



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

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William Cass, P.E.
Commissioner

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 24, 2025

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract with the Central NH Regional Planning Commission (Vendor #154613), Concord, NH, in the amount of \$556,434 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:

Table with 3 columns: Item description, FY 2026, and FY 2027. Row 1: 04-096-096-962515-2944 SPR Planning Funds. Row 2: 072-500574 Grants To Local Gov's-Federal \$278,217 \$278,217

EXPLANATION

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

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

This contract comprises the biennium Unified Planning Work Plan (UPWP) for State Fiscal Years 2026 and 2027. As part of this program, the Central NH Regional Planning Commission will provide transportation planning and programming services and products to support state, regional, and local needs. Central NH 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 and Jobs Act (IIJA). Additionally, the Central NH 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 Central NH Regional Planning Commission can accomplish this work for a total fee not to exceed \$618,260. The funding to be used is from Federal Highway Administration (FHWA) Planning funds and local funds. The Federal portion \$556,434 is Federal Aid (involving Consolidated Grant funds and Statewide Planning & Research (SPR) funds) with additional \$61,826 in local funds (collected by the Central NH Regional Planning Commission to be applied towards total cost).

The funding is 80% Federal Funds with 10% state match. Turnpike toll credit is being utilized for match requirement, effectively using 90% Federal Funds and 10% local funds from Central NH Regional Planning Commission. The use of Turnpike Toll Credits for this contract will be presented for review and approval by the Capital Project Overview Committee on June 30, 2025, or sooner.

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

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

Sincerely,



William J. Cass, P.E.
Commissioner

WJC/WR/lbw
Attachments

**CENTRAL NH REGIONAL PLANNING
COMMISSION
FED. NO.: X-A005(659)
STATE NO.: 45051**

**BUREAU OF PLANNING & COMMUNITY ASSISTANCE
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ARTICLE I

CENTRAL NH REGIONAL PLANNING
COMMISSION
FED. NO.: X-A005(659)
STATE NO.: 45051

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 Central NH Regional Planning Commission, with principal place of business at 28 Commercial Street, Suite 3, in the City of Concord, State of New Hampshire, hereinafter referred to as the COMMISSION, witnesses that

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

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

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

ARTICLE I

ARTICLE I - DESCRIPTION OF PLANNING SERVICES TO BE RENDERED

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

A. **LOCATION AND DESCRIPTION OF PROJECT**

All communities falling under the jurisdiction of the Central NH Regional Planning Commission designated Regional Planning Commission.

B. **SCOPE OF WORK**

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

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

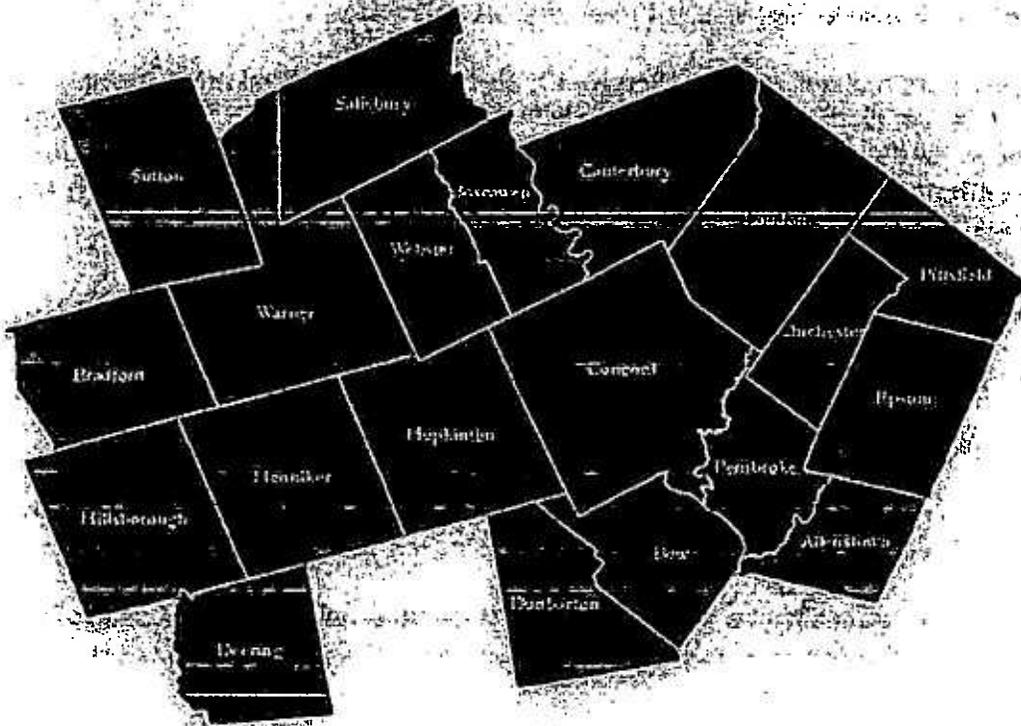
The DEPARTMENT will furnish to the COMMISSION data and/or records pertinent to the work to be performed.

D. **WORK SCHEDULE AND PROGRESS REPORTS**

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

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

CENTRAL NEW HAMPSHIRE REGIONAL PLANNING COMMISSION



FY 2026-2027 UNIFIED PLANNING WORK PROGRAM



Introduction

The Central New Hampshire Regional Planning Commission (CNHRPC) has for many years executed an integrated transportation and land use planning program. Some of the overarching themes of this program have included consideration of the interaction between land use and transportation, the need for and advisability of a broad range of public and community involvement, a multi-modal transportation system perspective, utilization of a complete streets approach, and the strengthening of partnerships between state, regional, and local officials and offices.

This two-year work program outlines tasks for FY 2026 and FY 2027 and is the implementation and execution of the collaboration and partnership between CNHRPC and New Hampshire Department of Transportation (NHDOT). CNHRPC will continue to strengthen its capacity so that it may assist and serve its member communities, work collaboratively with NHDOT, and participate fully in regional land use and transportation issues.

Goals and Objectives

The goals of the CNHRPC biennial UPWP are:

- To plan for the safety and mobility of the people of the CNHRPC region;
- To provide local transportation planning assistance to member municipalities, particularly mobility plans and activities;
- To support comprehensive, coordinated and continuous transportation planning for the safe and efficient movement of people and goods consistent with the region's overall economic, social and environmental goals;
- To partner with NHDOT in striving for transportation excellence to enhance the quality of life in New Hampshire;
- To continue the development of CNHRPC's Transportation Demand Management Program, including associated statewide activities related to CommuteSmart New Hampshire; and
- To coordinate with the SNHPC MPO with regards to the urbanized areas within Allenstown, Bow and Pembroke included in the SNHPC MPO Urbanized Area.

CNHRPC FY 2026-2027 Unified Planning Work Program

Exhibit 1- CNHRPC UPWP Linkages with Federal Metropolitan Planning Factors [23 CFR 450.306]

| Planning Factor (23 CFR 450.306) | | Relationship to UPWP (2026-2027) |
|----------------------------------|--|--|
| 1 | Support the economic vitality of the United States, the States, metropolitan areas, and nonmetropolitan areas, especially by enabling global competitiveness, productivity, and efficiency. | Task 501 (Local Assistance) Task 502 (Statewide Assistance) |
| 2 | Increase the safety of the transportation system for motorized and non-motorized users. | Task 201 (Ten-Year Plan) Task 205 (TIP) Task 211 (Complete Streets Planning) Task 501 (Local Assistance) |
| 3 | Increase the security of the transportation system for motorized and non-motorized users. | Task 211 (Complete Streets Planning) Task 501 (Local Assistance) Task 502 (Statewide Assistance) Task 503 (LPA Program Support) |
| 4 | Increase accessibility and mobility of people and freight. | Task 201 (Ten-Year Plan) Task 205 (TIP) Task 208 (RTP) Task 211 (Complete Streets Planning) Task 501 (Local Assistance) |
| 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. | Task 202 (PEL) Task 204 (IAG) Task 208 (RTP) |
| 6 | Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight. | Task 203 (TPC) Task 211 (Complete Streets Planning) Task 501 (Local Assistance) Task 503 (LPA) Task 505 (RCC) Task 506 (Transit Assistance) |
| 7 | Promote efficient system management and operation. | Task 201 (Ten-Year Plan) Task 205 (TIP) Task 506 (Transit Assistance) |
| 8 | Emphasize the preservation of the existing transportation system. | Task 201 (Ten-Year Plan) Task 205 (TIP) Task 208 (RTP) |
| 9 | Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation. | Task 202 (PEL) Task 402 (SADES) |
| 10 | Enhance travel and tourism. | Task 501 (Local Assistance) Task 502 (Statewide Assistance) |

CNHRPC FY 2026-2027 Unified Planning Work Program

The planning activities outlined in this UPWP have also been designed to the national performance management for the Federal-aid highway system designated in 23 USC 150(b) as detailed in Exhibit 2 below.

Exhibit 2 -CNHRPC UPWP Linkages with National Performance Management Goals [23 USC 150(b)]

| | National Performance Goal [23 USC 150(b)] | Relevant CNHRPC UPWP Activities |
|---|---|--|
| 1 | SAFETY - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads. | Task 205 (TIP) Task 208 (RTP) Task 211 (Complete Streets Planning) Task 501 (Local Assistance) |
| 2 | INFRASTRUCTURE CONDITION - To maintain the highway infrastructure asset system in a state of good repair. | Task 201 (Ten-Year Plan) Task 205 (TIP) Task 208 (RTP) |
| 3 | CONGESTION REDUCTION - To achieve a significant reduction in congestion on the National Highway System. | Task 201 (Ten-Year Plan) Task 205 (TIP) Task 506 (Transit Assistance) |
| 4 | SYSTEM RELIABILITY - To improve the efficiency of the surface transportation system. | Task 201 (Ten-Year Plan) Task 205 (TIP) Task 506 (Transit Assistance) |
| 5 | FREIGHT MOVEMENT AND ECONOMIC VITALITY - To improve the National Highway Freight Network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development. | Task 205 (TIP) Task 208 (RTP) Task 501 (Local Assistance) Task 502 (Statewide Assistance) |
| 6 | ENVIRONMENTAL SUSTAINABILITY - To enhance the performance of the transportation system while protecting and enhancing the natural environment. | Task 202 (PEL) Task 208 (RTP) Task 402 (SADES) |
| 7 | REDUCED PROJECT DELIVERY DELAYS - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies work practices. | Task 201 (Ten-Year Plan) Task 202 (PEL) Task 205 (TIP) Task 501 (Local Assistance) Task 502 (Statewide Assistance) Task 503 (EPA Program Support) |

Category 100 - Administration and Training

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

Task 101 Invoices and Accounting

Objective: Preparation and submission of a monthly invoice in a format and method specified by NHDOT. Preparation of monthly detailed reports, with full information under each of the categories and tasks for which payment is requested, in a format approved by NHDOT.

Proposed Activities:

- Complete bookkeeping, billing, monthly progress reporting, and contract development related to the Unified Planning Work Program.
- Complete annual financial audits.
- Participate in periodic NHDOT, FHWA, or FTA reviews of indirect cost rate.

Deliverables:

- Monthly QuickBooks reports for all UPWP staff.
- Monthly invoices.
- Annual auditor's report, including review of indirect costs.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|-----------------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 101: Invoices and Accounting | \$11,136 | 144 | \$11,552 | 144 |

Task 102 Program Administration

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

Proposed Activities:

- Participate in staff meetings and coordinate the management of staff dedicated to the Unified Planning Work Program.
- Develop monthly UPWP progress reports and assemble associated work products.
- Prepare for and participate in Unified Planning Work Program reviews with NHDOT, FHWA, and/or FTA including the mid-term UPWP Status Conference.

CNHRPC FY 2026-2027 Unified Planning Work Program

- Development of a Unified Planning Work Program for FY 2028-2029, and administration of updates to the FY 2026-2027 work program as needed.
- Activities related to consultant selection, task orders, and special project scoping and reporting.

Deliverables:

- FY 2026-2027 Midterm Status Conference.
- FY 2026-2027 UPWP adjustment requests.
- Monthly UPWP Progress Reports.
- FY 2028-2029 Unified Planning Work Program development.
- Qualified Based Selection documentation/Consulting Engineer task order development
- Special Project proposals, budgets and reports.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|----------------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 102: Program Administration | \$9,714 | 132 | \$10,077 | 132 |

Task 103 Training

Objective: To provide training opportunities for staff to increase knowledge base and improve abilities to provide communities with the highest quality professional transportation planning services.

Proposed Activities:

- Attendance at transportation conferences and training for staff to improve and maintain transportation planning and policy, GIS, and other related skills. Specific tasks include, but are not limited to, the following:
 - Transportation training events offered by FHWA, FTA, NHDOT, ACT, CTA (Community Transportation Association of America), NTI (National Transit Institute), ITE (Institute of Transportation Engineers), UNH T2 and other relevant organizations.
 - National Performance Management Research Data Set NPMRDS webinars
 - Training related to the development of GTFS/GTFS-Flex and other related transit related files.
 - TransCAD transportation model training.

Deliverables:

- Documentation of attendance and participation in transportation training and conferences submitted to NHDOT.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|--------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 103: Training | \$5,654 | 82 | \$5,866 | 82 |

Task 104 Indirect Cost Rate Adjustments

No activities planned for this task.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|--|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 104: Indirect Cost Rate Adjustments | - | - | - | - |

Summary: Category 100 - Administration and Training

Proposed Performance Measures:

- Completion of all necessary accounting tasks on a monthly basis.
- Development of FY 2028-2029 UPWP.
- Participation in applicable training opportunities.
- Professional certification of Transportation Program staff by relevant professional bodies.
- Further development and tracking of performance measures.

Budget Summary: Category 100 - Administration and Training

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|--|-------------------|------------|-------------------|------------|
| | Budget | Hours | Budget | Hours |
| Task 101: Invoices and Accounting | \$11,136 | 144 | \$11,552 | 144 |
| Task 102: Program Administration | \$9,714 | 132 | \$10,077 | 132 |
| Task 103: Training | \$5,654 | 82 | \$5,866 | 82 |
| Task 104: Indirect Cost Rate Adjustments | - | - | - | - |
| Total | \$26,504 | 358 | \$27,495 | 358 |

* Includes 10% Toll Credit Match

Category 200 - Policy and Planning

GOAL: To ensure that transportation plans and policies are reviewed and updated to reflect regional goals and address evolving local concerns. This category includes assisting communities with connecting transportation and land use policies in local planning efforts.

Task 201 Ten-Year Plan

Objective: To assist the Transportation Advisory Committee (TAC) and CNHRPC Full Commission during the Ten-Year Plan (TYP)/GACIT process (FY 2026). This task includes providing support for regional project priorities, attended GACIT and Legislative hearings on the TYP, and conducting public outreach for the Ten-Year

Transportation Improvement Plan per the processes established in RSA 228:99 and RSA 240.

Proposed Activities:

- Facilitate local and regional input in the Ten-Year Plan.
- Coordinate the regional Ten-Year Plan update schedule with NHDOT staff.
- Participate on policy-level committees related to the Ten-Year Plan.
- Attend/Participate in the Ten-Year Plan hearings sponsored by the Governor’s Advisory Council on Intermodal Transportation (GACIT) and the NH Legislative hearings.
- Participate with other NH RPCs, NHDOT and FHWA in ongoing efforts to revise the New Hampshire Transportation Planning process.

Deliverables:

- Program of regional project priorities and associated recommendations for the Ten-Year Transportation Improvement Plan.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|-------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 201: Ten-Year Plan | \$13,679 | 170 | - | - |

Task 202 Planning and Environmental Linkages

No activities planned for this task.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|---|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 202: Land Use and Environmental Linkages | - | - | - | - |

Task 203 Transportation Planners Collaborative (TPC)

Objective: To participate in meetings of the New Hampshire Transportation Planners Collaborative and its Steering Committee.

Proposed Activities:

- Participate in the meetings of the New Hampshire Transportation Planners Collaborative.

Deliverables:

- Attendance and participation in New Hampshire Transportation Planners Collaborative meetings.

CNHRPC FY 2026-2027 Unified Planning Work Program

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|---|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 203: Transportation Planners Collaborative | \$1,379 | 18 | \$1,431 | 18 |

Task 204 *Interagency Consultation*

Objective: To participate, as appropriate, in the Interagency Consultation process.

Proposed Activities:

- Participate with NHDOT, NHDES, FHWA, FTA, EPA and other Regional Planning Commissions in New Hampshire’s Interagency Consultation process.
- Review IAC meeting materials including STIP amendments.

Deliverables:

- Attendance and participation in Interagency Consultation meetings and conference calls.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|------------------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 204: Interagency Consultation | \$1,379 | 18 | \$1,431 | 18 |

Task 205 *Regional/Statewide Transportation Improvement Program*

Objective: To assist the Transportation Advisory Committee (TAC) in developing a revised Regional Transportation Improvement Plan (TIP). This task includes regional efforts to support the development of a regional project priority list and support the development of the Statewide Transportation Improvement Program (STIP).

Proposed Activities:

- Examine the region’s transportation system needs and summarize key transportation needs.
- Organize and facilitate the regional Ten-Year Plan project solicitation process.
- Participate in project scoping and development meetings within the region, including the provision of project development consulting engineer assistance as necessary.
- Conduct public outreach related to the development of the Regional Transportation Improvement Program in accordance with CNHRPC’s Public Involvement Policy.

Deliverables:

- Preparation of a revised Regional Transportation Improvement Program/regional project priority list (FY 2027).

CNHRPC FY 2026-2027 Unified Planning Work Program

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|----------------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 205: Regional/Statewide TIP | - | - | \$14,942 | 180 |

Task 206 Congestion Management Plan

No activities planned for this task.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|--------------------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 206: Congestion Management Plan | - | - | - | - |

Task 207 Intelligent Transportation System

Objective: To participate, as applicable, in the continued development of regional and statewide Intelligent Transportation Systems.

Proposed Activities:

- Participate, as applicable, in all planning meetings related to regional and statewide Intelligent Transportation Systems planning, including the ITS related activities of the SNHPC MPO as applicable. Provide assistance to NHDOT staff as necessary. All activities to be undertake utilizing Task 502: Statewide Assistance and Coordination.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|---|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 207: Intelligent Transportation System | - | - | - | - |

Task 208 Regional Transportation Plan

Objective: To review and update as necessary the Central NH Regional Transportation Plan update that recognizes the critical relationship between transportation and land use in the Central NH Region.

Proposed Activities:

- Review and undertake any necessary revisions to the document (FY 2026).

Deliverables:

- Updated Central NH Regional Transportation Plan. Documentation of public process to update the Plan.

CNHRPC FY 2026-2027 Unified Planning Work Program

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|--|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 208: Regional Transportation Plan | \$5,313 | 70 | - | - |

Task 209 Transportation Conformity

No activities planned for this task.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|----------------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 209: Air Quality Conformity | - | - | - | - |

Task 210 State Long Range Transportation Plan (LRTP)

Objective: To participate in the development of the State of New Hampshire LRTP.

Proposed Activities:

- Participate in the development of the State of New Hampshire LRTP as requested. All activities to be undertake utilizing Task 502: Statewide Assistance and Coordination.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|----------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 210: State LRTP | - | - | - | - |

Task 211 Complete Streets Planning Activities

Objective: To assist with the planning for complete streets, trails, and non-motorized transportation at the municipal, regional, and statewide levels; to assist various governmental and non-governmental organizations in complete streets related transportation planning activities; to serve as a facilitator between private and/or non-profit organizations and government entities; to engage in public outreach on complete streets, to assist in planning and implementation of integrating trails into transportation networks, to assist in TDM activities related to bicycling and walking.

Proposed Activities:

- Participate in the NHDOT Complete Streets Advisory Committee activities, including regular monthly meetings, specific projects, and subcommittee activities.
- Assist the City of Concord Bicycle and Pedestrian Subcommittee (TPAC Bike-Ped) and attend monthly meetings.
- Assist municipalities with complete streets policies, practices, and implementation, including the support and creation of complete streets committees.

CNHRPC FY 2026-2027 Unified Planning Work Program

- Assist the Friends of the Merrimack River Greenway Trail non-profit organization and other trail related organizations with planning for bicycle and pedestrian facilities and assist the coordination between these groups and local municipalities, NHDOT, and other government entities.
- Conduct community outreach by assisting various community groups including the Concord Greenspace Coalition (CG3) in complete streets activities, and assisting with coordinate between community groups and municipalities, NHDOT or other government entities.
- Manage bicycle and pedestrian traffic counting equipment and data and facilitate the sharing of equipment and data across entities.
- Coordinate with other Regional Planning Commissions on regional and statewide trail planning and implementation as needed.
- Maintain a GIS database of planned and completed regional trails in the CNHRPC region and the Granite State Rail Trail corridor from Salem to Lebanon.
- Assist the statewide rail trail organization and facilitate communications with RPCs, NHDOT, municipalities, and other government entities.
- To assist the Bike-Walk Alliance of NH in planning activities, coordination with RPCs, DOT, municipalities etc., and public outreach activities as appropriate.
- Assist the Central New Hampshire Bicycle Coalition in conducting public outreach and coordinating their efforts with municipalities and other government entities.
- Assist municipalities with pavement marking and road maintenance decisions by applying a complete streets approach.
- Assist with road safety audits for municipalities or school districts upon request.
- As necessary, gather, maintain, and update data related to complete streets performance metrics or planning tools, such as bicycle level of service.
- Respond to community safety concerns regarding complete streets or vulnerable road users.

Deliverables:

- Documentation of assistance provided to statewide, regional and local committees and organizations.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|--|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 211: Complete Streets Planning Activities | \$23,546 | 300 | \$24,434 | 300 |

It is expected that 10% (\$4,798) of the FY 2026/27 Task 211 budget would address complete streets coordination.

Summary: Category 200 - Policy and Planning

Proposed Performance Measures:

- Successful coordination and facilitation of regional Transportation Improvement Program and GACIT/Ten Year Plan process.
- Successful completion of Central NH Regional Transportation Plan update.
- Completion of proposed activities such as local and regional Bike/Pedestrian related planning projects.
- Participation in IAC and quarterly TPC meetings.
- Incorporation of transportation, land use and environmental linkages into other regional planning commission activities and projects.

Budget Summary: Category 200 - Policy and Planning

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|---|-------------------|------------|-------------------|------------|
| | Budget | Hours | Budget | Hours |
| Task 201: Ten-Year Plan | \$13,679 | 170 | - | - |
| Task 202: Land Use and Environmental Linkages | - | - | - | - |
| Task 203: Transportation Planners Collaborative | \$1,379 | 18 | \$1,431 | 18 |
| Task 204: Interagency Consultation | \$1,379 | 18 | \$1,431 | 18 |
| Task 205: Regional/Statewide TIP | - | - | \$14,942 | 180 |
| Task 206: Congestion Management Plan | - | - | - | - |
| Task 207: Intelligent Transportation System | - | - | - | - |
| Task 208: Regional Transportation Plan | \$5,313 | 70 | - | - |
| Task 209: Air Quality Conformity | - | - | - | - |
| Task 210: State LRTP | - | - | - | - |
| Task 211: Complete Streets Planning Activities | \$23,546 | 300 | \$24,434 | 300 |
| Total: | \$45,296 | 576 | \$42,238 | 516 |

* Includes 10% Toll Credit Match

Category 300 - Public Involvement & Coordination

GOAL: To provide meaningful public involvement in all phases of the development of transportation plans, policies, projects, and priorities. This category includes informing the public about topical transportation planning policy developments, participating in the activities of the Southern NH Planning Commission MPO as necessary, and ensuring the coordination of municipal, regional, and statewide land use and transportation planning processes.

Task 301 *CNHRPC Transportation Advisory Committee/SNHPC MPO Coordination activities*

Objective: To provide the necessary organizational, administrative and technical support for the CNHRPC Transportation Advisory Committee (TAC), to encourage increased public participation in both municipal and regional forums on transportation policy decisions, and to coordinate with the Southern NH Regional Planning Commission Metropolitan Planning Organization as outlined in the SNHPC/CNHRPC/NHDOT Manchester UZA Memorandum of Understanding.

Proposed Activities:

- Facilitate regular Transportation Advisory Committee (TAC) meetings. Meeting minutes and materials to be made available to the public on the CNHRPC website.
- Coordinate with Southern NH Planning Commission MPO staff as necessary.
- Attend Southern NH Planning Commission MPO & TAC meetings as necessary.
- Develop of TAC meeting agendas, summaries, and other supporting documents.
- Provide maintenance of TAC membership/rules of procedure on an annual basis.
- Educate the TAC on key transportation planning concepts.

Deliverables:

- TAC meeting agendas, minutes, presentations, attendance records, and other supporting documents.
- SNHPC MPO meeting agendas, minutes, attendance records, and other supporting documents as applicable.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|---------------------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 301: CNHRPC TAC/SNHPC MPO Coord. | \$14,313 | 186 | \$14,825 | 186 |

Task 302 *Planning Commission/Committee Meetings*

Objective: To provide transportation planning assistance to the Central NH Regional Planning Commission and sub-committees thereof.

Proposed Activities:

- Participate in transportation-related meetings of the Central NH Regional Planning Commission and its sub-committees.
- Educate the Central NH Regional Planning Commission and its sub-committees about key transportation planning concepts.

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Deliverables:

- Central NH Regional Planning Commission and sub-committee meeting agendas, summaries and other supporting documents.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|--|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 302: Planning Comm./Committee Mtgs. | \$2,458 | 30 | \$2,551 | 30 |

Task 303 *Public Involvement Plan*

Objective: To review and update the Central NH Regional Planning Commission Public Involvement Plan (PIP) as necessary (FY 2027).

Proposed Activities:

- Review and update the CNHRPC Public Involvement Plan in coordination with the CNHRPC TAC. The draft document will be submitted for NHDOT review prior to consideration of approval by the CNHRPC Full Commission.

Deliverables:

- Updated CNHRPC Public Involvement Plan.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|-----------------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 303: Public Involvement Plan | - | - | \$836 | 12 |

Task 304 *Public Outreach*

Objective: To provide informative outreach to assist communities in transportation planning efforts.

Proposed Activities:

- Maintain the CNHRPC website as a source of transportation information.
- Create and distribute transportation-related electronic newsletters articles on a periodic basis.
- Organize and facilitate local and regional meetings related to topical transportation plans, policies, or projects.
- Organize targeted meetings with local Select boards and Planning Boards to discuss transportation planning topics and current regional and statewide transportation planning efforts.
- Support the public outreach and coordination efforts of the Currier and Ives Scenic Byway Council and other similar entities as requested.

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- Educate municipalities of the importance of proactive transportation planning, including studies of major travel corridors in the region.
- Continue to explore ways to increase participation in the transportation planning process and work cooperatively with all communities to raise public awareness of key transportation planning concepts.

Deliverables:

- CNHRPC website with public events and minutes posted.
- Posting topical transportation planning documents to the CNHRPC website.
- Periodic transportation-related electronic newsletter articles.
- Public outreach on transportation planning issues of regional importance.
- Better informed local Select Boards and Planning Boards.
- Agendas and minutes/meeting summaries for all public meetings.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|---------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 304: Public Outreach | \$15,104 | 226 | \$15,670 | 226 |

Task 305 Policy Committee

No activities planned for this task.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|----------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 305: Policy Committee | - | - | - | - |

Summary: Category 300 - Public Involvement and Coordination

Proposed Performance Measures:

- Increased TAC membership and participation.
- Increased participation in SNHPC MPO activities.
- Enhanced communication with local communities and residents regarding transportation-related issues.
- Completion of updated CNHRPC Public Involvement Plan.

Budget Summary: Category 300 - Public Involvement and Coordination

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|--|-------------------|------------|-------------------|------------|
| | Budget | Hours | Budget | Hours |
| Task 301: CNHRPC TAC/SNHPC MPO Coord. | \$14,313 | 186 | \$14,825 | 186 |
| Task 302: Planning Comm./Committee Mtgs. | \$2,458 | 30 | \$2,551 | 30 |
| Task 303: Public Involvement Plan | - | - | \$836 | 12 |
| Task 304: Public Outreach | \$15,104 | 226 | \$15,670 | 226 |
| Task 305: Policy Committee | - | - | - | - |
| Total | \$31,876 | 442 | \$33,882 | 454 |

* Includes 10% Toll Credit Match

Category 400 - Plan Support

GOAL: To support the development of municipal, regional, and statewide transportation plans and policies by collecting and maintaining a comprehensive set of traffic, demographic, and Geographic Information Systems (GIS) data for use in transportation planning efforts. A primary goal of the data collection effort is to enumerate the impacts of local land use policies and development on the regional transportation network.

Task 401 Traffic Data Collection

Objective: To collect, analyze, and present traffic volume data for use in NHDOT project development, statewide traffic volume database development, to meet local requests, and for other tasks within the Unified Planning Work Program. To collect, analyze, and present non-motorized transportation (bicycle and pedestrian) volume data such as tracking shared use trail use and on-road facilities to be used in CNHRPC and local project development.

Proposed Activities:

- Conduct an estimated 270 automatic traffic recorder counts for communities and at specific locations assigned by NHDOT including those assigned by the NHDOT HPMS Coordinator within the CNHRPC region per year, excluding counts conducted on interstates and turnpikes. Traffic Data reports will be distributed to each community and published on the CNHRPC website. Continue the maintenance of the enhanced annual regional traffic counting program.
- Collect traffic data to assist with future regional transportation modeling efforts and other projects. Conduct manual turning movement counts at specific locations within the CNHRPC region upon request by NHDOT and as needed for specific plans and studies.
- Conduct vehicle classification counts and speed studies within the CNHRPC region as requested by NHDOT or municipalities and as needed for specific plans and studies.
- Track historic traffic volume trends throughout the region.
- Assist with trip generation studies for specific site plans and developments.

- Support a more efficient motorized and non-motorized counting program and establish equipment needs.

Deliverables:

- Completed traffic counts and intersection turning movement data and information.
- All counts organized and presented on the CNHRPC web.
- Regular submissions of .PRN files (or TDMS-approved format) and other traffic data files to NHDOT.
- Reports documenting various traffic data for specific projects.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|-----------------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 401: Traffic Data Collection | \$34,727 | 562 | \$38,118 | 592 |

Task 402 SADES Inventory Efforts

Objective: Participate in the Statewide Asset Data Exchange System (SADES) with the NHDOT in coordination with the Transportation Planners Collaborative (TPC), and the UNH T2 LTAP, to update, manage, develop and review, inventories of local and state owned assets using SADES programs.

Proposed Activities:

- Undertake SADES program inventory data collection, upload data and develop maps.
- Implement SADES road surface management systems (SRSMS) including data collection, forecasting and scenario planning to develop a detailed pavement management strategy.
- Follow up with communities for which SADES field inventory has been conducted to perform tracking of implementation plans and evaluating effectiveness of the program.

Deliverables:

- Completed SADES Road Surface Management System inventories and detailed pavement management strategies in participating communities.
- Asset data collected and made available for viewing online, and in maps and reports.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|------------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 402: SADES RSMS Project | \$8,046 | 130 | \$6,258 | 100 |

Task 403 Geographic Information Systems (GIS)

Objective: To develop and maintain transportation-related Geographic Information System (GIS) data layers, and apply that data in support of transportation planning initiatives in the region.

Proposed Activities:

- Develop and maintain transportation-related Geographic Information Systems (GIS) data layers.
- Assist municipalities, partner organizations, and transit agencies with transportation-related mapping requests.
- Provide assistance to municipalities with completing road inventory updates and annual Block Grant Aid map updates.

Deliverables:

- Enhanced municipal and regional transportation-related Geographic Information Systems (GIS) data layers.
- Completed road inventory reviews/updates with municipalities in the Central NH region.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|--|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 403: Geographic Information Systems (GIS) | \$2,588 | 36 | \$2,685 | 36 |

Task 404 Demographics

Objective: To collect, process, report, and/or disseminate demographic information essential for transportation planning activities, including but not limited to, decennial census, American Community Survey, and employment information.

Proposed Activities:

- Compile, process, report, and/or disseminate transportation-related employment statistics.
- Provide input to state and federal demographers about regional demographics and travel patterns, including but not limited to, journey to work data.

Deliverables:

- Improved regional demographic information to support the development of transportation plans and policies.
- Documentation of all local and regional demographic profiles developed by CNHRPC staff.
- Compiled transportation-related Census data posted to the CNRHPC website.

CNHRPC FY 2026-2027 Unified Planning Work Program

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 404: Demographics | \$1,386 | 24 | \$1,438 | 24 |

Task 405 *Equipment and supplies*

Objective: To purchase, maintain, and update equipment and software as necessary to complete the transportation planning tasks outlined in this Unified Planning Work Program. Equipment identified herein shall be used only for transportation planning purposes.

Proposed Equipment and Supplies:

- Undertake repairs and acquire equipment (as necessary) for Automatic Traffic Data Recorders, including but not limited to, new counters, new batteries, air switches, and factory repairs. (\$4,750)
- Purchase of materials associated with traffic data collection fieldwork, including but not limited to, personal protective equipment, rubber tubing, nails and spikes, locks and chains, mastic tape, clamps, and fasteners. (\$500)
- Procure consulting engineer and microtransit planning services as necessary. (\$30,945)
- Procurement of two computer workstations (FY 2026 and FY 2027) for transportation planning staff. (\$2,500)
- Procurement of and/or updates to transportation-related computer software. (\$12,750)
- Procurement of commercial auto insurance for the transportation planning van. (\$4,500)
- Maintenance/fuel costs for the transportation planning van. (\$1,000)

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|----------------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 405: Equipment and supplies | \$29,750 | - | \$27,195 | - |

Task 406 *Regional Transportation Model*

Objective: To utilize the CNHRPC regional transportation model as necessary.

Proposed Activities:

- Utilize the CNHRPC TransCAD regional transportation model as needed.
- Coordinate with Statewide model efforts and other MPO modeling updates.

Deliverables:

- Documentation transportation model use as an element of local and regional transportation projects.

CNHRPC FY 2026-2027 Unified Planning Work Program

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|---|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 406: Regional Transportation Model | \$2,154 | 28 | \$2,234 | 28 |

Task 407 *Memberships, subscriptions and professional costs*

Objective: To utilize available organization membership opportunities to further the training and experience of Commission staff.

Proposed Activities:

- Join and participate in the activities of the Association for Commuter Transportation (ACT)

Summary: Category 400 - Plan Support

Proposed Performance Measures:

- Annually strive for 100% completion of the CNHRPC traffic count program and reduce the number of re-counts needed as part of this program.
- Compile and maintain appropriate demographic and GIS data to support the CNHRPC transportation planning program.
- Establish baseline data to assist with tracking future trends.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|---|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 407: Memberships, Subscriptions and Professional Costs | \$675 | - | \$675 | - |

Budget Summary: Category 400 - Plan Support

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|---|-------------------|------------|-------------------|------------|
| | Budget | Hours | Budget | Hours |
| Task 401: Traffic Data Collection | \$34,727 | 562 | \$38,118 | 592 |
| Task 402: SADES RSMS Project | \$8,046 | 130 | \$6,258 | 100 |
| Task 403: Geographic Information Systems (GIS) | \$2,588 | 36 | \$2,685 | 36 |
| Task 404: Demographics | \$1,386 | 24 | \$1,438 | 24 |
| Task 405: Equipment and supplies | \$29,750 | - | \$27,195 | - |
| Task 406: Regional Transportation Model | \$2,154 | 28 | \$2,234 | 28 |
| Task 407: Memberships, Subscriptions and Professional Costs | \$675 | - | \$675 | - |
| Total | \$79,326 | 780 | \$78,603 | 780 |

* Includes 10% Toll Credit Match

Category 500 - Technical Assistance and Support

GOAL: To provide technical assistance and coordinate activities with municipalities, state agencies, subcommittees, other Regional Planning Agencies, local partner organizations, and transit agencies toward transportation planning goals and objectives.

Task 501 Local and Regional Assistance

Objective: To further CNHRPC goals and objectives toward a better regional transportation network through local collaboration, and providing small-scale and periodic technical assistance to municipalities and local partner organizations on transportation-related topics and project implementation.

Proposed Activities:

- Provide transportation-related technical assistance to municipalities and partner organizations.
- Identify and analyze high-crash locations in the CNHRPC region and assist communities in pursuing Road Safety Audits (RSA) to demonstrate eligibility for Highway Safety Improvement Program (HSIP) funding.
- Assist municipalities and local partner organizations with implementing transportation plans and projects, including three local master plan transportation chapters over the biennium.
- Provide data and information, on request, to member municipalities, partner organizations, and to others at a reasonable cost.
- Assist communities with identifying potential State Aid Highway/Bridge projects and project applications.
- Provide assistance for site plan reviews relating to transportation and access concerns.
- Provide access to qualified engineering consultant assistance on an as-needed basis.

Deliverables:

- Participation in and/or facilitation of local and regional meetings.
- Increased awareness of transportation issues and solutions at the local and regional levels.
- Enhanced inter-municipal coordination among transportation stakeholders within the region and the state.
- Distribution of data and information to member municipalities and partner organizations, including but not limited to maps, traffic data and road standards.
- Documentation of technical assistance provided to municipalities and partner associations.

| | Fiscal Year 2026 | | Fiscal Year 2027 | |
|--|------------------|-------|------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 501: Local/Regional Assistance and Coordination | \$61,850 | 782 | \$62,492 | 766 |

Task 502 Statewide Assistance and Coordination

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

Proposed Activities:

General Statewide Assistance

- As requested, assist the NHDOT Bureau of Traffic with scoping large-scale developments to fully enumerate potential traffic impacts, and ensure recognition of the transportation/land-use dynamic.
- As requested, assist the NHDOT Bureau of Environment with performing reviews of local projects to enumerate potential impacts on environmental, social, and cultural resources.
- Coordinate with the Executive Directors of New Hampshire Regional Planning Commissions to collaborate with the NHDOT on transportation planning efforts of statewide importance.
- Participate in the development of the State Long Range Plan.
- Participate in NHDOT Asset Management planning efforts.
- Participate on the New Hampshire Transportation Council.
- Participate on the New Hampshire Transit Association (NHTA).
- Participate in other statewide initiatives as applicable.

Deliverables:

- Participation in various NHDOT meetings to discuss transportation issues of local, regional and statewide importance.
- Increased awareness of transportation issues and solutions at the inter-regional and state level.
- Participation in statewide associations.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|---|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 502: Statewide Assistance and Coordination | \$10,661 | 128 | \$11,060 | 128 |

Task 503 Local Public Agency Program Support

Objective: To assist communities in the Central New Hampshire region in applying for or managing Local Public Agency (LPA) projects.

Proposed Activities:

General Local Public Agency Program Support

- Provide municipalities with information and assistance in identifying needs, conducting public outreach efforts, and developing program-specific grant applications.

Transportation Alternatives Program

- Assist communities with identifying potential Transportation Alternatives Program (TAP) projects and developing TAP project applications.

Congestion Mitigation and Air Quality (CMAQ)

- Assist communities with identifying potential CMAQ projects and developing CMAQ project applications.

Deliverables:

- Enhanced local participation in LPA projects.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|---|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 503: Local Public Agency Program Support | \$2,970 | 40 | \$3,081 | 40 |

Task 504 *Special Projects*

Objective: The relative unknowns involved in projecting programmatic policy and plan development tasks for a 24-month period leads to the need for a Special Projects budget to be used for unanticipated plan development and technical assistance needs. Special Projects funding may be used to assist municipalities, local partner organizations, or transit agencies with efforts involving sustained work and/or substantial staff time. When such activities arise, CNHRPC will seek approval from NHDOT to utilize funds under this task before work begins. NHDOT must provide written approval to expend Special Projects funds before the funds may be expended. All projects, regardless of scale, for which contracts are developed, shall fall into under this task. Consultant assistance may be utilized for certain tasks in this category.

Potential Special Projects:

- Facilitate a Context Sensitive Solutions (CSS) process for a project within a member community.
- Facilitate special transportation-related project development meetings or workshops at the request of NHDOT or a member community.
- Collect and analyze traffic data, at the request of member communities, beyond the scope of NHDOT's normal counting program. These counts may support NHDOT's programmatic needs (e.g., to complete a HSIP program benefit-cost analysis).
- Conducting a small-scale transportation study by request.

Deliverables:

- Documentation of completed Special Projects.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|----------------------------|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 504: Special Projects | \$3,595 | 50 | \$9,241 | 120 |

Task 505 *Regional Coordinating Councils*

Objective: To provide the necessary organizational, clerical and technical support for the Mid-State Regional Coordinating Council (RCC).

Proposed Activities:

- In coordination with LRPC staff and the RCC chair, facilitation of Mid-State Regional Coordinating Council meetings.
- Continued oversight and support of the operations of the Mid-State RCC, including but not limited to the development of Mid-State RCC meeting agendas, minutes, summaries, data analyses, and other supporting documents.
- Assist the lead agency with completing necessary documents and reports for 5310 funded programs.

Deliverables:

- Mid-State RCC meeting agendas, summaries and other supporting documents.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|--|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 505: Regional Coordinating Councils | \$4,269 | 60 | \$4,429 | 60 |

Task 506 *Transit Assistance (including Transportation Demand Management)*

Objective: To further the region's goals and objectives toward a better regional transportation network through collaboration, and providing small-scale and periodic technical assistance to Concord Area Transit (CAT) and other public transportation agencies.

To encourage ridesharing, public transit, bicycle and pedestrian commuting transportation alternatives. To promote and market transportation options, and to share resources and expertise in advocating, coordinating and promoting sound Travel Demand Management (TDM) measures through support of the CommuteSmartNH program.

Proposed Activities:

- Provide transit planning technical assistance to CAT and other local public transportation providers.
- Provide transit providers with information and assistance in identifying needs, conducting public outreach efforts, and developing program-specific grant applications.
- Provide support, including transit planning consultant assistance as necessary, to study options related to the provision of future microtransit services in the CAT service area.
- Continue to work with member communities to investigate and evaluate public transit alternatives within the region.
- Undertake coordination activities as necessary related to statewide CommuteSmart New Hampshire activities such as commuter challenges, software use and training, etc.
- Coordinate activities related to the development and maintenance of General Transit Feed Specification (GTFS), GTFS-Flex and other related transit feed file formats.
- Continue development of transportation/traveler TDM assistance projects/programs in the Central New Hampshire region in conjunction with the activities related to CommuteSmart New Hampshire. Continue development of outreach methods and materials.
- Participate in future cost sharing arrangements associated with a statewide trip planner, logger, and challenge software platform that manages and promotes commuter transportation options. (See subtask 405)
- Enhance employer participation in TDM projects and programs.

Deliverables:

- Documentation of assistance provided to local public transportation agencies.
- Enhanced transit planning capacity amongst local and regional transit providers.
- Distribution of transit-related data, including but not limited to, route maps, ridership figures, and GTFS and GTFS-Flex transit feeds.
- Documentation of all Transit and TDM related activities including QuickBooks reports, monthly summaries of activities.
- Increased awareness of transit and TDM issues and solutions at the local and regional levels.

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|--|-------------------|-------|-------------------|-------|
| | Budget | Hours | Budget | Hours |
| Task 506: Transit Assistance (Including TDM) | \$42,783 | 648 | \$36,610 | 530 |

Summary: Category 500 - Technical Assistance and Support

Proposed Performance Measures:

- Completion of local and regional assistance and coordination activities as requested.
- Continued participation in statewide transportation related activities and provision of LPA related support as necessary.
- Identification and completion of Special Project activities.
- Completion of Mid-State RCC and transit planning support activities.

CNHRPC FY 2026-2027 Unified Planning Work Program

- Continue the development of TDM services, including statewide coordination activities related to CommuteSmart NH.
- Monthly tabulation of statewide trip planner, logger, and challenge software platform participation.
- Summary of GTFS and GTFS-Flex file development.

Budget Summary: Category 500 - Technical Assistance and Support

| | Fiscal Year 2026* | | Fiscal Year 2027* | |
|--|-------------------|--------------|-------------------|--------------|
| | Budget | Hours | Budget | Hours |
| Task 501: Local/Regional Assistance and Coordination | \$61,850 | 782 | \$62,492 | 766 |
| Task 502: Statewide Assistance and Coordination | \$10,661 | 128 | \$11,060 | 128 |
| Task 503: Local Public Agency Program Support | \$2,970 | 40 | \$3,081 | 40 |
| Task 504: Special Projects | \$3,595 | 50 | \$9,241 | 120 |
| Task 505: Regional Coordinating Councils | \$4,269 | 60 | \$4,429 | 60 |
| Task 506: Transit Assistance (Including TDM) | \$42,783 | 648 | \$36,610 | 530 |
| Total | \$126,128 | 1,708 | \$126,913 | 1,644 |

* Includes 10% Toll Credit Match

Overall CNHRPC FY 2026-27 UPWP Cost Summary

| | Fiscal Year 2026* | Fiscal Year 2027* | Total |
|--------------|-------------------|-------------------|------------------|
| Category 100 | \$26,504 | \$27,495 | \$53,999 |
| Category 200 | \$45,296 | \$42,238 | \$87,533 |
| Category 300 | \$31,876 | \$33,882 | \$65,757 |
| Category 400 | \$79,326 | \$78,603 | \$157,929 |
| Category 500 | \$126,128 | \$126,913 | \$253,041 |
| Total | \$309,130 | \$309,130 | \$618,260 |

| | | | |
|-------------|----------|----------|----------|
| Local Share | \$30,913 | \$30,913 | \$61,826 |
|-------------|----------|----------|----------|

| | | | |
|--------------|----------|----------|----------|
| Toll Credits | \$30,913 | \$30,913 | \$61,826 |
|--------------|----------|----------|----------|

| | | | |
|---------------|-----------|-----------|-----------|
| Federal Share | \$247,305 | \$247,305 | \$494,610 |
|---------------|-----------|-----------|-----------|

| | | | |
|-------------------------|------------------|------------------|------------------|
| Federal Subtotal | \$278,218 | \$278,218 | \$556,436 |
|-------------------------|------------------|------------------|------------------|

| | | | |
|--------------|------------------|------------------|------------------|
| Total | \$309,130 | \$309,130 | \$618,260 |
|--------------|------------------|------------------|------------------|

* Includes 10% Toll Credit Match

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 \$618,260.00, 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 \$618,260.00 fee, approximately 90% (\$556,434.00) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% (\$61,826.00) from the Central NH Regional Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the \$556,434.00 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

Blank

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**

Blank

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 28 Commercial Street, Suite 3, Concord, NH.

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

C. **EXTENT OF CONTRACT**

1. **Contingent Nature of AGREEMENT**

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

2. **Termination**

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

ARTICLE IV

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

D. REVISIONS TO REPORTS, PLANS OR DOCUMENTS

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

ARTICLE IV

E. ADDITIONAL SERVICES

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

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

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

F. OWNERSHIP OF PLANS

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

G. SUBLETTING

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

ARTICLE IV

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

H. GENERAL COMPLIANCE WITH LAWS, ETC.

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

I. BROKERAGE

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

J. CONTRACTUAL RELATIONS

1. Status of the COMMISSION

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

ARTICLE IV

2. Claims and Indemnification

a. Non-Professional Liability Indemnification

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

b. Professional Liability Indemnification

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

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

3. Insurance

a. Required Coverage

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

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

ARTICLE IV

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

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

b. Proof of Insurance

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

4. No Third-Party Rights

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

ARTICLE IV

5. Construction of AGREEMENT

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

K. AGREEMENT MODIFICATION

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

L. EXTENSION OF COMPLETION DATE(S)

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

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

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

ARTICLE IV

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

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

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

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

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

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

ARTICLE IV

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

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

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

ARTICLE IV

N. DISADVANTAGED BUSINESS ENTERPRISE POLICY AGREEMENT REQUIREMENTS

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

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

The CONSULTANT , proposed subconsultant _____, hereby certifies that it has _____, has not developed and has on file affirmative action programs pursuant to 41 CFR 60-1, that it has , has not _____, participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 11246 and that it has _____, has not , filed with the Joint Reporting Committee, the Deputy Assistant Secretary for Federal Contract Compliance, United States Department of Labor or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements.

Central NH Regional Planning Commission

(Company)
By: _____
Ex. Director

(Title)

Date: 4/17/25

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 Ex. Director and duly-authorized representative of the firm of Central NJ Regional Planning Commission, and that neither I nor the above firm I here represent has:

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

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

except as here expressly stated (if any):

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

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

4/17/25
(Date)

[Signature]
(Signature)

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



(SEAL)

Consultant

CONSULTANT

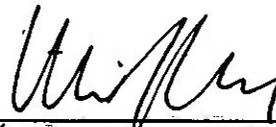
Dated: 4/17/25

By: 
Executive Director

Department of Transportation

THE STATE OF NEW HAMPSHIRE

Dated: 5/13/25

By: 
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, Keith Johnson, Secretary of the Central New Hampshire Regional Planning Commission (CNHRPC), do hereby certify that: (1) I am the duly elected and acting Secretary of the Commission, a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53); (2) I review and maintain or cause to be maintained and am familiar with the minutes of the meetings of the Commission and its Executive Committee; (3) I am duly authorized to issue certificates with respect to the contents of such minutes; (4) at a regularly scheduled CNHRPC Executive Committee meeting held on March 27, 2025 the CNHRPC Executive Committee voted to enter into a contract with the New Hampshire Department of Transportation to undertake local planning assistance under the FY 2026-2027 UPWP. The Commission further authorized the Executive Director to execute any documents which may be necessary to effectuate this contract; (5) 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 (6) the following person has been appointed to and now occupies the office indicated under item (4) above:

Michael Tardiff, Executive Director
(Printed name of officer authorized to sign)

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Commission, this 17 day of April, 2025.


Keith Johnson, Secretary

STATE OF NEW HAMPSHIRE
County of Merrimack

On this the 17th day of April, 2025, before me, Matthew J. Monahan (Notary Public Justice of the Peace), the undersigned officer, personally appeared Keith Johnson who acknowledged himself to be the Secretary of the Commission, being authorized so to do, 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

COMMISSION EXPIRATION DATE:

March 8, 2028

SEAL

MATTHEW J MONAHAN
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
March 8, 2028

ATTACHMENT 7
CERTIFICATE OF GOOD STANDING

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

