



*William Cass, P.E.*  
Commissioner

**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**

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*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  
August 17, 2023

**REQUESTED ACTION**

Authorize, the Department of Transportation to enter into a **sole source**, Project Agreement with the University of New Hampshire, Civil Engineering Department, Durham, New Hampshire (Vendor #177867) to administer the Local Technical Assistance Program (LTAP) for a fee not to exceed \$1,231,738. This Agreement will become effective from October 1, 2023 through September 30, 2025. 100% Federal funds.

Funding is available as follows for FY 2024 and FY 2025, and is contingent on the availability and continued appropriations of funds in FY 2026, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified:

	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>TOTAL</u>
04-96-96-962515-2945 Municipal Aid - Federal 072-500575 Grants to Non-Profits-Federal	\$112,500	\$150,000	\$37,500	\$300,000
04-96-96-962515-2944 SPR Planning Funds 072-500575 Grants to Non-Profits-Federal	\$349,402	\$465,869	\$116,467	\$931,738
	<u>\$461,902</u>	<u>\$615,869</u>	<u>\$153,967</u>	<u>\$1,231,738</u>

**EXPLANATION**

The Department requests this **sole source** contract because the Technology Transfer Center (T2 Center) operates the primary continuing education program in the State for local road managers, crews and public officials. The T2 Center has been successfully and effectively providing continuing education program in the State for over 20 years, the Department feels a sole source contract is justified.

The Department established a T2 Center, under the Federal Highway Administration's (FHWA) Local Technical Assistance Program (LTAP), effective August 18, 1986. The University has approved the proposed Cooperative Project Agreement, and its Civil Engineering Department will administer the program.

The program is 100% Federally funded with 50% Federal LTAP funds (\$300,000) and 50% Federal SPR Planning funds (\$300,000). The LTAP funding is being supplemented with additional SPR Planning funds (\$631,738) and University of New Hampshire program income (\$80,000) for special projects targeting municipal asset inventories, infrastructure maintenance and improvement management. The total contract value is \$1,311,738.

The purpose of the program and these specific LTAP funds is to provide technical assistance to local communities and organizations throughout the State. To foster safe, efficient, environmentally sound local roads and bridges in New Hampshire, the T2 Center is a resource to increase town officials', road managers', and highway crews' knowledge of technology and management through education and training including conducting seminars throughout the State, developing and providing public works management software, publishing of a quarterly newsletter, providing of technical assistance, other means of technology transfer at the University and conducting special research projects. The asset inventory effort will offer training, technical support, and workshops to local municipalities/highway departments to develop GIS data layers to support transportation infrastructure maintenance and asset management strategies.

In addition to material provided in workshops, the T2 Center provides technical and management information over its website, through distribution of newsletters, publications and software. Its Road Scholar Program recognizes managers and crew members for workshop participation. The T2 Center contributes to the public works community by operating PWNNet listserv, an electronic email communication tool, which enables New Hampshire Public Works officials to discuss common problems and their solutions. The T2 Center staff coordinates the Public Works Mutual Aid Program, which enables cities and towns to assist each other during large-scale emergencies. The T2 Center continues to support the Statewide Asset Data Exchange Service (SADES) to municipalities, Regional Planning Commissions, and State agencies to provide standardize data collection elements and methodology, provide training, and provide centralized storage and distribution for roadway asset data including sidewalks/curb ramps, culverts and pavement condition.

This Agreement has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available. Copies of the fully executed Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval, the Agreement will be on file at the Department of Transportation.

Expenses incurred will be charged against the designated project account number and reimbursement for costs shall be borne by the above-listed funds in the total amount of \$1,231,738 in accordance with Federal Aid Program requirements.

Your approval of this submission is respectfully requested.

Respectfully,



William J. Cass, PE  
Commissioner

GLD/dmp  
Attachment

**COOPERATIVE PROJECT AGREEMENT**

between the

**STATE OF NEW HAMPSHIRE, Department of Transportation**

and the

**University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE**

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Transportation**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date of written Notice to Proceed from the "State". This date ("Effective date") will be after "Project Agreement" approval by the Governor and Executive Council of the State of New Hampshire and after Program and funding approval by the Federal Highway Administration NH Division Office, and shall end on 9/30/25. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole cost of Campus, and the State shall not be responsible for any reimbursement of expenses, even if they would have been eligible and allowable except for the Effective Date.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

**Project Title: Technology Transfer Center – Local Technical Assistance Program October 2023 – September 2025**

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

**State Project Administrator**

Name: William Watson

**Campus Project Administrator**

Name: Randy Brown

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Address: NH Department of Transportation  
 Bureau of Planning & Community Asst  
 7 Hazen Drive  
 Concord, NH 03301

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Phone: 603-271-3344

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Address: University of New Hampshire  
 Sponsored Programs Administration  
 51 College Rd  
 Durham, NH 03824

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Phone: 603-717-1800

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

**State Project Director**

Name: William Watson

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Address: NH Department of Transportation  
 Bureau of Planning & Community Asst  
 7 Hazen Drive  
 Concord, NH 03301

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Phone: 603-271-3344

**Campus Project Director**

Name: Erin Bell

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Address: University of New Hampshire  
 Civil and Environmental Engineering  
 Kingsbury Hall, Room W183  
 Durham, NH 03824

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Phone: 603-862-3850

F. Total State funds in the amount of \$1,231,738 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share \_\_\_\_\_ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. 10344R from Federal Highway Administration under CFDA# 20.205. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) \_\_\_\_\_ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H.  State has chosen not to take possession of equipment purchased under this Project Agreement.  
 State has chosen to take possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the University of New Hampshire and the State of New Hampshire, \_\_\_\_\_ have executed this Project Agreement.

By An Authorized Official of:  
University of New Hampshire

Name: Karen M. Jensen

Title: Director, Pre-Award

Signature and Date: Karen Jensen  
Digitally signed by Karen Jensen  
Date: 2023.08.18 17:02:29 -0400

By An Authorized Official of:  
NH Department of Transportation

Name: William J. Cass

Title: Commissioner

Signature and Date: William J. Cass 8/29/23

By An Authorized Official of: the New Hampshire Office of the Attorney General

Name: Samuel Burgess

Title: Assistant Attorney General

Signature and Date: SB 9/7/2023

By An Authorized Official of: the New Hampshire Governor & Executive Council

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

## EXHIBIT A

- A. **Project Title:** Technology Transfer Center – Local Technical Assistance Program October 2023 – September 2025
- B. **Project Period:** October 1, 2023 - Sept 30, 2025
- C. **Objectives:**

### Overview

The Federal Highway Administration's Local Technical Assistance Program (LTAP) and Tribal Technical Assistance Program (TTAP) consists of 51 Centers; one in each State and one serving Puerto Rico and the Virgin Islands, and eight centers serving tribal governments. The New Hampshire Department of Transportation (NHDOT), with oversight from FHWA, contracts with UNH to deliver the Local Technical Assistance Program (LTAP) to New Hampshire through the University of New Hampshire Technology Transfer Center (UNH T<sup>2</sup>). This proposal will include a scope, task list and budget for the LTAP Workshop and Outreach components, and Statewide Asset Data Exchange System (SADES).

UNH T<sup>2</sup>'s mission is to provide services to the local, municipal, and state transportation agencies in New Hampshire. UNH T<sup>2</sup> promotes the engagement of municipal public works agencies throughout the State for best practices related to transportation maintenance, management, and planning. A major focus of UNH T<sup>2</sup> is to deliver cost-effective solutions towards the goal of fostering a safe, efficient, effective, and sustainable transportation system for the State. This goal is realized through education and technical support provided to town officials, road managers, and highway crews on current technology and management practices. This is executed through a variety of means including education, training, newsletters, published articles, online resources, partnerships with public works associations, and other means of knowledge and technology transfer.

It should be noted that UNH T<sup>2</sup> is a center that administers several grants, programs, and projects. Two programs are included in this grant proposal: (1) LTAP Workshops and Outreach and (2) SADES Throughout this Grant Proposal, tasks associated with LTAP services and special projects are clearly differentiated and associated with appropriate staff members. The SADES component of this proposal includes the services needed for complete operation of SADES as outlined in this proposal

Launched in 1986, the University of New Hampshire Technology Transfer Center (UNH T<sup>2</sup>):

- Develops and hosts workshops, seminars, conferences, customized training, demonstrations, and distance learning opportunities
- Helps deliver effective approaches to address local transportation problems
- Hosts several certificate programs
- Publishes a quarterly electronic newsletter
- Maintains a website which includes access to extensive technical resources
- Engages in special projects to assist NH municipalities in addressing problems associated with their transportation infrastructure

Manages the NH Roads Scholars Program and database of all the individuals in the program

- Provides a clearinghouse of technical support for town officials, road managers, and highway crews
- Has partnerships with:
  - New Hampshire Public Works Association (NHPWA)
  - New Hampshire Public Works Mutual Aid Program (NHWPMA)
  - National Local Technology Assistance Program Association (NLTAPA)
  - State Transportation Innovation Council (STIC)
- Maintains and develops information services
  - Social media profiles
  - Email lists and directories
  - Databases for some of the partners listed above

## D. Scope of Work:

### Local Technical Assistance Program

UNH T<sup>2</sup> hosts the Local Technical Assistance Program (LTAP) which provides several key components and services to the municipalities and other state agencies in New Hampshire:

- Workshops and demonstrations
  - Annual Trainings
  - Private Workshops
  - FHWA Every Day Counts Initiative
  - Certification Programs
  - Development of Workshops
  - NHDOT Trainings
  - Roads Scholar Program
- Technical support for municipal public works agencies throughout the State
  - Site Visits
- Newsletter – *Road Business*
  - Road Business will be published electronically quarterly, and print copies made available as requested
- Facilitation of Transportation partnerships
- Marketing and Information services
- LTAP Administration and planning
- Facilitation of special projects

### Workshops

**Annual Training:** UNH T<sup>2</sup> will arrange and conduct a minimum of sixty-five (65) instructional and/or informational workshop events per calendar year, for a total of one hundred and thirty (130) during the contract period (“Annual Training”), based on 65 training events in year 1 and 65 training events in year 2 (Table 10: Deliverables). Most of these workshops will be conducted from late Spring into early Fall. All the workshops fall into one of the following categories: technical, supervisory, safety, or environmental. Although sixty-five instructional/workshop events per calendar year is the expectation in this proposal and budget, UNH T<sup>2</sup> will work to provide additional workshops and instructional events as Program Income allows. Any additional workshops beyond the sixty-five per calendar year will be dependent upon appropriate program income.

There are several core workshop topics that will be offered each workshop period with additional workshop topics selected based upon previous workshop evaluations, needs assessment surveys, evaluation of information requests, meetings with road agents and public works directors, and communications with national, state, and local stakeholders.

General details regarding all workshops:

- Workshops will be advertised using various available outlets including as appropriate, the UNH T<sup>2</sup> website, Road Business newsletter, listservs, social media sites, printed calendars, and/or US mail.

- Scheduling and registration for each workshop will be managed by UNH T<sup>2</sup>. This will include but not be limited to obtaining qualified instructors, securing a venue, arranging for refreshments, logging registered attendees, and crediting all payments. All necessary materials will be prepared, reviewed, and reproduced prior to each workshop.
- UNH T<sup>2</sup> representative(s) will be present at each training session to function as a workshop facilitator. The instructor may also be the workshop facilitator if they are a staff member of UNH T<sup>2</sup>.
- Most in-person workshop events begin at 8:00 am and conclude at 2:00 pm (5 contact hours) and last for one (1) day. However, there are workshops that do not conform to this model; some have shorter hours of attendance and some last more than one day. The length of the workshop and how many days are required are clearly noted on the various calendars listing the workshops.
- Most virtual workshop events begin at 7:30 am and last one or two hours. Some topics are broken out over two or three days, based on the length of the workshop.
- One Roads Scholar Program Hour is given for each hour spent at a workshop.
- Refreshments and/or a boxed lunch or other lunch are provided for the first day of all in-person workshops lasting longer than three (3) hours. If a workshop is less than three (3) hours or is the second day of a given workshop, refreshments and/or lunch will generally not be provided. This will be noted clearly on the calendar listing. Program fees are used to cover these expenses.
- UNH T<sup>2</sup> will plan and coordinate workshops in a way that leverages cost savings (reducing travel costs, instructor costs, and staff hours). This may include centralizing workshops in key areas (such as in the Concord, Manchester, Nashua, and seacoast New Hampshire area), and restructuring workshops where necessary to achieve cost savings critical to maintenance of the workshop schedule (i.e., reviewing the minimum and maximum participants on workshops, or increasing workshop fees where necessary, such as for equipment training). UNH T<sup>2</sup> will continue to identify and seek out appropriate opportunities to engage its audience virtually for learning and networking events, to ensure broader access across geographical areas, lower event costs for participants, and better accessibility.
- At each workshop, UNH T<sup>2</sup> will distribute limited print materials, a pen and notepad branded with the UNH T<sup>2</sup> logo to each participant. Workshop-related materials including the full PowerPoint and all documents, will be made available electronically via an online web-link to participants after the workshop. UNH T<sup>2</sup> will print and mail copies of materials to participants as requested when possible based on available resources.
- UNH T<sup>2</sup> seeks to build conversation around innovation and sharing of innovative ideas and applications, including through the annual Build a Better Mousetrap competition. The winning submission will be entered in the national FHWA Build a Better Mouse Trap (BABMT) competition. Build a Better Mouse Trap will be marketed in email, newsletter spotlights that include local and national innovations, through distribution and communication at workshops, and through an opportunity for workshop participants to do a “show and tell” or Show and Share of an innovation their team worked on at each workshop. Each Show and Share participant at a UNH T<sup>2</sup> workshop will receive a small (\$5 or less in value) prize for their participation, dependent upon Program Income availability. These prizes will be funded through Program Income, as available.

**Private Workshops:** Workshops are open to the public, but private sessions can be requested provided they have a minimum number of participants (generally 15). UNH T<sup>2</sup> staff will help secure a location and an instructor. Private workshops are charged at the same rate as public workshops and will depend on whether food is being provided or not, and if not, a reduced fee may be available. It should be noted that if there is a conflict between holding a private workshop versus one for the public, UNH T<sup>2</sup> will always give the public workshop priority.

**FHWA Every Day Counts Initiative:** UNH T<sup>2</sup> staff will facilitate workshop topics and convey technical information under the Every Day Counts (“EDC”) program sponsored by the FHWA. This may be substituted with other FHWA programs as necessary to meet future initiatives. UNH T<sup>2</sup> staff will facilitate other FHWA sponsored workshops during the contract period as the need arises.

**Certification Workshops:** UNH T<sup>2</sup> will continue to work with stakeholders to conduct certification workshops and track certified individuals in partnership with existing NHDES sponsored certifications. For each certification workshop, UNH T<sup>2</sup> staff have assisted in preparing a re-certification program. The re-certification programs (“Refreshers”) are a part of its normal workshop periods.

- **Flagger Certification:** UNH T<sup>2</sup> will remain an active member of the American Traffic Safety Services Association (“ATSSA”) by providing nationally recognized certification trainings through ATSSA at least three (3) times a year. UNH T<sup>2</sup> will maintain an ATSSA Certified Instructor on staff to provide core courses.
- **NHDES Related Certification Programs:** Developed in partnership with local road agents, the NHDOT, the NH Department of Environmental Services (NHDES), and the NH legislature, UNH T<sup>2</sup> staff have developed two (2) certification courses:
  - **Green SnowPro Training:** This certification provides commercial providers who have taken an approved course and passed the associated exam with decreased liability for incidents relating to the amount of salt spread by the provider during the winter months. They must keep records of the amount of salt used and submit a quarterly report to the NHDES.

These workshops are also available to State and municipal providers, although under the law the certification does not provide the decreased liability to these providers. However, it does serve as an incentive/stimulus for all road operators to use less salt during the winter months. It is expected that UNH T<sup>2</sup> will expand participation and training opportunities for municipalities under this program, by adding new content and training options.

- **NH Culvert Maintainer Certification:** This certification program allows State and municipal maintainers who have taken an approved course and passed the associated exam to perform routine maintenance on many culverts forty-eight inches in diameter or less without first filing any paperwork with the NHDES.

**Development of Workshops:** UNH T<sup>2</sup> staff will work with Federal and State programs, agencies, and programs within UNH, to develop at least two new workshops during the contract period (Table 10: Deliverables). The following are some of the organizations, agencies, and programs the UNH T<sup>2</sup> staff will be working with during this contract period regarding potential topics for new workshops:

- NHDOT, NH Municipalities, NH LTAP Advisory Board
- Other LTAP Centers, especially those in the Northeast
- Other related grant programs within UNH and UNH T<sup>2</sup>

### **Evaluating Success in Training Programs**

Each training event will have learning objectives outlined as part of its description and marketing. A Pre- and Post-Evaluation will be conducted for each LTAP training event to measure progress in achieving learning objectives, when possible, based on available resources. The pre- and post-evaluation method may encompass any of the following or a combination of techniques to measure knowledge retention and learning: evaluations (paper or online), classroom activities or dialogue, or other measurable ways of identifying performance and achievement. The pre- and post-evaluation results will be aggregated and reported in the Annual Report at the end of each year, as part of the review of the LTAP training and overall program success, if available.

**NHDOT Training:** UNH T<sup>2</sup> has a special arrangement with the NHDOT regarding workshops. Within the NHDOT, this is overseen by the Bureau of Human Resources NHDOT Training Coordinator. Workshop information and offerings are to be distributed across all NHDOT departments and/or Districts. The details are as follows:

- At each workshop held in a classroom (except for equipment workshops and hands-on workshops), three (3) seats will be reserved for participants from NHDOT and will be provided at no charge. Two (2) seats will be held for equipment workshops per training week. To promote the use of the seats, and to allow districts to plan for training needs, UNH T<sup>2</sup>, NHDOT Training Coordinator, and a representative from the Highway Maintenance division will work to communicate and promote the availability of a “lump sum” portion of the seats upfront to each district at the start of each calendar year, equal to 25 seats per district, as well as to promote the use of these seats by NHDOT employees. These twenty-five seats per district, distributed to six districts, represent about 75% of the estimated 195 free seats available to NHDOT in a training year (65 workshops times three free seats per workshop equals 195 total free seats). It will be the district’s responsibility to track the use and availability of their free seats. The NHDOT Training Coordinator will oversee the remainder of the forty-five free seat allotment (195 total seats minus the 145 pre-distributed to districts). Districts can request the use of these forty-five seats directly from the NHDOT Training Coordinator, or s/he can otherwise distribute at his/her discretion. In all cases, the application of a free seat is dependent upon seat availability, so NHDOT is encouraged to register early for workshop sessions, as the free seats are not withheld or otherwise guaranteed, and all workshop seats are filled on a first come, first served basis. Also, there may be no more than three free NHDOT seats utilized in any one workshop, so UNH T<sup>2</sup> will notify any additional requestors if the eligible free seats have already been taken in any one workshop. If there are additional participants from the NHDOT who wish to attend beyond these three, UNH T<sup>2</sup> staff will contact the NHDOT Training Coordinator, indicating whether there is room in the workshop and what the cost would be. The NHDOT Training Coordinator and UNH T<sup>2</sup> staff will determine if additional participants can attend, and whether a cost will be assessed.
- At workshops that are only “hands-on” instruction, seats will be made available to NHDOT personnel on a case-by-case basis. If a participant from the NHDOT wishes to attend, UNH T<sup>2</sup> staff will contact the NHDOT Training Coordinator, indicating whether there is room in the workshop and what the normal cost of attendance would be. The NHDOT Training Coordinator and UNH T<sup>2</sup> staff will determine if the participant can attend and whether a cost will be assessed.
- When NHDOT provides an instructor for a UNH T<sup>2</sup> public workshop, that Instructor’s district shall receive one free workshop seat for use at any open UNH T<sup>2</sup> workshop. When NHDOT hosts a public workshop with UNH T<sup>2</sup>, the hosting district shall receive any eligible free “host seats.”
- UNH T<sup>2</sup> will provide up to ten (10) workshop days per year to the NHDOT as private workshops specifically slated for NHDOT employees, for a total of twenty (20) days during the contract period (10 days in the first year, and 10 days in the second year). These are in addition to the Annual Training discussed earlier. Further details include:
  - Each day of a workshop counts as a “workshop day.” A two (2) day workshop would count as two (2) private NHDOT workshop days. It should be noted that Grader and Backhoe, which consist of one day in the classroom and a second day with hands-on activities, will count as five days. This is due to the amount of time the instructor must be available to cover participant-related site visits.
  - If a NHDOT Department or District wishes to hold a private workshop day, they can contact either UNH T<sup>2</sup> staff or the NHDOT Training Coordinator. The NHDOT Training Coordinator and the UNH T<sup>2</sup> staff will determine if the workshop can be held and whether a cost will be assessed.
  - The UNH T<sup>2</sup> Director will decide on the date of the workshop after having discussed the scheduling with the Program Assistants and the requesting Department/District. The date will be decided based upon the requested dates, the instructor’s availability and the UNH T<sup>2</sup> calendar.

- The number of participants in a workshop will be limited by the number of seats available at the workshop location and the instructor's limit on participants.
- There will be no cost to the NHDOT for these workshop days, unless UNH T<sup>2</sup> must provide materials beyond normal printing costs (i.e., for Flagger Certification an ATSSA packet must be provided to each participant). If there are additional costs beyond the normal costs of a workshop, those costs will be estimated and communicated to NHDOT in advance and invoiced following the workshop.
- Catering and/or refreshments will not be provided at these twenty (20) workshops unless it is specifically arranged for and approved by the NHDOT Training Coordinator.
- These workshop days are intended to be held in a local office, shed, or another classroom space provided by the NHDOT.
- To broaden NHDOT access to training events, UNH T<sup>2</sup> will also make available an allotment of up to 20 no-cost seats (registration for up to 20 people) to paid virtual UNH T<sup>2</sup> events in substitution of one (1) private NHDOT training day.
- The number of attendees for each workshop date is capped at 20 attendees for ATSSA Flagger certification and Chainsaw Safety & Maintenance, and thirty attendees for all other workshops. This maximum headcount number may fluctuate with UNH T<sup>2</sup>'s discretion, based on the topic of instruction, instructor preferences, or other requirements, to ensure a positive and successful learning environment for all attendees.

**Partner and Affiliate Training Events:**

UNH T<sup>2</sup> staff monitors many federal, regional, State and local agencies for webinars that might be relevant and of interest to the State and/or municipalities and will actively share with our audience events that are hosted through these and other industry associations and partnerships (including APWA, NEAPWA, NLTAPA, FHWA and others) that are free or low-cost and align with the audience interests. These events will be added to the UNH T<sup>2</sup> training calendar on the website as well as may be communicated by email. Although these events will not qualify for NH Roads Scholars, they will afford a broader diversity in training topics and access.

UNH T<sup>2</sup> also shares information regarding local agency access to any free on-demand learning available through FHWA and CLAS partnerships, including currently AASHTO TC3.

**Road Scholar Program:** Currently there are approximately 750 transportation professionals actively enrolled in the UNH T<sup>2</sup> NH Roads Scholar Program (those who have achieved a Roads Scholar award at some point as well as have taken a UNH T<sup>2</sup> workshop in the past three years) with approximately 1,500 individuals who have achieved Roads Scholar Level 1 or higher since the Program's inception in 1988. UNH T<sup>2</sup> will recognize participants' personal development through the nationally recognized Roads Scholar Program. Road Scholars are recognized in six levels of achievement as shown in **Error! Reference source not found..**

UNH T<sup>2</sup> will manage and maintain a database of all the individuals who have taken a workshop since it began in 1986. This includes all information regarding past and future workshops (date, location, etc.), and maintaining an electronic archive of the paper rosters from each workshop. The database will include, to the best of UNH T<sup>2</sup>'s ability, latest-known contact information for attendees, the workshops each individual has taken, and an awards database of Roads Scholar achievements.

UNH T<sup>2</sup> shall designate the recognition awards to be given to individuals at the various Road Scholar Achievement Levels. UNH T<sup>2</sup> staff shall maintain a supply of each gift.

At least once a year, the LTAP will organize a Roads Scholar celebration, generally a luncheon, to honor all the individuals who have achieved the rank of Master Roads Scholar. It is expected that higher levels will be presented to the individuals at the Workshops, local government meetings, at their worksite, or through other celebrations.

**SADES Trainings:** At least one *Intro to SADES for Local Agencies* virtual session will be presented annually. In addition, SADES will be communicated and shared at appropriate workshops, including at *Pavement Maintenance 101* and workshops that discuss pavement condition. All SADES Training modules will be integrated into the full LTAP training calendar, including facilitation of SADES training through the UNH Learn for Life site, as well as communicated through the annual print training calendar and t2.unh.edu website. The Program Coordinator will assist the SADES Program Manager in the building of the sessions in Learnforlife and advertisement of the sessions.

**Table 1: Road Scholar Achievement Levels**

Achievement Level	Requirements
Advanced Master Roads Scholar	200 Hours plus achieved prior level and completed special project
Master Roads Scholar II	150 Hours, plus be a Safety Champion and achieved prior level
Master Roads Scholar	100 Hours plus achieved prior level
Senior Roads Scholar	75 Hours plus achieved prior level
Roads Scholar Level 2	50 Hours of training including: 10 hours in the Safety category 20 hours in the Technical category 5 hours in the Supervisory category 5 hours in the Environmental category ** plus achieved prior level
Roads Scholar Level 1	25 Hours
Safety Champion	20 Hours in the Safety category

**Technical Support**

Technical support is most often related to public works construction and technical guidance on highway maintenance such as drainage and pavement condition, environmental, computer software, workforce development, leadership and, management, municipal policy, and best practices. Technical support inquiries are directed to the UNH T<sup>2</sup> Director, who then distributes to the appropriate contact for follow up and resolution, as well as inquiries are tracked for reporting and analysis purposes (Table 10: Deliverables).

Where appropriate, based on the complexity and nature of the technical assistance request, UNH T<sup>2</sup> may periodically contract with an external partner, such as a UNH T<sup>2</sup> instructor, UNH faculty, transportation industry expert, or other knowledgeable expert, to provide technical assistance. The rate for any such contracts will be determined by the UNH T<sup>2</sup> Director and approved by the UNH T<sup>2</sup> Principal Investigator and will be processed through the University of New Hampshire’s standard procurement process for Independent Contractor Agreements (ICAs).

A Technical Assistance request may require a UNH T2 staff member to make a site visit to the municipality to be most effective towards resolution. Site visits are only made when the issue cannot be dealt with effectively via web, phone, or email.

**Promoting Bipartisan Infrastructure Law (BIL) with Local Agencies**

UNH T<sup>2</sup> will encourage and promote opportunities for local highway agencies to access funding available through BIL, FHWA, and other funding sources, including by hosting two *Intro to Grant Writing* courses annually, as well as forwarding and communicating grant opportunities regularly through PW.net, social media, the newsletter, and other communications. Where appropriate, LTAP staff will host information sessions, and

provide technical assistance, including connecting communities with grant partners, resources, crash data, and other support as helpful.

**Transportation Partnerships and Facilitations**

**UNH T<sup>2</sup> Advisory Board:** The role of the UNH T<sup>2</sup> Advisory Board is to provide feedback to UNH T<sup>2</sup> on current programs and planned future programs, such as new workshops, means of delivery, and special projects. UNH T<sup>2</sup> will organize and facilitate two meetings of the UNH T<sup>2</sup> Advisory Board annually. Member positions are detailed in **Error! Reference source not found.** with open or otherwise suggested new member slot shown in *italics*. twice annually.

**Table 2: UNH T<sup>2</sup> Advisory Board Members**

Name	Position	Stakeholder Group Represented
Glenn Davison	Civil Engineer, Division of Project Development	NHDOT
<i>Open</i>	<i>Open</i>	NHDOT Representative from Highway Maintenance division
<i>Open</i>	<i>Open</i>	NHDOT Representative from Safety Section
Michelle Marshall	Safety & Area Engineer, NH Division FHWA	FHWA
<i>Open</i>	<i>Vacant</i>	Municipal Road Agent Representative
Martha Drukker	Associate Engineer, City of Concord	Municipal Public Works Representative
Marilee Enus	UNH T <sup>2</sup>	UNH T <sup>2</sup> Director
<i>Vacant</i>	<i>Vacant</i>	<i>RPC Representative</i>

**Facilitation:** The UNH T<sup>2</sup> staff will provide facilitation services to communicate state issues to municipal transportation officials, discussion of timely issues between municipal agencies and to express municipal concerns to state agencies.

**State Agencies:** The UNH T<sup>2</sup> staff will maintain working relationships with state agencies including: the NHDOT, the NHDES, and the NH Department of Safety. The UNH T<sup>2</sup> staff is continually working to streamline processes and interactions with these groups and local transportation officials to create efficiencies for all involved.

**NH Public Works Association (NHPWA):** Under the current Bylaws of the NH Public Works Association the UNH T<sup>2</sup> Director or their designee is a voting member of the Board of Directors of the NHPWA.

The UNH T<sup>2</sup> staff provides the following additional services to the NHPWA:

- Manages and maintains their website (t2.unh.edu/nhpwa)
- Takes minutes at Board meetings, types them up and distributes them to the Board members
- Maintains an online archive of Board meeting minutes
- Assists with two NHPWA newsletters a year, upon request
- Maintains three Google groups email lists: for their Board of Directors, Members, and Scholarship Program Committee
- Assists as requested with all events held by the NHPWA
-

**NH Public Works Mutual Aid (NHPWMA):** Under the current Agreement for the NH Public Works Mutual Aid, the UNH T<sup>2</sup> Director or their designee is an ex officio, or non-voting member, of the Board of Directors of the NHPWMA.

The staff provides the following additional services to the NHPWMA:

- Manages and maintains their website (t2.unh.edu/nhpwma)
- Takes minutes at Board meetings, types them up and distributes them to the Board members
- Maintains an online archive of Board meeting minutes
- Maintains one Google group email list for their Board of Directors and one Google Groups email list for the Mutual Aid Emergency Activation Contacts.
- Assists with all events held by the NHPWMA, as requested
- Maintains a mutual aid 24-7 Contact database - In partnership with NHPWMA, the UNH T<sup>2</sup> staff maintains an Excel file of 24-7 contact information for active members, gathered through a paper form with the annual NHPWMA invoice, or via an electronic form housed on the UNH T<sup>2</sup> website. UNH T<sup>2</sup> promotes municipal participation in the NHPWMA program to improve the disaster preparedness of local transportation agencies. During emergencies, the mutual aid database is used with electronic mailing lists to enable local transportation officials to obtain the equipment needed to respond to disasters. Mutual aid can be used to perform routine maintenance, which requires equipment not currently owned by or available to an agency. Mutual aid agreements are federally recognized for insurance and reimbursement purposes.

**State Transportation Innovation Council (STIC):** The UNH T<sup>2</sup> currently holds a seat on the State Transportation Innovation Council for the T<sup>2</sup> Director or their designee.

**National LTAP Association (NLTAPA):** The UNH T<sup>2</sup> is a member of the National LTAP Association, one of eight (8) states in the Northeast Region. The staff of the UNH T<sup>2</sup> is active on regional and national workgroups and committees. The UNH T<sup>2</sup> Director, and as possible other UNH T<sup>2</sup> staff, attends the regional meeting, the national business meeting, and the national annual conference.

**Other Partnerships:** The UNH T<sup>2</sup> staff will maintain the existing partnerships with organizations pertaining to transportation and infrastructure. Organizational partnerships and opportunities beyond those discussed above may include New Hampshire Municipal Association (NHMA), Primex, the Transportation Research Board, American Public Works Association, NH Driving Towards Zero, and National Association of County Engineers. For all these partnerships, as possible, UNH T<sup>2</sup> staff participates in meetings, attends conferences, and otherwise contributes as time permits.

## **Marketing and Information Services**

**Marketing:** It is important that the public, municipalities, State agencies and other organizations be aware of the services provided by LTAP via UNH T<sup>2</sup>. UNH T<sup>2</sup> is an exhibitor at various events and conferences, which may include but are not limited to New Hampshire Municipal Association (NHMA)'s annual conference, the NH ACEC annual conference, the NH Emergency Management Conference, Municipal Plow Rally, and the Mountain of Demonstrations. In addition to networking with public works officials and professionals, the UNH T<sup>2</sup> team shares materials at these events, as well as typically offers a low-cost "giveaway" promotional item branded with UNH T<sup>2</sup> logo and/or other UNH T<sup>2</sup> contact info, such as a pen.

UNH T<sup>2</sup> has several ways in which it markets the services it provides.

- **Maintenance of Websites and Social Media:** UNH T<sup>2</sup> manages and maintains the general UNH T<sup>2</sup> website (t2.unh.edu), which includes a resource section, training calendar, newsletter archive, and more. In addition, UNH T<sup>2</sup> maintains a Facebook, LinkedIn, and YouTube channel, which are updated on a regular basis with relevant transportation information.
- Annual printed 12-month training calendar – developed in the Fall and released in late December or early January, via postal mail to the town office, city hall, or public works department in each NH community
- **Digital Road Business Newsletter:**
  - UNH T<sup>2</sup> will publish a digital edition of *Road Business* newsletter quarterly (Table 10: Deliverables). Each issue shall consist of one article from each of the following topics: Innovation and Every Day Counts, Infrastructure/Technical Topic, & Operations/Administration/Management, and Safety,
    - UNH T<sup>2</sup> will distribute the newsletter electronically to all designated persons on the current distribution list. Electronic copies of Road Business will also be posted on the UNH T<sup>2</sup> website and Facebook page and will be printed and mailed as requested, when possible, based on available resources.
- **Maintenance of a LTAP Technical Tip Sheet library:** The UNH T<sup>2</sup> staff keeps abreast of technologies applicable to maintenance and repair of local transportation assets, and to the regulations governing such activities. UNH T<sup>2</sup> staff will identify the needs of local agencies for technical information through personal contact, the workshops offered, *Road Business* newsletter, and formal surveys. In response to the needs identified, the UNH T<sup>2</sup> staff will search for relevant information and generate in written, web, or video format materials to help address the needs.
- **Email Lists and Listservs:** The UNH T<sup>2</sup> staff maintains numerous electronic mailing lists, which including [PW.net@unh.edu](mailto:PW.net@unh.edu), which is comprised of individuals from the State and/or municipalities responsible for local roads. This group of individuals include but is not limited to; road managers, road agents, municipal engineers, mayors, city/town councils, Boards of Selectmen, town managers, town administrators, State transportation officials, Regional Planning Commissions, appropriate federal agency personnel, transportation related personnel in colleges and universities. UNH T<sup>2</sup> also maintains a subscription list that includes private citizens, contractors, and engineers by request. These electronic mailing lists provide a forum to circulate announcements, inquiries, information on new technologies and current legislation. Local transportation officials use the electronic mailing lists to get advice or answers to questions they have encountered in their towns. Local and State transportation officials frequently provide responses to specific questions by sharing their valuable knowledge with their peers. The UNH T<sup>2</sup> maintains the Google Groups and Listserv as shown on *Error! Reference source not found.*

**Table 3: Google Groups and Listserv maintained by UNH T<sup>2</sup>**

Google Group Name	Purpose
NH LTAP Advisory Committee	Primary email group for the Advisory Committee of the NH LTAP
NH Public Works Association Board	Primary email group for the NH Public Works Association Board of Directors
NH Public Works Mutual Aid Board	Primary email group for the NH Public Works Mutual Aid Board of Directors
NH Public Works Association Membership List	Primary email group for the NHPWA membership
UNH T <sup>2</sup> Communications	Those who have subscribed to receive workshop and newsletter updates via email (not a general communications list)
<b>UNH Office365 Group</b>	<b>Purpose</b>
Pw.net	Serves ~600 current and past local and state government employees in the transportation and public works industry.

## **Program Administration**

**Coordination with University of New Hampshire:** UNH T<sup>2</sup> will continue to work with the administration and other personnel at the University of New Hampshire for matters related to UNH T<sup>2</sup>, including but not limited to overhead (physical location, offices, etc.), personnel, financial policies, and oversight of program and contracts. UNH T<sup>2</sup> will expand this coordination to UNH research faculty participating in transportation-related topics of interest/concern to LTAP stakeholders.

**Professional Development:** To further their education and maintain awareness of emerging trends and technologies that impact public works, UNH T<sup>2</sup> staff will attend the industry conferences and events as shown in **Error! Reference source not found.** The UNH T<sup>2</sup> Director and the Technical Specialist will share primary responsibility to attend meetings and disseminate information to the UNH T<sup>2</sup> center team, but where financially and operationally possible, as well as directly beneficial to the grant, other UNH T<sup>2</sup> staff may be invited to attend in addition or instead of the UNH T<sup>2</sup> Director and/or Technical Specialist. UNH T<sup>2</sup> staff are encouraged to identify and request attendance at local professional development opportunities offered by RPCs and other professional organizations throughout NH, to continue to develop a strong local network and enhance and strengthen content on emerging trends, technologies, and regulations that impact our local New Hampshire audience. Requests are evaluated by the UNH T<sup>2</sup> Director and considered based on direct benefit to the grant, staff resources and bandwidth, travel, and other affiliated costs. Any conference approved for staff participation must include relevant and meaningful training as part of the agenda. It should be noted that many of these events are put on by LTAP Partners or are used by UNH T<sup>2</sup> as a marketing opportunity. Therefore, the costs for supplies and travel may be split between outreach and workshop funds as appropriate.

To increase their professional development, and to consider new programs, initiatives, and workshops, UNH T<sup>2</sup> staff will also travel to other LTAP centers' events periodically, including but not limited to the Midatlantic LTAP Roadway Management Conference, the Cornell Local Roads Program Highway School, and other training events hosted by other LTAP centers. This will allow UNH T<sup>2</sup> staff to experience training topics and training practices and avenues that other professionals are utilizing, bring innovative ideas and information back to NH and the UNH T<sup>2</sup> programs, and promote a strong

**Table 4: Professional Development**

Conference / Event	How Often
NLTAPA National Business Meeting	Once a year in January
ACEC NH Conference	Once a year in April
NLTAPA Regional Meeting	Once a year in Spring
NHPWA Annual Meeting	Once a year in Spring
Mountain of Demonstrations	Once a year in May
NHDOT Plow Rally	Once a year in May
NLTAPA Annual Meeting	Once a year in July
NHPWA Technical Meeting	Once a year in Fall
Every Day Counts Summit	Every other year
NHMA Conference	Once a year
NH Salt Symposium	Once a year
APWA Regional Meetings	Attend at least one regional meeting annually
MassDOT Innovation Conference	May attend annually, as business needs dictate and program income allow
APWA PWX	May attend annually, as business needs dictate and program income allow
APWA Snow and Ice Conference	May attend annually, as business needs dictate and program income allow
Workshops and Conferences held by other LTAP centers	May attend at least one annually, as business needs dictate and program income allows
Other industry events or regional and national association committee responsibilities such as AASHTO Technical Meetings (example TSP2), Northeast Transportation Safety Conference, Northeast Pavement Preservation Partnership, Rural Road Safety Conference, Peer Exchanges, Train-the-Trainer, APWA conferences and meetings, or other similar events	Periodically or considered by UNH T2 Director and/or Principal Investigator as requested, and as business needs dictate and program income allows.

**Reports and Other Metrics to be Provided (Table 11: UNH T2 Deliverables)**

**FWHA Annual LTAP Performance Annual Report (PAR):** At the end of each calendar year, UNH T<sup>2</sup> will gather the information required and/or requested by the FHWA and submit the reports to the FHWA Office of Innovative Program Delivery, Center for Local-Aid Support (CLAS), in a format to be provided by FHWA (currently known as the Performance Annual Report, or PAR).

**Annual Center Report:** On January 30th, UNH T2 will prepare an Annual Report for the prior calendar year, including any reports submitted to FHWA, and present it to the Advisory Board for review, comments, and questions. This report will also be made available to FHWA CLAS.

**Quarterly Center Report:** UNH T<sup>2</sup> will track and maintain the following data for a quarterly report to be shared with NHDOT, FHWA, and the Advisory Board. This quarterly report will provide a three-month

snapshot of programmatic initiatives and metrics. If any of the objectives in this workplan are not met, the quarterly report will include justification and a plan to address the situation, or otherwise amend the programmatic objective as necessary in the next quarter.

The quarterly report will include performance data on the following categories of operation:

- *Workshop Report* to include title/date/location/number of total attendees for each workshop conducted in the prior three-month period
- *Technical Assistance* summary showing number of technical assistance requests completed in prior three months by key topic areas
- *Road Business* newsletter summary showing date published and number of recipients
- *Outreach*- list of events, workshops, or conferences staff attended or otherwise participated in
- *Special initiatives or projects* from prior three months
- *SADES Report*
  - Training sessions
  - Customer support requests/tech assists including a complete log of users, contact, and activities
  - Modules maintenance including modifications and enhancements.
  - New modules completed
  - Program administration issues and challenges

This quarterly report will be provided by the following schedule:

Period	Quarterly Report Submitted By:
10/1/2023-12/31/2023	1/31/2024
1/1/2024-3/31/2024	4/28/2024
4/1/2024-6/30/2024	7/31/2024
7/1/2024-9/30/2024	10/31/2024
10/1/2024-12/31/2024	1/31/2025
1/1/2025-3/31/3025	4/28/2025
4/1/2025-6/30/2025	7/31/2025
7/1/2025-9/30/2025	10/31/2025

### SADES Program

The SADES Program (SADES) includes regularly occurring tasks related to database monitoring, outreach/education, and website development. The activities contained in the SADES are divided into four main components; Program Administration, Training, Support, Module Maintenance, and Module Development. Each of those components help guide the current SADES initiatives and guide the development of future SADES task orders.

#### Tasks related to Program Administration:

##### ArcGIS Online Administration:

- Periodically monitor logins for all SADES services
  - Ensure only authorized users are creating features, accessing layers, or editing databases
  - Ensure edits are being tracked for all active feature services
- Monitor data on a regular basis to ensure data fits the following general requirements:
  - Fully complete assessments
  - No major missing parts to assessment
  - Accurate geometry of data points
- Work with NHDOT planning to create outline of data quality checks for each asset category\

- Regularly ensure all user accounts/licenses are performing properly
- Tracking log-in dates and managing group privileges
- Adding and removing users to the SADES organizational account, as needed

#### **Professional Development:**

- Learn new ESRI features via updates that occur approx. every 3 months
- Stay up to date with new features in ArcGIS Online, ArcGIS Pro, and all field apps
- Implement new features that best fit SADES in coordination with NHDOT staff
- Both for existing data sets as well as future asset classes
- SADES Manager will attend the following conferences to share the work the State of NH has produced through the SADES initiative and learn how the program can be improved based on other organizations' work or technical presentations.
  - New England Arc Users Group (NEARC) Spring Conference
    - One day event, held in the New England region
    - \$75 registration (based on previous years)
  - NEARC Fall Conference
    - 3-day event, held in the New England region
    - \$400 registration (based on previous years)
  - ESRI User Conference
    - One week event, held in San Diego, CA
    - Technical presentations on new features ESRI releases
    - Extremely helpful in implementing new features and learning how features were designed to be used.
    - Network with other States, DOT's, or local organizations to learn how they leverage the software
    - Complimentary registration (no fee), travel costs (variable)
  - Other ad-hoc conferences
    - Ad-hoc conference attendance if agenda, topics, or themes related to the efforts of the SADES program and/or technical information would directly result in improvements to the program, as possible based on available resources.
- Process Documentation and Cross training for Resiliency
  - SADES Manager will work with the Program Coordinator and student Office Assistants to develop process documentation, written via Standard Operating Procedures or video recordings, for SADES tasks and use.
  - SADES Manager will train Program Coordinator and Director to act as back-up during SADES Manager's absence for basic user requests, including password resets, accessing, and using available public-facing data, etc.

#### **Outreach:**

- Respond to general, non-module specific, RPC's questions and troubleshooting issues via phone, email, and site visits
- Facilitate updates to ArcGIS software modules based on feedback from collectors and partners

- General SADES inquiries daily via phone, email, Zoom/Teams, or site visits
- Authoring articles for publication, when requested
- Attend/present at UNH T2 courses/sessions to spread awareness of available SADES data and collection opportunities
- Attend Road Committee, TAC, CIP committee meetings to advocate for SADES RSMS collections
- Attend regular (biweekly, quarterly, etc.) meetings for work groups, steering teams, etc.
- Continue updating and developing new features on the SADES website, as time permits
- Hosting fees for website/email
- Attendance at regular, non-module specific, partner meetings (i.e., Inventory Work Group, Roadside Data Quality Committee, etc.)

**Tasks related to Training:**

(Training allotments listed below are estimated on an annual basis)

**CCDS Initial Training:**

- Provide CCDS training for NHDOT
  - 3 training sessions
  - 2 ad hoc trainings
- Provide CCDS training for RPC/Municipal collectors
  - 3 training sessions
  - 1 ad hoc training

**Pavement As-Built Training:**

- Provide training sessions for NHDOT Staff
  - 2 training sessions
  - 1 ad hoc training

**Pedestrian Infrastructure Training:**

- Provide training for NHDOT/RPC/Municipal collectors
  - 3 new training sessions
  - 2 refresher training sessions
  - 2 ad hoc trainings

**Stream Crossing Training:**

- Provide one full day, multi-agency training session
- Provide 2 iPad training sessions
  - 1 ad hoc training

**Road Surface Management System (RSMS) Training:**

- Provide trainings to RPC/Municipalities for RSMS Collection
  - 2 refresher trainings
  - 2 new collection trainings
  - 1 ad hoc training

- Provide trainings to RPC/Municipalities for RSMS Forecasting
  - 2 refresher trainings
  - 2 new user trainings
  - 1 ad hoc training

**Guardrail Training:**

- Provide trainings to NHDOT and RPC for guardrail collection
  - 3 training sessions
  - 2 ad hoc trainings
  - (Upon completion and closing of Guardrail Task Order)

**Detailed CCDS Training:**

- Provide trainings to NHDOT and/or hired consultants on Detailed CCDS collection
  - 2 training sessions
  - 1 ad hoc training
  - (Upon completion and closing of Detailed CCDS Task Order)

**Overhead Devices and Sign Structures (OHSS) Training:**

- Provide trainings to NHDOT on OHSS collection
  - 2 training sessions
  - 1 ad hoc training
  - (Upon completion and closing of OHSS Task Order)

**Tasks related to Support:**

UNH T<sup>2</sup> will provide support to NHDOT, RPC, Municipal, and other SADES partners for each of the asset modules listed above under the “Training” section. These support tasks include:

- Provide technical support via phone, Zoom, email, or site visits for all trained SADES users
- Initiate further assistance via ESRI Technical support where necessary
  - Create, coordinate, and follow up with ESRI Technical support cases
- Investigate bugs and/or glitches with ArcGIS Online, Collector, and Field Maps

**Tasks related to Module Maintenance:**

UNH T<sup>2</sup> will perform regular, schedule, seasonal updates to the SADES Modules in “maintenance mode”, as determined by NHDOT and U T<sup>2</sup>. These regular maintenance tasks included the following:

- Collection season updates to prepare the layer for field collection
- Minor enhancements and/or data refresh to reflect updates to any of the field collection technology (AGOL, ArcPro, Experience Builder, Field Maps, other field GIS Apps etc.)
- Make minor modifications to the database to include or remove fields per the data dictionary
- Coordinate with the data owners/task force groups to ensure layers are prepared before each season

The following list of SADES Modules are in “Maintenance Mode” and fall under the tasks listed above. New development of modules, or significant modifications would fall under a new task order under the SADES Statewide agreement.

- Road Surface Management System (RSMS) – Collection and Forecasting
  - Including the hosting and management of the SADES RSMS Forecasting tool
- Pedestrian Infrastructure
- CCDS Initial
- Pavement As-Builts
- Stream Crossings
- Stormwater Best Management Practices (BMP)
- Guardrails
- Detailed CCDS
- Overhead Sign and Device Structures (OHSS)

Included in this section, Module Maintenance, is the ability to accommodate an additional 2 modules per contract year entering “Maintenance Mode”.

**Tasks related to Module Development:**

UNH T<sup>2</sup> will develop up to two (2) new asset modules per contract year, for a total of four (4) new asset modules in the SADES program. Individual scopes and schedules may vary and will be reviewed and approved by NHDOT for each new asset. A typical scope for a new asset module is listed below:

- Kick off meetings and data discovery
- Review data dictionary with the necessary committees and/or work groups
- Develop and test agreed upon data set and approach
- Develop training manual
- Module Implementation
- Compile CMP and QMP

**E. Deliverables Schedule:**

**SADES Personnel and Deliverables / Tasks**

Table 5 UNH Technology Transfer Center Personnel related to SADES Activities details the list of UNH T<sup>2</sup> personnel included in this proposal.

**Table 5: UNH Technology Transfer Center Personnel Related to SADES Activities**

Position Title	Description	Effort	Duties
Principal Investigator	Erin Bell	As needed	Fiscal management of all UNH T <sup>2</sup> programs, interaction with NHDOT/FHWA, supervision of UNH T <sup>2</sup> staff
SADES Manager	Chris Dowd	40 hrs./week	Perform the duties/tasks listed in the section above.

### UNH T<sup>2</sup> Personnel and Deliverables / Tasks

The scope of detailed work for the LTAP will be delivered by the UNH T<sup>2</sup> staff with additional support from contracted workshop instructors. Table 6 details the list of UNH T<sup>2</sup> personnel included in this proposal for workshop activities, including scheduling, registration, venue, delivery, and travel associated with all workshops. Table 7 details the list of UNH T<sup>2</sup> personnel included in this proposal for outreach activities which includes all other LTAP activities.

**Table 6: UNH Technology Transfer Center Personnel Related to LTAP Workshop Activities**

Position Title	Description	Effort	Duties
UNH T <sup>2</sup> Principal Investigator	Erin Bell	As needed	Fiscal management and supervision of all UNH T <sup>2</sup> programs and interaction with NHDOT/FHWA. Support UNH T <sup>2</sup> Director related to financial reporting and compliance, budgeting for workshops and registration management
UNH T <sup>2</sup> Director	Marilee Enus	20 hours/week	Provide strategic direction for all workshop efforts, oversee, and manage budget and documentation related to workshops and expenses, oversee staff efforts for workshops, assist with facilitation for workshops.
Program Coordinator	Lee Cooper	20 hours/week	Assists with workshop coordination as requested, backup registration and systems use, assist with processing financial transaction and record keeping related to workshops
Technical Specialist(s)	Scott Kinmond and Tyler Tommila Experienced Transportation Professional w/ public works leadership, technical skills, and/or operational experience	22.5 hrs./wk., may represent the work of more than one Adjunct PT Staff member	Offer approximately 50% of the workshops, develops new workshops for emerging technologies to engage with vast array of learners, drives online learning opportunities, assists with scheduling, coordinating, and facilitating some workshops
Instructor	George Leel Experienced public works professional	10 hrs. a week	Provides up to thirty workshop days a year, including heavy equipment training. Responsible for developing a variety of workshops on technical topics.
Student Worker	Undergraduate UNH students	10 hrs./wk. UG for 42 weeks school year, 20 hrs./wk. for 10 weeks summer	Support all UNH T <sup>2</sup> workshop activities as needed under the direct supervision of the UNH T <sup>2</sup> Director. This includes maintaining and updated workshop registration systems, maintaining workshop material library, completing post-workshop processing, catering, and other ad hoc duties.

**Table 7: UNH Technology Transfer Center Personnel Related to LTAP Outreach Activities**

Position Title	Description	Effort	Duties
UNH T <sup>2</sup> Principal Investigator	Erin Bell	As needed	Fiscal management and supervision of all UNH T <sup>2</sup> programs and interaction with NHDOT/FHWA. Support T <sup>2</sup> Director related to financial reporting and compliance, budgeting for workshops and registration management
UNH T <sup>2</sup> Director	Marilee Enus	20 hours/week	Lead LTAP outreach and engagement efforts, operational management of LTAP activities, coordinate transportation partnerships, manage technical support activities, supervise Office Support staff, and attend meetings and conferences as required. Oversight of all UNH T <sup>2</sup> activities and programmatic initiatives, budgetary compliance, required reporting, integration with synergistic outreach activities
Program Coordinator	Lee Cooper	20 hours/week	Oversees communication and social media efforts, prepares weekly and bi-annual newsletter, supports planning and coordination of all outreach events such as professional conferences and affiliate/partner events, develops marketing materials and assists with creation of tools and learning resources for outreach, manages mailing lists, and supports other programmatic initiatives.
Technical Specialist(s)	Scott Kinmond and Tyler Tommila Experienced Transp. Professional with public works leadership, technical skill, and/or operational experience	7.5 hours a week, may represent the work of more than one Adjunct PT Staff member	Offer technical support through the year, develops updated content on emerging technologies to engage with vast array of learners, drives online learning opportunities, leads development of technical content for newsletters, websites, and other resources, oversees newsletter planning, and attends partner and industry events as requested.
Instructor	George Leel, Experienced public works professional	10 hours a week	Technical assistance, technical guidance and document development and review, industry engagement

The details of each task category are included in the Scope of Work description. The following is a list of the Deliverables / Tasks contemplated under this Contract Proposal. Each Deliverable / Task listed in **Error! Reference source not found.**<sup>8</sup> is defined more fully with relevant details in the Scope of Work section of this document.

**Table 8: UNH Technology Transfer Center Tasks**

<b>Workshops</b>	
*	Annual Training
*	Private Workshops
*	FHWA Every Day Counts Initiative
*	Certification Workshops
*	Development of Workshops
*	NHDOT Training
*	Roads Scholar Program
*	Online Learning
<b>Technical Support</b>	
*	Response to Inquiries
*	Site Visits
	Development of Technical Documents
<b>Transportation Partnerships and Facilitations</b>	
*	UNH T <sup>2</sup> Advisory Board
*	APWA
*	State Agencies
*	NH Public Works Association
*	NH Public Works Mutual Aid
*	State Transportation Innovation Council
*	National LTAP Association
*	Other Partnerships
<b>Marketing &amp; Information Services</b>	
*	Mailing and Other Print Marketing
*	Maintenance of Websites & Social Media
*	Newsletter
*	NH Public Works Mutual Aid 24/7 Contact Directory
*	Email Lists and Listserv
*	Technical Resource Library
<b>Program Administration</b>	
	FHWA Reports
	LTAP Reports
	Coordinate with UNH
	Professional Development

**F. Budget and Invoicing Instructions:**

**Budget and Justification**

The personnel and tasks listed above for each sector of this proposal are included in the budget tables below. As agreed, upon, there is a 26% Facilities and Administration component to this budget.

The LTAP-related services provided by the UNH T2 are divided into two categories for budget development: Workshops and Outreach Services. SADES activities are shown in a separate budget line in Table 9: Budget Summary of the 2023-2025 UNH T2 Proposal and the personal effort is shown in Table 10: Summary Personnel Effort per Week and Table 11: UNH T<sup>2</sup> Deliverables.

**Table 9: Budget Summary of the Oct. 2023 – September 2025 UNH T<sup>2</sup> Proposal**

Year 1	Salaries & Wages	Fringe Benefits	Travel	Supplies & Services	F&A	Total
LTAP Workshops	\$137,424	\$41,711	\$5,000	\$21,000	\$53,335	\$258,471
LTAP Outreach	\$102,964	\$33,178	\$4,000	\$5,000	\$37,737	\$182,879
SADES	\$112,750	\$36,427	\$4,000	\$10,300	\$42,504	\$205,982
<b>Total Project Cost Year 1</b>	<b>\$353,138</b>	<b>\$78,349</b>	<b>\$13,000</b>	<b>\$36,300</b>	<b>\$133,576</b>	<b>\$647,242</b>

Year 2	Salaries & Wages	Fringe Benefits	Travel	Supplies & Services	F&A	Total
LTAP Workshops	\$141,428	\$42,954	\$5,000	\$21,000	\$54,699	\$265,081
LTAP Outreach	\$105,935	\$34,165	\$4,000	\$5,000	\$38,766	\$187,865
SADES	\$116,015	\$37,511	\$4,000	\$10,300	\$43,635	\$211,460
<b>Total Project Cost Year 2</b>	<b>\$363,198</b>	<b>\$114,630</b>	<b>\$13,000</b>	<b>\$37,300</b>	<b>\$149,419</b>	<b>\$724,109</b>

Total	Salaries & Wages	Fringe Benefits	Travel	Supplies & Services	F&A	Total
LTAP Workshops	\$278,852	\$84,665	\$10,000	\$42,000	\$108,035	\$523,552
LTAP Outreach	\$208,899	\$67,343	\$8,000	\$10,000	\$76,503	\$370,744
SADES	\$288,765	\$73,938	\$8,000	\$20,600	\$86,139	\$417,442
<b>Total Project Cost</b>	<b>\$716,336</b>	<b>\$192,979</b>	<b>\$26,000</b>	<b>\$72,600</b>	<b>\$170,676</b>	<b>\$1,311,738</b>

<b>Program Income</b>	<b>80,000</b>
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<b>Total Sponsor Request</b>	<b>\$1,231,738</b>
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**Table 10: Summary Personnel Effort per Week**

Position Title	Description	LTAP Workshop Effort (Table 6)	LTAP Outreach Effort (Table 7)	SADES Effort (Table 5)	Total Effort
Principal Investigator	Erin Bell	As needed, min. average 1 Hours per wk.	As needed, min. average 1 Hours per wk.	As needed	As needed, min. average 2 Hours per wk.
UNH T <sup>2</sup> Director	Marilee Enus	20 hours/wk.	20 hours/wk.	0/hours/wk.	40 hours/wk.
SADES Manager	Chris Dowd	5/hours/wk.	5/hours/wk.	30/hours/wk.	40/hours/wk.
Program Coordinator	Lee Cooper	20 hours/wk.	20 hours/wk.	0/hours/wk.	40 hours/wk.
Technical Specialist(s)	Scott Kinmond & Tyler Tommila Experienced Transportation Professionals w/ public works experience	20 hours/wk.	10 hours/wk.	0/hours/wk.	30 hours/wk.
Instructor	George Leel, Experienced equipment operator and public works professional	10 hours/wk.	10 hours/wk.	0/hours/wk.	20 hours/wk.
Student Workers	Undergraduate UNH students	12 hours/wk.	0 hours/wk.	0/hours/wk.	12 hours/wk.

**Table 11: UNH T<sup>2</sup> Deliverables**

Deliverable or Performance Measure	Quantity or Other Metric	Due Date or Cadence
Workshops	Minimum of sixty-five (65) instructional and/or informational workshop events offered	Per calendar year
Develop new workshops	Two	Per contract (average one annually)
Provide private training to NHDOT	Ten sessions	Per calendar year
Master Roads Scholar Luncheon	Once annually	Per calendar year
Technical Assistance Analysis Report	Once annually	Included in annual report and/or PAR
Road Business newsletter	Four issues published	Per calendar year
Performance Annual Report (PAR)	Once annually	As requested by FHWA at end of year
Center Annual Report	Once annually	By 30 of January following year end
Quarterly Center Report	Four times annually	By last day of month following quarter

**Travel:**

The travel funds for LTAP Workshops will support travel for UNH T<sup>2</sup> staff and outside instructors to workshops. The travel funds allocated for LTAP Outreach Services is meant to support UNH T<sup>2</sup> staff travel to State, regional and national LTAP meetings, partnership meetings, stakeholder meetings, and municipalities for technical

supports. The travel funds for SADES will support travel for UNH T2 staff to NH SADES workshops and conference travel.

***Supplies and Services:***

The supplies and services funds for LTAP Workshops will support handouts and materials needed for workshops. The supplies and services funds allocated for LTAP Outreach Services is meant to support Roads Scholars materials, minutes for stakeholder meetings, computer support services for the UNH T<sup>2</sup> website and other needs related to LTAP outreach activities.

***Program income:***

The program income generated by the LTAP workshops will be used to fund snacks and lunches served at public LTAP workshops and certification courses and is not included in the budget request component of this proposal. These funds will also be used to offset unforeseen expenses related to LTAP activities. As available, Program Income may also be used for coordination of additional workshops or trainings. If funds are available, Program Income may also be utilized for special projects, technology, or workshops that are not included in this proposal but are relevant to the scope and mission of UNH T<sup>2</sup> in supporting New Hampshire's local transportation and highway agencies.

Program income is estimated at ~\$30,000/year. Using the Federal per diem rates for New Hampshire, the allowance for breakfast and lunch is approximately \$30/person, and it is assumed that the average attendance is twelve people per workshop. UNH expects to generate program income during the award period and will account for it using the Additive Method.

To maximize the level of service and outreach available in this budget and through the center, Program Income (approximately \$20,000) from the October 2021 – September 2023 program years will be carried over for use in the October 2023 – September 2025 program years. This carryover Program Income will be utilized consistent with the expectations of any new Program Income that is generated, to first support snacks and lunches for public workshops and events, and then as available to support other training, technology, or special projects and events that keep with the mission of UNH T<sup>2</sup> for local road agencies in New Hampshire.

***Salaries & Wages and Fringe Benefits:***

The salaries and any appropriate fringe benefits of the UNH T<sup>2</sup> Director, Technical Specialist, Senior Training Instructor and Program Assistants are included in the LTAP components (both LTAP workshops and LTAP Outreach) consistent with Tables 6 and 7. The salaries and any appropriate fringe benefits related to the SADES component are consistent with Table 5. The salary and any appropriate fringe benefits of the Student Worker (undergrad) are included in the LTAP components (both LTAP workshops and LTAP Outreach) consistent with Tables 6 and 7.

***Invoicing:***

Campus will submit invoices to the State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period and shall show current and cumulative expenses by major cost categories and shall document cumulative cost sharing through the end of the invoicing period. Invoices will include Form UNH91378 that provides the expense breakdown by invoice, and personal reimbursement forms for Direct Expenses. No expenses incurred prior to a notice to proceed will be reimbursed. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 75 days after the Project Period end date.