



William Cass, P.E.
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

29



David Rodrigue, P.E.
Assistant Commissioner

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

Bureau of Planning & Community Assistance
April 23, 2025

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract with the Nashua Regional Planning Commission (Vendor #154661), Nashua, NH, in the amount of \$1,958,981 to undertake certain transportation related planning activities from July 1, 2025, or the date of Governor and Executive Council approval, whichever is later, through June 30, 2027. 100% Federal Funds.

Funds to support this request are anticipated to be available in Fiscal Years 2026 and 2027, upon the availability and continued appropriation of funds in the future operating budgets, with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified:

04-096-096-962515-2944	<u>FY 2026</u>	<u>FY 2027</u>
SPR Planning Funds		
072-500574 Grants To Local Gov's-Federal	\$979,491	\$979,490

EXPLANATION

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

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

This contract comprises the biennium Unified Planning Work Plan (UPWP) for State Fiscal Years 2026 and 2027. As part of this program, the Nashua Regional Planning Commission will provide transportation planning and programming services and products to support state, regional, and local needs. The Nashua Regional Planning Commission will focus on ten planning factors as follows:

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

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

These planning factors are identified in the Investing in Infrastructure & Jobs Act (IIJA). Additionally, the Nashua Regional Planning Commission will address the New Hampshire Federal Highway Administration and Federal Transit Administration Planning requirements including implementation of performance-based planning and programming, regional planning cooperation and ladders of opportunities for access to essential services and identification of connectivity gaps.

The Nashua Regional Planning Commission can accomplish this work for a total fee not to exceed \$2,176,646. The funding to be used is from Federal Highway Administration (FHWA) Planning funds and local funds. The Federal portion \$1,958,981.40 is Federal Aid (involving Metropolitan Planning (PL), Statewide Planning & Research (SPR) and FTA 5305e planning funds) and Consolidated Planning Grant funds with additional \$217,664.60 from local funds (collected by the Nashua Regional Planning Commission to be applied towards total cost).

The funding is 80% federal with 10% state match and 10% local match. Turnpike toll credits are being utilized for the State match requirement, effectively using 90% federal funds and 10% local funds from Nashua Regional Planning Commission. The Capital Budget Overview Committee approved the use of Turnpike Toll Credits on May 26, 2023.

The Contract has been approved by the Attorney General as to form and execution and funding for each fiscal year is contingent upon the availability and continued appropriations of funds. Copies of the fully executed contract are filed with 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

**NASHUA REGIONAL
PLANNING COMMISSION
FED. NO.: X-A005(657)
STATE NO.: 45055**

**BUREAU OF PLANNING & COMMUNITY ASSISTANCE
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ARTICLE I

NASHUA REGIONAL
PLANNING COMMISSION
FED. NO.: X-A005(657)
STATE NO.: 45055

**BUREAU OF PLANNING & COMMUNITY ASSISTANCE CONTRACT
FOR PLANNING SERVICES**

PREAMBLE

THIS AGREEMENT made by and between the STATE OF NEW HAMPSHIRE, hereinafter referred to as the STATE, acting by and through its COMMISSIONER OF THE DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the COMMISSIONER, acting under Chapter 228 of the Revised Statutes Annotated, and the Nashua Regional Planning Commission, with principal place of business at 30 Temple Street, Suite 310, in the City of Nashua, State of New Hampshire,, hereinafter referred to as the COMMISSION, witnesses that

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

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

ACTICLE I

ARTICLE I - DESCRIPTION OF PLANNING SERVICES TO BE RENDERED

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

A. **LOCATION AND DESCRIPTION OF PROJECT**

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

B. **SCOPE OF WORK**

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

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

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

D. **WORK SCHEDULE AND PROGRESS REPORTS**

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

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



**NASHUA REGIONAL
PLANNING COMMISSION
METROPOLITAN PLANNING
ORGANIZATION**

**Fiscal Year 2026 – 2027
Unified Planning
Work Program**

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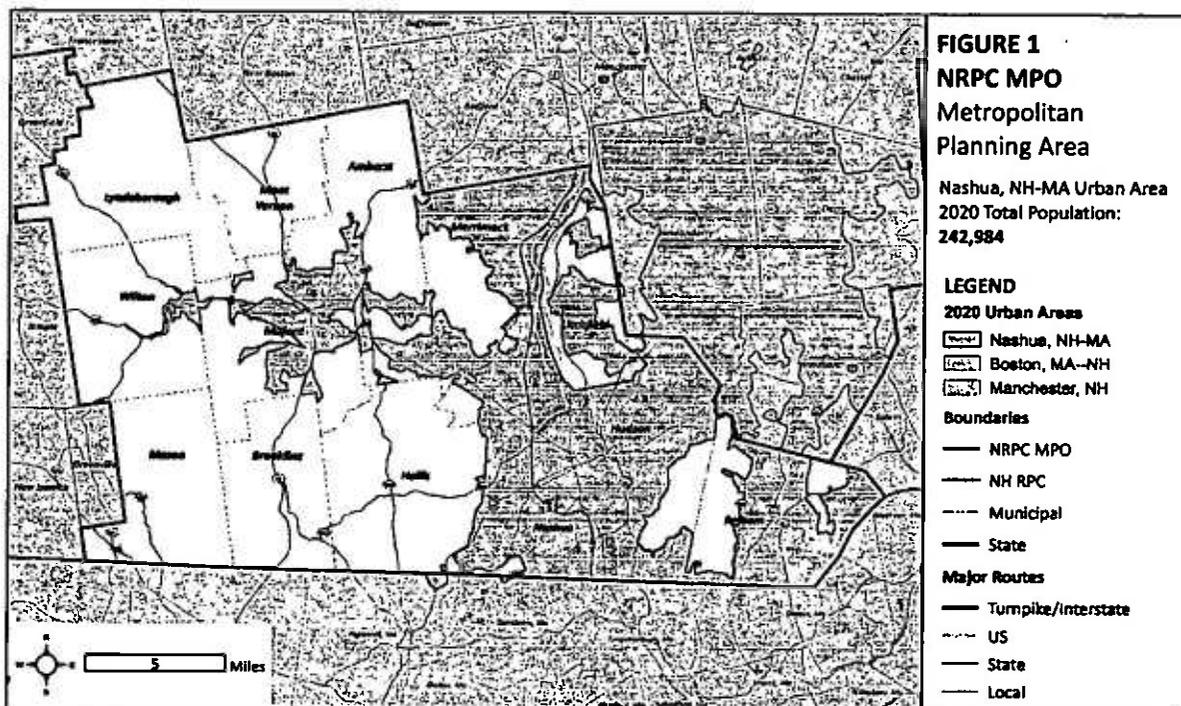
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The preparation of this document has been financed in part through grant(s) from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 (or Metropolitan Planning Program, Section 104(f)) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation

INTRODUCTION

The purpose of the Unified Planning Work Program (UPWP) is to present all transportation planning activities anticipated within the Nashua Metropolitan Planning Organization (MPO) region during Fiscal Years 2026 and 2027, regardless of funding sources, in a single document. It is developed to meet the requirements of 23 CFR Part 450, Subpart C. The work program is intended to facilitate review procedures, funding applications, grant decisions and allocations, technical and financial monitoring, and periodic evaluation of substantive and procedural aspects for intermodal transportation planning under prescribed guidelines.

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



The Nashua UZA population exceeds the 200,000 person threshold and therefore is a federally designated Transportation Management Area (TMA). In this capacity, the Nashua MPO has additional requirements to fulfill which include the selection of all 23 USC and 49 USC Chapter 53 funded projects

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

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

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

Transportation Planning Goals and Factors

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

Mobility

- Encourage transportation improvements that enhance regional mobility and connectivity, especially enhanced east-west travel.
- Emphasize a Complete Streets approach to project planning and design that accommodates the needs of all foreseeable users including motor vehicles, public transit, bicyclists, and pedestrians as appropriate based on street classification, traffic volumes, design speed, and land use.
- Support travel efficiency measures and system enhancements targeted at congestion management, reduction, and elimination.
- Foster integration of the region's transportation system with the Boston and Manchester metro areas through improved access to state and interstate highways, regional airports, passenger rail and regional bus systems.
- Encourage the use of access management techniques along commercial highway corridors to preserve capacity, increase safety, and improve the aesthetic environment.

- Encourage consideration of intelligent transportation systems and emerging technologies in all aspects of transportation planning including connected and automated vehicles, advanced air mobility, and other emerging technologies.

Safety

- Prevent traffic related deaths and significant injuries by emphasizing a systemwide approach to safe mobility for all users.
- Emphasize a safe system approach to project development that minimizes the risk of injury or fatality to pedestrians, bicyclists, and other vulnerable road users.
- Encourage project planning and design that is responsive to the ways people use the transportation system including recognition of the likelihood of human error.
- Prioritize transportation improvements that reduce or eliminate known safety hazards, especially in locations with identified crashes involving serious injuries or death.

System Preservation & Sustainability

- Maintain road pavements, bridges, sidewalks, signage, and other transportation infrastructure in a good state of repair.
- Develop cost-effective projects and programs aimed at reducing the costs associated with constructing, operating, and maintaining the regional transportation system.
- Ensure adequate maintenance of the transportation system that enhances safety and reliability.
- Pursue long-term sustainable revenue sources to address regional transportation system needs.
- Encourage public/private sector partnerships and private sector participation in the financing of transportation projects and services including public transit.
- Encourage strategic, systematic planning in the operation, maintenance, and improvement of public transit capital assets including vehicles, bus stops and shelters, and maintenance facilities.
- Improve the resilience of the transportation system by mitigating potential impacts from floods and other related impacts.

Transit & Community Transportation

- Improve convenience and service, and therefore the ridership, of the transit system through expanded weekend and evening services, promote increased frequency of service, and promote transit connections to major destinations outside of the region.
- Promote the extension of transit service to urbanized areas in the towns where feasible, with an emphasis on expanding access to employment centers, housing, major shopping destinations, educational opportunities, hospitals, and other healthcare services.
- Implement access to real-time bus information using smartphones, tablets, electronic ride boards, and other technologies.
- Continue to support community transportation and encourage greater coordination between providers and expanded connections between communities.

- Encourage expansion of on-demand transportation services, including collaborations with private ride hailing services, to fill gaps in community transportation and paratransit networks.

Quality of Life & Environment

- Promote a collaborative approach to transportation planning that protects local community character, environmental quality, and fostering economic development.
- Expand the region's network of multi-use paths, bike paths and trails in addition to sidewalks and bike lanes to encourage active, healthy lifestyles.

Planning Process and Factors

The FHWA New Hampshire Division Office and the FTA Region I Office have outlined Federal transportation planning regulations, most recently updated in the Infrastructure Investment and Jobs Act (IIJA), that detail the requirements for the State and metropolitan planning organizations to carry out a continuing, cooperative, and comprehensive planning process. The regulations outline core required documents and associated update cycles as well as identifying the other agencies and stakeholders with whom coordination is necessary. The regulations include ten planning factors to be considered as part of the planning process and should be considered by MPOs in the development of their respective UPWPs:

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

The following matrix shows how the IJA planning factors are reflected in the MPO work tasks:

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

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

CATEGORY 100 - MPO ADMINISTRATION AND TRAINING

Purpose: This category facilitates the management and supporting administrative tasks that are necessary for the operation of the MPO and Transportation Planning Program. It includes general administrative tasks relevant to the fulfillment of the FY 2026-2027 MPO Unified Planning Work Program (UPWP). It ensures all work complies with federal and state regulations. This includes completion of timesheets and monthly work program reports, attendance at staff meetings, training, and other administrative tasks. It includes coordination meetings between MPOs relative to the development and monitoring of Performance Measures.

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

	FHWA PL/SPR + Toll Credit	FTA 5303 + Toll Credit	FTA 5305e + Toll Credit	Total Federal	NRPC Match	Total	Pct. of Budget	FY26	FY27
100 MPO Administration and Training	\$150,120	\$29,880	\$0	\$180,000	\$20,000	\$200,000	9.2%	\$100,000	\$100,000
Task 101: Invoices and Accounting	\$30,024	\$5,976	\$0	\$36,000	\$4,000	\$40,000	1.8%	\$20,000	\$20,000
Task 102: MPO/TMA Program Administration	\$93,825	\$18,675	\$0	\$112,500	\$12,500	\$125,000	5.7%	\$62,500	\$62,500
Task 103: Training	\$26,271	\$5,229	\$0	\$31,500	\$3,500	\$35,000	1.6%	\$17,500	\$17,500
Task 104: Indirect Cost Adjustments	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0

TASK 101 Invoices and Accounting

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

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

Contract Administration: NRPC staff will administer the UPWP contract, and any transportation related sub-contracts and agreements. This task will include meetings with NHDOT to discuss UPWP contracts, Title VI implementation and related tasks.

Task 101 – Anticipated Outcomes:

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

TASK 102 MPO/TMA Program Administration

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

UPWP Administration: This task is to provide for the general administrative tasks relevant to the fulfillment of the FY 2026-2027 UPWP and to ensure compliance with federal and state regulations. This includes monthly work program reports, the annual UPWP performance report, the UPWP mid contract review meeting, the NHDOT UPWP Midterm Review, attendance at bi-weekly transportation staff meetings and bi-weekly Project Management meetings and other transportation-related administrative tasks.

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

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

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

Task 102 – Anticipated Outcomes:

- Staff meetings and Management Team meetings to review UPWP budget and work task status.
- Development of Fiscal Year (FY) 2028 – 2029 UPWP (December 2026 – February 2027).
- Reports and amendments to FY 2026-2027 UPWP
- UPWP Midterm Review Report.
- UPWP Performance Report

- Prepare and adopt updates to the NRPC MPO Prospectus to incorporate changes made to the MPO structure as needed.
- Updated MOU/Metropolitan Planning Agreement & Sub-Agreements. ~~Addresses Corrective Action of the 2024 TMA review.~~
- Develop guidelines to outline how special transportation projects within the region will be solicited from communities and selected for support and assistance by MPO staff. ~~Addresses a recommendation from the 2024 TMA review.~~

TASK 103 Training

Training: This task entails attendance at transportation conferences, seminars, workshops and training events for staff to improve and maintain transportation planning and policy, GIS, and other related skills. For conferences, seminars, workshops, and training events that are not transportation-focused, only those events with a transportation planning “track” or documentable transportation planning content are eligible. Specific tasks include, but are not limited to, the following:

- Transportation training events offered by FHWA, FTA, NHDOT, CTAA (Community Transportation Association of America), NTI (National Transit Institute), ITE (Institute of Transportation Engineers), Transportation Research Board (TRB), American Association of State Highway & Transportation Officials (AASHTO), Association of Metropolitan Planning Organizations (AMPO) UNH Technology Transfer Center, Primex, and other relevant organizations.
- GIS training that is offered by commercial and nonprofit software vendors, academic institutions, and regional professional organizations, including by not limited to ESRI and its partners, Geospatial Professional Network (GPN – formerly URISA), NEARC, and UNH and its affiliates.
- TransCAD and Synchro software training, offered by private sector companies.
- Statistical and demographic data training offered by the U.S. Census Bureau, NHOPD and other relevant organizations.

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

Task 103 – Anticipated Outcomes:

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

TASK 104 Indirect Cost Adjustments

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

CATEGORY 200 – POLICY AND PLANNING

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

- Encourage citizen involvement in the transportation planning process.
- Coordinate with partner agencies to ensure state and federal requirements are met.

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

	FHWA PL/SPR + Toll Credit	FTA 5303 + Toll Credit	FTA 5305e + Toll Credit	Total Federal	NRPC Match	Total	Pct. of Budget	FY26	FY27
200 - Policy and Planning	\$246,947	\$49,153	\$0	\$296,100	\$32,900	\$329,000	15.1%	\$164,500	\$164,500
Task 201: Ten Year Plan	\$41,283	\$8,217	\$0	\$49,500	\$5,500	\$55,000	2.5%	\$27,500	\$27,500
Task 202: Planning and Environmental Linkages	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0
Task 203: Transportation Planners Collaborative	\$2,252	\$448	\$0	\$2,700	\$300	\$3,000	0.1%	\$1,500	\$1,500
Task 204: Interagency Consultation Process (ICP)	\$9,007	\$1,793	\$0	\$10,800	\$1,200	\$12,000	0.6%	\$6,000	\$6,000
Task 205: Transportation Improvement Program	\$39,031	\$7,769	\$0	\$46,800	\$5,200	\$52,000	2.4%	\$26,000	\$26,000
Task 206: Congestion Management Process	\$45,036	\$8,964	\$0	\$54,000	\$6,000	\$60,000	2.8%	\$30,000	\$30,000
Task 207: Intelligent Transportation System	\$15,012	\$2,988	\$0	\$18,000	\$2,000	\$20,000	0.9%	\$10,000	\$10,000
Task 208: Metropolitan Transportation Plan	\$48,789	\$9,711	\$0	\$58,500	\$6,500	\$65,000	3.0%	\$32,500	\$32,500
Task 209: Transportation Air Quality Conformity	\$1,501	\$299	\$0	\$1,800	\$200	\$2,000	0.1%	\$1,000	\$1,000
Task 210: State Long Range Transportation Plan	\$3,753	\$747	\$0	\$4,500	\$500	\$5,000	0.2%	\$2,500	\$2,500
Task 211: Complete Streets Planning	\$41,283	\$8,217	\$0	\$49,500	\$5,500	\$55,000	2.5%	\$27,500	\$27,500

TASK 201 Ten Year Plan

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

Task 201 – Anticipated Outcomes:

- Begin NH statewide transportation consultation process; GACIT Public Hearings for FY 2027-36 TYP (July – November 2025).
- Assist member communities in identifying eligible projects for the FY 2029-2038 TYP and developing project applications. Provide supporting data and analysis as needed. On-call professional engineering services will be used as needed for cost estimation. (May-Aug 2026).
- Project scoring and ranking (Sept-Nov 2026) and recommendations to NHDOT.
- NHDOT review of projects submitted for 2029-2038 TYP, revisions as necessary, finalize and obtain MPO endorsement (January-March 2027).
- Documentation of TYP process and outcomes for TTAC and MPO Policy Committee.

TASK 202 Planning and Environmental Linkages

Planning and environmental linkages is a tool for creating efficiencies in the transportation project development process that supports the effort to accelerate project delivery. The objective of this task is to facilitate transportation planning connectivity and integration in relation to local land use and environmental planning.

Specific activities may focus on transportation-related impacts on water quality, wetlands, habitat, hazard mitigation, and historic, cultural, and archeological resources arising from the proposed or actual construction, operation, and or maintenance of the transportation system.

Task 202 – Anticipated Outcomes:

- These will be identified as needed through future UPWP revisions.

TASK 203 Transportation Planners Collaborative

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

Task 203 – Anticipated Outcomes:

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

TASK 204 Interagency Consultation Process

Participation in the ICP: NRPC participates in the interagency consultation process. These monthly conference calls or onsite meetings disseminate information and coordinate activities and efforts between the MPOs, NHDOT, NHDES, FHWA, EPA and FTA. NRPC staff will review meeting materials in

advance of each meeting, and, if necessary, prepare written memos or presentations relevant to the meeting agenda.

Task 204 – Anticipated Outcomes:

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

TASK 205 Transportation Improvement Program

MPO TIP Preparation: Under this task NRPC will maintain and update the region's FY 2025-2028 Transportation Improvement Program (TIP) through minor revisions/amendments and prepare the FY 2027-2030 TIP in cooperation with local, state, and federal agencies. The TIP will include surface transportation projects funded with federal resources and other regionally significant projects. This process will include a public participation element, demonstrate fiscal constraint and achievement of performance targets, and include an Air Quality Conformity Determination. Public information meetings will be held during development of the TIP and a public hearing on the draft will be held, followed by MPO endorsement. All work will be completed in compliance with 23 CFR Part 450, Subpart C. In addition, the annual List of Obligated Projects will be produced each year in December.

During the first year of the work program (July 2025 – June 2026) work under this task entails the maintenance of the 2025 – 2028 Transportation Improvement Program (TIP). This will require reviewing and processing minor revisions and amendments to the document. NRPC staff will be required to monitor project status, communicate with NHDOT staff, and community representatives to ensure projects changes are accurately represented in the TIP. In addition, full amendments to the TIP will require staff to notice and hold a public hearing in advance of MPO approval.

During the second year of the work program (July 2026 – June 2027) maintenance efforts of the existing 2025 – 2028 TIP will continue. However, more emphasis will be placed on the development of the draft 2027 – 2030 TIP. This will require staff to ensure that project priorities are correctly conveyed to NHDOT so that they may be incorporated into the draft STIP without change. In addition, NRPC staff will coordinate with NHDOT to ensure consistency between the region's priorities and NHDOT's development of the Ten-Year Plan. Upon completion of the state's Ten-Year Plan Process, NRPC will incorporate all the region's projects from the Ten-Year Plan into the 2027-2030 TIP.

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

Obligated Project List: NRPC will work cooperatively with NHDOT and transit providers to develop an annual listing of obligated projects, including investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds have been obligated in the preceding year. The listing shall be published or otherwise made available by the cooperative effort of the State, transit operator,

and metropolitan planning organization for public review. The listing shall be consistent with the funding categories identified in each metropolitan transportation improvement program (TIP). The annual listing will be completed at the end of the program year and may include visual components such as maps and charts to ensure the information is conveyed to a broad audience with varying levels of familiarity with the transportation planning process. The list will be posted on the NRPC web site.

Task 205 – Anticipated Outcomes:

- Documentation and processing of 2025 – 2028 TIP Minor Revisions and Amendments.
- Maintenance of the TIP project database.
- Execution of TMA Programming authority.
- Development of the Draft 2027-2030 NRPC MPO TIP (November 2026-February 2027).
- Development of TIP System Performance Report that evaluates the condition and performance of the transportation system relative to performance targets and discusses achievements by the MPO in meeting those targets.
- Development of the Obligated Project List (December 2025 & 2026).
- Include additional details to identify significant delays in implementation for projects in the previous TIP. ~~Addresses a Recommendation from the 2024 TMA review.~~
- Include an explanation of how the MTP feeds into the TIP and how the two documents must be consistent, given that New Hampshire's Ten Year Plan serves as an intermediate step on the state level. ~~Addresses a Recommendation from the 2024 TMA review.~~
- Explain how their project selection process is implemented via evaluation criteria and scoring that sits outside of the TIP, via New Hampshire's Ten Year Plan process. ~~Addresses a Recommendation from the 2024 TMA review.~~
- Document the authority of the MPO to program their suballocated STBG and TAP funds in relationship to state-level approvals and ensure that this explanation is carried forward into public outreach materials. ~~Addresses a Recommendation from the 2024 TMA review.~~

TASK 206 Congestion Management Process

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

Task 206 – Anticipated Outcomes:

- Update the CMP (Fall 2025 – March 2026)
- Update CMP corridors peak period speeds using NPMRDS data; update travel time indices (TTI).

- Integrate safety data, performance measures and targets into the CMP.
- Update of volume-capacity and level of service data.
- Monitoring of Nashua Transit on-time performance and developing performance measures.
- Revisions and updates to Congestion Management Plan as needed.
- Enhance the performance narratives in the TIP by noting whether additional funding or additional projects are needed to achieve the targets for the FHWA and FTA performance measures. **Addresses a Recommendation from the 2024 TMA review.**
- Clarify how the Policy Committee will formally adopt targets for the FTA performance measures to help ensure that Committee members, stakeholder agencies, and the public understand the opportunities for review and comment. **Addresses a Recommendation from the 2024 TMA review.**
- Continue collaborating with state agencies and local police departments to identify gaps in crash data, to improve this data. **Addresses a Recommendation from the 2024 TMA review.**
- Assist municipalities with developing Local Road Safety Plans (LRSP) and develop Road Safety Audit (RSA) applications focused on Bicycle, Pedestrian, and transportation concerns specifically for median locations and crash locations that have the potential of meeting eligible funding criteria for the Highway Safety Improvement program, (HSIP). **Addresses a Recommendation from the 2024 TMA review.**

TASK 207 Intelligent Transportation Systems

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

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

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

Task 207 – Anticipated Outcomes:

- Regional Intelligent Transportation System Plan Update
- Documentation for research activities into emerging technologies
- MTP updates incorporating ITS recommendations.
- Identification of opportunities for ITS implementation on the network and at the intersection level.
- Work with the NHDOT to develop and update the Statewide ITS Architecture and identify opportunities for ITS implementation at the municipal level and at intersections off major corridors on the network, as part of this process. NRPC staff should participate to ensure that

current or planned municipal ITS services are incorporated into the Statewide ITS Architecture.
Addresses a Recommendation from the 2024 TMA review

TASK 208 Metropolitan Transportation Plan/Performance-Based Planning

Metropolitan Transportation Plan Update (MTP): Required full updates of the Metropolitan Transportation Plan (MTP) occur every five years, with the next submission to be completed and approved by the MPO in December 2028. The task includes the regular update of all federal-mandated performance measures that support the MTP. NRPC participates in Partnering for Performance in NH (PFPNH), comprised of the four NH MPOS and federal and state agencies to address the incorporation of performance-based planning into the transportation planning program. All performance measures will be updated and approved by the MPO for the 2028 MTP Major Update and may be updated for interim Minor Updates, as new data becomes available. The following measures are addressed:

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

Safety Action Plan Implementation: The NH MPO's collaborated to develop Safety Action Plan's for each region as part of a Safe Streets and Roads for All (SS4A) planning grant (anticipated adoption: Spring 2025). The MPO will work to implement the recommendations from the plan. The MPO anticipates applying for a SS4A infrastructure grant at the earliest opportunity.

Intra-UZA coordination with other MPOs: To ensure compliance with the IJA metropolitan planning requirements regarding the designation of more than one MPO in an Urbanized area, NRPC will:

- Consult with the other MPOs designated for the area and the State in coordination of plans and transportation improvement plans (TIPs), and,
- 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 MPO's are not required to jointly develop planning documents, including a unified long-range transportation plan or unified TIP.

Housing Coordination: To ensure compliance with the IJA metropolitan planning requirements regarding the inclusion of housing considerations in the metropolitan planning process, the NRPC metropolitan transportation planning process will:

- Consider projects and strategies that will promote consistency between transportation improvements and State and local housing patterns (in addition to planned growth and economic development patterns),
- Include population and housing assumptions to the list of recommended components to be included in optional scenarios developed for consideration as part of development of the metropolitan transportation plan,
- Within the transportation management area (TMA), address the integration of housing, transportation, and economic development strategies through a process that provides for effective integration.

Task 208 – Anticipated Outcomes:

- Continue to revise fiscal constraint methodology in coordination with other MPOs.
- Updated MTP project list and fiscal constraint analysis to maintain consistency with MPO TIP (each TIP amendment).
- Maintain a MTP System Performance Report that evaluates the condition and performance of the transportation system relative to performance targets and discusses achievements by the MPO in meeting those targets. Addresses a Corrective Action from the 2024 TMA review.
- Updates of MTP System Performance Report as targets are revised with new data.
- Coordinate with Cultural and Natural Resource committees on updates of cultural and environmental mitigation measures as pertinent to new projects included in the MTP. Partner with natural resource entities on project development and impact reviews.
- Updates to environmental mitigation on existing and proposed long range transportation projects as needed following TIP/MTP amendments and biennial updates.
- Incorporate an analysis of transportation projects and potential environmental impacts into the MTP.
- Incorporate local hazard mitigation recommendations into the Long-Range Metropolitan Transportation Plan and other transportation planning activities.
- Analyses and technical memos supporting the long-range needs of the region outlined in the MTP.
- Participation in monthly meetings of the Partnering for Performance in New Hampshire MPO group to evaluate measures and progress towards meeting statewide and MPO targets.
- Provide data, analysis, and memos to the PFPNH group as needed.
- Program, update, and manage projects by using project management software.
- Work with NHDOT to address the lack of transferable safety data for assessing Title VI in planning and projects. Collect and analyze data to determine the extent to which they are serving or impacting the public. Addresses Corrective Action of the 2024 TMA review.
- Housing-related considerations, as described in the IJA surface transportation legislation, including consideration of transportation projects and strategies that will promote consistency between transportation improvements and State and local housing patterns and address the integration of housing, transportation, and economic development strategies into the MTP.
- Develop metrics including zone-to-zone travel impedances to analyze impacts of projects and develop strategies for MTP updates. Continued application of annually released American Community Survey (ACS) demographic data.
- Coordination with other MPO's as described in the IJA surface transportation legislation.

TASK 209 Transportation Air Quality Conformity

Conformity Monitoring: This task includes work related to satisfying the requirements of the Clean Air Act Section 176(c), USC 93, and other policy documents from FHWA and EPA relating to air quality conformity. As of July 20, 2013, all of New Hampshire is unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standard (the 2008 ozone standard) and in April 2015, the 1997 8-Hour Ozone National Ambient Air Quality Standard (the 1997 ozone standard) was revoked for all purposes, including transportation conformity, in the Boston-Manchester-Portsmouth (SE) NH area.

Recent guidance from FHWA in reaction to the US Court of Appeals decision in the South Coast Air Quality Management District vs Environmental Protection Agency (No. 15-1115), requires that the MPO once again demonstrate conformity to the 1997 Ozone Standards. While this requirement does not require air emissions modeling for TIP and MTP documents at this time, the potential requirement to do so remains for future conformity determinations and NRPC will participate in emissions analysis, as necessary.

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

MPOs likely won't need to do AQ conformity analyses for the period of performance for this UPWP, but conformity determinations for the 8-Hour Ozone Orphan Area will continue until otherwise notified.

Task 209 – Anticipated Outcomes:

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

TASK 210 State Long Range Transportation Plan

NRPC will participate in/assist NHDOT efforts to update the Statewide Long Range Transportation Plan. An update of the Plan will be undertaken during the 2026-27 period.

Task 210 – Anticipated Outcomes

- Assist with scoping the update and consultant selection process.
- Provide regional data and technical assistance to NHDOT as requested.
- Participate in statewide meetings related to the development of the statewide long-range transportation plan.
- Participate in 3 to 4 regional public meetings related to the development of the statewide long-range transportation plan.

TASK 211 Complete Streets Planning

NRPC will work to support the objectives of Complete Streets, which are to ensure that the entire right of way of a road is planned, designed, funded, and operated with consideration for safe access for all users

(motor vehicles, public transit, bicycles, pedestrians) of all ages and abilities and that all users are equally deserving of safe travel facilities.

The IJJA requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b)]. For the purpose of this requirement, the term “Complete Streets standards or policies” means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles. [§ 11206(a)]

2.5% (\$27,500) of the NRPC budget is set aside in Task 211. Task 506 (Transit) contributes additional funding to increasing safe and accessible options for multiple travel modes.

Task 211 – Anticipated Outcomes:

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

CATEGORY 300 - PUBLIC INVOLVEMENT AND COORDINATION

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

	FHWA PL/SPR + Toll Credit	FTA 5303 + Toll Credit	FTA 5305e + Toll Credit	Total Federal	NRPC Match	Total	Pct. of Budget	FY26	FY27
300 - Public Involvement and Coordination	\$128,353	\$25,547	\$0	\$153,900	\$17,100	\$171,000	7.9%	\$85,500	\$85,500
Task 301: Transportation Technical Advisory Com	\$37,530	\$7,470	\$0	\$45,000	\$5,000	\$50,000	2.3%	\$25,000	\$25,000
Task 302: Committee Meetings	\$18,765	\$3,735	\$0	\$22,500	\$2,500	\$25,000	1.1%	\$12,500	\$12,500
Task 303: Public Participation Plan	\$7,506	\$1,494	\$0	\$9,000	\$1,000	\$10,000	0.5%	\$5,000	\$5,000
Task 304: Public Outreach	\$45,036	\$8,964	\$0	\$54,000	\$6,000	\$60,000	2.8%	\$30,000	\$30,000
Task 305: MPO/TMA Policy Committee Meetings	\$19,516	\$3,884	\$0	\$23,400	\$2,600	\$26,000	1.2%	\$13,000	\$13,000

TASK 301 Transportation Technical Advisory Committee

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

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

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

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

Task 301 – Anticipated Outcomes:

- Hosting of and participation in at least 6 TTAC meetings per year.
- Participation in other MPO Technical Advisory Committee meetings (including Massachusetts) as needed to coordinate planning tasks.
- Technical memos, presentations, white papers, and recommendations detailing staff analysis of transportation issues and needs of the region and NHDOT programs and initiatives.
- Meeting minutes and agendas and related committee information.

TASK 302 Committee Meetings

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

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

Task 302 – Anticipated Outcomes:

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

TASK 303 Public Participation Plan

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

Task 303 – Anticipated Outcomes:

- Conduct an evaluation of the plan as soon as convenient, to assess its effectiveness, and provide updates as needed.
- Revisions and updates to Public Participation Plan as needed.

TASK 304 Public Outreach

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

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

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

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

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

Social Pinpoint: NRPC is working with the engagement Platform *Social Pinpoint* to enhance its public engagement efforts.

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

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

Task 304 – Anticipated Outcomes:

- Addition of planning products, transportation project information on the NRPC website.
- Meeting announcements.
- Social media and Newsletter posts.
- Public hearing minutes.
- Legal Notices in support of all transportation planning activities.
- Meetings, workshops, charrettes, and outreach events.
- Translation services as needed.
- Identify and engage local and state organizations who represent various populations in the region as primary planning documents are developed, including the MTP. Addresses a Recommendation from the 2024 TMA review.
- Include housing organizations on a list of stakeholders to provide a reasonable opportunity to comment on the metropolitan transportation plan,
- Ensure the translation of documents is available throughout the metropolitan transportation planning process that does not place the burden of doing so on the individuals in need of translation services. Addresses Corrective Action of the 2024 TMA review.
- Maintenance of outreach analytics.

TASK 305 MPO/TMA Policy Committee Meetings

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

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

MPO meetings include representatives from each community within the designated regional planning boundary and the three additional parties who are part of NRPC MPO for conducting transportation business. The meetings are scheduled five times per year, and additional meetings are held, as necessary. The NRPC staff provides technical support to the MPO/TMA Policy Committee and Executive Committee including facilitating meetings and providing transportation related data, technical memorandums, and presentations. The NRPC staff participate in all MPO/TMA Policy Committee and Executive Committee meetings. Staff facilitate public hearings in support of the transportation planning process and endorsement of federally mandated documents.

Task 305 – Anticipated Outcomes:

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

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

Purpose: Reliable data, tools, and analysis methods are critical to effective performance-based planning. Data-driven analysis supports the establishment of reporting baselines, guides objective transportation-decision making, and supports objective progress measurement through time. Specifically, plan support activities will assist NRPC to:

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

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

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

	FHWA PL/SPR + Toll Credit	FTA 5303 + Toll Credit	FTA 5305e + Toll Credit	Total Federal	NRPC Match	Total	Pct. of Budget	FY26	FY27
400: Plan Support (Data, Modeling, GIS)	\$625,709	\$124,542	\$0	\$750,250	\$83,361	\$833,612	38.3%	\$416,806	\$416,806
Task 401: Traffic Count Program	\$75,060	\$14,940	\$0	\$90,000	\$10,000	\$100,000	4.6%	\$50,000	\$50,000
Task 402: SADES Inventory	\$58,547	\$11,653	\$0	\$70,200	\$7,800	\$78,000	3.6%	\$39,000	\$39,000
Task 403: Geographic Information System	\$308,956	\$61,495	\$0	\$370,450	\$41,161	\$411,612	18.9%	\$205,806	\$205,806
Task 404: Demographics	\$9,007	\$1,793	\$0	\$10,800	\$1,200	\$12,000	0.6%	\$6,000	\$6,000
Task 405: Equipment and Supplies	\$97,578	\$19,422	\$0	\$117,000	\$13,000	\$130,000	6.0%	\$65,000	\$65,000
Task 406: Regional Transportation Model	\$75,060	\$14,940	\$0	\$90,000	\$10,000	\$100,000	4.6%	\$50,000	\$50,000
Task 407: Memberships, Subscriptions, Prof. Cost	\$1,501	\$299	\$0	\$1,800	\$200	\$2,000	0.1%	\$1,000	\$1,000

TASK 401 Traffic Count Program

NHDOT Traffic Count Program: NRPC will continue its responsibility for the NHDOT’s Automatic Traffic Recorder (ATR) count program. Staff will perform approximately 150 24-hour ATR counts per NRPC established schedule, up to 10 of which will include vehicle classification counts. Count data will be provided to NHDOT each month throughout the counting season. At the request of NHDOT, NRPC will also

conduct up to 10 intersection turning movement counts during the two-year contract period. Where applicable the NRPC will coordinate data collection efforts to maximize efficiency. All data will be made available online through the NRPC website. NRPC will also conduct ATR counts at locations as needed in order to support development and calibration of the TransCAD regional travel model.

Task 401 – Anticipated Outcomes

- Automatic Traffic Counts to support the NHDOT Highway Performance Monitoring System (HPMS) program at approximately 150 sites per year. Perform quality control review of all counts prior to transmittal to NHDOT.
- GIS traffic count database updates and maintenance.
- Updated traffic count web page and traffic flow map for NRPC region.
- Up to 10 peak hour traffic counts, capacity analyses and level of service analyses per year as requested by NHDOT.
- Up to 50 traffic counts per year to support the regional travel model calibration.
- Bike and pedestrian traffic counting program implementation, including analysis of data from various bike-ped counting platforms.
- Vehicle classification counts at non-HPMS count locations to support the development of freight trip generation rates.

TASK 402 Statewide Asset Data Exchange System (SADES) Inventory

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

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

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

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

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

Task 402 – Anticipated Outcomes:

- SADES field inventory and analysis for up to two communities per year.

- Attendance at meetings with municipal staff and officials to present analysis and findings of SADES projects.
- Follow up with communities for which SADES field inventory has been conducted to perform tracking of implementation plans and evaluating effectiveness of the program.
- Creation of associated GIS data layers

TASK 403 Geographic Information System

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

- ***Inventory of Regional Transportation Infrastructure:*** NRPC will continue to collect and maintain GIS location and attribute information on transportation assets in the region to support general transportation planning, performance-based planning, and the traffic model. These data layers may include, but are not limited to:
 - Road network infrastructure and input files associated with transportation modeling including friction factors, network delineation, and incorporation of ground counts.
 - Comprehensive mapping inventory of the physical and operational components of the public transit system in the MPO region.
 - Active transportation infrastructure (sidewalk, trails and paths, crosswalks, signals, etc.).
 - Road facilities assets such as intelligent transportation system (ITS) infrastructure and stormwater infrastructure.
- ***Transportation System Operational and Safety Data:*** NRPC will continue to gauge the utilization and safety performance of the regional transportation system by supporting data development and/or compilation in the areas of:
 - Highway performance monitoring system traffic counts combined with other network volume information.
 - NHDOT Crash statistics and other safety measures.
- ***Regional Land Use Monitoring Data:*** NRPC will continue to track regional growth patterns and update land use files to support general transportation planning and the traffic model. Specifically, the following conditions will be characterized in GIS, at a point, parcel, or traffic analysis zone (TAZ) level of geography:
 - Any new residential, commercial, and industrial development.
 - Environmental features (wetlands, habitat, flood plains, etc.).
 - Updating and digitizing datasets on the elevation and other characteristics of roads, highways, bridges, etc.
 - Restrictions on use (zoning, conservation easements, etc.).
 - Historical, archeological, and other cultural resources for use in the model and other transportation projects.

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

Task 403 – Anticipated Outcomes:

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

TASK 404 Demographics

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

Task 404 – Anticipated Outcomes:

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

- Updates to data in support of Title VI requirements in coordination with NHDOT's Office of Federal Compliance (OFC) as needed.
- Analysis of updates to the ACS Journey to Work Data.
- Analysis of other Census Data Products as available and needed.

TASK 405 Equipment and Supplies

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

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

On-call engineering services: NRPC will retain an on-call professional engineering consultant that will be used as needed for scope refinement and cost estimation of State Ten-year Plan projects and other local projects.

Task 405 – Anticipated Outcomes:

- Maintenance of automatic traffic counting equipment in good working order.
- Purchase of new traffic counters when necessary, including new technologies such as video and Artificial Intelligence.
- Maintain inventory of traffic count supplies.
- Maintenance and replacement of other UPWP equipment.
- Purchase NPMRDS enhanced analytical tools and extended data coverage area.
- Origin-destination dataset (TBD)
- Purchase additional bike-ped counting machines.
- Assist member communities in identifying eligible projects for the State Ten-Year Plan and developing project applications, and to provide supporting data and analysis as needed. On-call professional engineering services will be used as needed for scope refinement and cost estimation.

TASK 406 Travel Demand Model

This task includes activities related to the development and maintenance of the SNHPC regional travel demand model.

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

Model Maintenance and Enhancements: The NRPC will maintain and enhance the travel model, as necessary. Staff will upgrade the model software to work with Caliper's new user flowchart interface. The flowchart interface provides for a better environment to change or edit model input files. Staff will update walk and bike assignments through better representations of these networks in the model. Staff will make more use of TomTom data; the current model uses Census LODES distribution patterns as the basis for calibration of the work trip distributions. TomTom files contain all trip purposes, and these could be used to further refine and calibrate the trip distribution process. TomTom data represents a significantly more robust set of data than Census LODES data. Staff will revise land use based on any new land use development proposals. Staff will provide documentation of any updates to the model - updating the model documentation should be an ongoing process and these updates should reflect all model enhancements. Staff will continue to check the network for attribute information that is in error or needs revision.

Interregional Travel Model: NRPC will continue efforts with the other NH MPOs to investigate the potential for developing an interregional travel demand model for southern NH. This could include working with NHDOT to implement a household travel survey or alternative data source that will provide updated model inputs to trip generation and distribution. Model User Group meetings to guide the process will be held periodically if this effort moves forward.

Travel Model Applications: NRPC will utilize the travel model as requested by local communities or NHDOT for testing project alternatives, as well as for testing on land use development and regional growth scenarios, as well as on updates to the MTP, TIP, and Ten-Year Plan.

Task 406 – Anticipated Outcomes:

- Review and update of population and employment forecasts.
- Upgrade model software to work with Caliper's new user flowchart interface.
- Update walk and bike assignments through better representations of these networks in the model.
- Creation of congested travel time feedback loop.
- Identify special land uses (recreational and seasonal land use for example) in the region that may have unique trip generation and distribution characteristics.
- Make use of TomTom data to further refine and calibrate the trip distribution process.
- Revised land use based on any new land use development proposals.
- Continue calibration of highway assignments through modifying free flow speeds to replicate uncongested time period speeds and capacities to match congested period speeds.
- Updated model inputs obtained through surveys or other means.
- Documentation of updates that have been made.
- Meetings and communications with MPO Model User Group.
- Model application for MTP Update
- Potential efforts to develop Southern NH travel model integrating all MPO regional models.

TASK 407 Memberships, Subscriptions and Professional Costs

Memberships, subscriptions, and professional costs: This task includes costs related to the NRPC's membership in transportation-related professional associations, subscriptions to transportation-related publications, and other transportation-related professional costs. For dues paid to outside organizations, direct UPWP participation shall only cover the transportation-related portion of membership costs. Staff may participate in professional memberships or subscriptions related to transportation planning to stay current on regulations and planning practices, advance technical, professional and outreach skills, and participate in knowledge sharing with peers. Current and future memberships, subscriptions and professional costs do or could include:

- Association of Metropolitan Planning Organizations (AMPO)
- American Association of State Highway & Transportation Officials (AASHTO)
- American Planners Association (transportation section)
- GPN: Geospatial Professional Network (formerly URISA: Urban and Regional Information Systems Association)
- Institute of Transportation Engineers ITE Trip and Parking Generation Manuals National Association of Development Organizations (NADO - transportation section)
- National Association of Regional Councils (NARC - transportation section)
- New Hampshire Planners Association (NHPA)
- Northeast Passenger Transportation Association (NEPTA)
- Northern New England Chapter of the American Planning Association (NNECAPA)
- Other pertinent transportation-related memberships, subscriptions, and professional costs as approved by the NHDOT Bureau of Planning and Community Assistance.

Task 407 – Anticipated Outcomes:

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

CATEGORY 500 - TECHNICAL ASSISTANCE AND TRANSIT SUPPORT

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

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

	FHWA PL/SPR + Toll Credit	FTA 5303 + Toll Credit	FTA 5305e + Toll Credit	Total Federal	NRPC Match	Total	Pct. of Budget	FY26	FY27
500: Technical Assistance and Transit Support	\$418,835	\$83,365	\$0	\$502,200	\$55,800	\$558,000	25.6%	\$279,000	\$279,000
Task 501: Local and Regional Assistance	\$177,892	\$35,408	\$0	\$213,300	\$23,700	\$237,000	10.9%	\$118,500	\$118,500
Task 502: Statewide Assistance	\$3,753	\$747	\$0	\$4,500	\$500	\$5,000	0.2%	\$2,500	\$2,500
Task 503: Local Public Agency Program Support	\$9,758	\$1,942	\$0	\$11,700	\$1,300	\$13,000	0.6%	\$6,500	\$6,500
Task 504: Special Projects	\$15,012	\$2,988	\$0	\$18,000	\$2,000	\$20,000	0.9%	\$10,000	\$10,000
Task 505: Regional Coordinating Council (RCC)	\$150,120	\$29,880	\$0	\$180,000	\$20,000	\$200,000	9.2%	\$100,000	\$100,000
Task 506: Transit Assistance	\$62,300	\$12,400	\$0	\$74,700	\$8,300	\$83,000	3.8%	\$41,500	\$41,500

TASK 501 Local and Regional Assistance

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

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

calculation of local trip generation rates are other types of local assistance provided. Staff will perform data tabulation to work toward the development of regional truck trip tables for input to the traffic assignment module of the regional model.

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

Task 501 – Anticipated Outcomes:

- Technical Assistance to Municipalities and Committee Participation.
 - Transportation technical review of plans and projects for state, regional, and local agencies, committees, and workgroups upon request or notification.
 - Technical transportation and land use research, assistance and support to communities as requested.
- Transportation-related technical assistance for the development of municipal hazard mitigation plans.
- Staffing and technical assistance to the Nashua/Manchester Regional Stormwater Coalition, including preparation of stormwater datasets.
- Comment letters on traffic impact analyses related to site plans, subdivisions, and developments of regional impact.
- Update and review of local Master Plan chapters and data.
- Up-to-date online GIS, traffic count, and transportation project data viewing, download, and direct-connect services.
- Community requested traffic data collection and analysis: ATR counts, TMCs, intersection (Synchro) analysis, speed studies, crash data analysis, as requested.
- Publishing of Local Trip Generation Rates to supplement the ITE Trip Generation Manual.
- Publication of educational material to support the transportation/land use connection and USDOT, EPA and HUD Livability Principles.
- Develop estimates of truck generation rates at activity centers.
- Identify truck origin-destination truck trip patterns, dependent on data availability.
- Obtain local municipality perspectives on freight planning needs.
- Coordination and outreach to agencies and stakeholders about project vision, purpose and need, range of alternatives, and consideration of key environmental issues early in the transportation planning process.
- Attend Natural Resource Agency Coordination Meetings when necessary
- Assess Regional Transportation Resiliency Strategies
 - Identification of vulnerable transportation assets in the region
 - Evaluation of strategies to protect critical infrastructure.
 - Incorporate strategies into the MTP and project selection for both the MTP and the Ten-Year Plan

TASK 502 Statewide Assistance

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

Task 502 – Anticipated Outcomes:

- Technical transportation and land use research, assistance, and support to NHDOT planning initiatives.
- Technical memos, analyses and presentations on transportation and land use strategies that address State level needs.
- Formation of technical committees to work on specific state level issues that impact the region.
- Review of state level transportation plans and data.
- Participation in DOT initiatives such as LEAN Review and project cost estimation review committee.
- Travel demand model analysis upon requests.
- Traffic data collection and analysis: ATR counts and TMCs upon request.
- Support statewide GIS advisory, planning, and coordination initiatives.
- Participate in the 3 to 4 regional meetings to support the Statewide Freight Plan update .
- Participation in monthly meeting of the Statewide Coordinating Council (SCC) and technical memos and presentations in support of the SCC.

TASK 503 Local Public Agency Program Support

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

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

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

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

Task 503 – Anticipated Outcomes:

- Review of program guidance and criteria for the TAP and CMAQ programs.
- Technical assistance for application development and presentation materials for communities applying for grant funds under the CMAQ and TAP Programs.
- Development of regional project scoring and ranking criteria for CMAQ and TAP.
- Completion of air quality analysis for the CMAQ program.
- Traffic data collection and technical assistance to support Road Safety Audit application development.
- Educational materials and technical support for other state funding programs as needed.
- Participation on project review committees as requested.
- Participation in NHDOT HSIP Committee meetings where applicable.

TASK 504 Special Projects

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

Task 504 – Anticipated Outcomes

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

TASK 505 Regional Coordination Council (RCC)

Facilitate the Regional Coordinating Council (RCC): The Nashua Regional Planning Commission (NRPC), is the Lead Agency for the Region 7 (Nashua) Regional Coordination Council (RCC). In that capacity, NRPC staff will function as the staff of the Greater Nashua RCC7 to coordinate regional efforts with the state human service transit planning process and in implementing the stated goals of the Locally Coordinated Transportation Plan (see below). NRPC will monitor human service-oriented transit planning efforts at the state and regional level and work closely with officials from the NHDOT. NRPC staff will also provide support and grant writing assistance to human service-oriented transit providers to gain access to FTA funding sources. The result of this effort will be more cost-effective service delivery; increased capacity to serve unmet needs; improved quality of service; and services which are more easily understood and accessed by riders. NRPC will continue to attend area agencies meetings; sponsor transportation coordination forum(s), and work with the social service agencies on coordination efforts.

Locally Coordinated Transportation Plan: NRPC is completing an update to the Locally Coordinated Transportation Plan for the Greater Nashua and Milford Area (LCTP) (Anticipated adoption: Spring, 2025). The plan has been developed through a process that includes representatives of public, private and non-profit transportation providers, and public, private, and non-profit human service providers. The LCTP meets federal requirements allowing the distribution of FTA funds to human service Transit Providers throughout the NRPC region. NRPC will continue to maintain the LCTP.

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

Planning Assistance to Souhegan Valley Transit Collaborative (SVTC): NRPC staff will continue to support the SVTC expansion efforts. NRPC will provide basic transit planning assistance to SVTC including interpretation of FTA funding requirements and applying for additional funding to implement the goals and objectives of the SVTC Strategic Plan.

Task 505 – Anticipated Outcomes:

- Provide Mobility Management services.
- Facilitation of the Greater Nashua Regional Coordination Council (RCC 7) meetings.
- Identification of service improvements through strategic planning activities with the RCC 7.
- Technical memos and presentations in support of RCC 7.

TASK 506 Transit Assistance

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

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

Passenger Rail Service Planning: NRPC will support planning analyses for passenger rail service between destinations in the Boston Metro area and the Nashua region. NRPC will work with federal state and local agencies to advance the extension of passenger rail to the region by providing technical planning services and data. Further NRPC will:

- Work with the City of Nashua Community Development Department, The Nashua Rail Transit Committee, NHDOT, Boston Express, NTS, Northern Middlesex Council of Governments and CSX Railroad to coordinate all aspects of potential passenger rail expansion including estimating ridership, economic impacts, traffic impacts, planning for station sites, identifying funding sources, and other technical assistance.

- Coordinate with local regional and state level stakeholders for future passenger rail extension to Manchester and Concord including the towns of Merrimack, City of Manchester, Manchester Airport, the Greater Manchester Chamber of Commerce, and Southern New Hampshire Planning Commission.
- Provide public information on the future of passenger rail in the region. This will include maintaining and updating the NRPC website with the most up to date project information.

Regionalization of Transit Service: NRPC will coordinate with NTS, NHDOT, neighboring transit providers and MPOs to develop a coordinated approach to regionalizing transit services across the Region. Previous work includes the update of the Regional Transit Plan in 2016, the 2019 Nashua Region Transit Expansion Feasibility Study the Nashua Interregional Transit Expansion Study that was completed in June 2021, and the Nashua Transit System Comprehensive Plan in 2025. These studies reflect trends in ridership and service and identify a full program of recommendations for improvements to transit service within and beyond the region. NRPC will continue working with Nashua Transit System, the municipalities of the region, the NHDOT and Massachusetts MPOs on the implementation of service alternatives. In addition, NRPC will work with NHDOT, surrounding regions and private providers on the expansion of inter-city transit.

Task 506 – Anticipated Outcomes:

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

CATEGORY 600 – REGIONAL PUBLIC TRANSIT MODELLING

Purpose: NRPC will coordinate with the Nashua Transit System (NTS), the Nashua Region 7 Coordination Council (RCC7), and other stakeholders to use the NRPC travel demand forecasting model to expand on recent modeling analysis of the NTS fixed route public transportation system to include a region-wide analysis of demand for public transit. This project will:

- Research demand-response and micro-transit alternatives compatible with mid-sized public transit systems.
- Engage with NTS staff, RCC7, current transit users and other stakeholders, for input on potential service changes.
- Analyze potential transit system changes in the base and forecast years.

	FHWA PL/SPR + Toll Credit	FTA 5303 + Toll Credit	FTA 5305e + Toll Credit	Total Federal	NRPC Match	Total	Pct. of Budget	FY26	FY27
600-5305E Statewide Planning & Research	\$0	\$0	\$76,531	\$76,531	\$17,007	\$85,034	3.9%	\$42,517	\$42,517
Task 601: Public Transit TDM Assessment	\$0	\$0	\$76,531	\$76,531	\$17,007	\$85,034	3.9%	\$42,517	\$42,517

Task 601 – Anticipated Outcomes

- Summary of public outreach:
 - Documentation of various meetings, including with NTS staff, meetings with RCC7, internal NRPC staff meetings, and other meetings.
 - Report on findings about stakeholder preferences identified from surveys, project website hits, and NRPC staff attendance at community events.
- Modeling process:
 - The travel Demand Modeling process will be clearly documented and explained.
- Likely outcomes & recommendations:
 - Recommend service options that mesh with the Federal and NHDOT expectations for Section 5310 funding.
 - Identify and recommend where micro-transit service options would be viable alternatives to fixed-route service.
 - Identify population groups that may be underserved and recommend service options that would improve delivery of service to those populations.

OTHER FEDERALLY FUNDED OR REGIONALLY SIGNIFICANT PLANNING STUDIES

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

Greater Nashua Regional Coordination Council (RCC 7) – FY 2026-2027 Lead Agency

Funding Sources:

- FTA Section 5310 Program (Federal Share)
- Souhegan Valley Transportation Collaborative (SVTC), Caregivers, NRPC Foundation (Local Share)

Project Cost:

- \$255,500 (Federal funding) per year in both FY 2026-2027

Project Summary:

The project involves the provision of regional mobility management and demand response transportation services for senior citizens and persons with disabilities in the Region 7 Coordinating Council municipalities of Amherst, Brookline, Hollis, Milford, Mont Vernon and Wilton NH.

- SVTC/Souhegan Valley Rides (SVR) - The focus of this service is on providing transportation for non-emergency purposes and assisting those in greatest need – elderly residents, those living with a disability, and residents who are unable to drive. Other residents may use the service as space is available in the schedule. The service provides curb-to-curb, "dial-a-ride" type bus service to residents of Amherst, Brookline, Hollis, Milford, Mont Vernon and Wilton. Rides are available to most destinations within the six communities and to/from Nashua depending on each day's schedule.
- CareGivers- The focus for this service is to provide volunteer driver services to eligible riders in the Greater Nashua region.
- Greater Nashua RCC7 Community Rides Pilot Program – The purpose of this program is to help fund taxis, Uber, Lyft, or other private transportation services for older adults, people with disabilities, or otherwise transit-dependent residents of the region who do not have access to transportation services that meet their specific needs

At the request of the Greater Nashua Region Coordination Council (RCC 7), the NRPC serves as the designated lead agency for the administration of Section 5310 funding under a contract with the NHDOT Bureau of Rail and Transit.

NRPC UPWP BUDGET FY 2026-2027

Breakdown by Year

	FHWA PL/SPR + Toll Credit	FTA 5303 + Toll Credit	FTA 5305e + Toll Credit	Total Federal	NRPC Match	Total	Pct. of Budget		FY26	FY27
100 - MPO Administration and Training	\$150,120	\$29,880	\$0	\$180,000	\$20,000	\$200,000	9.2%		\$100,000	\$100,000
Task 101: Invoices and Accounting	\$30,024	\$5,976	\$0	\$36,000	\$4,000	\$40,000	1.8%		\$20,000	\$20,000
Task 102: MPO/TMA Program Administration	\$93,825	\$18,675	\$0	\$112,500	\$12,500	\$125,000	5.7%		\$62,500	\$62,500
Task 103: Training	\$26,271	\$5,229	\$0	\$31,500	\$3,500	\$35,000	1.6%		\$17,500	\$17,500
Task 104: Indirect Cost Adjustments	\$0	\$0	\$0	\$0	\$0	\$0	0.0%		\$0	\$0
200 - Policy and Planning	\$246,947	\$49,153	\$0	\$296,100	\$32,900	\$329,000	15.1%		\$164,500	\$164,500
Task 201: Ten Year Plan	\$41,283	\$8,217	\$0	\$49,500	\$5,500	\$55,000	2.5%		\$27,500	\$27,500
Task 202: Planning and Environmental Linkages	\$0	\$0	\$0	\$0	\$0	\$0	0.0%		\$0	\$0
Task 203: Transportation Planners Collaborative	\$2,252	\$448	\$0	\$2,700	\$300	\$3,000	0.1%		\$1,500	\$1,500
Task 204: Interagency Consultation Process (ICP)	\$9,007	\$1,793	\$0	\$10,800	\$1,200	\$12,000	0.6%		\$6,000	\$6,000
Task 205: Transportation Improvement Program	\$39,031	\$7,769	\$0	\$46,800	\$5,200	\$52,000	2.4%		\$26,000	\$26,000
Task 206: Congestion Management Process	\$45,036	\$8,964	\$0	\$54,000	\$6,000	\$60,000	2.8%		\$30,000	\$30,000
Task 207: Intelligent Transportation System	\$15,012	\$2,988	\$0	\$18,000	\$2,000	\$20,000	0.9%		\$10,000	\$10,000
Task 208: Metropolitan Transportation Plan	\$48,789	\$9,711	\$0	\$58,500	\$6,500	\$65,000	3.0%		\$32,500	\$32,500
Task 209: Transportation Air Quality Conformity	\$1,501	\$299	\$0	\$1,800	\$200	\$2,000	0.1%		\$1,000	\$1,000
Task 210: State Long Range Transportation Plan	\$3,753	\$747	\$0	\$4,500	\$500	\$5,000	0.2%		\$2,500	\$2,500
Task 211: Complete Streets Planning	\$41,283	\$8,217	\$0	\$49,500	\$5,500	\$55,000	2.5%		\$27,500	\$27,500
300 - Public Involvement and Coordination	\$128,353	\$25,547	\$0	\$153,900	\$17,100	\$171,000	7.9%		\$85,500	\$85,500
Task 301: Transportation Technical Advisory Comm	\$37,530	\$7,470	\$0	\$45,000	\$5,000	\$50,000	2.3%		\$25,000	\$25,000
Task 302: Committee Meetings	\$18,765	\$3,735	\$0	\$22,500	\$2,500	\$25,000	1.1%		\$12,500	\$12,500
Task 303: Public Participation Plan	\$7,506	\$1,494	\$0	\$9,000	\$1,000	\$10,000	0.5%		\$5,000	\$5,000
Task 304: Public Outreach	\$45,036	\$8,964	\$0	\$54,000	\$6,000	\$60,000	2.8%		\$30,000	\$30,000
Task 305: MPO/TMA Policy Committee Meetings	\$19,516	\$3,884	\$0	\$23,400	\$2,600	\$26,000	1.2%		\$13,000	\$13,000
400 - Plan Support (Data, Modeling, GIS)	\$625,709	\$124,542	\$0	\$750,250	\$83,361	\$833,612	38.3%		\$416,806	\$416,806
Task 401: Traffic Count Program	\$75,060	\$14,940	\$0	\$90,000	\$10,000	\$100,000	4.6%		\$50,000	\$50,000
Task 402: SADES Inventory	\$58,547	\$11,653	\$0	\$70,200	\$7,800	\$78,000	3.6%		\$39,000	\$39,000
Task 403: Geographic Information System	\$308,956	\$61,495	\$0	\$370,450	\$41,161	\$411,612	18.9%		\$205,806	\$205,806
Task 404: Demographics	\$9,007	\$1,793	\$0	\$10,800	\$1,200	\$12,000	0.6%		\$6,000	\$6,000
Task 405: Equipment and Supplies	\$97,578	\$19,422	\$0	\$117,000	\$13,000	\$130,000	6.0%		\$65,000	\$65,000
Task 406: Regional Transportation Model	\$75,060	\$14,940	\$0	\$90,000	\$10,000	\$100,000	4.6%		\$50,000	\$50,000
Task 407: Memberships, Subscriptions, Prof. Costs	\$1,501	\$299	\$0	\$1,800	\$200	\$2,000	0.1%		\$1,000	\$1,000
500 - Technical Assistance and Transit Support	\$418,835	\$83,365	\$0	\$502,200	\$55,800	\$558,000	25.6%		\$279,000	\$279,000
Task 501: Local and Regional Assistance	\$177,892	\$35,408	\$0	\$213,300	\$23,700	\$237,000	10.9%		\$118,500	\$118,500
Task 502: Statewide Assistance	\$3,753	\$747	\$0	\$4,500	\$500	\$5,000	0.2%		\$2,500	\$2,500
Task 503: Local Public Agency Program Support	\$9,758	\$1,942	\$0	\$11,700	\$1,300	\$13,000	0.6%		\$6,500	\$6,500
Task 504: Special Projects	\$15,012	\$2,988	\$0	\$18,000	\$2,000	\$20,000	0.9%		\$10,000	\$10,000
Task 505: Regional Coordinating Council (RCC)	\$150,120	\$29,880	\$0	\$180,000	\$20,000	\$200,000	9.2%		\$100,000	\$100,000
Task 506: Transit Assistance	\$62,300	\$12,400	\$0	\$74,700	\$8,300	\$83,000	3.8%		\$41,500	\$41,500
600 - 5305E Statewide Planning & Research	\$0	\$0	\$76,531	\$76,531	\$17,007	\$85,034	3.9%		\$42,517	\$42,517
Task 601: Public Transit TDM Assessment	\$0	\$0	\$76,531	\$76,531	\$17,007	\$85,034	3.9%		\$42,517	\$42,517
Total	\$1,569,964	\$312,487	\$76,531	\$1,958,981	\$226,168	\$2,176,646	100%		\$1,088,323	\$1,088,323

NRPC UPWP BUDGET FY 2026-2027

	Total	Personnel Cost	Direct Cost	Hours
100: MPO Administration and Training	\$200,000	\$191,500	\$8,500	2147
Task 101: Invoices and Accounting	\$40,000	\$40,000	\$0	448
Task 102: MPO/TMA Program Administration	\$125,000	\$125,000	\$0	1401
Task 103: Training	\$35,000	\$26,500	\$8,500	297
Task 104: Indirect Cost Adjustments	\$0			
200: Policy and Planning	\$329,000	\$308,975	\$20,025	3463
Task 201: Ten Year Plan	\$55,000	\$55,000	\$0	617
Task 202: Planning and Environmental Linkages	\$0	\$0	\$0	0
Task 203: Transportation Planners Collaborative	\$3,000	\$3,000	\$0	34
Task 204: Interagency Consultation Process (ICP)	\$12,000	\$12,000	\$0	135
Task 205: Transportation Improvement Program	\$52,000	\$50,800	\$1,200	569
Task 206: Congestion Management Process	\$60,000	\$59,975	\$25	672
Task 207: Intelligent Transportation System	\$20,000	\$20,000	\$0	224
Task 208: Metropolitan Transportation Plan	\$65,000	\$49,000	\$16,000	549
Task 209: Transportation Air Quality Conformity	\$2,000	\$2,000	\$0	22
Task 210: State Long Range Transportation Plan	\$5,000	\$5,000	\$0	56
Task 211: Complete Streets Planning	\$55,000	\$52,200	\$2,800	585
300: Public Involvement and Coordination	\$171,000	\$170,625	\$375	1913
Task 301: Transportation Technical Advisory Comm	\$50,000	\$49,975	\$25	560
Task 302: Committee Meetings	\$25,000	\$25,000	\$0	280
Task 303: Public Participation Plan	\$10,000	\$10,000	\$0	112
Task 304: Public Outreach	\$60,000	\$59,650	\$350	669
Task 305: MPO/TMA Policy Committee Meetings	\$26,000	\$26,000	\$0	291
400: Plan Support (Data, Modeling, GIS)	\$833,612	\$707,812	\$125,800	7934
Task 401: Traffic Count Program	\$100,000	\$99,650	\$350	1117
Task 402: SADES Inventory	\$78,000	\$77,800	\$200	872
Task 403: Geographic Information System	\$411,612	\$411,362	\$250	4611
Task 404: Demographics	\$12,000	\$12,000	\$0	135
Task 405: Equipment and Supplies	\$130,000	\$10,000	\$120,000	112
Task 406: Regional Transportation Model	\$100,000	\$97,000	\$3,000	1087
Task 407: Memberships, Subscriptions, Prof. Costs	\$2,000	\$0	\$2,000	0
500: Technical Assistance and Transit Support	\$558,000	\$557,100	\$900	6245
Task 501: Local and Regional Assistance	\$237,000	\$236,850	\$150	2655
Task 502: Statewide Assistance	\$5,000	\$5,000	\$0	56
Task 503: Local Public Agency Program Support	\$13,000	\$13,000	\$0	146
Task 504: Special Projects	\$20,000	\$20,000	\$0	224
Task 505: Regional Coordinating Council (RCC)	\$200,000	\$199,300	\$700	2234
Task 506: Transit Assistance	\$83,000	\$82,950	\$50	930
600: 5305E Statewide Planning & Research	\$85,034	\$85,034	\$0	953
Task 601: Public Transit TDM Assessment	\$85,034	\$85,034	\$0	953
Total	\$2,176,646	\$2,021,046	\$155,600	22655

NRPC FY 2026 - 2027 UPWP Program Schedule

		Fiscal Year 2026												Fiscal Year 2027											
		2025			2026						2027														
UPWP CATEGORY		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100 - MPO Administration and Training																									
TASK 101	Invoices and Accounting																								
TASK 102	MPO Program Administration																								
TASK 103	Training																								
TASK 104	Indirect Cost Adjustments																								
200 - Policy and Planning																									
TASK 201	Ten Year Plan																								
TASK 202	Land Use and Environmental Linkages																								
TASK 203	Transportation Planners Collaborative																								
TASK 204	Interagency Consultation Process																								
TASK 205	Transportation Improvement Program																								
TASK 206	Congestion Management Process																								
TASK 207	Intelligent Transportation Systems																								
TASK 208	Metropolitan Transportation Plan																								
TASK 209	Transportation Air Quality Conformity																								
TASK 210	Statewide Transportation Plan																								
TASK 211	Bicycle and Pedestrian Planning																								
TASK 212	Freight Planning																								
300 - Public Involvement and Coordination																									
TASK 301	Transportation Technical Advisory Comm																								
TASK 302	Committee Meetings																								
TASK 303	Public Participation Plan																								
TASK 304	Public Outreach																								
TASK 305	MPO/TMA Policy Committee Meetings																								
400 - Plan Support (Data, Modeling, GIS)																									
TASK 401	Traffic Count Program																								
TASK 402	SADES Inventory																								
TASK 403	Geographic Information System																								
TASK 404	Demographics																								
TASK 405	Equipment and Supplies																								
TASK 406	Travel Demand Model																								
TASK 407	Memberships, Subscriptions, Prof Costs																								
500 - Technical Assistance and Support																									
TASK 501	Local and Regional Assistance																								
TASK 502	Statewide Assistance																								
TASK 503	Local Public Agency Program Support																								
TASK 504	Special Projects																								
TASK 505	Community Transportation (RCC/SCC)																								
TASK 506	Transit Assistance																								
TASK 507	Transportation Demand Management																								

NASHUA MPO 2024 TMA REVIEW

Finding	Action	Corrective Actions - Recommendations	MPO Response
MPO Structure and Agreements, Cross-Border MPO Coordination	Corrective Action	Once Census 2020-based Urbanized Area boundaries are approved by FHWA, New Hampshire's Metropolitan Planning Area boundaries and Master MOU and Sub-Agreement documentation must be revisited by New Hampshire's MPOs, NHDOT, and applicable providers of public transportation, and adjustments are made as needed to ensure that all metropolitan planning and programming requirements are met for any adjustments made to New Hampshire's Urbanized Areas and Metropolitan Planning Areas. This should be completed before the next regularly scheduled MPO metropolitan transportation plan update (after October 1, 2023, or within 4 years of the designation of the new urban area boundary (i.e. December 29, 2026), whichever occurs first).	NRPC staff has facilitated this collaborative process between NHDOT, NHMPOs, and other federal and state agencies. The process is projected to be finalized in April 2025.

Finding	Action	Corrective Actions - Recommendations	MPO Response
Metropolitan Transportation Plan	Corrective Action	NRPC has not met the requirements of 23 CFR 450.324(r)(4)(i), which requires the MPO to create a System Performance Report that evaluates the condition and performance of the transportation system relative to performance targets and discusses achievements by the MPO in meeting those targets. This System Performance Report should be completed and included with the final 2023-2050 MTP that is in process.	The MTP 2023-2050 System Performance Report was adopted as a companion to the 2023-2050 MTP Minor Update (adopted 2/15/2025).

Continued on the next page

Finding	Action	Corrective Actions - Recommendations	MPO Response
Civil Rights (Title VI, EJ, LEP, ADA)	Corrective Action	NRPC should work with NHDOT to address the lack of transferrable safety data for assessing Title VI equity in planning and projects. All recipients must collect and analyze data to determine the extent to which they are serving or impacting the public.	The NRPC 2025 Safety Action Plan (adopted 4/16/2025) includes an Equity Analysis. Data from the USDOT Equitable Transportation Community (ETC) explorer were analyzed to identify tracts in the region that are considered Transportation Disadvantaged. NRPC will use the analysis to develop additional analysis as necessary. (Fall 2025)

Finding	Action	Corrective Actions - Recommendations	MPO Response
CMP/Performance Based Planning & Programming	Corrective Action	As part of the next MTP amendment or MTP update (whichever comes first), revise the MTP to compare actual condition/performance data with baseline data and targets from previously completed performance periods to determine if improvements were made and targets were achieved, per 23 CFR 450.324(f)(4). For FHWA, this includes the annual roadway safety targets for 2018, 2019, 2020, 2021, and 2022, and the pavement condition, bridge condition, and travel time reliability targets for the first performance period (i.e., January 1, 2018, to December 31, 2021). For FTA, this includes the transit asset management targets from 2019, and the public transit agency safety targets from 2023.	The MTP 2023-2050 System Performance Report was adopted as a companion to the 2023-2050 MTP Minor Update (adopted 2/15/2025).

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, 2027.

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 \$2,176,646.00, in State FY 2026 & FY 2027. Funding from two sources, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), will be combined into a consolidated Planning Grant (CPG). Of the \$2,176,646.00 fee, approximately 90% (\$1,958,981.00) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% (\$226,168.00) from the Nashua Regional Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the \$1,958,981.00 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

ARTICLE III - GENERAL PROVISIONS

A. **HEARINGS, ETC.**

Blank

B. **CONTRACT PROPOSALS**

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ARTICLE IV

ARTICLE IV - STANDARD PROVISIONS

A. **STANDARD SPECIFICATIONS**

Blank

B. **REVIEW BY STATE AND FEDERAL HIGHWAY ADMINISTRATION - CONFERENCES -
INSPECTIONS**

It is mutually agreed that all portions of the work covered by this AGREEMENT shall be subject to the inspection of duly-authorized representatives of the STATE and Federal Highway Administration, United States Department of Transportation, at such time or times as the STATE or Federal Highway Administration deems appropriate.

The location of the office where the work will be available for inspection by STATE and Federal Highway Administration representatives is 30 Temple Street, Suite 310, Nashua, NH.

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

C. **EXTENT OF CONTRACT**

1. **Contingent Nature of AGREEMENT**

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

2. **Termination**

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

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 X, proposed subconsultant _____ hereby certifies that it has X, developed and has on file affirmative action programs pursuant to 41 CFR 60-1, that it has X, participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 11246 and that it has X, filed with the Joint Reporting Committee, the Deputy Assistant Secretary for Federal Contract Compliance, United States Department of Labor or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements.

Nashua Regional Planning Commission
(Company)
By: Jay Minkarah
Executive Director
(Title)

Date: April 18, 2025

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

- (a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this Contract,
- (b) agreed, as an express or implied condition for obtaining this Contract, to employ or retain the services of any firm or person in connection with carrying out the Contract, or
- (c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the Contract:

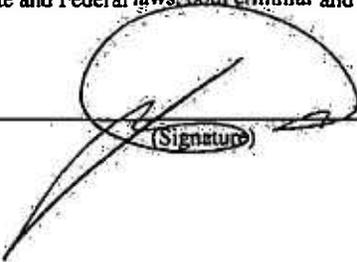
I/WE do also, under penalty of perjury under the laws of the United States, certify that, except as noted below, the company or any person associated therewith in the capacity of (owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving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

except as here expressly stated (if any):

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

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

April 18, 2025
(Date)


(Signature)

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

(SEAL)

Consultant

CONSULTANT

Dated: April 18, 2025

By:  _____ X
Executive Director

Department of Transportation

THE STATE OF NEW HAMPSHIRE

Dated: 5/13/25

By:  _____
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: May 15, 2025

By:  _____
Assistant Attorney General

Secretary of State

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

Dated: _____

Attest:

By: _____
Secretary of State

CERTIFICATE OF VOTE

I, **Janet Langdell, Treasurer**, (Secretary/Treasurer, position) of the **Nashua Regional Planning Commission**, do hereby certify that at a meeting held on **June 19, 2024**:

1. I am the duly elected and acting **Treasurer** of the **Nashua Regional Planning Commission**, a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53);
2. The **Nashua Regional Planning Commission Executive Committee** authorized the Executive Director, **Jay Minkarah**, to execute any documents which may be necessary to effectuate the UPWP contract;
3. This authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
4. The following person has been appointed to, and now occupies, the office indicated under item 2 above:

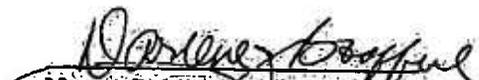
IN WITNESS WHEREOF, I have hereunto set my hand as the **Treasurer** of the **Nashua Regional Planning Commission** this **18th** day of **April, 2025**.


(**Janet Langdell, Treasurer**)

STATE OF NEW HAMPSHIRE
County of **Hillsborough**

On this **18th** day of **April, 2025**, before me ^{*Darlene Bouffard*} ~~Janet Langdell~~ ^{*DDB*} the undersigned officer, personally appeared, **Janet Langdell**, who acknowledged him/herself to be the **Treasurer** of the **Nashua Regional Planning Commission**, and that he/she, as such **Treasurer** being so authorized to do so, executed the foregoing instrument for the purpose therein contained.

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


Notary Public, Justice of the Peace
(Official Seal)

DARLENE J. BOUFFARD, Notary Public
State of New Hampshire
My Commission Expires **September 7, 2027**

My Commission Expires

ATTACHMENT 7

CERTIFICATE OF GOOD STANDING

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

NON-DISCRIMINATION ASSURANCES

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

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

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

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

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

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

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

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

Signature: _____

Date: 4/18/25

Name/Title: _____

Executive Director
Jay Minkarah

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.



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: Nashua Regional Planning Commission 30 Temple Street Suite 310 Nashua, NH 03060	Member Number: 519	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ PO Box 23 Hooksett, NH 03106-9716
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X	Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory	Limits May Apply If Not
<input checked="" type="checkbox"/>	General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2024	7/1/2025	Each Occurrence: \$ 2,000,000 General Aggregate: \$ 10,000,000 Fire Damage (Any one fire): Med Exp (Any one person):	
<input checked="" type="checkbox"/>	Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto	7/1/2024	7/1/2025	Combined Single Limit (Each Accident): \$2,000,000 Aggregate: \$10,000,000	
<input checked="" type="checkbox"/>	Workers' Compensation & Employers' Liability	7/1/2024	7/1/2025	<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)	7/1/2024	7/1/2025	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange By: <i>Mary Beth Purcell</i> Date: 4/16/2025 mpurcell@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
State of NH Department of Transportation 7 Hazen Drive Concord, NH 03301			