global Positioning System
GSCC	Granite State Clean Cities Coalition
HPMS	Highway Performance Monitoring System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
MAP-21	Moving Ahead for Progress in the 21 st Century
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
NHDES	New Hampshire Department of Environmental Services
NHDOT	New Hampshire Department of Transportation
NHOEP	New Hampshire Office of Energy & Planning
NHARPC	New Hampshire Association of Regional Planning Commissions
PBP	Performance Based Planning

Strafford Regional Planning Commission & Metropolitan Planning Organization
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PBPP	Performance Based Planning and Programming
PL	MPO Planning Funds (administered by FHWA)
RCC	Regional Coordinating Council
RPA	Regional Planning Agency
RPC	Regional Planning Commission
PSAP	Participant-Statistical Areas Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act- A Legacy for Users
SCC	Statewide Coordinating Council
SIP	State Implementation Plan (for Air Quality Conformity)
Strafford MPO	Strafford Metropolitan Planning Organization
SMPDC	Southern Maine Planning & Development Commission
SPR	State Planning and Research Funds
SRPC	Strafford Regional Planning Commission
TAC	Technical Advisory Committee
TAZ	Transportation Analyses Zone
TDM	Transportation Demand Management
TEA-21	Transportation Equity Act for the 21 st Century
TIP	Transportation Improvement Program
TOD	Transit Oriented Development
TMA	Transportation Management Area
TMA	Transportation Management Association
TPC	Transportation Planners Collaborative
UNH	University of New Hampshire
UZA	Urbanized Area
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
WBE	Women's Business Enterprises
3Cs	Continuing, Comprehensive, and Cooperative Transportation Planning

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2024-2025

Introduction

The *Unified Planning Work Program* of the Strafford Metropolitan Planning Organization (Strafford MPO) identifies the planning priorities and work activities that the Metropolitan Planning Organization will address during the two-year program period. The development of the *Unified Planning Work Program* is required as part of the Continuing, Comprehensive, and Cooperative (3C's) metropolitan planning process and specifically the Metropolitan Planning Rules (23 CFR 450:308 - <http://cfr.vlex.com/vid/450-308-metropolitan-boundaries-19724985>). The unified aspect of the document, as indicated in the title, means that it encompasses all transportation planning activities that are foreseen, regardless of funding source or implementing agency. The contracted program period for this program is the two-year period from July 1, 2023 to June 30, 2025.

The Strafford Regional Planning Commission (SRPC) provides staffing, and through its appointed Commissioners, with the addition of affiliated state, federal and regional transportation agencies, acts as the policymaking body of the Strafford MPO. Strafford MPO has played an important role in transportation planning for the southeastern region of New Hampshire for thirty-four years.

Strafford Region Communities and Organizations

The Strafford Regional Planning Commission (SRPC) staff perform several roles derived from state and federal designations. Work completed under the planning commission designation is enabled by New Hampshire state legislation for regional planning commissions. Work completed under the MPO designation is enabled by federal legislation and overseen by FHWA. Lastly, work completed under the Economic Development District designation is enabled by federal legislation and overseen by the Economic Development Administration.

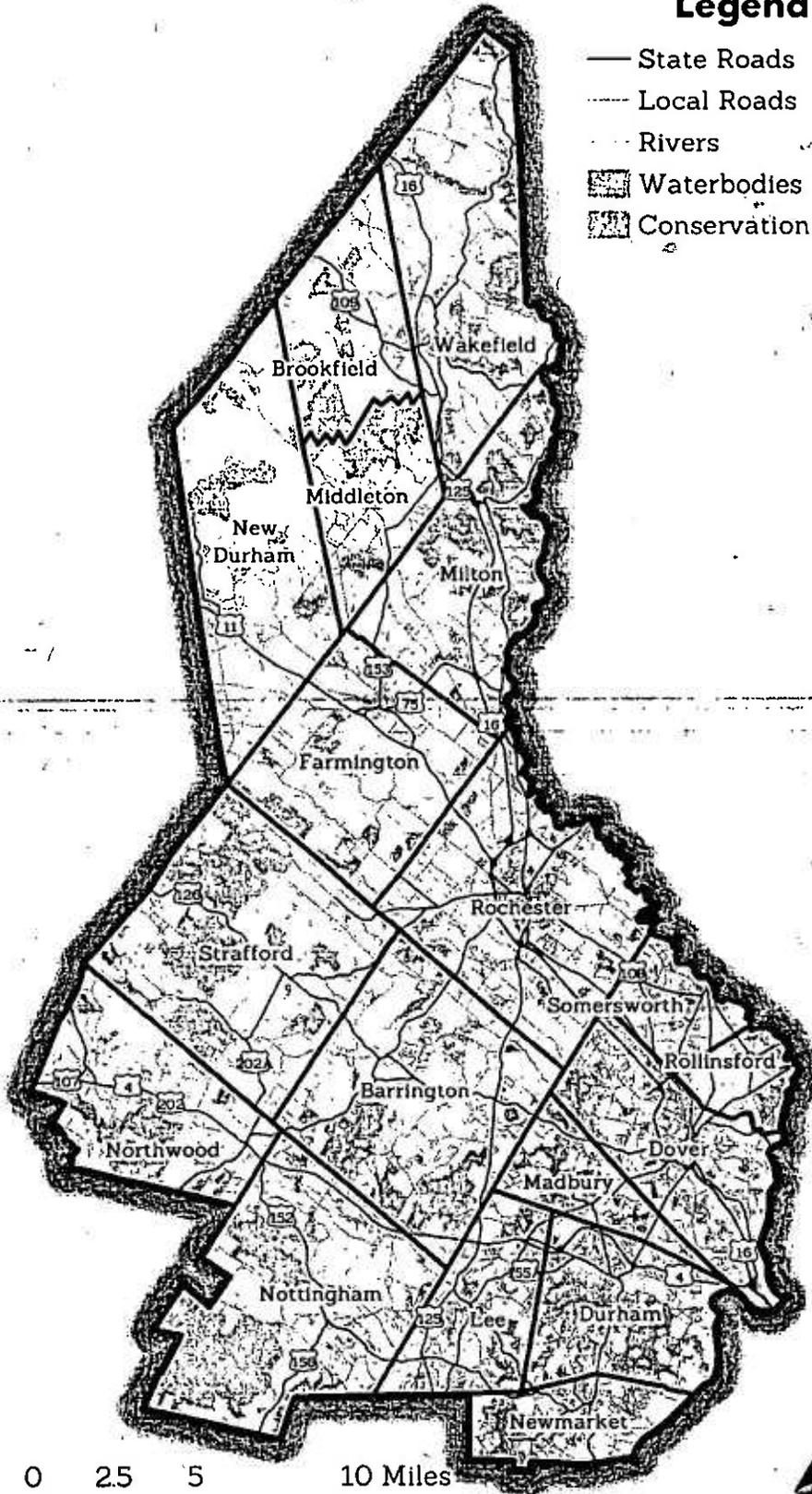
The Metropolitan Planning Organization represents the cities of Rochester, Somersworth, and Dover and the towns of Barrington, Brookfield, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Newmarket, Northwood, Nottingham, Rollinsford, Strafford, and Wakefield, New Hampshire.

Strafford MPO is a collaborating partner with regional transit operators including Amtrak Downeaster, COAST public transit, Alliance for Community Transportation, University of New Hampshire Wildcat Transit, and C&J Buslines – which provides intercity bus service from Dover, NH to Boston and New York City.

Stafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2024-2025

Legend

- State Roads
- Local Roads
- ... Rivers
- ▨ Waterbodies
- ▩ Conservation Lands



Funding Sources for the Unified Planning Work Program

Transportation planning funds that support the unified planning work program scope of work are received from the primary sources listed below. Transportation projects in the Strafford region that are not included as part of the *2024-2025 Unified Planning Work Program* scope of work are listed at the end of the document with their respective funding sources.

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

The majority of funds are authorized by 23 USC 104¹, Metropolitan Planning (PL) funds, and 49 USC 5303² with local match provided by state and local revenue sources or toll credits. The New Hampshire Department of Transportation serves as the administrator and grantor.

Consistent with past programs, the *2024-2025 Unified Planning Work Program* has been prepared to reflect the ongoing implementation of legacy enabling legislation around transportation, environmental protection, and social equity. These laws and their implementing regulations require a high level of transportation planning and analysis, while maintaining a strong emphasis on community involvement in the planning process.

The most recently approved transportation bill, *the Bipartisan Infrastructure Law (BIL) [an act]*, was approved in November 15, 2021³. The BIL builds on the principles and planning factors included in previous authorizations and increased funding levels for most programs. The BIL continued the requirements for performance-based planning, including the seven national performance goals (see page 16) which must be integrated into MPO and state transportation planning efforts. States and MPOs are required to report to USDOT on their progress in achieving performance targets.

Public involvement remains a hallmark of the planning process, and Strafford MPO is committed to strong public engagement for the development of all of its programs and products. States and metropolitan planning organizations will be working together to achieve compliance with all federal requirements. This applies to any guidance that may be created that outlines performance measures. A full description of the public involvement process can be found in the *2023-2045 Metropolitan Transportation Plan* and a full description of the agencies and their responsibilities can be found in the *Strafford Metropolitan Planning Organization Prospectus*. Copies of each of these documents are available at the Strafford Regional Planning Commission office in Rochester, New Hampshire and on the website.

¹ U.S. Government Publishing Office, *Electronic Code of Federal Regulations*: <http://www.ecfr.gov/cgi-bin/text-idx?SID=a7c6c33d42dc19c78260c69e08469d50&mc=true&node=pt23.1.450&rgn=div5>

² U.S. Government Publishing Office <https://www.gpo.gov/fdsys/pkg/USCODE-2007-title49/pdf/USCODE-2007-title49-subtitleIII-chap53-sec5303.pdf>

³ U.S. Federal Highway Administration website on the Bipartisan Infrastructure Law: <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/>

Purpose & Contents of the Unified Planning Work Program

The 2024-2025 *Unified Planning Work Program* performs three major functions: (1) it provides information about the transportation planning activities Stafford Metropolitan Planning Organization intends to undertake in fiscal years 2024 and 2025 to support regional goals; (2) it provides accountability and transparency by outlining how federal, state, and local funding will be invested to support transportation planning functions; and (3) it is a tool for managing Stafford Metropolitan Planning Organization's transportation planning activities by providing a budget, guidance, performance measures, and a description of the expected work products. These functions are informed by federal regulations for implementing transportation policy (23CFR §450.308) and requires that:

"(b) Metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in a unified planning work program (UPWP)...

(c) ...each MPO, in cooperation with the State(s) and public transportation operator(s) shall develop a Unified Planning Work Program that includes a discussion of the planning priorities facing the MPA [metropolitan planning area]. The Unified Planning Work Program shall identify work proposed for the next one-or two-year period by major activity and task (including activities that address the planning factors in §450.306(a)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds."

Organization of the Unified Planning Work Program

The Unified Planning Work Program summarizes the tasks and activities that will be undertaken to support Strafford MPO's planning efforts. The scope of work comprises five main categories, each containing specific activities and work products. Each MPO in New Hampshire uses a similar structure for their UPWP. UPWP's use the following organizational structure:

- Category 100 – Administration and Training
- Category 200 – Policy and Planning
- Category 300 – Public Involvement and Coordination
- Category 400 – Plan Support
- Category 500 – Technical Assistance and Support
- Category 600 - Federal Transit Administration (FTA) 5305(e) Planning Grant (to be assigned)

Within each of these programmatic areas, the UPWP includes the following elements:

Task and Objective:

Tasks are included in sequential order. The name and number of the task will be listed along with the overall objective(s) of the task, reflecting how it supports planning efforts in its respective category.

Activities and Work Products:

Under each task, all activities and work products are listed that will be included in the task.

~~Task/activity descriptions and work products for this scope of work are created in consultation with~~
Strafford MPO's Technical Advisory Committee and Policy Committee, as well as federal and state agencies and transit providers. This list reflects ongoing, cyclical, and emerging tasks.

The scope of work for the *2024-2025 Unified Planning Work Program* is based upon a continuous, cooperative, and comprehensive (3-Cs) process. The scope of work in this document is designed to fulfill the federal *Planning Factors* and the New Hampshire *Planning Emphasis Areas* (PEAs), which are developed specifically for the state by Federal Highway Administration and Federal Transit Administration. The *2024-2025 Unified Planning Work Program* scope of work is designed to facilitate progress toward the Strafford Metropolitan Planning Organization regional transportation objectives outlined in the *2020-2045 Metropolitan Transportation Plan*. Strafford MPO fulfills specific federal requirements through the UPWP (such as development of the TIP and Metro Plan, public engagement, and assistance to municipalities and transit providers). These "core functions" are facilitated through several supporting tasks that are not specified in federal regulations, but are no less critical for fulfillment of the core MPO role. The core functions and supporting tasks are developed collaboratively between the four MPOs with guidance from NHDOT. Table 2 on page 18 cross-references the UPWP tasks listed in this scope of work with federal planning factors, PEAs, and performance-based planning requirements.

The tables on the following pages outline the scope of work for the *2024-2025 Unified Planning Work Program*, corresponding with the descriptions of tasks and activities in the document.

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2024-2025

Table 1: 2024-2025 Unified Planning Work Program Category & Task Outline

Category 100: Administration & Training	
Task #	Task Title
101	Invoices and Accounting
102	Program Administration
	A) UPWP Development & Amendments
	B) UPWP Administration & Reporting
	C) SMPO Prospectus & Bylaws
	D) Certifications, Compliance, Planning Review & Reporting
103	Training
	A) Training
	B) Review of Transportation Materials
104	Indirect Cost Rate (Set Aside)
Category 200: Policy & Planning	
Task #	Task Title
201	Ten-Year Plan (TYP)
	A) GACIT
	B) Statewide Ten-Year Plan
202	Planning & Environmental Linkages
	A) Natural Hazard Mitigation, Climate Change, Livability and Sustainability
	B) Stormwater Management
	C) Natural Resource Management and Environmental Mitigation
203	Transportation Planners Collaborative
204	Interagency Consultation
205	Transportation Improvement Program
	A) Annual Listing of Obligated Projects
	B) 2021-2024 Transportation Improvement Program Management
	C) 2023-2026 Transportation Improvement Program Development
	D) Project Database
206	Congestion Management Process
207	Intelligent Transportation System
208	Metropolitan Transportation Plan (MTP)
	A) Metropolitan Transportation Plan Development & Amendments
	B) System Performance Reporting
	C) Transportation and Environmental Justice
	D) Freight Planning
	E) Safe Streets for All
209	Transportation Air Quality Conformity
210	Statewide Long-Range Transportation Plan (SLRTP)
211	Bicycle and Pedestrian Planning
	A) Complete Streets, Bicycle & Pedestrian Planning Assistance
	B) Walkability, and Public Health Planning Assistance
	C) Multi-Use & Recreational Trail Planning Assistance

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2024-2025

Table 1 (continued):

2024-2025 Unified Planning Work Program Category & Task Outline

Category 300: Public Involvement and Coordination	
Task #	Task Title
301	Technical Advisory Committee
302	Committee Meetings
303	Public Participation Plans A) Public Participation Plan (PPP) B) Title VI Civil Rights Program C) Environmental Justice Plan
304	Public Outreach A) Public Involvement B) Inclusionary Actions C) Media Activities & Website D) Strafford MPO Representation and Professional Presentations
305	Policy Committee
Category 400: Plan Support	
Task #	Task Title
401	Traffic Counts A) Traffic Count Data Collection, QA/QC, & Management B) Supplemental Traffic Counts C) Turning Movement Counts D) Bike/Pedestrian Count Data Collection & Management
402	SADES Inventory Efforts A) SADES Road Surface Management Systems B) SADES Culvert Assessments C) SADES Regional Sidewalk Inventory
403	Geographic Information Systems A) Standardized GIS Data Layers B) Regional Safety Analyses C) Assessment of Water & Natural Resources D) GIS Data Organization & Quality Assurance E) Regional Bicycle & Pedestrian Traffic Data Analysis F) Multimodal Transportation Infrastructure Inventories
404	Demographics & Socioeconomics A) Demographic Data B) Economic Data
405	Equipment & Supplies A) UPWP Equipment Administration B) Maintenance and repairs C) Transportation Equipment and Software Acquisition and Disposal D) Procurement
406	Transportation Model A) Model & Land Use Updates, Enhancements, & Development Coordination B) Building and Development Growth C) Analyses & Visualization
407	Memberships, Subscriptions & Professional Costs

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2024-2025

Table 1 (continued):

2024-2025 Unified Planning Work Program Category & Task Outline

Category 500: Technical Assistance and Support	
Task #	Task Title
501	Local & Regional Assistance A) General Transportation Assistance B) Development Impact Review C) Coordination with Other MPOs and RPCs D) Scenic Byways Planning and Technical Assistance E) Land Use and Economic Development F) Parking Studies and Analysis G) Passenger and Freight Rail Planning H) Aviation and Port Planning I) Regional TMA Support J) Statewide TDM Support
502	State & Federal Assistance
503	LPA Program Support A) Congestion Mitigation Air Quality (CMAQ) B) Highway Safety Improvement Program (HSIP) C) Transportation Alternatives Program (TAP)
504	Special Projects
505	Regional Coordinating Council A) Coordinated Plan Activities B) Planning Assistance to the Alliance for Community Transportation (ACT)
506	Transit Agency Support A) Planning Assistance to Regional Transit Providers B) Transit Data collection, Analysis and Mapping
Category 600: Other Transportation Planning Activities	
Task #	Task Title
603	Connecting Transit Access to Local Land Use Planning 1) General Administration 2) Pedestrian LTS Analysis and Mapping 3) High Frequency Locations Connectivity Analysis 4) Outreach and Engagement 5) Model Regulations and Pilot Implementation

Federal Transportation Planning Factors

The Bipartisan Infrastructure Law of 2021 maintained the MPO framework established in Title 23, §450.206(a) – which requires a Continuous, Cooperative, and Comprehensive process (known as the “three Cs”) – which includes ten core planning factors:

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

The Bipartisan Infrastructure Law includes new planning provisions to be considered by MPOs and State Departments of Transportation relevant to regional and statewide transportation planning:

Set-aside for Increasing Safe and Accessible Transportation Options

The BIL requires each MPO to use at least 2.5% of its PL funds (and each State to use 2.5% of its State Planning and Research funding under 23 U.S.C. 505) on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b)]

These provisions are addressed as follows:

- Task 211: Funding dedicated to Bicycle, Pedestrians, and Complete Streets planning activities alone account for 4% of PL funds in the 24-25 UPWP.
- Tasks 401 and 402: Bicycle and pedestrian counting activities, sidewalk assessments, and Transportation Alternatives project support account for another 4% of PL funds in the 24-25 UPWP.
- Tasks 208, 503 and 506: Other tasks such as the Metro Plan, support to develop LPA projects, and public transit support have a strong link to complete streets and multimodal transportation planning but are harder to directly quantify.
- Task 603: SRPC’s fixed route transit access study is funded through an FTA5305e grant, so it does not apply to PL funds, but is directly tied to improving safety and accessibility for the public transit system.

Designation of More Than One MPO in an Urbanized Area

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

Housing Coordination

The BIL makes several changes to include housing considerations in the metropolitan transportation planning process, including:

- Emphasize the connection between transportation systems, and housing and employment. Including consideration of specific projects with housing connections
- Increase communication with housing officials and stakeholders, especially affordable housing - specifically in the development of plans and projects
- Incorporate housing and populations assumptions in model and scenario planning

Tasks 208, 303, 404, and 602 will address this new requirement.

National Performance Goals

The National Performance Goals for federal highway programs, as described in 23 USC §150(b) and which support UPWP tasks, are as follows:

1. **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure Condition** - To maintain the highway infrastructure asset system in a state of good repair
3. **Congestion Reduction** - To achieve a significant reduction in congestion on the National Highway System
4. **System Reliability** - To improve the efficiency of the surface transportation system
5. **Freight Movement and Economic Vitality** - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. **Environmental Sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. **Reduced Project Delivery Delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices

New Hampshire Planning Emphasis Areas

Federal Highway Administration & Federal Transit Administration

In December 2021, FHWA and FTA issued a set of Planning Emphasis Areas that should be considered during development of MPO work programs. In November, 2022, the Federal Highway Administration's New Hampshire Division Office and the Federal Transit Administration's Region 1 Office released their Planning Emphasis Areas for consideration in the development of the *2024-2025 Unified Planning Work Program*. These directives provide guidance regarding areas for improvement in current activities, areas of ongoing importance (MAP-21 Planning Factors, Financial Constraint), and new Federal Highway & Federal Transit Administration.

Overall federal Planning Emphasis Areas:

1. Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
2. Equity and Justice⁴⁰ in Transportation Planning
3. Complete Streets
4. Public Involvement
5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
6. Federal Land Management Agency (FLMA) Coordination
7. Planning and Environment Linkages (PEL)
8. Data in Transportation Planning

The New Hampshire Planning Emphasis Areas:

9. Planning Reviews and Findings (NEW)
10. BIL/IIJA Compliance (NEW)
11. Performance Based Planning & Programming Requirements
12. Urbanized Area Set-asides, Suballocation and Project Selection
13. Census 2020- UZA Boundary Smoothing, MPO/TMA Designation/Re-Designation and Functional Reclassification
14. Congestion Management Process (CMP) Implementation
15. Freight Planning
16. Fiscal Constraint and Financial Planning
17. Metropolitan and Statewide Travel Demand Model Maintenance
18. Data Collection for HPMS, Performance Measures, 500 Series Reporting, WIM and Classification Counts
19. Project Monitoring and Planning Work Program Reporting
20. Climate Adaptation and Resilience
21. Emerging Technologies

Table 2: Linkages Between UPWP Tasks, Planning Factors, Goals, and Emphasis Areas

Note: Numbers in table below match planning factors, performance goals, and emphasis areas on pages above.

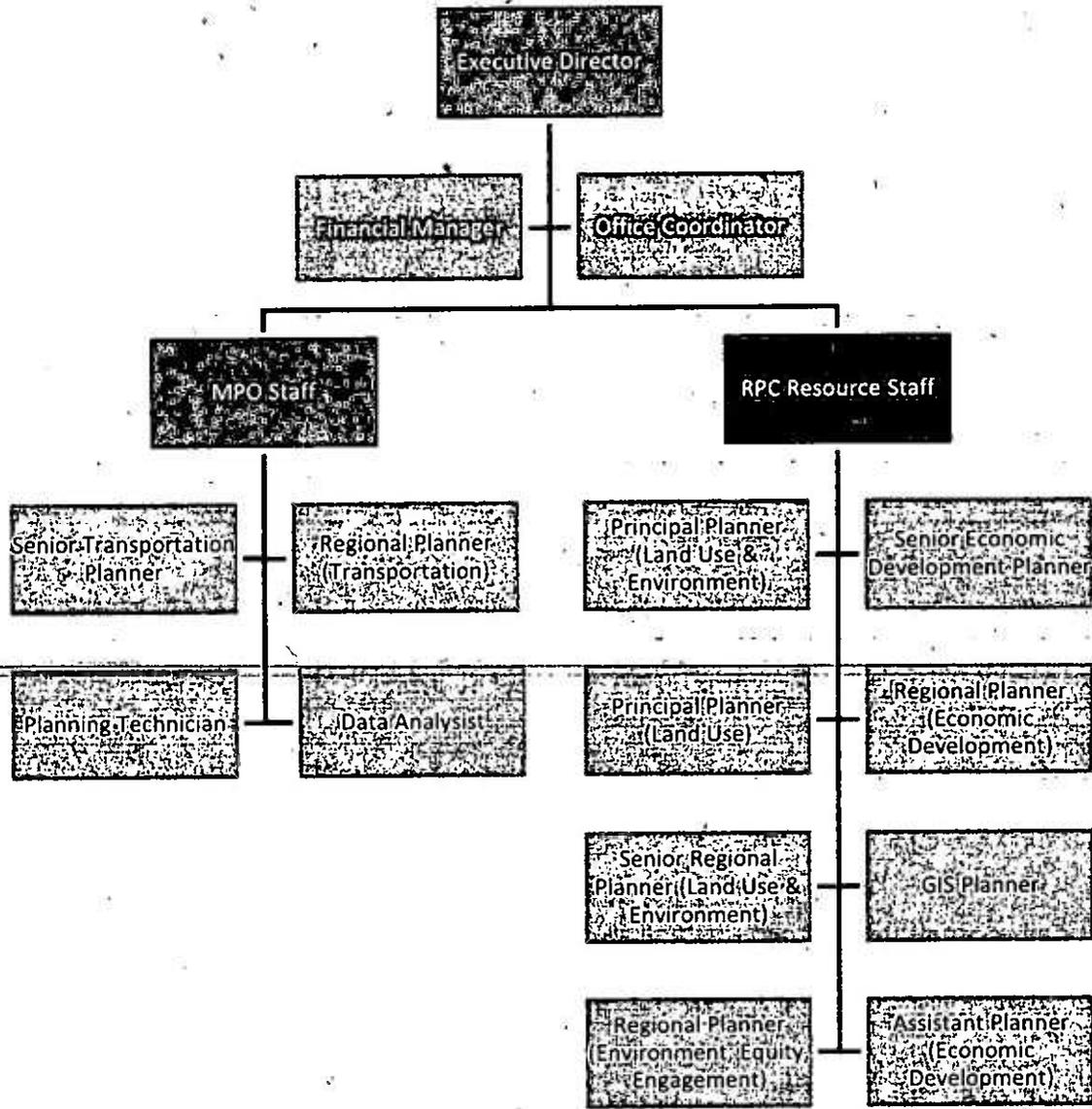
UPWP Task	Description	Fed. Trans. Planning Factors	Fed. Performance Goals	Fed. Planning Emphasis Areas	NH Planning Emphasis Areas
101	Invoices and Accounting	NA	NA	NA	NA
102	Program Administration	NA	NA	NA	1, 2, 11
103	Training	All	All	All	All
104	Indirect Cost Rate	NA	NA	NA	NA
201	Ten-Year Plan (TYP)	All	All	2, 3, 4, 7	All
202	Planning and Environmental Linkages	1, 5, 9, 10	6	1, 7	1, 3, 13
203	Transportation Planners Collaborative	6, 7, 8	All	All	2, 3, 7
204	Interagency Consultation	7	7	NA	3, 4, 8, 11
205	TIP	All	All	3, 4	All
206	Congestion Management Process	5, 7, 9	3, 5, 6	8	3, 6, 7,
207	Intelligent Transportation System	1, 2, 4, 6, 7	1, 3, 4, 5	5, 8	1 and 6
208	MTP	All	All	All	All
209	Transportation Air Quality Conformity	5, 6, 7	6	1	2, 3, 6, 9, 12
210	Statewide LRTP	All	All	TBD	All
211	Bicycle and Pedestrian Planning	2, 3, 4	1, 4	2, 3	2, 3
301	Technical Advisory Committee	All	All	All	All
302	Committee Meetings	All	All	All	All
303	Public Participation Plan	5	1, 12	2, 4, 8	NA
304	Public Outreach	All	All	2, 4, 8	All
305	Policy Committee	All	All	All	All
401	Traffic Counts	All	5, 6	8	2, 6, 7, 9, 10
402	SADES Inventory Efforts	7, 8	2	8	3
403	Geographic Information Systems	All	All	All	All
404	Demographics & Socioeconomics	1, 5	2, 5	All	2, 3, 4, 5, 9
405	Equipment Budget	NA	NA	NA	NA
406	Transportation Model	2, 4, 6, 7, 10	5	8	3, 6, 9
407	Memberships, etc.	NA	NA	NA	NA
501	Local & Regional Assistance	All	All	All	All
502	State & Federal Assistance	All	All	All	All
503	LPA Program Support	All	3, 7	1, 2, 3, 7	2, 3, 6
504	Special Projects	NA	NA	TBD	NA
505	Regional Coordinating Council	2, 4, 5	1, 3	2	NA
506	Transit Agency Support	2, 4, 5	1, 3	2	2 and 3
507	Travel Demand Management	4-7, 10	2-6	8	3, 6, 7, 8, 10
602	Transit Access Study	2, 4, 6	1 and 4	2, 3, 4	3

Table 3: Tasks Addressing Recommendations from the Strafford MPO 2022 Planning Review

Corrective Actions		Category 100	Category 200	Category 300	Category 400	Category 500
	In the next MTP amendment or MTP update (whichever occurs first), include baseline data for the FHWA and FTA performance measures and describe the progress achieved in meeting the performance targets, per 23 CFR 450.324(f)(4)(i).		205, 208			
Recommendations		Category 100	Category 200	Category 300	Category 400	Category 500
	The MPO is encouraged to continue to consider the new BIL/IIJA provisions as they develop their 2024-2025 UPWP, and with the next update of their MTP for example.	102	208			
	The federal agencies recommend that the MPO review their financial plan documentation related to operations and maintenance (O&M) to more clearly demonstrate that O&M programming is within available revenue thresholds.		208			
	SRPC and NHDOT should continue to add detail as needed to project scopes and funding, including project-specific funding sources. For projects in the TIP, STIP and Ten-Year Plan, this may require further communication with NHDOT Project Managers to ensure consistent approaches.		205			
	In lieu of a new state or locally re-calculated YOE rate, NHDOT and the MPO should consider the default 4% YOE rate for calculating annual inflation, since it is above the current 2.8% rate that is in use.		205, 208			
	Ensure that Title VI of the Civil Rights Act of 1964 As Amended and Executive Order 12898, otherwise known as Environmental Justice, are implemented separately, and are recognized as addressing different populations, in the MPO's documents.			303, 304		
	Ensure Title VI Assurances are update annually, and are available for public view.			303		
	As the MPO continues to look into ways to improve the quality of its community crash/safety data, a Title VI lens could aid with data analysis and consideration of TIP programming priority, if a disparity exists in Title VI, LEP and/or Safe Harbor communities.			303, 304		
	The MPO's non-discrimination policy should be renamed and viewed as a living document. This viewpoint will assist the MPO in collecting and documenting data for its Annual Goals and Accomplishments, which will be reviewed in accordance with IIJA / BIL.			303		
	The MPO should seek annual Title VI training for staff.			303		
	The MPO and NHDOT should consider options that may make the Ten-Year Plan shared criteria fit better for evaluating M&O as well as other more non-traditional projects. The federal agencies have heard this concern expressed in other discussions with MPO staff at other agencies.		201, 205, 208		406	

Corrective Actions	Category 100	Category 200	Category 300	Category 400	Category 500
The MPO should clearly document the process for establishing performance measures and targets and why the MPO has adopted NHDOT's statewide performance targets. The process should clearly reference regional targets for all regional performance measures, including public transit safety and transit asset management. In addition, a narrative should be included that describes how transportation investments and strategies in the MTP will support achievement of the regional performance targets.		205, 208			
The MPO is encouraged to continue collaborating with state agencies and local police departments to identify gaps in the crash data, which will improve the crash data.		205, 208			503
The MPO is encouraged to continue the collection of data for the Bicycle Level of Traffic Stress for the region and to continue the use of Bicycle Level of Traffic Stress to identify gaps in the transportation network for bicycles and pedestrians.		211			
The MPO is encouraged to assist municipalities with developing Local Road Safety Plans (LRSP) and develop Road Safety Audit (RSA) applications focused on bicycle and pedestrian concerns.					503
The MPO is encouraged to promote the Safe System Approach in all future planning activities and proposed projects.					503
SRPC should continue to advance the current update to the Coordinated Plan and complete it without further delay. Additionally, SRPC should coordinate with Rockingham Planning Commission, and other partners as needed, to develop a plan to ensure the Coordinated Plan is updated in the future in a timely manner, at least every five years from date of adoption.					505
The SRPC and NHDOT are encouraged to continue coordinating on work related to the evaluation of facilities repeatedly damaged in emergency events, required by 23 CFR 667.		202			
FHWA and FTA recommend that SRPC ensure to the maximum extent practicable, the consistency of any data used in the planning process with their SMPCD/KACTS and Rockingham MPO neighbors. The shared travel demand model with Rockingham should help streamline this verification process. As included in the joint FHWA/FTA national PEAs, data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services and safety.		202, 205, 206, 208, 211	303, 304	401, 403, 404, 406	501, 503, 505, 506

Strafford MPO Organizational Chart



Category 100 Administration

Purpose: This category oversees and facilitates the administration of the agency and its contractual agreements, financial, legal, and program reporting requirements, administrative documents, such as certification, statements, and assurances; management and monitoring of progress toward goals, work tasks and performance measures; staff training and development; organization memberships; and conduct of other activities needed to fulfill the MPO's mission as established by federal and state statutes.

Task 101: Invoices and Accounting

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

A) Financial Management and Reporting: The purpose of this task is to administer the Unified Planning Work Program contract and any subcontracts. This includes invoices and annual audit preparations, cost accounting, and monitoring UPWP task fulfillment and amendments. SRPC staff and finance contractor perform these tasks.

Work Products:

- 1) Biweekly Time Sheets with notes
- 2) Monthly Unified Planning Work Program Invoices
- 3) Unified Planning Work Program Financial Compliance Reports
- 4) Annual audit report
- 5) Implementation of any management recommendations from auditors

Task 102: Program Administration

Objectives: Provide for management of the Unified Planning Work Program contracts in compliance with federal and state statutes and regulations, as well as the development and updates to the Metropolitan Planning Organization Prospectus, Bylaws, and contract development processes and management.

A) Unified Planning Work Program Development & Amendments: The purpose of this activity is to develop and obtain approval of the 2026-2027 Unified Planning Work Program and to monitor and amend the 2024-2025 Unified Planning Work Program.

Work Products:

- 1) Develop the Unified Planning Work Program for Fiscal Years 2026-2027
- 2) Amendments to the FY2024-2025 UPWP (if required)

B) Unified Planning Work Program Administration & Reporting: The purpose of this activity is to encompass all general administrative and support activities necessary to implement the 2024-2025 Unified Planning Work Program. It allows for the management and administration of the Unified Planning Work Program to ensure compliance with state and federal regulations. It provides for the timely completion of monthly Unified Planning Work Program progress reports, the annual Unified Planning Work Program performance report and the NHDOT UPWP Midterm Review.

Work Products:

- 1) Monthly Program Reports
- 2) Annual Program Reports- Mid-Term Review of FY24-25 UPWP and Close-Out of FY22-23 UPWP
- 3) Updates to the Memorandum of Understanding between NH's MPOs, NH DOT and Transit Agencies as required
- 4) Compliance with federal and state regulations and statutes
- 5) Internal contract administration (personnel, clerical, and supervisory support)

C) SMPO Prospectus and Bylaws: The purpose of this activity is to update the Prospectus and Bylaws as necessary in compliance with state and federal statutes and as may be recommended by the Executive Committee. The Technical Advisory Committee will review updates and provide recommendations to Policy Committee. The Policy Committee will approve recommended changes made to the Prospectus or Bylaws.

Work Products:

- 1) Amendments (as needed)
- 2) 30-45 Day Public Notices for public hearings and public comments
- 3) Comments & response documents

D) Certifications, Compliance, & Reporting: The purpose of this activity is to ensure that all required certifications, statements and assurances are updated and submitted in compliance with state and federal statutes and regulations. This includes Title VI of the Civil Rights Act of 1964, Environmental Justice, DBE Policy Statements, and Limited English Proficiency.

Work Products:

- 1) Title VI, Environmental Justice, and MPO planning reviews
- 2) Implement recommendations from the FY2023 MPO review (see matrix on pages 19-20)

Task 103: Training

Objectives: Provide staff development and training through attendance and presentations at transportation related online and onsite courses, webinars, workshops, seminars, and conferences.

A) Training: The purpose of this activity is to continue to develop staff knowledge and capacity for transportation-related planning tasks through attendance at webinars, online and onsite courses, conferences, workshops, and seminars as necessary. Per federal guidance, travel or training for staff working on eligible PL/SPR funded activities may be billed to PL/SPR funds at the federal matching ratio if the travel or training is necessary for performance of PL/SPR funded work and the cost is reasonable⁴. Emphasis will be placed on developing staff capacity for several tasks, including but not limited to: performing air quality conformity and greenhouse gas emissions analyses on a limited basis, utilizing GIS-based analytics mapping and data management (including, but not limited to, the Statewide Asset Data Exchange System), integrating performance measures into existing planning and programming functions, updating and running the transportation demand model, supporting regional inter-modal and complete

streets transportation planning, supporting regional freight and rail improvements, linking smart growth and economic development, and incorporating climate adaptation and resiliency into the mandatory functions⁵.

Work Products:

- 1) Transportation planning training course certifications
- 2) Staff knowledge and skill set development: such as modeling, facilitation, and data analysis
- 3) Association of Metropolitan Planning Organization Annual Meeting attendance
- 4) Association of Metropolitan Planning Organization Technical Advisory committee attendance and attendance at Annual Meeting
- 5) Transportation Research Board Annual Meeting Attendance
- 6) Transportation Research Board Boston Meeting Attendance
- 7) NESCAUM (Northern Transportation and Air Quality Summit) Attendance
- 8) NEARC (Northeast ARC Users Group) Meeting Attendance
- 9) Caliper International TransCAD training
- 10) Attendance at additional transportation related training events that may be hosted by:
 - a. The NH Planners Association (NHPA)
 - b. Northern New England Chapter of the American Planning Association (NNECAPA)
 - c. The Urban and Regional Information Systems Association (URISA)
 - d. Transportation Research Board's Tools of the Trade Conference
 - e. University of NH, UNH Cooperative Extension, and UNH Technology Transfer Center
 - f. Federal Agencies including: FHWA, USDOT, FTA, HUD and EPA
 - g. NH State Agencies including: DOT and Office of Energy and Planning
 - h. NH Municipal Association (NHMA)

B) Review of Transportation Materials and Documents: The purpose of this activity is for staff to read materials and other documents and materials related to transportation from a range of resources (e.g. USDOT, FHWA, FTA, EPA, TRB, NHDES Air Resources, NHDOT, AMPO, AASHTO, NH Climate Collaborative). This provides time for staff to review CFRs and other federal guidance and to learn best practices for implementing transportation programs and emerging programs. This task fosters a high level of understanding about rules and regulations regarding operations, transportation technology, planning emphasis areas, and other transportation materials that allow staff working in the Unified Planning Work Program to be on the forefront of transportation planning.

Work Products:

- 1) Knowledge of CFRs, federal and state guidance, rulemakings, newly released reports, studies, best practices research, and other transportation-related planning materials

⁵ <https://www.fhwa.dot.gov/hep/guidance/sprt.cfm>

Task 104: Indirect Cost Rate

Objectives: (NOT APPLICABLE) Set aside a portion of the Unified Planning Work Program funding for the potential financial costs associated with annual indirect cost rate adjustments. On an annual basis, as the indirect cost rate adjustment is finalized, any unused portion of the set aside may be reallocated to other tasks with the approval of NHDOT.

Category 200: Policy & Planning

Purpose: This category provides for the development and update of the Metropolitan Transportation Plan, Transportation Improvement Program and other guiding documents and reports reflective of local and regional priorities as well as federal and state policies, and New Hampshire Ten Year Plan. It includes special studies, such as corridor plans.

Task 201: Ten Year Plan

Objectives: Assist the Technical Advisory Committee in recommending projects of local and regional importance for the New Hampshire Ten Year Plan for approval by the Policy Committee. This task includes updating and submitting project priorities for the Ten-Year Plan per the processes established in New Hampshire RSA 228:99 and RSA 240.

A) Governor's Advisory Council on Intermodal Transportation: The purpose of this activity is to ensure that regional and local transportation priorities and projects receive a public hearing and are represented at GACIT meetings and within draft review documents. Staff will collaborate with communities and regional agencies to ensure that their voices are being heard at GACIT and that there is public outreach to citizens and businesses.

Work Products:

- 1) Presentations and attendance at GACIT meetings and hearings
- 2) Assistance to communities in presentations of local issues

B) Statewide Ten-Year Plan: The purpose of this activity is to ensure that the public, communities, and regional and statewide agencies are provided an opportunity to participate in the Ten-Year Plan process. This is facilitated through project solicitation, which includes project development and scoping meetings with individual municipalities, agencies, and MPO committees. A comprehensive process ensures that public participation occurs continuously throughout the process, and that regional projects are included in the draft Ten Year Plan.

Work Products:

- 1) Regional Ten-Year Plan project development and prioritization
 - a. Ongoing project development including meetings with municipalities
 - b. Project Solicitation
 - c. Assistance from an engineering consultant to develop and refine project scopes and cost estimates (\$40,000 budgeted in FY2025).
 - d. Set project prioritization criteria in partnership with NHDOT and the NH RPCs.
 - e. Coordinate with NHDOT to review candidate projects
 - f. Convene project development and evaluation committee to score projects and establish draft priorities to be presented to the SMPO TAC and Policy Committee.
- 2) Adoption of local and regional Ten Year Plan project priorities
 - a. Present candidate projects for TAC review and recommendation to Policy Committee.
 - b. Present draft priorities to the Policy Committee.
 - c. Adopt regional priorities for inclusion in the Statewide Ten Year Plan
- 3) Review of draft and final Statewide Ten Year Plan

Task 202: Planning and Environmental Linkages

Objectives: Facilitate transportation planning connectivity and integration in relation to local land use and environmental Planning. This task specifically enables staff to address federal planning factors (1, 4, 5, 6, 9, and 10).

(A) Natural Hazard Mitigation, Climate Change, Livability and Sustainability: Provide technical assistance to foster the identification and strategic implementation of resilient transportation systems and facilities supporting local and regional goals. SRPC 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. To further the sustainability of our transportation infrastructure, SRPC will promote energy efficiency and coordinate with partner agencies to further opportunities for alternative fuel vehicles. This effort will also address the six livability principles developed by the US DOT, HUD and EPA. Additionally, working in coordination with our municipalities, SRPC will implement appropriate transportation recommendations identified in local evacuation plans, municipal vulnerability assessments and hazard mitigation plans, and other state and regional plans and reports prepared by non-profits and academic institutions.

Work Products:

- 1) Assess Regional Climate Change Risk and Develop Transportation Adaptation Resiliency Strategies
 - a. Regional infrastructure vulnerability assessment
 - b. Identification of vulnerable transportation assets in the region.
 - c. Evaluation of climate adaptation strategies to address critical infrastructure.
 - d. ~~Incorporate research, goals and objectives into the Long-Range Metropolitan~~ Transportation Plan and project selection for both the MTP and the Ten-Year Plan.
- 2) ~~Incorporate local hazard mitigation recommendations into the Long-Range Metropolitan~~ Transportation Plan and other transportation planning activities.
- 3) Technical Assistance to Municipalities and Committee Participation
 - a. Transportation technical guidance for the Coastal Adaptation Workgroup (CAW). The goal of CAW is to help coastal communities develop and implement adaptation strategies through training, education, technical assistance, and outreach.
 - b. Participation in local energy working groups related to local energy infrastructure, alternative fuels, and electric vehicles as needed/as requested.
 - c. Transportation-related technical assistance for the development of municipal hazard mitigation plans.

B) Stormwater Management: Work with communities in the SRPC region to plan and implement wastewater and stormwater, non-point source controls and integrated management approaches that protect the water quality, natural hydrology, and habitats of the state's coastal watershed resources and associated waters. SRPC staff will work with the Seacoast Stormwater Coalition that assists communities in meeting Phase II of the National Pollutant Discharge Elimination System Federal Stormwater Regulations and the Municipal Separate Storm Sewer System (MS4) requirements which for New Hampshire communities is primarily concerned with managing roadway drainage and runoff. Planning and technical assistance efforts may include collaboration with such regional groups as the Southeast Watershed Alliance, Salmon Falls Watershed Collaborative, the Piscataqua Region Estuaries Partnership, and the Seacoast Stormwater Coalition.

Work Products:

- 1) Collaboration with coastal watershed communities to plan implement, and invest in wastewater and stormwater, non-point source controls and integrated management approaches that protect the water quality.
- 2) Participation & technical assistance to the Seacoast Stormwater Coalition, especially relating to managing runoff and nonpoint source pollution and related MS4 requirements pertaining to roads, parking facilities and drainage facilities.
- 3) Reports, maps, fact sheets, and presentations identifying transportation linkages.

C) Natural Resource Management and Environmental Mitigation: SRPC will monitor environmental issues in support of the region's transportation planning efforts. Specific activities may focus on the relationship between transportation infrastructure and water quality, wetlands, habitat, hazard mitigation, and historic, cultural and archeological resources. The Bipartisan Infrastructure Law requires that the Long-Range Metropolitan Transportation Plan (MTP) include discussions environmental mitigation associated with proposed projects. Work under this task will serve to update the environmental mitigation discussion in the MTP. SRPC will consult the environmental resource agencies during the update of the MTP.

Work Products:

- 1) Attend Natural Resource Agency Coordination Meetings.
- 2) Transportation technical review of plans and projects for state, regional, and local agencies, committees, and workgroups upon request or notification.
- 3) Incorporate an analysis of transportation projects and potential environmental impacts into the MTP.

Task 203: Transportation Planners Collaborative

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

A) Transportation Planners Collaborative (TPC): The purpose of this task is to foster better communication among the metropolitan planning organizations, regional planning commissions and the NHDOT. The Bureau of Planning & Community Assistance will facilitate quarterly meetings of the Transportation Planning Collaborative (TPC) to increase understanding of the issues and needs faced by transportation planners around the state, whether they work for NHDOT or a regional planning commission. Continue work to revise and implement the New Hampshire transportation planning process.

Work Products:

- 1) Quarterly Meetings with TPC group
- 2) Presentations and reports for TPC members

Task 204: Interagency Consultation

Objectives: Improve coordination, communication, and collaboration amongst the federal, state, and metropolitan planning organizations involved with transportation planning and the air quality conformity process through monthly meetings.

A) Interagency Consultation: The purpose of this task is to continue an ongoing dialogue that strengthens the process and products of each agency. The agencies include EPA, NHDES, FHWA, FTA, NHDOT, MPOs, and regional planning commissions. The Bureau of Planning & Community Assistance will facilitate monthly meetings to ensure ongoing information sharing and collaborative problem solving for transportation issues.

Work Products:

- 1) Participation in monthly interagency meetings
- 2) Review and comment on materials to be presented at Interagency Consultation Group at least one week prior to scheduled meetings.
- 3) Coordination with regional communities and transit agencies on regional projects

Task 205: Transportation Improvement Program

Objectives: Complete required updates for the Strafford Metropolitan Planning Organization and Statewide Transportation Improvement Programs to meet the requirements of 23 CFR § 450.326. In fiscal year 2024 prepare the Strafford MPO Transportation Improvement Program in cooperation with NHDOT. Conduct other related activities as needed in compliance with federal regulations.

A) Annual Listing of Obligated Projects: The purpose of this activity is to highlight the progress made in the Transportation Improvement Program. The Annual Listing of Obligated Projects will be published on or before the final day of the calendar year (not more than 90 days after the end of the federal fiscal year): once in December CY2023 and once in December CY2024. Maps will be used to identify locations of obligated and de-obligated projects. Maps and final document will be available for the public to increase their understanding of the transportation planning process and progress on projects.

Anticipated Deliverables:

- 1) Fiscal Year 2024 Annual Listing of Obligated Projects document with maps
- 2) Fiscal Year 2025 Annual Listing of Obligated Projects document with maps

B) 2023-2026 Transportation Improvement Program: The purpose of this activity is to manage the 2023-2026 Transportation Improvement Program and ensure any major changes over the course of the biennium are reflected in the document. Staff will work with communities, regional and state agencies to ensure that projects advance in their implementation process and that amendments or revisions to funding, scheduling, phases, and completion dates are accurately provided to federal, state and local agencies and the public. Through this task, staff will prepare public notices, public information, and project specific amendment requests, along with related documentation. The Transportation Improvement Plan will include a description of the anticipated effect of the Transportation Improvement Plan in achieving performance targets established in the Metropolitan Transportation Plan

Work Products:

- 1) Preparation of regular minor administrative adjustments
- 2) Preparation of amendments including draft revisions to project listing, posting notices, documentation of public comment period and holding hearings per Prospectus
- 3) Performance Report that includes established performance measures and targets as well as an assessment of the programed projects in the TIP advancement of those targets
- 4) Technical Advisory Committee review and approval by Policy Committee or Executive Committee per Prospectus

C) 2025-2028 Transportation Improvement Program: The purpose of this activity is to prepare the 2025-2028 Transportation Improvement Program in coordination with the NH Ten Year Plan cycle and Metropolitan Transportation Plan process in compliance with federal regulations and state statutes. The use of visualizations, maps, and tables to provide clear information in an accessible manner will be used whenever appropriate in the development of the TIP. The financial constraint analysis will also be performed under this sub-task.

Work Products:

- 1) 2025-2028 Transportation Improvement Program document
- 2) Financial constraint analysis
- 3) Performance Report that includes a report on established performance measures and targets as well as an assessment of the programmed projects in the TIP advancement of those targets (to be completed in conjunction with Task 208 MTP Performance Measurement)
- 4) Approval of the 2025-2028 Transportation Improvement Program by the Policy Committee
- 5) Documentation of public comments

D) Transportation Project Database: The purpose of this task is to enhance the tracking of transportation projects in the region and to efficiently maintain the primary transportation plans (TIP, Ten Year Plan, and Metro Plan). The database is a critical component for ensuring consistent reporting of minor modifications and amendments to the TIP. Inclusion of new projects in this database involves entering relevant project details and establishing the geographic location via available location information and correspondence with knowledgeable municipal and regional planning personnel. In the next phase the database will link to GIS to more efficiently and accurately evaluate the feasibility, cost, and impact of regional transportation projects.

Work Products:

- 1) Regular maintenance of project database
- 2) Addition of new projects and data to current projects
- 3) Project tracking related to performance-based planning
- 4) Linkage of database to GIS
- 5) Visualization and GIS mapping

Task 206: Congestion Management Process

Objectives: While SRPC is not required to develop a Congestion Management Process, under this Task SRPC will analyze traffic data to identify reoccurring congestion points for corridor planning and individual projects.

A) Congestion Management Data Analysis: This will include analysis of the National Performance Management Research Data Set (NPMRDS) to identify locations and periods of congestion in the SRPC region. Consistent with using a performance-based planning process, this analysis will be used to identify and select transportation projects through the MTP, Ten-Year Plan, and TIP that effectively address regional needs.

Work Products:

- 1) Maintain subscription purchased in coordination with NH's other MPOs and RPCs for extended NPMRDS data sets and tools (task 405)

- 2) Analysis of major SRPC corridors to identify points and periods of congestion.
- 3) Incorporation of findings into the MTP, Ten Year Plan, and TIP.
- 4) Reports, fact sheets, and presentations of findings and analysis results.

Task 207: Intelligent Transportation System

Objectives: Collaborate with Rockingham Planning Commission to address the Intelligent Transportation System (ITS) architecture and plan for implementation within the Strafford and Rockingham MPOs and coordinate with NHDOT. Prepare necessary updates for the architecture and plan in collaboration with NHDOT statewide plan.

A) Intelligent Transportation System: The purpose of this task is to ensure that the recommendations from the Seacoast Regional ITS Architecture and Plan are being incorporated into long-range projects, policies, and NH Ten Year Plan in collaboration with NHDOT and MPOs. The Metropolitan Planning Organization will work with its TAC and/or a regional ITS Advisory Committee to increase collaboration and to ensure that projects move forward in the Metropolitan Transportation Plan and Transportation Improvement Program.

Work Products:

- 1) Updates to the Seacoast Regional ITS Architecture and Plan
- 2) Coordination with NHDOT on integration of regional and statewide ITS plan and architecture
- 3) Inclusion of ITS projects in the Metropolitan Plan and NH Ten Year Plan

Task 208: Metropolitan Transportation Plan

Objectives: Comply with the requirements of 23 USC § 134, 49 USC § 5303, and other regulations of FHWA and FTA. Update the Strafford Metropolitan Transportation Plan and related transportation planning documents per federal requirements. Maintain certification as an MPO. Staff time in this task contributes to the new requirement in the BIL that at least 2.5% of PL funds in the UPWP be dedicated to planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities (the "complete streets requirement"). This task also addresses the BIL requirement that MPOs consider affordable housing and employment linkages with the transportation system and coordinate with housing entities. The MTP analysis directly considers the transportation system's impact on housing and employment access.

A) Metropolitan Transportation Plan Development & Amendments: The purpose of this task is to complete updates of the Metropolitan Transportation Plan (MTP). Recurring update needs include: long range transportation project list; financial constraint; plan chapter content; data analysis; maps and visualizations; and performance reporting. The plan will be updated as needed to ensure consistency with the Ten-Year Plan and TIP. SRPC will work with a hired engineering consultant, municipalities, and partner agencies to develop projects in the MTP for future funding. This will require a dedicated prioritization process through TAC and Policy to determine which projects will be reviewed and developed by the engineering consultant.

Work Products:

- 1) Ongoing long range transportation project development including:
 - a. SRPC staff project solicitation and scoping meetings with municipal representatives
 - b. Assistance from an engineering consultant to develop and refine project scopes and

- cost estimates (\$40,000 budgeted in FY2024).
- c. TAC and MPO Policy committee members to prioritize MTP “out-years” projects for submission to engineering consultants for review and development.
- 2) Outreach to regional stakeholders (e.g. municipalities, freight providers, vulnerable users, public transit, public safety, housing groups, state agencies, etc.)
- 3) Updated Metropolitan Transportation Plan document
 - a. Financial Constraint Analysis and public comment documentation
 - b. Public hearings and meetings as necessary
 - c. Incorporation of TIP amendments and minor revisions as necessary
 - d. Incorporation of system performance report

B) System Performance Report: The purpose of this activity is to maintain a system performance report for federal and supplemental performance targets in an online story map format. It will help demonstrate the impact of planned and programmed transportation improvements in the region on achieving established system performance targets. Strafford MPO staff will continue working with staff from other MPOs, NHDOT, FHWA, and FTA to incorporate performance-based planning into the regional project development and selection process.

Work Products:

- 1) Performance Based Planning measures and targets to be integrated into a System Performance Report StoryMap
 - a. Safety Targets – updated annually
 - b. Transit Asset Management (TAM) Targets – updated with each update of the MTP and TIP
 - c. Pavement and Bridge Condition Targets – updated every 2 years
 - d. System Reliability Targets – updated every 4 years (next update in 2023)
 - e. Public Transportation Agency Safety Plan (PTASP) targets
- 2) Transportation project evaluation
 - a. Performance trends and targets linked to projects programmed in TIP, Ten Year Plan, and Metro Plan
 - b. Data analysis and mapping for project-specific evaluation
 - c. Planning studies to evaluate effectiveness of proposed transportation improvements and ability to achieve performance targets

C) Transportation and Environmental Justice: The purpose of this task is to support project evaluation to ensure proposed projects will not have a disproportionate impact on vulnerable populations (such as minority or low income). The Metro Plan will provide and report on data related to performance of transportation systems that serve vulnerable populations. SRPC, in coordination with its Public Participation Plan and Public Outreach, will actively coordinate with other organizations that provide services to low and moderate income and other populations and will update the Long-Range Metropolitan Transportation Plan to incorporate updated data sets to improve performance and reporting against this metric.

Work Products

- 1) Continued analysis of annually released American Community Survey (ACS) demographic data to develop updated Environmental Justice information and identify areas for EJ planning.
- 2) Review of project proposals for potential environmental justice impacts.

- 3) Attendance at meetings and coordination with local and regional organizations actively engaged in environmental justice and promoting ladders of opportunity.

D) Freight Planning: The purpose of this activity is to increase freight mobility and accessibility to foster economic growth while maintaining the integrity of our communities' downtowns. Provide technical assistance for freight plan and project development, including research and guidance, best practices, and network connectivity. Promote projects on critical freight corridors as identified by the Strafford MPO's Policy Committee.

Work Products:

- 1) Planning and project development assistance to nonprofit organizations, municipalities, and state agencies
- 2) Data analysis related to system performance monitoring
- 3) Research and reports to support development of the MTP
- 4) Direct outreach to freight providers and stakeholders for planning and project development

E) Safe Streets for All: Working in partnership with the three other NH MPOs, staff time will be provided to support project activities including the hiring of a consultant, provide guidance to the planning process and ensure completion of project deliverables.

Work Products:

- 1) Execution of a Regional Safety Action Plan through Safe Streets and Roads for All

Task 209: Transportation Air Quality Conformity

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

A) Transportation Air Quality Conformity: SRPC will conduct Air Quality Conformity Analysis as needed to account for any amendments to the Transportation Improvement Program and the Metropolitan Transportation Plan. This task also provides for any additional air quality conformity determinations including, but not limited to, on/off model air quality determinations for CMAQ, and requests from state and local agencies. The use of visualizations, maps, and tables to provide clear information in an accessible manner will be used whenever appropriate when creating air quality documents. No Air Quality Conformity analysis is anticipated to be required during the 2024-2025 UPWP.

Work Products:

- 1) Provide ongoing updates to educational resources, rulemakings, guidance, and research
- 2) If needed, revisions to include any regional transportation projects as requested
- 3) Air Quality Conformity Analysis reports and determinations when needed
- 4) Use of modeling capacity to assess regional air quality impacts from transportation projects in development

Task 210: State Long-Range Transportation Plan

Objectives: Assist the NHDOT in development of the State Long-Range Transportation Plan.

A) Statewide Long-Range Transportation Plan: The purpose of this activity is to assist the NHDOT with the development of an update to the New Hampshire State Long-Range Transportation Plan. This work will take place during the 2024-2025 period and will be completed based on requests from NHDOT.

Work Products:

- 1) Technical assistance to NHDOT bureau staff or consultants
- 2) Provision of regional data as requested
- 3) Attendance at meetings

Task 211: Bicycle and Pedestrian Planning

Objectives: Provide assistance to communities to improve transportation network connectivity across modes and increase accessibility to destinations for users. Enhancing access to jobs, education, healthcare, recreation, and other essential services for both motorized and non-motorized users is a primary purpose of transportation. Staff time in this task contributes to the new requirement in the BIL that at least 2.5% of PL funds in the UPWP be dedicated to planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities (the "complete streets requirement").

A) Complete Streets, Bicycle, and Pedestrian Planning: The purpose of this activity is to promote and increase multi-modal network links on public rights of way through complete streets and bicycle and pedestrian planning. Activities include technical assistance for bicycle and pedestrian planning and project development, research and guidance on best practices, and promotional events. This includes participation in regional and statewide events such as Bike to Work Day and Bike to School week.

Work Products:

- 1) Maintenance of and updates to the Regional Active Transportation Plan
- 2) Develop and prioritize bicycle and pedestrian projects using data developed as part of the SRPC bike-ped counting program (task 401), sidewalk data development analyses (task 402), and to develop, Strava data analysis (task 403), and Bicycle Level of Stress Project
- 3) Participate in NHDOT Complete Streets Advisory Committee, and regional bicycle and pedestrian advisory committees as needed
- 4) Provide technical assistance to SRPC communities planning for bicycle and pedestrian facilities

B) Walkability and Public Health Planning Assistance: The purpose of this activity is to integrate active transportation network connectivity practices and public health planning. Provide technical assistance to communities and agencies (including The Strafford County Public Health Network, Department of Health & Human Services, and Goodwin Community Health Center) on research, guidance, and best practices related to active transportation, accessibility, and connectivity.

Work Products:

- 1) Planning and assistance to nonprofit organizations, municipalities, and state agencies
- 2) Research and reports as needed
- 3) Stakeholder collaboration and meeting attendance

C) Multi-Use & Recreational Trails Planning Assistance: The purpose of this activity is to link users with origins and destinations (jobs, education, nutrition, healthcare, recreation) via multi-use and recreational trails by integrating them into the transportation network. Provide technical assistance to communities and agencies, including research and guidance on best practices related to active transportation, accessibility, and connectivity.

Work Products:

- 1) Map local and regional multi-use and recreational trails
- 2) Project scoping and funding development assistance to communities working to develop multi-use and recreational trails

Category 300: Public Involvement & Coordination

Purpose: This category provides for the timely development and implementation of policies, plans and projects through a public process of listening, facilitation, education and outreach, collaboration and recommendations to state and federal agencies, with special attention to inclusionary actions.

Task 301: Technical Advisory Committee

Objectives: The purpose of this task is to encourage the region's communities and agencies to actively participate in the Technical Advisory Committee. Staff will organize monthly meetings and provide all documents related to the meetings to ensure that participants can make informed recommendations. Meeting minutes, presented materials, and other relevant resources will be posted to the MPO website following approval by the committee.

A) Technical Advisory Committee (TAC): The purpose of this task is to encourage the region's communities and agencies to actively participate in the Technical Advisory Committee. The committee focuses on the technical aspects of transportation planning and reviews MPO products prior to recommending them to the Policy Committee. Staff will prepare materials and presentations, invite guest speakers, and provide consistent communication with committee members to ensure they can make informed decisions and recommendations to the MPO, and provide resources for the municipalities they represent.

Work Products:

- 1) Approximately 10 Technical Advisory Committee meetings per year
- 2) Guest speakers on transportation-related topics
- 3) Agenda, approved minutes, and relevant documents posted to website
- 4) Annual maintenance of the TAC membership list and community appointments
- 5) Annual maintenance of committee rules of procedure

Task 302: Committee Meetings

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

A) Committee Meetings: The purpose of this task is to provide the executive committee the opportunity to discuss and carry out transportation-related business at their meetings. On a monthly basis, Executive Committee members play an important role in reviewing minor amendments to the Transportation Improvement Program.

Work Products:

- 1) Approximately 10 Executive Committee meetings per year
- 2) Agenda, approved minutes, documents posted to website
- 3) Annual maintenance of committee membership
- 4) Annual maintenance of committee rules of procedure

Task 303: Public Participation Plans

Objectives: Increase public awareness and opportunities to participate in transportation planning, decision-making, and plan implementation, particularly for underrepresented populations and businesses in the region. This task addresses the BIL requirement that MPOs consider affordable housing and employment linkages with the transportation system and coordinate with housing entities. Efforts related to public outreach, the Title VI program, and environmental justice will consider housing and employment access linkages with the transportation system.

A) Public Participation Plan (PPP): The purpose of this task is to ensure that the public is actively engaged in transportation planning with opportunities to learn and participate in an open and transparent process. This is accomplished through the development and implementation of an action plan that solicits input from the residents and businesses of the region with special efforts made to include the underrepresented and those who may be most affected by the decisions made during the processes contained within the Unified Planning Work Program. A comprehensive update of the public participation plan is anticipated during second year of the 2024-2025 UPWP.

Work Products:

- 1) Update of the Public Participation Plan as needed or by request of NHDOT, FHWA, and FTA
- 2) Technical Advisory Committee review and Policy Committee adoption (including public hearing)

B) Title VI Civil Rights Program: implements compliance with Title VI of the Civil Rights Act of 1964 to ensure that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation. Additionally, each year the Title VI Coordinator submits a report to NHDOT's Chief of Labor Compliance. This report includes Strafford MPO's goals related to the Title VI Program, objectives for meeting those goals in the past fiscal year, whether those objectives were attained, and objectives for the next fiscal year.

Work Products:

- 1) Update of the Title VI components of the SRPC Nondiscrimination Plan and subsequent TAC review and Policy Committee approval (as needed)
- 2) Annual Title VI Goals and Accomplishments Report

C) Environmental Justice Program: SRPC has a duty to ensure that its programs, policies, and activities do not lead to disproportionately high and adverse human health or environmental impacts on minority and low-income populations. SRPC's work on environmental justice is guided by Executive Order 12898 from 1994. Staff will continue ensuring policy and proposed projects will not have adverse impacts in their inception, development, implantation, and maintenance.

Work Products:

- 1) Updates to the Environmental Justice components of the SRPC Nondiscrimination Plan (as needed)
- 2) Technical Advisory Committee review and Policy Committee adoption (including public hearing)

Task 304: Public Outreach

Objectives: Facilitate the exchange of information between the planning commission, local governments, businesses, university and colleges, associations, and the public on topics related to transportation. Efforts that promote the goals and recommendations in the Metropolitan Transportation Plan and project development for the TIP are a priority. Public outreach is critical for successful implementation of a performance-based planning approach for the region and the state. Provide a regional perspective and represent the MPO at transportation related meetings and events. Gather information pertinent to regional interests from meetings and events attended and disseminate the information to municipalities.

A) Public Involvement: The purpose of this task is to actively seek to expand public awareness and participation in transportation planning and plan implementation by working with local governments, businesses, universities and colleges, housing advocacy agencies, community associations (such as Chamber of Commerce, Rotary), nonprofit organizations, and other stakeholder groups.

Work Products:

- 1) Outreach and coordination with transportation-related stakeholder groups
- 2) Up to two region wide outreach events or activities per year to support ongoing development of transportation plans
 - a. Event materials
 - b. Summary of public input received

B) Inclusionary Actions: Staff will specifically seek direct input from minority, non-English speaking, and low-income residents in the metropolitan planning organization's public involvement processes, in accordance with Title VI of the Civil Rights Act of 1964 and the Environmental Justice provisions:

Work Products:

- 1) Translation of key planning documents as called for by SRPC's Limited English Proficiency Four-Factor Analysis as included in the Nondiscrimination Plan.
- 2) Establish a formalized program to ensure ongoing and meaningful outreach and engagement with champions, gatekeepers, and community leaders of underrepresented populations to ensure regional planning and project development represents all community voices and needs.

C) Media Activities & Website: The purpose of this task is to provide local newspapers, libraries, government centers, radio and television stations with public notices and documents. In addition, provide outreach to governments, interested parties, colleagues, collaborators through the use of website, weekly updates, email newsletters and alerts, blog, and the use of social media to provide information on legal notices and public review of documents, public hearings and meetings, emerging and new topics and a variety of transportation-related topics.

Work Products:

- 1) Post all meeting agendas to the SRPC website
- 2) Post all meeting minutes to the SRPC website within 30 days of public meetings
- 3) Up to 12 monthly newsletters with transportation articles and updates
- 4) UP to 40 weekly updates with transportation articles and updates (Bits and Pieces)
- 5) Weekly transportation social media content development and maintenance (engaging with partners, sharing, liking and following trends)

- 6) Online reporting of performance measure reports and targets
- 7) Develop new online tools such as interactive databases, project submission forms, and GIS platforms to support transportation planning programs.

D) Strafford MPO Representation and Professional Presentations: The purpose of this task is to represent the MPO perspective at meetings and conferences regarding transportation planning in New Hampshire, as well as NHDOT-sponsored local official, task force, public informational meetings held during the project scoping and design phase of projects.

Work Products:

- 1) Attendance at transportation-related meetings and events
- 2) Written comments regarding the regional perspective of local, regional, and state projects
- 3) Presentations on general transportation planning (not tied to a specific topic) as requested

Task 305: Policy Committee

Objectives: Support the MPO Policy committee in establishing Strafford MPO's priorities, and policies, and planning documents for the region, with due consideration of federal and state enabling legislation and rulemaking. The Committee considers and approves budget, projects, and planning documents prepared on behalf of the region by Strafford MPO staff.

A) Policy Committee: The purpose of this task is to encourage regional communities and agencies to actively participate in the Policy Committee through their appointed regional planning commissioners and agency appointees. Staff will organize monthly meetings and provide documents related to the meetings to facilitate informed discussions and decision-making by commissioners. Staff will ensure that Policy Committee members receive ongoing opportunities for discussion, presentations, speakers, outreach activities and materials to aid them in their work. Staff will provide technical assistance for outreach and education requests from Policy Committee members within their agencies and communities, such as presentations to Selectmen and Councils.

Work Products:

- 1) Approximately 10 Policy Committee agendas, minutes, documents
- 2) Agendas, approved minutes, documents posted to website
- 3) Legal notices for meetings and public hearings
- 4) Technical assistance
- 5) Speakers and presentations for meetings
- 6) Letters and reports
- 7) Annual maintenance of the committee membership list and community appointments
- 8) Annual maintenance of committee rules of procedure

Category 400: Plan Support

Purpose: This category provides for the collection, analysis, QA/QC, visualization, and maintenance of transportation planning data (including socioeconomic and transportation system data) for use in MPO transportation planning and travel demand model activities. Data will support ongoing implementation of performance-based planning and regular system performance reporting.

Task 401: Traffic Counts

Objectives: Complete NHDOT assigned traffic counts as well as supplemental count requests during each traffic count season (approximately May – October). Staff time in this task contributes to the new requirement in the BIL that at least 2.5% of PL funds in the UPWP be dedicated to planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities (the “complete streets requirement”).

A) Traffic Count Data Collection, QA/QC, & Management: The purpose of this activity is to collect traffic count data annually based on a list of locations provided by NHDOT. Traffic counts will start in the spring and end in the fall of each calendar year. Counts types include volume, classification and turning movements as determined by NHDOT. Staff will prepare monthly reports and data files for NHDOT traffic bureau staff. Staff will develop and manage transportation systems data including the metropolitan planning organization’s traffic count database and GIS files.

Work Products:

- 1) Completion of traffic count locations assigned by NHDOT (approximately 100 per year)
- 2) Annual report to summarize traffic count data collected
- 3) Maintenance of traffic count database
- 4) Traffic counts incorporated into GIS database

B) Supplemental Traffic Counts: The purpose of this task is to collect traffic count data for local municipalities and organizations on request. Requested supplemental traffic counts support local data-driven planning efforts and project development. Completion of NHDOT assigned counts is prioritized. If a requested supplemental count is located near a NHDOT count, staff will set the supplemental count if possible, to ensure efficiency.

Work Products:

- 1) Traffic count reports to municipalities
- 2) Summary reports of traffic count data collected
- 3) Maintenance of traffic count database
- 4) Traffic counts incorporated into GIS database

C) Turning Movement Counts: The purpose of this activity is to collect data on vehicular turning movements as requested by municipalities and other entities. Staff will prepare reports to accompany counts and maintain data files for future use. Requested supplemental traffic counts support local data-driven planning efforts and project development.

Work Products:

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

D) Bike/Ped Count Data Collection and Management: The purpose of this activity is to collect and perform QA/QC on bicycle and pedestrian movement data to support regional bicycle and pedestrian improvement projects. During the 2024-2025 UPWP cycle, Strafford MPO staff will continue identifying and developing sites for repeated bicycle and pedestrian data collection.

Work Products:

- 1) Development and implementation of a strategic bicycle and pedestrian data collection plan
- 2) Completion of bicycle and pedestrian counts
- 3) Summary reports for bicycle/pedestrian count data collected in the SRPC region (approximately 20 or more per year)

Task 402: SADES Inventory Efforts

Objectives: Develop and maintain Statewide Asset Data Exchange System (SADES) data layers to support transportation planning activities and programs. SADES provides a common set of collection standards. This ensures that data collected throughout the state is comparable and assessed uniformly. Staff time in this task contributes to the new requirement in the BIL that at least 2.5% of PL funds in the UPWP be dedicated to planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities (the "complete streets requirement").

A) SADES Roadway Surface Management System: The purpose of this activity is to collect pavement condition data for locally-maintained roads based on the methodology developed with UNH Technology Transfer Center. Data collection will be performed during the standard field season (May – October) of each year. Staff will prepare reports and manage data files for use by municipalities, regional partners, and NHDOT staff.

Work Products:

- 1) Conduct data collection and quality analysis/quality control reviews
- 2) Attendance at meetings with municipal staff and officials
- 3) Data collection
- 4) Creation of roadway pavement GIS data layers
- 5) Roadway pavement reports and maps
- 6) Follow up with communities where inventories were previously completed to assess implementation and solicit feedback to improve future efforts

B) SADES Culvert Assessments: The purpose of this activity is to create an inventory of culverts for communities within the Strafford region as part of the SADES program. This assessment requires the use of specified methodology, assumptions, and data collection efforts. The assessment will provide valuable information to state, regional, and local partners regarding infrastructure needs and vulnerability. Data will be contributed to the established SADES culvert database and compiled and maintained by staff of the UNH Technology Transfer Center.

Work Products:

- 1) Field collection of culvert data

- 2) Culvert database development
- 3) Incorporate historic culvert data into SADES database
- 4) Quality Analysis & Quality Control review

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

Work Products:

- 1) Field collection of sidewalk data using SADES protocol
- 2) Sidewalk data layer development
- 3) Quality Analysis & Quality Control review

Task 403: Geographic Information Systems

Objectives: Develop and maintain Geographic Information Systems (GIS) data layers to support transportation planning activities and programs. Identify, collect, and maintain data to enhance transportation planning activities. Inventory key transportation facilities in the region for the purposes of project development and asset management, identification of gaps in network connectivity. Create inventories that are compatible with the transportation project database.

A) Standardized GIS Data Layers: The purpose of this activity is to update standardized GIS data layers for their use in analyzing transportation planning processes and projects. Once updated, these data layers will be used to create visualizations for users. Standard practice is to maintain a web-based gallery of map sets.

Work Products:

- 1) Maintenance of GIS data layers and supplemental data, including aerial imagery, transportation networks and facilities, housing, community infrastructure, utilities, water and natural resources, protected and conservation lands, land use and zoning.
- 2) Update standardized GIS planning maps and post downloadable PDF versions on the SRPC website and update interactive ArcOnline maps.
- 3) Obtain and incorporate data distributed by NH DOT and GRANIT
- 4) Maintain data layer of all TIP, TYP and MTP projects in the region and develop an online transportation project viewer.

B) Regional Safety Analyses: The purpose of this activity is to collect, perform QA/QC, and analyze available crash data as it is released by NHDOT to assist in safety programs. Regional safety analysis will provide direct support for statewide and regional system performance management.

Work Products:

- 1) Regional crash data analysis of problem areas for potential Highway Safety Improvement Program (HSIP) projects and other safety studies.
- 2) Regional crash maps

C) Assessment of Water & Natural Resources: The purpose of this activity is to update GIS data layers essential for linking infrastructure resilience with water and natural resources protection. Water and natural resource assessments provide direct support for statewide and regional system performance management.

Work Products:

- 1) Maintenance of natural and water resources data.
- 2) Identification of natural resources and vulnerable infrastructure

D) GIS Data Organization, Development, & Quality Assurance: The purpose of this activity is to maintain a uniform organizational structure for the continued development of GIS databases and maps to support transportation planning elements. Staff will update GIS databases with relevant data from regional and state partners, update metadata, and complete routine quality analysis and control tasks.

Work Products:

- 1) Organizational protocols and documentation
- 2) Maintenance of GIS data organization system
- 3) Update of local transportation asset inventory and management tools

E) Regional Bicycle & Pedestrian Traffic Data Collection, QA/QC, & Analysis: The purpose of this activity is to acquire bicycle and pedestrian movement data from other sources, as necessary, and analyze data to support regional bicycle and pedestrian improvement projects.

Work Products:

- 1) Acquisition and analysis of Strava and other bicycle and pedestrian movement data
- 2) Managed database of bicycle and pedestrian movement data
- 3) Bicycle and pedestrian movement reports and maps

F) Multimodal Transportation Infrastructure Inventories: The purpose of this activity is to allow for the collection of baseline data of multimodal transportation infrastructure (e.g. trails and multiuse paths) needed to create GIS layers that will aid in transportation planning or that will lead to better transportation related decision making.

Work Products:

- 1) Development of methodology document for data collection and quality analysis quality control reviews
- 2) Data collection
- 3) Creation of transportation infrastructure GIS data layer
- 4) Data collection survey for annual data layer maintenance
- 5) GPS trail and other transportation data sets as requested

Task 404: Demographics & Socioeconomics

Objectives: Collect and disseminate demographic and economic information essential for transportation planning activities, including aspects of the decennial census and employment information. Data collection and analysis efforts in this task address the BIL requirement that MPOs consider affordable housing and employment linkages with the transportation system and coordinate with housing entities.

A) Demographic Data: The purpose of this activity is to process demographic data that support transportation planning documents and processes. Collaborate with the Regional Comprehensive Plan, Housing Needs Assessment, and the Comprehensive Economic Development Strategy to ensure integration of transportation infrastructure with housing and land use activities and the built environment. Demographic data analysis will provide direct support for statewide and regional system performance management.

Work Products:

- 1) Updates to the Regional Data Snapshot – a standalone document produced in FY2021 that summarizes key data for the MTP and transportation planning programs, updates will include:
 - a. Download and analysis of annual data sets from non-Census Bureau sources
 - b. Maintain and run R-based ACS and Census data package scripts to update all Census Bureau data sets
 - c. Import tabular data into GIS systems
 - d. Update existing and produce new maps and data visualizations to update the Snapshot and associated ArcOnline Data Viewers
 - e. Integration of census data into the Travel Demand Model

B) Economic Data: The purpose of this activity is to process employment data for the Seacoast Travel Demand Model for project development and corridor studies. Collaborate with the *Strafford Comprehensive Economic Development Strategy* document updates to ensure coordination of transportation & economic development infrastructure projects and planning activities. Economic data analysis will provide direct support for statewide and regional system performance management.

Work Products:

- 1) Employment data incorporated into travel demand model from various sources including the Economic and Labor Market Information Bureau and the Department of Employment Security
- 2) Coordination with *Comprehensive Economic Development Strategy* planning activities and project development

Task 405: Equipment and Supplies

Objectives: Purchase equipment required to carry out specific transportation planning tasks as part of the Unified Planning Work Program, including the retirement of older equipment. Perform administrative tasks including the annual inventory of all equipment and software purchased to carry out the transportation tasks approved as part of the Unified Planning Work Program and reporting on the status of the equipment. Perform routine maintenance tasks to ensure the longevity of UPWP equipment and seamless use of equipment. Purchase equipment required to carry out the transportation tasks approved as part of the Unified Planning Work Program, including the retirement of older equipment. Equipment identified and paid within the Unified Planning Work Program is to be used only for transportation planning activities.

A) UPWP Equipment Administration: The purpose of this activity is to inventory the commission's equipment and software used to perform transportation tasks.

Work Products:

- 1) Annual inventory of equipment used for transportation
- 2) Management of property records
- 3) Reports on the inventory

B) Maintenance and Repairs: The purpose of this activity is to perform maintenance and as-needed repairs to UPWP equipment to ensure the longevity of the equipment, including, but not limited to, software updates, troubleshooting issues as they arise, and support from IT specialists as needed.

Work Products:

- 1) Routine maintenance of equipment
- 2) Repair of traffic count equipment and supplies
- 3) Repair of computer equipment
- 4) Repair of other UPWP equipment

C) Transportation Equipment and Software Acquisition and Disposal: The purpose of this activity is to acquire and replace equipment and software needed for transportation tasks approved as part of the UPWP. This includes computers, printers, equipment, associated supplies, and software agreements.

Work Products:

- 1) Equipment purchases: including traffic counters; bicycle and pedestrian counters; supplies, safety equipment, and protective gear. (Budget includes \$10,000 in FY2024 for additional bike-ped counters, plus \$3,000 each year for traffic count supplies and equipment).
- 2) Computer hardware and software purchases and maintenance agreements
- 3) Other hardware purchases such as GPS units, tablets, and peripherals
- 4) Purchase of INRIX expanded National Traffic Data Set and tools (estimated at \$8,500 annually)
- 5) Documentation of purchases and disposal:
 - a. Invoice documents for financial records
 - b. Competitive purchasing documents and processes
 - c. Documentation of disposal to White Farm or other disposals as appropriate

D) Procurement: From time-to-time SRPC will need to conduct a formal procurement process including RFPs and RFQs for services and equipment. This will include the selection of an engineering firm to assist with the scoping and budgeting of transportation projects as part of the 201-Ten Year Plan (\$40,000 budgeted for engineering services), 208-Metropolitan Transportation Plan (\$40,000), CMAQ (\$10,000), and TAP (\$10,000).

Work Products:

- 1) Secured engineering services not to exceed \$100,000 over the 2-year contract period in support of tasks 201, 208, and 503. (note the consulting costs are budgeted separately within these tasks)
- 2) Documentation of all procurement processes

Task 406: Transportation Model

Objectives: Continue to streamline operations of the Seacoast Travel Demand Model to improve overall capabilities. While the model initially was for air quality analyses performed under EPA Ozone Standard, the core use now is for local forecasting applications and calculating performance measures. The model can be used to evaluate system efficiency, perform corridor analyses, project potential impacts (including air quality and congestion) from proposed transportation projects and plans, and link long-term performance trends with project development.

A) Model Updates, Enhancements & Development Coordination: The purpose of this task is to use and maintain a regional travel demand model. Efforts will be made to coordinate model updates and enhancements with MPO and NHDOT partners. Transitioning to a single statewide model during the terms of this agreement is supported. An updated household travel survey or adequate alternative is needed to ensure models are using accurate data and assumptions. SRPC will research survey options and alternatives with RPC partners. Acquisition of new data is not anticipated before 2023 and will be discussed with NHDOT during the planning stages. Potential model updates include, but are not limited to, creating separate networks for freight and public transit, automating multiple model runs, regional buildout analysis, and automating sub-area analysis model outputs. These updates and enhancements are meant to simplify and streamline the modeling process while also increasing the sensitivity and accuracy of the travel demand model. The travel demand model will provide direct support for statewide and regional system performance management. Model updates will be completed in coordination with a hired consultant who will provide on demand technical assistance.

Work Products:

- ~~1) Updates and improvements to the model as needed~~
- 2) Continued research to identify potential household travel data products
- 3) Continued coordination for statewide model development
- 4) Integration of 2020 decennial census data
- 5) Work with NH's MPO's to research potential vendors, and if deemed feasible, conduct a joint procurement and acquisition of a household origin and destination data set in lieu of conducting a household survey (estimated at \$20,000 per MPO).

B) Building & Development Growth: The purpose of this activity is to collect building permit data for new construction from all eighteen communities within the Strafford MPO on an annual basis. These data will ensure that TAZ-level data within the Seacoast model is current with regards to future household capacity as necessary for the model's Land Use Allocation Module.

Work Products:

- 1) Building Permit Data Collection
- 2) Annual Summary Report
 - a. Regional growth maps
 - b. Updated data collection and management protocol

C) Analyses & Visualization: The purpose of this activity is to complete analyses and develop visualizations to support planning of future transportation project investments. Analyses may include build-no build scenarios for TIP, TYP and MTP projects, including projects in development, as well as, scenarios to evaluate system resiliency strengths and weaknesses.

Work Products:

- 1) Transportation planning analyses and visualizations
- 2) Analyses to support performance measure calculations and target setting.
- 3) Analyses to support project development and prioritization
- 4) Scenario based planning analyses

Task 407: Memberships, Subscriptions & Professional Costs

Objectives: Maintain membership with AMPO, NEARC, and other state and regional associations as a learning and information resource for transportation related topics.

A) Memberships: To support access to staff training opportunities, SRPC will continue membership in the Association of Metropolitan Planning Organizations (AMPO), which serves the MPOs responsible for carrying out the metropolitan planning process required by title 23 U.S.C. and Chapter 53 of title 49, U.S.C. The eligible portion of the dues (<https://www.fhwa.dot.gov/hep/guidance/duesmemo.cfm>) may be billed directly to FHWA/FTA funds if similar costs are billed directly to other benefiting activities, such as Northeast ARC Users Group (NEARC), New Hampshire Planners Association (NHPA), the New Hampshire Association of Regional Planning Commissions (NHARPC), the American Planning Association (Transportation Section), National Association of Development Organizations (NADO), and the National Association of Regional Councils (NARC). These memberships support staff acquisition of knowledge and skills needed to provide transportation planning functions.

Work Products:

- 1) Maintenance of memberships following federal guidance

Category 500: Technical Assistance & Support

Purpose: This category provides an opportunity for staff to work with local municipalities, transit, and intercity rail and bus providers, nonprofits, businesses, and state and federal agencies on transportation planning and the implementation of transportation projects within the region.

Task 501: Local & Regional Assistance

Objectives: Provide local assistance to municipalities, nonprofits, and organizations on transportation planning and project development. Work cooperatively with neighboring regional planning commissions and metropolitan planning organizations to promote shared transportation planning objectives. Promote and participate in intermodal transportation planning activities. Provide planning support and data collection for rail, aviation, port project development limited to ground-surface transportation. This task will help create connections between modes of transportation, improve safety, mobility, freight and passenger transport, economic development, and will help promote a strong integrated transportation system within the Strafford region.

A) General Transportation Assistance: The purpose of this activity is to respond to local requests for transportation planning assistance by municipalities, local officials, boards, committees and the public. Assistance may include: provision of traffic data and technical assistance and education to municipalities regarding best practices such as complete streets, walkability, low impact development, mobility, accessibility, safety, congestion management, connectivity, and land-use impacts on travel patterns. Further it may include the review and update of existing zoning and land use regulations to incorporate transportation planning principles, strategies and standards and transportation master plan chapter update and review.

Work Products:

- 1) Provide traffic data on request
- 2) Reports and memos related to local assistance as requested/required
- 3) Attendance at meetings
- 4) Technical assistance with development of regulations and ordinances on limited basis per request
- 5) Development of transportation chapters of local Master Plans as requested

B) Development Impact Review: includes attendance at NH DOT scoping meetings; review and comment on local site plan and subdivision applications for access management, safety and traffic impacts as requested; review of local traffic impact studies; and review of declared Developments of Regional Impact:

Work Products:

- 1) Development of Regional Impact (DRI) reviews performed upon request (reports and/or memos of review findings)
- 2) Comments on local Traffic Impact Studies and development proposals as requested
- 3) Technical assistance with other projects, applications, reviews per request
- 4) Attendance at NHDOT, local and regional meetings
- 5) Research and recommendations as required to support the above work

C) Coordination with Other MPOs and RPCs: The purpose of this sub task is to support interstate and interagency coordination to identify needs, improvements, and strategies to achieve intermodal transportation services and infrastructure for passenger and freight movement. Generally, this activity includes: coordinate with other MPOs for planning related activities such as performance based planning and target setting, port and rail enhancements, and transit and intercity bus services and facilities. Coordinate with neighboring MPOs to ensure planning documents and efforts represent shared UZAs and MPAs.

Partnering for Performance NH workgroup efforts include the establishment of processes and procedures necessary for data collection, the allowance of data collection and analysis to complete this task, the development of measures as deemed necessary by the MPO and the Workgroup, the convening of the Workgroup each year to update and discuss federal and supplemental measures, and the establishment of targets-

RPC Executive Director Meetings provide a monthly forum for RPC executive directors, NH DOT and other State and Federal agencies to discuss transportation planning and other related issues.

Work Products:

- 1) Collaborative events with other MPOs and RPCs on interregional planning efforts
- 2) Continued Partnering for Performance NH workgroup meetings and associated work efforts
- 3) Attendance at RPC executive directors meetings

D) Scenic Byways Planning and Technical Assistance: The purpose of this activity is to support the development and promotion of regional scenic byways. Staff provide technical assistance to scenic byway committees of municipal representatives to develop and approve scenic byway Corridor Management Plans for the Branch River Valley Scenic Byway (Wakefield and Milton) and the Mills Scenic Byway (Rollinsford, Madbury, Durham, and Newmarket). Continuing efforts will focus on marketing and expansion of byways and integrating byway development with regional economic and tourism development entities and efforts.

Work Products:

- 1) Technical assistance with byway expansion
- 2) Updates to byway Corridor Management Plans as needed
- 3) Development of tools such as GIS-base Story Maps and on-road signage for byway routes

E) Land Use, Housing and Economic Development: Implement appropriate transportation recommendations identified in *Local Solutions for the Strafford Region* (regional master plan), *Strafford Comprehensive Economic Development Strategy*, and other state and regional plans and reports prepared by non-profits and academic institutions. Additionally, SRPC monitors project development to ensure there is no disproportionate impact on any minority or low-income population.

Work Products:

- 1) Transportation technical assistance for the Strafford Regional Economic Development District.
- 2) Content updates to regional land use and economic development efforts relative to regional transportation linkages.
- 3) Integrate demographic and socioeconomic data developed for transportation planning

initiatives into other regional land use and economic development efforts.

- 4) Reports, fact sheets, and presentations identifying transportation linkages.

F) Parking Studies and Analysis: The purpose of this activity is to support municipal parking policies. Staff will provide technical assistance to assess adequacy of existing parking supply, particularly in community centers and downtowns, in order to update parking regulations. Activities will include assessment, alteration, or elimination of minimum parking requirements or implementation of parking maximums for sites supported by public parking or alternative modes. Other activities may include revisions to parking lot layout or design to accommodate best-practices for stormwater treatment, landscaping, or snow removal.

Work Products:

- 1) Planning assistance to municipalities
- 2) Data collection and analysis
- 3) Research and reports
- 4) Technical assistance with development of regulations and ordinances on limited basis per request

G) Passenger and Freight Rail Planning: The purpose of this activity is to support passenger and freight rail planning activities including support for reestablishing and upgrading rail systems that pass through the Strafford region, researching rail funding opportunities, meeting rail objectives outlined in the *Strafford Comprehensive Economic Development Strategy*. Other activities may include planning for the integration of rail with other modes of transportation, establishing connections between rail and other modes of transportation, collecting rail data for the Strafford region, and promoting projects that raise bridges over rail lines to double stack height.

Work Products:

- 1) Planning assistance to nonprofit organizations, municipalities, and state agencies
- 2) Data collection and analysis, research and reports as requested
- 3) Grant Research and plan development as requested

H) Aviation and Port Planning: This activity is limited to efforts that link Pease International Airport, Skyhaven Airport, the Port of New Hampshire and the Portsmouth Naval Shipyard (PNSY) to surface transportation system enhancements. Generally, efforts may include enhancing connectivity and ground access from surface modes of transportation to airport and port facilities to promote efficient movement of freight and passengers. Planning activities should enhance the economic competitiveness of the region by maximizing the use of the existing airport at the Pease Tradeport and Skyhaven Airport (adjacent to the Granite State Business Park) as well as assisting port infrastructure on the Piscataqua River and at PNSY.

Work Products:

- 1) Planning assistance to and collaboration with nonprofit organizations, municipalities, neighboring MPOs and state agencies related to ground access and egress, intermodal transfer, and alternatives to address congestion and safety of ground access
- 2) Data collection and analysis regarding connectivity with other surface transportation
- 3) Research and reports related to connections with surface modes of transportation
- 4) Continued participation with the Portsmouth Naval Shipyard Joint Land Use Study meetings for the provision of data, information, and connections as applicable and requested

J) Regional Transportation Management Association Support: the purpose of this activity is to support planning activities of the CommuteSmart Seacoast program. This includes participation in "commuter challenges" that encourage large and small employers to promote alternatives to non-SOV use.

Work Products:

- 1) Development and coordination of CommuteSmart Seacoast events with Rockingham Planning Commission and COAST staff
- 2) Development of outreach methods and materials
- 3) Initiatives to increase employer participation in TDM projects and programs

K) Statewide TDM support: SRPC will participate with partner RPCs and agencies as part of the CommuteSmart NH program. This includes meeting attendance and event coordination, work to improve the use and recognition of NH Rideshare software, and statewide coordination of TDM activities.

Work Products:

- 1) Coordination and promotion of statewide TDM-related events
- 2) Development of outreach methods and materials
- 3) Initiatives to increase employer participation in TDM projects and programs
- 4) Participate in future cost sharing arrangements associated with a statewide trip planner, logger, and challenge software platform that manages and promotes commuter transportation options (as needed, budgeted at \$5,000 per fiscal year)

Task 502: State & Federal Assistance

Objectives: Provide technical assistance for projects and plans, and participate on committees and workgroups at the request or in partnership with state or federal agencies.

A) State & Federal Assistance: The purpose of this activity is to advance regional priorities by aiding and supporting requests by state or federal agencies for technical assistance on projects, plans, and participation on transportation related committees. This includes project development, implementation and monitoring; corridor studies; performance-based planning. Other activities may include participation in NHDOT sponsored public advisory committee meetings for projects as necessary; statewide advisory committees such as the Highway Safety Improvement Program (HSIP) and others as requested by NHDOT or as a designated MPO/RPC representative. SRPC staff currently services as a member of the HSIP committee. Additionally, efforts may include activities as required when designated as a participating agency or interested party as part of the NEPA review process for transportation projects.

Work Products:

- 1) Provision of transportation data, reviews of plans, technical information, and verbal input to statewide committees or to support state plans
- 2) Attendance at meetings
- 3) Collection of Highway Performance Monitoring System HPMS data
- 4) Formal comments submitted by the MPO as part of the NEPA review process or other transportation planning effort

Task 503: LPA Program Support

Objectives: Assist communities, agencies, and other groups with application preparation, presentation, management of projects, and guidance on LPA implementation. Staff time in this task contributes to the new requirement in the BIL that at least 2.5% of PL funds in the UPWP be dedicated to planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities (the "complete streets requirement").

A) Congestion Mitigation and Air Quality (CMAQ): The purpose of this activity is to assist and support communities and agencies with the CMAQ application process. Staff will oversee the scoring process for all proposed regional applications for CMAQ grant rounds. In addition, staff will participate on the NH CMAQ advisory committee.

Work Products:

- 1) Assistance to communities in the CMAQ Process
- 2) Oversight of scoring process for regional applications and attendance at meetings
- 3) Assistance with Air Quality Analysis for CMAQ projects
- 4) Assistance from a consulting engineer with project budgeting scoping (\$5,000 budgeted each fiscal year)

B) Highway Safety Improvement Program (HSIP): The purpose of this activity is to continue the collaboration with NHDOT ensuring that the Highway Safety Improvement Program benefits the communities, residents and business in the region.

Work Products:

- 2) Development of Road Safety Audit applications
- 3) Coordination with NHDOT
- 4) Participation in NHDOT Highway Safety audits and meetings in the region
- 5) Provision of regional highway safety data when requested

C) Transportation Alternatives Program (TAP): The purpose of this activity is to assist and support communities and agencies with the TAP application process. Staff will oversee the scoring process for all proposed regional applications for TAP grant rounds. Assistance with project implementation to communities that are awarded TAP funding.

Work Products:

- 1) Assistance to communities with the TAP grant process
- 2) Facilitate regional scoring process for applications and attendance at meetings
- 3) Assistance with project implementation
- 4) Assistance from a consulting engineer with project budgeting scoping (\$5,000 budgeted each fiscal year)

Task 504: Special Projects

Objectives: Develop contracts with communities and agencies in the region to establish a scope of work, budget and work products for projects and programs that require sustained and/or substantial effort of metropolitan planning organization staff time and resources.

A) Special Projects: The purpose of this activity is to develop contracts with communities and agencies within the region that would be approved by NHDOT. This task is primarily intended to address projects and programs from Tasks 501 and 503 in which the metropolitan planning organization's role expands beyond limited support and assistance, or in which the metropolitan planning organization's efforts clearly exceed the intent of the original task.

Work Products:

- 1) Local and regional projects funded through the UPWP under contractual agreement approved by NHDOT.

Task 505: Regional Coordinating Council

Objectives: Promote development and implementation of community transportation in the Strafford MPO area by participating with the Alliance for Community Transportation, Strafford's Regional Coordination Council, in conformity with federal and state regulations.

Staff time in this task contributes to the new requirement in the BIL that at least 2.5% of PL funds in the UPWP be dedicated to planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities (the "complete streets requirement").

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

Work Products:

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

B) Planning Assistance to the Alliance for Community Transportation (ACT): The purpose of this activity is to provide technical assistance and support to the Alliance for Community Transportation and attend monthly meetings for membership. The Executive Director or staff will continue to provide support and attend meetings for the Alliance for Community Transportation's Executive Committee.

Work Products:

- 1) Approximately 6 meetings per year - attendance at member meetings
- 2) Approximately 12 meetings per year - attendance at ACT Executive Committee meetings
- 3) Provide support and information to ACT about funding opportunities, management, data, mapping, etc.

Task 506: Transit Agency Support

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

Staff time in this task contributes to the new requirement in the BIL that at least 2.5% of PL funds in the UPWP be dedicated to planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities (the "complete streets requirement").

A) Planning Assistance to Regional Transit Providers: The purpose of this activity is to provide technical assistance and support to COAST, Wildcat Transit, and other transit providers operating in the Strafford Region. This activity includes creating maps for agencies, assistance with Google Transit Feeds, providing guidance about funding opportunities, and attendance at monthly COAST meetings. Staff members currently serve on both the COAST Board and Finance Committee.

Work Products:

- 1) Technical assistance, maps, data, and professional advice,
- 2) Participation in monthly COAST Board and Finance Committee meetings
- 3) Provision of assistance and information about funding opportunities
- 4) Facilitation of meetings, as needed

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

Work Products:

- 1) Survey Instrument development and implementation
- 2) Final Statistics of Intermodal Survey
- 3) Transit facilities and route inventory and mapping

Category 600: Other Transportation Planning Activities

Purpose: In addition to the MPO transportation planning work, Strafford Regional Planning Commission is often engaged with partner agencies on several other planning efforts that are not directly funded through the metropolitan planning process. Some of these are transportation planning focused, while others may concentrate on land use or environmental planning. Most are multi-disciplinary in nature and incorporate consideration of the transportation system of the area as part of the discussion, issues of concern, or recommendations. This section of the UPWP identifies those projects and programs.

(Note: within Category 600, SRPC retires task numbers once the grant funded project is complete.)

Task 603: FTA 5305(e): Connecting Transit Access to Local Land Use Planning

Objectives: 1) Provide the Cooperative Alliance for Seacoast Transportation (COAST), the University of New Hampshire Wildcat Transit (UNH Wildcat) system, and the communities served by the two systems with insight into the barriers that riders face in being able to safely access transit stops on foot; and 2) provide the communities with tools through the municipal land use review process to help reduce those barriers and improve access.

Staff time in this project contributes to the new requirement in the BIL that at least 2.5% of PL funds in the UPWP be dedicated to planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities (the "complete streets requirement"). This project will also address the BIL requirement for MPOs to consider access to affordable housing and employment through analysis of the public transit system.

603.1 General Administration

SRPC will work collaboratively with RPC to jointly manage all activities necessary to implement this task. SRPC will perform independent monthly and annual grant administration, accounting and reporting requirements associated with its grant award.

In support of these efforts, both RPCs will perform the following general project administrative tasks:

- Oversee all reporting requirements to New Hampshire DOT
- Serve as Project Manager and Point of Contact
- Administer all billing and financial management associated with the project

603.2 Pedestrian Level of Traffic Stress Analysis and Mapping

- a) Research and Literature Review: RPC and SRPC will review existing research and literature to form a consistent knowledge base and to be used in establishing a methodology.
- b) Establish PLTS Methodology: Using the research and literature review, the two MPOs, in consultation with project partners, will agree to and refine the methodology for the PLTS.
- c) Sidewalk Network Data Development: The two MPOs will establish a consistent data dictionary and attributes consistent with the inputs required to perform the PLTS. Both will need to perform additional field work to refine their data sets to ensure consistency and completeness.
- d) PLTS Analysis: Using the established methodology and completed data collection, the two MPOs

will run the analysis of PLTS for all pedestrian infrastructure within at least a 0.75-mile radius of fixed route transit stops. The preliminary analysis will be shared as part of the outreach and engagement process, results will be incorporated into a round of adjustments to the analysis results to ensure an accurate representation of the pedestrian experience. The preliminary analysis results will be shared with local community representatives for their review and input, followed by a round of adjustments to the analysis results to ensure an accurate representation of the pedestrian experience.

- e) PLTS Map: Using the PLTS analysis and infrastructure data, the MPOs will map the sidewalk network within a 0.75-mile radius of fixed route stops.

603.3 High Frequency Locations Connectivity Analysis

- a) Fixed Route System Connectivity and Demand Analysis: Assess the system connectivity and most frequent origins and destinations:
 - o Develop segment centrality analysis for pedestrian trips to individual transit stops from residential origin points within a 0.75-mile radius.
 - o Develop low stress network connectivity analysis for transit stops to residential and employment origin and destination points within a 0.75-mile radius.
 - o Develop heatmap for fixed route boardings and alightings by transit stop.
- b) ADA Paratransit Priority Location Analysis: Provide direct assistance to COAST and UNH Wildcat who will develop heatmap for ADA paratransit trip origins and destinations, and their locations relative to stops on the fixed route network. Should there be a way to maintain privacy restrictions, the MPOs will instead directly prepare the map.
- c) Gaps Analysis: Identify the following fixed route transit stop locations:
 - o ~~Where pedestrian access is marked by the greatest levels of stress. For each location~~ assess whether safety improvements could improve ridership and if so, can the improvement be achieved through either policy change or will require municipal infrastructure improvements.
 - o Greatest rates of ADA paratransit trip origins and destinations within a 0.75-mile radius of fixed route transit stops. For each location assess whether accessibility improvements could make a difference in ADA riders being able to shift to fixed route service.
- d) Connectivity Analysis Report and Online Maps: Prepare a summary report that assembles and interprets the analysis and presents additional transit access details generated through the outreach and engagement process. The report will be supplemented with an ArcOnline Map Viewer that presents the pedestrian level of stress data, pedestrian infrastructure, fixed route service and stop locations, and any additional layers produced as part of the analysis.

603.4 Outreach and Engagement

- a) Community PLTS QA/QC: The preliminary results of the pedestrian level of stress analysis will be shared with local community representatives as well as the public for their review and input.
 - o Widespread distribution of a draft online map which allows respondents to provide direct feedback. Feedback will be targeted to reach all communities served by the two fixed route transit providers, residents, municipal officials, bicycle and pedestrian groups, state officials, and representatives from the NHDOT district offices.
 - o Attendance at regional events (at least 1 per region) with a large population draw. Attendees will be invited to provide feedback on large format printed maps.
- b) High Frequency Locations Review: Meet with municipal planning staff and board members in Dover to review findings from the High Frequency Locations Connectivity Analysis. Working with

each of the two pilot communities and key partners/interested parties, select approximately 5 priority transit stops for further analysis.

- c) Pilot Communities Opportunities and Barriers Identification: Meetings will refine understanding of opportunities and barriers to connect commercial and multi-family residential (re)developments to fixed route transit stops as well as promote design that improves transit access and reduced paratransit demand. The focus will be on understanding existing land use regulations and ordinances, as well as physical infrastructure, pose barriers to transit access. Conversations will then address how amendments to site plan review regulations may present opportunities to improve transit connections.
- d) Pilot Communities Draft Regulations Hearing: Coordinate a public input session on draft site plan review regulation amendments in Dover.

603.5 Model Site Plan Review Regulations and Pilot Implementation

- a) Local Planning Policy Best Practices and Model Language: Formulate a best practice guide and model local land use policies to be implemented through site plan review regulations. The guide will feature illustrative best practices and local actions infrastructure improvements that can render transit access more accessible and tools to do so such as capital improvement programs. The model language will address infrastructure improvements needed (on and off site) and design guidelines to improve access for pedestrians and bicyclists, as well as those who rely on ADA paratransit due to infrastructure impediments to fixed route transit stops within a 0.75-mile radius of new commercial and multi-family housing development and redevelopment. The final model language will be accompanied by a summary report and interactive online map products of the analyses completed in Tasks 2 through 4 above.

- ~~b) Pilot Communities Implementation: Working directly with Dover, SRPC will customize the model site plan review regulation language for each of the two communities using the analyses performed in Tasks 2 through 4 above and direct input received as part of Task 5. Draft language will be presented to the planning board for their feedback and revisions. Upon completion of the drafts, SRPC will assist the City to seek adoption of the policy changes.~~

Work Products

- High Frequency Locations Connectivity Analysis Summary Report
- Online Maps
- Site Plan Review Regulations Model
- Customized Site Plan Review Regulations for Dover

Other Federally Funded Planning Studies

As indicated in the introduction of this Unified Planning Work Program, the “unified” aspect of the document is intended to encompass all metropolitan planning organization transportation planning activities that are foreseen in the region, regardless of funding source or implementing agency. While we cannot be certain that we are aware of all transportation planning activities that will take place in the program period, we do identify all those that we are aware of in which the metropolitan planning organization has a stakeholder or participant role. Transportation planning activities funded with grants not included in the Strafford Metropolitan Planning Organization’s 2024-2025 Unified Planning Work Program are summarized below.

FTA 5307 – Urbanized Area Formula Grant Program

COAST General & Comprehensive Transit Planning (FTA 5307): COAST will undertake the following activities using FTA Section 5307 funds, and may utilize both SRPC staff resources and/or outside consulting assistance:

- Provide assistance with planning and mobility management to the Alliance for Community Transportation, the Regional Coordinating Council for the Greater Seacoast region
- Participate in updates as needed to the Coordinated Public Transit-Human Services Transportation Plan for the region
- Prepare route analysis (as needed)
- Continue ongoing general and comprehensive transit planning
- Conduct biennial system review

FTA 5307 (80/20)	FY2024	FY2025
Federal Funding	\$28,560	\$29,131
COAST Matching Funding	\$7,140	\$7,283
Total	\$35,700	\$36,414

Safe Streets and Roads for All (SS4A) Grant:

SRPC is partnering with Nashua, Southern NH, and Rockingham Planning commissions to cooperatively develop Safety Action Plans for each of the four MPOs. This project is funded through a Safe Streets and Roads for All (SS4A) Safety Action Plan grant. Project partners will be hiring a consultant and 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 administering the grant. SRPC staff time working on the Safety Action Plan is shown in the MTP task (Task 208).

SS4A Safety Action Plan Grant	FY 2024	FY 2025
FHWA SS4A Grant	\$220,000	\$0
Local Match (NRPC, RPC, NHPC, SRPC)	\$55,000	\$0
Total:	\$275,000	\$0

Program Timeline

				FY 2024				FY 2025				
Category	Task Name	Activities		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	
200	211	Bicycle and Pedestrian Planning	A2. Develop and prioritize bicycle and pedestrian projects	Ongoing								
			A3. Committee meetings	As Needed								
			A4. Technical assistance to communities	As Needed								
			B. Walkability and Public Health Planning Assistance	Ongoing								
			C. Multi-Use & Recreational Trails Planning Assistance	Ongoing								
300	301	Technical Advisory Committee	A. Technical Advisory Committee	Monthly								
			A. Committee Meetings	Monthly								
	302	Committee Meetings	A. Public Participation Plan	Prepare	Develop	Write	Adopt	As Needed	As Needed	As Needed	As Needed	
			B. Title VI Civil Rights Program	Prepare	Develop	Write	Adopt	As Needed	As Needed	As Needed	As Needed	
	303	Public Participation Plan	C. Environmental Justice Plan	Prepare	Develop	Write	Adopt	As Needed	As Needed	As Needed	As Needed	
			A. Public Involvement	Ongoing								
	304	Public Outreach	B. Inclusionary Actions	Ongoing	Ongoing							
			C. Media Activities & Website	Ongoing	Ongoing							
			D. MPO Representation and Presentations	As Needed								
			A. Policy Committee	Monthly								
400	401	Traffic Counts	A. NHDOT Traffic Counts	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field	
			B. Supplemental Traffic Counts	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field	
			C. Turning Movement Counts	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field	
			D. Bike/Ped Counts	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field	
	402	SADES Inventory Efforts	A. Roadway Surface Management System	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field	
			B. Culvert Assessments	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field	
	403	Geographic Information Systems	C. Regional Sidewalk Inventory	Field	Finalize	Prepare	Field	Field	Finalize	Prepare	Field	
			A1. Standard Data Layer Maintenance	Ongoing								
			A2. Update Standardized Maps	As Needed	Prepare	Finalize	As Needed	As Needed	Prepare	Finalize	As Needed	
			A3. Obtain NHDOT/GRANIT Data	Ongoing								
			A4. Transportation Projects Data Layer & Viewer	As Needed	As Needed	Prepare	Finalize	As Needed	As Needed	Prepare	Finalize	
			B. Regional Safety Analyses		Prepare	Finalize			Prepare	Finalize		
			C. Assessment of Water & Natural Resources	As Needed								
	D. GIS Data Organization, Development, & Quality Assurance	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing			
	E. Bike-Ped Traffic Data Collection, QA/QC, & Analysis	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed			
	F. Multimodal Transportation Infrastructure Inventories	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed			
	404	Demographics & Socioeconomics	A. Update Regional Data Snapshot	Plan	Develop	Develop	Finalize	Plan	Develop	Develop	Finalize	
			B. Economic Data	As Needed								
405	Equipment and Supplies	A. UPWP Equipment Inventory	As Needed	Finalize	Prepare	As Needed	As Needed	Finalize	Prepare	As Needed		
		B. Equipment Maintenance & Repairs	As Needed	Finalize	Prepare	As Needed	As Needed	Finalize	Prepare	As Needed		
		C1. Traffic Count Equipment Purchases	As Needed	Prepare	Finalize	As Needed	As Needed	Prepare	Finalize	As Needed		
		C2. Computer Hardware and Software Purchases	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed		
		C3. Other Hardware Purchases	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed		
		C4. INRIX Data and Tools				Finalize				Finalize		
		C5. Documentation	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing		
D. Procurement	Finalize	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	Prepare			
406	Transportation Model	A. Model Updates & Development	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing		
		B1. Building Permit Data Collection	As Needed	Prepare	Field	Develop	As Needed	Prepare	Field	Develop		
		B2. Building Permit Report	Write	Finalize	Prepare	Develop	Write	Finalize	Prepare	Develop		

Program Timeline

Category	Task Name	Activities	FY 2024				FY 2025			
			Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
400	406 Transportation Model	C. Analyses & Visualization	Ongoing	Ongoing	Ongoing	Ongoing	Develop	Finalize	Adopt	
	407 Memberships, Subscriptions	A. Memberships	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
500	501 Local & Regional Assistance	A. General Transportation Assistance	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
		B. Development Impact Review	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
		C1. Collaborative Events with Other MPOs/RPCs	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
		C2. Partnering for Performance NH	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
		C3. RPC Executive Directors Meetings	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
		D. Scenic Byways Planning and Technical Assistance	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
		E. Land Use, Housing and Economic Dev.	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
		F. Parking Studies and Analysis	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
		G. Passenger and Freight Rail Planning	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
		H. Aviation, Port Planning, JLUS	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
		I. Regional TMA Support	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
		J. Statewide TDM support	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
		502 State & Federal Assistance	A. State & Federal Assistance	As Needed						
503	LPA Program Support	A. CMAQ		Develop	Develop	Develop	Submit			
		B. HSIP	Develop	Submit		Prepare	Develop	Submit	Prepare	
		C. TAP		Develop	Develop	Develop	Submit			
504	Special Projects	A. Special Projects								
505	Regional Coordinating Council	A. Coordinated Plan Activities	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	
		B. ACT Planning Assistance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
506	Transit Agency Support	A. Transit Planning Assistance	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
		B. Transit Data Collection, Analysis, and Mapping	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	
600	603.1 General Administration	General Administration	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	
	603.2 Pedestrian LTS Analysis and Mapping	Pedestrian LTS Analysis and Mapping	Field	Develop	Finalize					
	603.3 High Frequency Locations Connectivity	High Frequency Locations Connectivity Analysis			Develop	Develop	Finalize			
	603.4 Outreach and Engagement	Outreach and Engagement	Ongoing				Ongoing		Hearing	
	603.5 Model Regulations and Pilot Implement	Model Regulations and Pilot Implementation					Plan	Develop	Write	Finalize

FY 2024 Deliverable Due Dates

Category	Task	Name	Activities	Due Date
100	102	Program Administration	B2. Annual Reports (FY22-23 Close Out) D2. FHWA/FTA Certification Review	September 30, 2023 Not anticipated this UPWP cycle
200	201	Ten-Year Plan (TYP)	A. GACIT & Legislative Process B1. Project Development & Prioritization B2. Adopt Project Priorities	GACIT Hearings Fall 2023 MTP project prioritization in FY2024 TYP criteria weighting in 2024
	202	Planning and Environmental Linkages	A1. Climate Assessment	Adopt and incorporate in MTP summer 2023
	205	Transportation Improvement Program	A. Annual Listing of Obligated Projects B. 2023-2026 TIP Management D. Transportation Project Database	December 31, CY2023 Monthly minors and quarterly amendments Maintenance and updates as needed
	206	Congestion Management Process	A. Congestion Management Data Analysis	Adopt in July CY2024
	207	Intelligent Transportation System	A. Updated ITS and Projects incorporated into MTP and TYP	To be determined
	208	Metropolitan Transportation Plan (MTP)	B. System Performance Reports	Updated with performance targets
	210	Statewide Long-Range Transportation Plan	A. Statewide Long-Range Transportation Plan	Anticipated in FY24
300	303	Public Participation Plan	B. Title VI Civil Rights Program	Amend June 2024
400	401	Traffic Counts	A. NHDOT Traffic Counts	Regular submissions during field season
	403	Geographic Information Systems	B. Regional Safety Analyses C. Assessment of Water & Natural Resources	tied to MTP adoption tied to MTP adoption
	404	Demographics & Socioeconomics	A. Update Regional Data Snapshot	April CY2024
	405	Equipment and Supplies	C4. INRIX Data and Tools	purchase in June 2024
	406	Transportation Model	B1. Building Permit Data Collection B2. Building Permit Report	Early 2024 CY2022 Report by Dec 31, 2023
500	503	LPA Program Support	A. CMAQ B. HSIP C. TAP	Applications typ due prior to GACIT Hrgs RSA Applications due Dec 30 and June 30 Applications typ due prior to GACIT Hrgs

FY 2025 Deliverable Due Dates

Category	Task	Name	Activities	Due Date
100	102	Program Administration	A1. Develop FY26-27 UPWP	February 2025
			B2. Annual Reports (FY24-25 Mid-Term)	Summer 2024
			D2. FHWA/FTA Certification Review	Not anticipated this UPWP cycle
200	201	Ten-Year Plan (TYP)	A. GACIT & Legislative Process	Legislative hearings in CY2024 as applicable
			B1. Project Development & Prioritization	Engineering assessments and ranking in FY2025
			B2. Adopt Project Priorities	Submit to DOT April 1, 2025
	205	Transportation Improvement Program	B3. Review Draft and Final TYP	Submit to DOT April 1, 2025
			A. Annual Listing of Obligated Projects	December 31, CY2024
			B. 2023-2026 TIP Management	Monthly minors and quarterly amendments
			C. 2025-2028 TIP Development	April 2025
	207	Intelligent Transportation System	D. Transportation Project Database	Maintenance and updates as needed
			A. Updated ITS and Projects incorporated into MTP and TYP	To be determined.
	208	Metropolitan Transportation Plan (MTP)	B. System Performance Reports	Updated with performance targets
211	Bicycle and Pedestrian Planning	A2. Develop and prioritize bicycle and pedestrian projects	Adopt w/ MTP June 2025	
300	303	Public Participation Plan	A. Public Participation Plan	Update anticipated in FY2025
400	401	Traffic Counts	A. NHDOT Traffic Counts	Regular submissions during field season
			B. Regional Safety Analyses	tied to MTP adoption
	403	Geographic Information Systems	C. Assessment of Water & Natural Resources	tied to MTP adoption
			A. Update Regional Data Snapshot	April CY2025
	405	Equipment and Supplies	C4. INRIX Data and Tools	purchase in June 2025
	406	Transportation Model	B1. Building Permit Data Collection	Early 2025
B2. Building Permit Report			CY2023 Report by Dec 31, 2024	
500	503	LPA Program Support	A. CMAQ	Applications typ due prior to GACIT Hrgs
			B. HSIP	RSA Applications due Dec 30 and June 30
			C. TAP	Applications typ due prior to GACIT Hrgs

2024-2025 UPWP Budget

Fiscal Year 2024

Task	Federal (80%) + Toll Credits (10%)	SRPC Match (10%)	Total Cost
100 - Administration and Training	\$56,043	\$6,227	\$62,270
200 - Policy and Planning	\$166,540	\$18,504	\$185,044
300 - Public Involvement and Coordination	\$79,848	\$8,872	\$88,720
400 - Plan Support	\$243,387	\$27,043	\$270,430
500 - Technical Assistance and Support	\$75,064	\$8,340	\$83,405
Subtotal 100 - 500	\$620,882	\$68,987	\$689,869
600 - FTA 5305 (e) Planning Grant	\$14,076	\$1,564	\$15,640
Fiscal Year 2024 Totals	\$634,958	\$70,551	\$705,509

Fiscal Year 2025

Task	Federal (80%) + Toll Credits (10%)	SRPC Match (10%)	Total Cost
100 - Administration and Training	\$60,255	\$6,695	\$66,950
200 - Policy and Planning	\$171,306	\$19,034	\$190,340
300 - Public Involvement and Coordination	\$74,673	\$8,297	\$82,970
400 - Plan Support	\$237,852	\$26,428	\$264,280
500 - Technical Assistance and Support	\$76,262	\$8,474	\$84,735
Subtotal 100 - 500	\$620,348	\$68,928	\$689,275
600 - FTA 5305 (e) Planning Grant	\$13,824	\$1,536	\$15,360
Fiscal Year 2025 Totals	\$634,172	\$70,464	\$704,635

Contract Total - Fiscal Years 2024 and 2025

Task	Federal (80%) + Toll Credits (10%)	SRPC Match (10%)	Total Cost
100 - Administration and Training	\$116,298	\$12,922	\$129,220
200 - Policy and Planning	\$337,846	\$37,538	\$375,384
300 - Public Involvement and Coordination	\$154,521	\$17,169	\$171,690
400 - Plan Support	\$481,239	\$53,471	\$534,710
500 - Technical Assistance and Support	\$151,326	\$16,814	\$168,140
Subtotal 100 - 500	\$1,241,230	\$137,914	\$1,379,144
600 - FTA 5305 (e) Planning Grant	\$27,900	\$3,100	\$31,000
Contract Total	\$1,269,130	\$141,014	\$1,410,144

Fiscal Year 2024 Detailed Budget

Category	Task	Task Name	Total Hours	Personnel Costs	Direct Expenses	Total Cost
100	101	Invoices and Accounting	48	\$4,630	\$0	\$4,630
	102	Program Administration	467	\$39,610	\$0	\$39,610
	103	Training	220	\$15,030	\$3,000	\$18,030
	104	Indirect Cost Rate	0	\$0	\$0	\$0
100, Total			735	\$59,270	\$3,000	\$62,270
200	201	Ten-Year Plan (TYP)	120	\$8,080	\$46	\$8,126
	202	Planning and Environmental Linkages	350	\$23,730	\$0	\$23,730
	203	Transportation Planners Collaborative	20	\$1,310	\$49	\$1,359
	204	Interagency Consultation	24	\$1,560	\$0	\$1,560
	205	Transportation Improvement Program	268	\$16,510	\$1,400	\$17,910
	206	Congestion Management Process	164	\$9,500	\$0	\$9,500
	207	Intelligent Transportation System	6	\$390	\$0	\$390
	208	Metropolitan Transportation Plan (MTP)	780	\$54,400	\$40,049	\$94,449
	209	Transportation Air Quality Conformity	8	\$530	\$0	\$530
	210	Statewide Long-Range Transportation Plan	12	\$850	\$0	\$850
	211	Bicycle and Pedestrian Planning	432	\$26,640	\$0	\$26,640
200, Total			2,184	\$143,500	\$41,544	\$185,044
300	301	Technical Advisory Committee	260	\$17,160	\$0	\$17,160
	302	Committee Meetings	8	\$700	\$0	\$700
	303	Public Participation Plan	244	\$15,000	\$0	\$15,000
	304	Public Outreach	604	\$39,380	\$0	\$39,380
	305	Policy Committee	248	\$16,480	\$0	\$16,480
300, Total			1,364	\$88,720	\$0	\$88,720
400	401	Traffic Counts	1,208	\$63,640	\$100	\$63,740
	402	SADES Inventory Efforts	316	\$16,110	\$0	\$16,110
	403	Geographic Information Systems	1,184	\$75,860	\$0	\$75,860
	404	Demographics & Socioeconomics	848	\$53,830	\$0	\$53,830
	405	Equipment and Supplies	94	\$6,220	\$25,500	\$31,720
	406	Transportation Model	344	\$19,070	\$10,100	\$29,170
	407	Memberships, Subscriptions	0	\$0	\$0	\$0
400, Total			3,994	\$234,730	\$35,700	\$270,430
500	501	Local & Regional Assistance	560	\$39,710	\$5,149	\$44,859
	502	State & Federal Assistance	80	\$5,600	\$49	\$5,649
	503	LPA Program Support	144	\$9,840	\$10,049	\$19,889
	504	Special Projects	0	\$0	\$0	\$0
	505	Regional Coordinating Council	58	\$4,250	\$49	\$4,299
	506	Transit Agency Support	118	\$8,660	\$49	\$8,709
500, Total			1,060	\$68,060	\$15,345	\$83,405
600	603.1	General Administration	12	\$880	\$0	\$880
	603.2	Pedestrian LTS Analysis and Mapping	148	\$9,150	\$195	\$9,345
	603.3	High Frequency Locations Connectivity Analysis	82	\$5,240	\$0	\$5,240
	603.4	Outreach and Engagement	0	\$0	\$175	\$175
	603.5	Model Regulations and Pilot Implementation	0	\$0	\$0	\$0
600, Total			242	\$15,270	\$370	\$15,640
Total			9,479	\$609,550	\$95,959	\$705,509

Fiscal Year 2025 Detailed Budget

Category	Task	Task Name	Total Hours	Personnel Costs	Direct Expenses	Total Cost
100	101	Invoices and Accounting	48	\$4,720	\$0	\$4,720
	102	Program Administration	508	\$43,900	\$0	\$43,900
	103	Training	220	\$15,330	\$3,000	\$18,330
	104	Indirect Cost Rate	0	\$0	\$0	\$0
100 Total			776	\$63,950	\$3,000	\$66,950
200	201	Ten-Year Plan (TYP)	218	\$14,680	\$40,000	\$54,680
	202	Planning and Environmental Linkages	350	\$24,210	\$0	\$24,210
	203	Transportation Planners Collaborative	20	\$1,330	\$45	\$1,375
	204	Interagency Consultation	24	\$1,590	\$0	\$1,590
	205	Transportation Improvement Program	294	\$18,670	\$1,750	\$20,420
	206	Congestion Management Process	64	\$4,050	\$0	\$4,050
	207	Intelligent Transportation System	6	\$400	\$0	\$400
	208	Metropolitan Transportation Plan (MTP)	784	\$56,140	\$45	\$56,185
	209	Transportation Air Quality Conformity	8	\$540	\$0	\$540
	210	Statewide Long-Range Transportation Plan	12	\$870	\$0	\$870
	211	Bicycle and Pedestrian Planning	412	\$26,020	\$0	\$26,020
200 Total			2,192	\$148,500	\$41,840	\$190,340
300	301	Technical Advisory Committee	260	\$17,500	\$0	\$17,500
	302	Committee Meetings	8	\$710	\$0	\$710
	303	Public Participation Plan	122	\$7,770	\$0	\$7,770
	304	Public Outreach	604	\$40,180	\$0	\$40,180
	305	Policy Committee	248	\$16,810	\$0	\$16,810
300 Total			1,242	\$82,970	\$0	\$82,970
400	401	Traffic Counts	1,168	\$62,350	\$90	\$62,440
	402	SADES Inventory Efforts	316	\$16,340	\$0	\$16,340
	403	Geographic Information Systems	1,184	\$77,370	\$0	\$77,370
	404	Demographics & Socioeconomics	848	\$54,910	\$0	\$54,910
	405	Equipment and Supplies	118	\$8,250	\$15,500	\$23,750
	406	Transportation Model	344	\$19,380	\$10,090	\$29,470
	407	Memberships, Subscriptions	0	\$0	\$0	\$0
400 Total			3,978	\$238,600	\$25,680	\$264,280
500	501	Local & Regional Assistance	560	\$40,510	\$5,135	\$45,645
	502	State & Federal Assistance	80	\$5,710	\$45	\$5,755
	503	LPA Program Support	144	\$10,040	\$10,045	\$20,085
	504	Special Projects	0	\$0	\$0	\$0
	505	Regional Coordinating Council	58	\$4,330	\$45	\$4,375
	506	Transit Agency Support	118	\$8,830	\$45	\$8,875
500 Total			960	\$69,420	\$15,315	\$84,735
600	603.1	General Administration	12	\$900	\$0	\$900
	603.2	Pedestrian LTS Analysis and Mapping	0	\$0	\$50	\$50
	603.3	High Frequency Locations Connectivity Analysis	46	\$3,050	\$0	\$3,050
	603.4	Outreach and Engagement	76	\$5,040	\$25	\$5,065
	603.5	Model Regulations and Pilot Implementation	94	\$6,220	\$75	\$6,295
600 Total			228	\$15,210	\$150	\$15,360
Total			9,376	\$618,650	\$85,985	\$704,635

Proposed FY2024-2025 2-Year Budget Totals

Category	Task	Task Name	Total Hours	Personnel Costs	Direct Expenses	Total Cost
100	101	Invoices and Accounting	96	\$9,350	\$0	\$9,350
	102	Program Administration	975	\$83,510	\$0	\$83,510
	103	Training	440	\$30,360	\$6,000	\$36,360
	104	Indirect Cost Rate	0	\$0	\$0	\$0
100 Total			1,511	\$123,220	\$6,000	\$129,220
200	201	Ten-Year Plan (TYP)	338	\$22,760	\$40,046	\$62,806
	202	Planning and Environmental Linkages	700	\$47,940	\$0	\$47,940
	203	Transportation Planners Collaborative	40	\$2,640	\$94	\$2,734
	204	Interagency Consultation	48	\$3,150	\$0	\$3,150
	205	Transportation Improvement Program	562	\$35,180	\$3,150	\$38,330
	206	Congestion Management Process	228	\$13,550	\$0	\$13,550
	207	Intelligent Transportation System	12	\$790	\$0	\$790
	208	Metropolitan Transportation Plan (MTP)	1,564	\$110,540	\$40,094	\$150,634
	209	Transportation Air Quality Conformity	16	\$1,070	\$0	\$1,070
	210	Statewide Long-Range Transportation Plan	24	\$1,720	\$0	\$1,720
	211	Bicycle and Pedestrian Planning	844	\$52,660	\$0	\$52,660
200 Total			4,976	\$292,000	\$83,384	\$375,384
300	301	Technical Advisory Committee	520	\$34,660	\$0	\$34,660
	302	Committee Meetings	16	\$1,410	\$0	\$1,410
	303	Public Participation Plan	366	\$22,770	\$0	\$22,770
	304	Public Outreach	1,208	\$79,560	\$0	\$79,560
	305	Policy Committee	496	\$33,290	\$0	\$33,290
300 Total			2,606	\$171,690	\$0	\$171,690
400	401	Traffic Counts	2,376	\$125,990	\$190	\$126,180
	402	SADES Inventory Efforts	632	\$32,450	\$0	\$32,450
	403	Geographic Information Systems	2,368	\$153,230	\$0	\$153,230
	404	Demographics & Socioeconomics	1,696	\$108,740	\$0	\$108,740
	405	Equipment and Supplies	212	\$14,470	\$41,000	\$55,470
	406	Transportation Model	688	\$38,450	\$20,190	\$58,640
	407	Memberships, Subscriptions	0	\$0	\$0	\$0
400 Total			7,972	\$473,330	\$61,380	\$534,710
500	501	Local & Regional Assistance	1,120	\$80,220	\$10,284	\$90,504
	502	State & Federal Assistance	160	\$11,310	\$94	\$11,404
	503	LPA Program Support	288	\$19,880	\$20,094	\$39,974
	504	Special Projects	0	\$0	\$0	\$0
	505	Regional Coordinating Council	116	\$8,580	\$94	\$8,674
	506	Transit Agency Support	236	\$17,490	\$94	\$17,584
500 Total			1,920	\$137,480	\$30,660	\$168,140
600	603.1	General Administration	24	\$1,780	\$0	\$1,780
	603.2	Pedestrian LTS Analysis and Mapping	148	\$9,150	\$245	\$9,395
	603.3	High Frequency Locations Connectivity Analysis	128	\$8,290	\$0	\$8,290
	603.4	Outreach and Engagement	76	\$5,040	\$200	\$5,240
	603.5	Model Regulations and Pilot Implementation	94	\$6,220	\$75	\$6,295
600 Total			470	\$30,480	\$520	\$31,000
Total			18,855	\$1,228,200	\$181,944	\$1,410,144

ARTICLE 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

ARTICLE II - COMPENSATION OF COMMISSION FOR SPECIFIC RATES OF PAY

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

A. **GENERAL FEE**

The cost of all work and expenses under this AGREEMENT shall not exceed \$1,410,144.00, 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 \$1,410,144.00 fee, approximately 90% (\$1,269,130.00) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% (\$141,014.00) from the Strafford Regional Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the \$1,269,130.00 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

ARTICLE II

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

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ARTICLE II

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.**

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B. **CONTRACT PROPOSALS**

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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 150 Wakefield Street, Suite 12, Rochester, NH.

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

C. **EXTENT OF CONTRACT**

1. **Contingent Nature of AGREEMENT**

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

2. **Termination**

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

ARTICLE IV

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

D. REVISIONS TO REPORTS, PLANS OR DOCUMENTS

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

ARTICLE IV

E. ADDITIONAL SERVICES

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

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

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

F. OWNERSHIP OF PLANS

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

G. SUBLETTING

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

ARTICLE IV

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

H. GENERAL COMPLIANCE WITH LAWS, ETC.

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

I. BROKERAGE

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

J. CONTRACTUAL RELATIONS

1. Status of the COMMISSION

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

ARTICLE IV

2. Claims and Indemnification

a. Non-Professional Liability Indemnification

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

b. Professional Liability Indemnification

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

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

3. Insurance

a. Required Coverage

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

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

ARTICLE IV

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

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

b. Proof of Insurance

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

4. No Third-Party Rights

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

ARTICLE IV

5. Construction of AGREEMENT

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

K. AGREEMENT MODIFICATION

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

L. EXTENSION OF COMPLETION DATE(S)

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

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

- (1) programs of the DEPARTMENT such regulations entitled Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), and which are herein incorporated by reference and made a part of this AGREEMENT.
- (2) Nondiscrimination: The COMMISSION with regard to the work performed by it during the AGREEMENT shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment specific to this project. The COMMISSION shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the

ARTICLE IV

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

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

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

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

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

- (a) withholding of payments to the COMMISSION under the AGREEMENT until the COMMISSION complies; and/or
- (b) cancellation, termination, or suspension of the AGREEMENT, in whole or in part.

ARTICLE IV

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

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

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

ARTICLE IV

N. DISADVANTAGED BUSINESS ENTERPRISE POLICY AGREEMENT REQUIREMENTS

1. Policy. It is the policy of the United States Department of Transportation (USDOT) to ensure nondiscriminatory opportunity for Disadvantaged Business Enterprises (DBE's), as defined in 49 Code of Federal Regulations (CFR) Part 26, to participate in the performance of agreements and any sub-agreements financed in whole or in part with Federal funds. Consequently, the DBE requirements of 49 CFR Part 26 applies to this AGREEMENT.
2. Disadvantaged Business Enterprise (DBE) Obligation. The STATE and its COMMISSIONS agree to ensure nondiscriminatory opportunity for disadvantaged business enterprises, as defined in 49 CFR Part 26, to participate in the performance of agreements and any subagreements financed in whole or in part with Federal funds. In this regard, the STATE and its COMMISSIONS shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the opportunity to compete for and perform work specified in the agreements. The STATE and its COMMISSIONS shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of agreements financed in whole or in part with Federal funds.
3. Sanctions for Non-Compliance. The COMMISSION is hereby advised that failure of the COMMISSION, or any Subconsultant performing work under this AGREEMENT, to carry out the requirements set forth in paragraphs 1 and 2 above shall constitute a breach of agreement and, after the notification of the United States Department of Transportation, may result in termination of this AGREEMENT by the STATE or such remedy as the STATE deems appropriate.

**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 , proposed subconsultant _____, hereby certifies that it has _____, has not developed *nor* ~~and~~ has on file affirmative action programs pursuant to 41 CFR 60-1, that it has _____, has not , participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 11246 and that it has _____, 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.

Stratford Regional Planning Commission
(Company)

Executive Director
(Title)

Date: 4/7/23

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 Stratford 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:

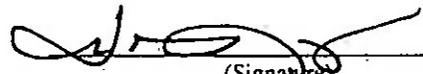
I/WE do also, under penalty of perjury under the laws of the United States, certify that, except as noted below, the company or any person associated therewith in the capacity of (owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving 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.

4/7/23
(Date)


(Signature)

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

Megan E. Taylor-Fetter

(SEAL)

State of New Hampshire

Consultant

Notary Public - Justice of the Peace

CONSULTANT

My Commission Expires March 3, 2026

Dated: 4/7/23

By: [Signature] Executive Director

Department of Transportation

THE STATE OF NEW HAMPSHIRE

Dated: May 9, 2023

By: [Signature] 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: 5/17/23

By: [Signature] Assistant Attorney General

Secretary of State

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

Dated: _____

Attest:
By: _____
Secretary of State

CERTIFICATE OF VOTE

I, **David A. Landry**, hereby certify that I am the duly elected Chairperson of Strafford Regional Planning Commission. I hereby certify the following is a true copy of a vote taken at a meeting of the Strafford Regional Planning Commission's Executive Committee, duly called and held on July 15, 2022, at which a quorum of members was present and voting.

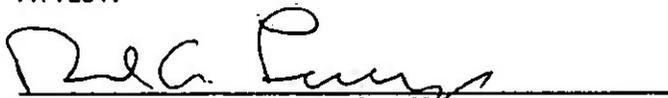
VOTED: That the Executive Director, or in his/her absence, the Acting Executive Director, be authorized to file applications with federal, state and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission's work program, and to execute agreements to receive funds for such purposes.

The following person has been appointed to and now occupies the office specified in the vote above:
Executive Director Jennifer Czysz

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. This authority remains valid for **thirty (30) days** from the date of this Certificate of Vote. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED:
April 7, 2023

ATTEST:

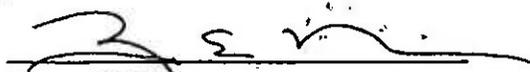


David A. Landry, Chair, Strafford Regional Planning Commission

State of New Hampshire, County of Strafford

On this the 7th day of April 2023, before me, David A. Landry personally appeared, who acknowledged himself to be the Chair of the Strafford Regional Planning Commission, being authorized so to do, execute the foregoing instrument for the purpose therein contained.

IN WITNESS THEREOF, I hereunto set my hand and seal.


Notary Public

(seal)

Megan E. Taylor-Fetter

State of New Hampshire

Notary Public - Justice of the Peace

My Commission Expires March 3, 2026

ATTACHMENT 7

CERTIFICATE OF GOOD STANDING

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



CERTIFICATE OF 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: Strafford Regional Planning Commission 150 Wakefield Street, Suite 12 Rochester, NH 03867	Member Number: 562	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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X	Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply
<input checked="" type="checkbox"/>	General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2022	7/1/2023	Each Occurrence \$ 1,000,000 General Aggregate \$ 2,000,000 Fire Damage (Any one fire) Med Exp (Any one person)
<input type="checkbox"/>	Automobile Liability Deductible Comp and Coll: Any auto			Combined Single Limit (Each Accident) Aggregate
<input type="checkbox"/>	Workers' Compensation & Employers' Liability			Statutory Each Accident Disease - Each Employee Disease - Policy Limit
<input type="checkbox"/>	Property (Special Risk Includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)

Description: Grant. The certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered.

CERTIFICATE HOLDER:	<input checked="" type="checkbox"/>	Additional Covered Party	<input type="checkbox"/>	Loss Payee	Primex ³ - NH Public Risk Management Exchange
					By: <i>Mary Beth Purcell</i>
State of New Hampshire Department of Transportation 7 Hazen Dr Concord, NH 03301					Date: 4/28/2023 mpurcell@nhprimex.org
					Please direct inquires to: Primex ³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



CERTIFICATE OF COVERAGE

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

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

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

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

Participating Member: Strafford Regional Planning Commission 150 Wakefield Street, Suite 12 Rochester, NH 03867		Member Number: 562	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not	Limits	If Not
<input type="checkbox"/> General Liability (Occurrence Form) <input type="checkbox"/> Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence		
			General Aggregate		
			Fire Damage (Any one fire)		
			Med Exp (Any one person)		
<input checked="" type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto	7/1/2022	7/1/2023	Combined Single Limit (Each Accident)	\$5,000,000	
			Aggregate	\$5,000,000	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> Statutory Each Accident	\$2,000,000	
			Disease - Each Employee	\$2,000,000	
			Disease - Policy Limit		
<input checked="" type="checkbox"/> Property (Special Risk includes Fire and Theft)	7/1/2022	7/1/2023	Blanket Limit, Replacement Cost (unless otherwise stated)		Deductible: \$1,000
Description: Proof of Primex Member coverage only.					

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex ³ - NH Public Risk Management Exchange
			By: <i>Mary Beth Purcell</i>
State of New Hampshire Department of Transportation 7 Hazen Dr Concord, NH 03301			Date: 5/1/2023 mpurcell@nhprimex.org
			Please direct inquires to: Primex ³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

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(c) and 21.23(b) of the REGULATIONS, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the REGULATIONS.
2. That the RECIPIENT shall insert the following notification in all solicitations for bids for work or material subject to the REGULATIONS and made in connection with the UNIFIED PLANNING WORK PROGRAM, and, in adapted form in all proposals for negotiated agreements:

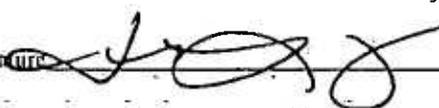
~~The AGENCY TITLE, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against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

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

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

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

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

Signature:  Date: 4/7/23

Name/Title: Jennifer Cruise, 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.



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

Jen Czysz
Executive Director, Strafford Regional Planning Commission
jczysz@strafford.org

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

Dear Ms. Szysz:

This letter should serve as your official notice that your project has been selected for Federal Transit Administration (FTA) Section 5305(c) 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.

As noted in your application, SRPC and RPC will independently be responsible for general administration of their respective contractual obligations. Here is the funding breakdown, with the dollar amounts tentative pending contract negotiations between SRPC and PCA, as well as RPC and PCA, respectively:

Connecting Transit Access to Local Land Use Planning

	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%)
SRPC	\$31,000	\$24,800	\$24,800	\$3,100	\$27,900	\$3,100
RPC	\$31,000	\$24,800	\$24,800	\$3,100	\$27,900	\$3,100
TOTAL	\$62,000	\$49,600	\$49,600	\$6,200	\$55,800	\$6,200

*Pending G&C approval of toll credit match.

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

Sincerely,



Fred Butler

cc: Bill Watson & William Rose, NHDOT
Tim Roache, RPC