



William Cass, P.E.
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

35



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
May 5, 2025

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract with the Rockingham Planning Commission (Vendor #154887), Exeter, NH, in the amount of \$1,435,400 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 are anticipated to be available in Fiscal Years 2026 and 2027, upon the availability and continued appropriation of funds in the future operating budget(s), with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified:

04-096-096-962515-2944	<u>FY 2026</u>	<u>FY 2027</u>
SPR Planning Funds		
072-500574 Grants To Local Gov's-Federal	\$717,700	\$717,700

EXPLANATION

The Rockingham Planning Commission, a designated Metropolitan Planning Organization (MPO), contains the Urbanized Area communities of Portsmouth and Salem as well as surrounding towns in the southeastern region of the state. The Investing in Infrastructure & Jobs Act (IIJA) provides planning and transit funds for each Regional Planning Commission (RPC). Cooperatively, the New Hampshire Department of Transportation (NHDOT) and the Rockingham Planning Commission has developed procedures for addressing transportation planning issues.

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

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

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

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

These planning factors are identified in the Investing in Infrastructure & Jobs Act (IIJA). Additionally, the Rockingham 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 Rockingham Planning Commission can accomplish this work for a total fee not to exceed \$1,594,889. The funding to be used is from Federal Highway Administration (FHWA) Planning funds and local funds. The Federal portion \$1,435,400 is Federal Aid (involving Metropolitan Planning (PL), Statewide Planning & Research (SPR) funds and FTA 5305e planning funds) and Consolidated Planning Grant funds with additional \$159,489 from local funds (collected by the Rockingham 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 Rockingham 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 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

BUREAU OF PLANNING & COMMUNITY ASSISTANCE
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ARTICLE I

**ROCKINGHAM
PLANNING COMMISSION
FED. NO.: X-A005(656)
STATE NO.: 45054**

**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 Rockingham Planning Commission, with principal place of business at 156 Water Street, in the Town of Exeter, State of New Hampshire, hereinafter referred to as the COMMISSION, witnesses that

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

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

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 metropolitan planning in the Rockingham 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 Rockingham Planning Commission designated Metropolitan Planning Organization.

B. **SCOPE OF WORK**

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

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

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

D. **WORK SCHEDULE AND PROGRESS REPORTS**

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

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

2026-2027 Unified Planning Work Program

APRIL 18, 2025



156 WATER STREET
EXETER, NH 03833
603.778.0885

ENDORSEMENTS

<u>Committee/Agency</u>	<u>Date of Endorsement</u>	<u>Amended</u>
ROCKINGHAM PLANNING COMMISSION		
Technical Advisory Committee	_____	_____
MPO Policy Committee	_____	_____
Technical & Budget Revisions (Funding & Task Tables)	_____	_____
NH DEPARTMENT OF TRANSPORTATION	_____	_____



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

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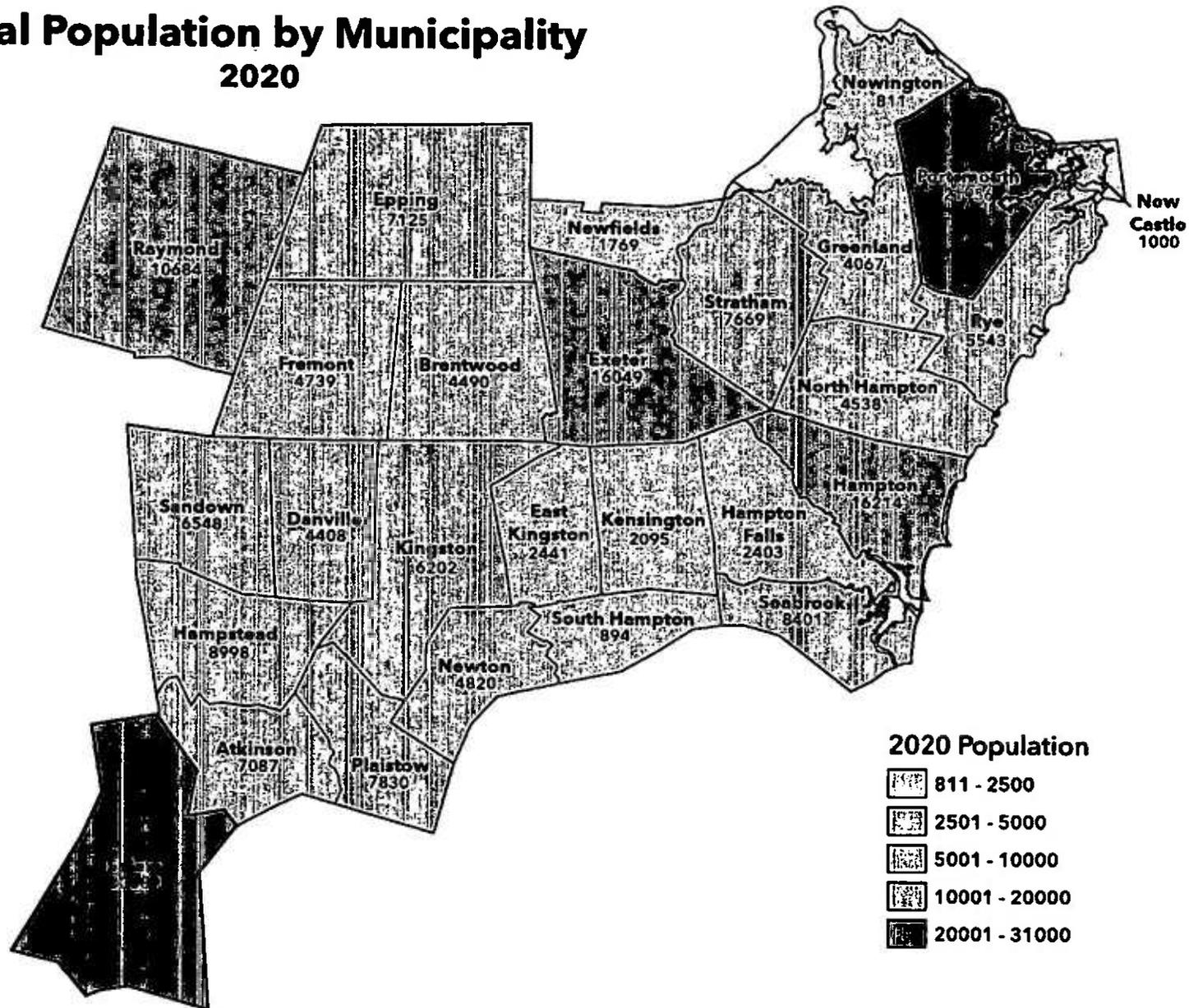
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Figure 1: RPC Region

Total Population by Municipality 2020



2020 Population

- 811 - 2500
- 2501 - 5000
- 5001 - 10000
- 10001 - 20000
- 20001 - 31000

Figure 2: List Of Abbreviations & Acronyms

Agencies & Organizations

ACT..... Alliance for Community Transportation
 AHA..... NH Alliance for Healthy Aging
 AMPO..... Association of Metropolitan Planning Organizations
 APA..... American Planning Association
 CART..... Greater Derry-Salem Cooperative Alliance for Regional Transportation
 CAW..... Climate Action Workgroup
 COAST..... Cooperative Alliance for Seacoast Transportation
 CTA..... Community Transit Association of America
 ECGA..... East Coast Greenway Alliance
 EPA..... Environmental Protection Agency
 FHWA..... Federal Highway Administration
 FTA..... Federal Transit Administration
 GACIT..... Governor's Advisory Commission on Intermodal Transportation (State)
 HSEM..... Homeland Security and Emergency Management (State)
 MOWRC..... Meals on Wheels of Rockingham County
 MTA..... Manchester Transit Authority
 MVPC..... Merrimack Valley Planning Commission (MPO)
 NARC..... National Association of Regional Councils
 NEIWPC..... New England Interstate Water Pollution Control Commission
 NHSGA..... NH Seacoast Greenway Alliance
 NNECAPA..... Northern New England Chapter of the American Planning Association
 NNEPRA..... Northern New England Passenger Rail Authority
 NHDES..... NH Department of Environmental Services
 NHDHHS..... NH Department of Health & Human Services
 NHDOT..... NH Department of Transportation
 NRPC..... Nashua Regional Planning Commission (MPO)
 OMB..... Office of Management and Budget (Federal)
 OSI..... NH Office of Strategic Initiatives
 PDA..... Pease Development Authority
 PNSY..... Portsmouth Naval Shipyard
 PREP..... Piscataqua Region Estuaries Partnership
 RCC..... Regional Coordination Council for Community Transportation
 REDC..... Regional Economic Development Center
 RPC..... Rockingham Planning Commission (MPO)
 SABR..... Seacoast Area Bike Riders
 SCCNH..... State Coordinating Council for Community Transportation

SHEA..... Seabrook-Hamptons Estuary Alliance
 SMPDC..... Southern Maine Planning & Development Commission (MPO)
 SNHPC..... Southern New Hampshire Planning Commission (MPO)
 SRPC..... Strafford Regional Planning Commission (MPO)
 SWA..... Southeast Watershed Alliance
 TASC..... Transportation Assistance for Seacoast Citizens
 USDOT..... US Department of Transportation
 URISA..... Urban and Regional Information Systems Association

Plans and Programs

CEDS..... Comprehensive Economic Development Strategy
 CMAQ..... Congestion Mitigation/Air Quality Program
 CMP..... Congestion Management Process
 HPMS..... Highway Performance Monitoring System
 HSIP..... Highway Safety Improvement Program
 JLUS..... Portsmouth Naval Shipyard Joint Land Use Study
 LRTP..... Long Range Transportation Plan (also referred to as the Plan)
 MTP..... Metropolitan Transportation Plan (alternate name for the LRTP)
 NFPP..... National Freight Performance Program
 NHCP..... New Hampshire Coastal Program (part of NHDES)
 NHPP..... National Highway Performance Program
 NHS..... National Highway System
 PEL..... Planning and Environmental Linkages
 PL..... Metropolitan Planning Funds administered by FHWA
 RSMS..... Road Surface Management Systems
 RTP..... Recreational Trails Program
 Section 5305d..... MPO Planning Funds (FTA)
 Section 5305e..... State Planning & Research Program (FTA)
 Section 5307..... Urban Formula Funding Program (FTA)
 Section 5310..... Enhanced Mobility for Seniors and Individuals with Disabilities Program (FTA)

- Section 5339 Bus and Bus Facilities Program (FTA)
- SIP State Implementation Plan (for Air Quality Conformity)
- SPR State Planning and Research Program
- STBG Surface Transportation Block Grant Program
- TAP Transportation Alternatives Program
- TIP Transportation Improvement Program
- UPWP Unified Planning Work Program

Federal Legislation & Regulations

- ADA Americans with Disabilities Act of 1990
- BIL Bipartisan Infrastructure Law (2022-2026). Same as IIJA.
- CAAA Clean Air Act Amendments of 1990
- CFR Code of Federal Regulations
- DBE/WBE ... Disadvantaged Business Enterprises/Women's Business Enterprises
- FAST Fixing America's Surface Transportation Act (2015-2021)
- IIJA Infrastructure Investment and Jobs Act (2022-2026). Same as BIL.
- NAAQS National Ambient Air Quality Standards
- Title VI Title VI of the Civil Rights Act of 1964

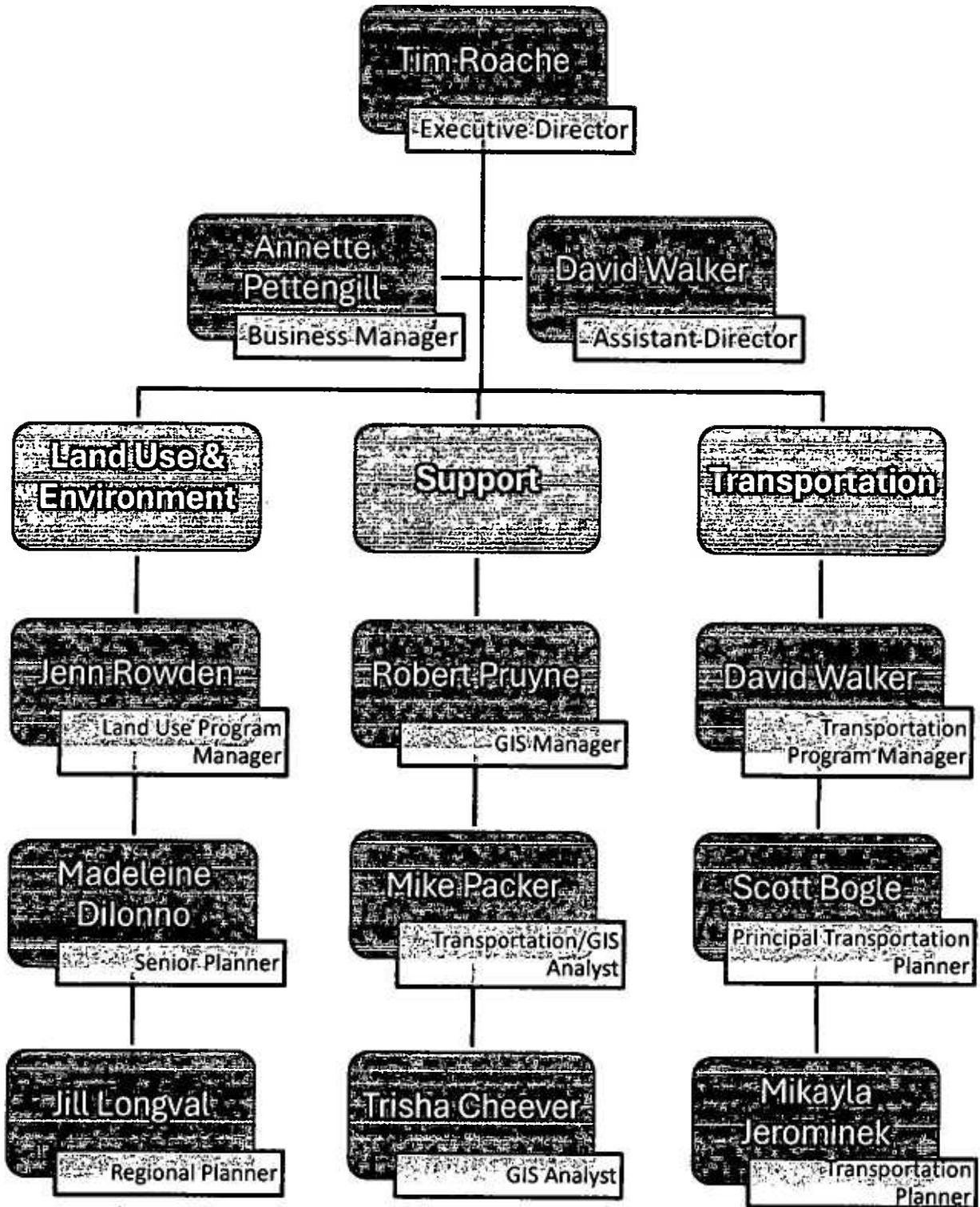
Committees & Workgroups

- CSAC NH Complete Streets Advisory Committee
- PfPNH Partnering for Performance NH
- TAC Technical Advisory Committee
- TPC Transportation Planners Collaborative

Other Acronyms

- ACS American Community Survey
- ADT/AADT . Average Daily Traffic / Average Annual Daily Traffic
- BWWD Bike/Walk to Work Day
- CTPP Census Transportation Planning Package
- DRI Developments of Regional Impact
- FY Fiscal Year
- GIS Geographic Information System
- ICR Indirect Cost Rate
- IMS Incident Management Systems
- ITS Intelligent Transportation Systems
- LEHD Longitudinal Employment-Household Dynamics (US Census)
- LEP Limited English Proficiency
- LODES LEHD Origin-Destination Employment Statistics
- MOU Memorandum of Understanding
- MPA Metropolitan Planning Area (MPO study area)
- MPO Metropolitan Planning Organization
- RFP/RFQ Request for Proposals/Qualifications
- SADES Statewide Asset Data Exchange System
- TAM Transit Asset Management –ALSO– Transportation Asset Management
- TAZ Traffic Analysis Zone
- TDM Transportation Demand Management
- TMA Transportation Management Association – ALSO– Transportation Management Area
- UA Urbanized Area
- 3Cs Continuing, Comprehensive, and Cooperative Transportation Planning

Figure 3: RPC Organization Chart



1 INTRODUCTION

The Unified Planning Work Program (UPWP) of the Metropolitan Planning Organization (MPO) specifies the planning priorities and activities that the agency will address during the two-year period, as well as the sources and amount of funding available to accomplish this work. The UPWP is required as part of the Metropolitan Planning Rules (23 CFR §450.308). The “unified” aspect, as indicated in the document name, signifies that it encompasses all MPO transportation planning activities that are foreseen, regardless of funding source or implementing agency.

The UPWP is developed in coordination with the New Hampshire Department of Transportation (NHDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Cooperative Alliance for Seacoast Transportation (COAST), Manchester Transit Authority (MTA), and the MPO Transportation Advisory Committee (TAC) and Policy Committees. A two-year scope is used for efficiency and, this UPWP covers the MPO’s anticipated work from July 1, 2025 to June 30, 2027.

The Metropolitan Planning Area (MPO study area) encompasses the 27 communities of the Rockingham Planning Commission (RPC) and includes portions of the Boston and Portsmouth urbanized areas. The MPO region is illustrated in *Figure 1*. Staffing is provided by the RPC as shown in the organization chart (*Figure 3*). The RPC, with the addition of State, Federal and regional transportation agencies, acts as the policy-making body of the MPO.

Consistent with past programs, this UPWP has been prepared to reflect the ongoing implementation of the Clean Air Act Amendments of 1990 (CAAA), and the latest authorized Federal surface transportation act, the Bipartisan Infrastructure Law (BIL). These laws and accompanying regulations mandate a high level of planning and analysis through the required Planning Factors identified in the BIL. Federal planning regulations were last updated in 2016 and the MPO operates under those rules and regulations except where modified by the provisions of more recent legislation. Since 2016, US DOT approved additional rules for performance measures and targets that have informed the work that the MPO will undertake.

1.1 CONTENT AND ORGANIZATION OF THE UPWP

Section 450.308 of the Metropolitan Planning Rules specifies that a UPWP should be developed cooperatively with the State and the public transportation operators in the MPO area and should document and address planning priorities, work proposed by major activity area and task and agency responsibility, the schedule of tasks, anticipated products as well as the funding totals and sources.

In that regard, the UPWP has been cooperatively developed with NHDOT, COAST, and CART/MTA and summarizes the tasks that will be undertaken to support the region’s planning efforts. *Section 1* provides introductory information regarding the document. *Section 2* details the planning priorities that influence UPWP content. *Section 3* covers the six categories of work areas while *Section 4* describes other transportation planning activities in the region outside of the UPWP. Finally, *Section 5* provides the funding tables identifying sources, costs, and distribution of hours/tasks as well as a matrix that assigns timeframes to the work involved.

1.2 DEVELOPMENT OF THE UPWP

The format and general contents of the UPWP were established by consensus of Federal, State, and Regional agencies. Budget information for the 2026-2027 period was provided to the RPC by NHDOT in February 2025 and work began on developing a draft UPWP at that time. An initial draft document and budget was completed and provided to NHDOT, FHWA, and FTA on March 14, 2025 for review and comment. The TAC discussed the UPWP at the March 27 meeting and the Policy Committee at the April 9, 2025 meeting. The final proposal was submitted to NHDOT on April 12, 2025.

1.3 UPWP FUNDING

The Unified Planning Work Program for the Rockingham MPO is funded via a unified planning grant under Federal Highway Administration (FHWA) purview. Funding sources are FHWA Metropolitan Planning (PL) and State Planning and Research (SPR) funds, and Federal Transit Administration (FTA) 5303 Program (converted to PL funds). Federal sources, which pass through NHDOT, are subject to a 20% match of state and/or local funds. Half of this match is provided by local revenues from the RPC communities, while the remainder is covered by Turnpike Toll Credits via NHDOT that satisfy the match requirements in place of funds.

Table 1 shows the available funding by source and personnel and non-personnel expense anticipated for the 2026-2027 UPWP. Available funding is listed at the top of the table followed by personnel hours and expenses by major work category split by fiscal year. The personnel costs are followed by non-personnel direct charges

Table 2 identifies the level of effort proposed by staff position and fiscal year.

Table 3 catalogues the non-personnel spending by type and fiscal year.

Table 4 shows the distribution of resources for each task area listed in the UPWP by fiscal year. The table lists the anticipated personnel and non-personnel costs for each and provides totals by Category.

The Infrastructure Investment and Jobs Act (IIJA) includes a provision that allows the waiver of matching funds for "Complete Streets planning activities" and requires that MPOs use not less than 2.5% of SPR and PL funding on Complete Streets activities. The MPO is not taking the waiver on the matching funds but does identify those planning tasks which overlap with Complete Streets efforts. Task 211 Complete Streets Planning totals approximately \$125,500 and equates to 7.9% of the UPWP budget. All things considered, that is a conservative approach as many components of the Transportation Planning Process involve planning for a system that safely and comfortably accommodates all users. Adding areas that incorporate these elements such as transit planning and support for regional transit agencies (Task 506), the MPO Long Range Transportation Plan (Task 208), and TAP and CMAQ projects (Task 503) swell this amount to just over \$400,000 in funding and approximately 25% of the UPWP budget.

Table 1: UPWP Budget & Expenditures Summary

Revenue			
Funding Source	Federal*	RPC Match	UPWP Total
FHWA PL Funds	\$1,032,999	\$114,778	\$1,147,777
FTA 5303 Planning Funds	\$286,937	\$31,882	\$318,819
State Planning & Research Funds	\$115,465	\$12,829	\$128,294
FTA 5305 Grant (Category 600)	\$0	\$0	\$0
Total Funding	\$1,435,400	\$159,489	\$1,594,889
	90%	10%	

*NHDOT match is in the form of 10% Turnpike Toll Credits is included in the Federal funding

Work Area	FY 26				FY27			
	Personnel Hours	Personnel Budget	Non-Personnel	Total	Personnel Hours	Personnel Budget	Non-Personnel	Total
Category 100: MPO Administration	780	\$82,155	\$0	\$82,155	720	\$77,675	\$0	\$77,675
Category 200: Policy & Planning	2,470	\$227,369	\$15,300	\$242,669	2,380	\$222,582	\$20,200	\$242,782
Category 300: Public Involvement	990	\$90,586	\$50	\$90,636	990	\$92,398	\$50	\$92,448
Category 400: Planning Support	1,650	\$133,023	\$100,855	\$233,878	1,640	\$134,861	\$103,169	\$238,030
Category 500: Technical Assistance	1,490	\$145,132	\$800	\$145,932	1,490	\$148,034	\$650	\$148,684
UPWP Total	7,380	\$678,265	\$117,005	\$795,270	7,220	\$675,550	\$124,069	\$799,619

Table 2: Hours by Staff Position

Position	FY 26	FY 27	Total
Executive Director	600	560	1,160
Transportation Program Manager	1,520	1,500	3,020
Principal Transportation Planner	1,540	1,500	3,040
Transportation Planner	1,520	1,490	3,010
Geographic Information Systems	2,030	2,000	4,030
Land Use Planners	80	80	160
Business Administrator	90	90	180
Total	7,380	7,220	14,600

Table 3: Non-Personnel by Type

Non-Personnel	FY 26	FY 27	Total
Contracted Services	\$69,500	\$76,500	\$146,000
Travel	\$1,375	\$1,000	\$2,375
Dues/Subscriptions	\$1,100	\$1,100	\$2,200
Training & Workshops	\$0	\$0	\$0
Equipment	\$2,750	\$2,724	\$5,474
Equip & Software Maint	\$42,280	\$42,745	\$85,025
	\$117,005	\$124,069	\$241,074

Table 4: UPWP Detailed Budget

Category	Fiscal Year 26				Fiscal Year 27				Total UPWP			
	Hours	Personnel	Non-Personnel	Total	Hours	Personnel	Non-Personnel	Total	Hours	Personnel	Non-Personnel	Total
Category 100: MPO Administration												
101 Accounting and Invoice	120	\$12,916	\$0	\$12,916	120	\$13,174	\$0	\$13,174	240	\$26,089	\$0	\$26,089
102 Program Administration	560	\$60,529	\$0	\$60,529	500	\$55,817	\$0	\$55,817	1,060	\$116,147	\$0	\$116,147
103 Staff Training	100	\$8,710	\$0	\$8,710	100	\$8,884	\$0	\$8,884	200	\$17,594	\$0	\$17,594
Category 100 Total	780	\$82,155	\$0	\$82,155	720	\$77,675	\$0	\$77,675	1,500	\$159,830	\$0	\$159,830
Category 200: Policy & Planning												
201 Ten Year Plan	160	\$18,123	\$150	\$18,273	80	\$8,614	\$50	\$8,664	240	\$24,736	\$200	\$24,936
203 Transportation Planners Collaborative	30	\$2,742	\$0	\$2,742	30	\$2,797	\$0	\$2,797	60	\$5,538	\$0	\$5,538
204 Interagency Consultation	20	\$2,195	\$0	\$2,195	20	\$2,239	\$0	\$2,239	40	\$4,433	\$0	\$4,433
205 Transportation Improvement Program	370	\$36,991	\$0	\$36,991	480	\$49,919	\$0	\$49,919	850	\$86,909	\$0	\$86,909
206 Congestion Management Process	410	\$30,776	\$0	\$30,776	320	\$25,256	\$0	\$25,256	730	\$56,032	\$0	\$56,032
207 ITS Architecture	20	\$2,195	\$0	\$2,195	20	\$2,239	\$0	\$2,239	40	\$4,433	\$0	\$4,433
208 Metropolitan Transportation Plan*	790	\$70,558	\$15,000	\$85,558	830	\$72,945	\$20,000	\$92,945	1,620	\$143,503	\$35,000	\$178,503
210 State Long Range Transportation Plan	50	\$5,198	\$50	\$5,248	50	\$5,302	\$50	\$5,352	100	\$10,501	\$100	\$10,601
211 Complete Streets Planning*	620	\$60,593	\$100	\$60,693	550	\$53,272	\$100	\$53,372	1,170	\$113,865	\$200	\$114,065
Category 200 Total	2,470	\$227,369	\$15,300	\$242,669	2,380	\$222,582	\$20,200	\$242,782	4,850	\$449,951	\$35,500	\$485,451
Category 300: Public Involvement												
301 Transportation Advisory Committee	400	\$37,926	\$0	\$37,926	400	\$38,684	\$0	\$38,684	800	\$76,610	\$0	\$76,610
303 Public Participation Plan	110	\$9,702	\$0	\$9,702	110	\$9,896	\$0	\$9,896	220	\$19,599	\$0	\$19,599
304 Public Outreach	350	\$28,875	\$0	\$28,875	350	\$29,452	\$0	\$29,452	700	\$58,327	\$0	\$58,327
305 MPO Policy Committee	130	\$14,083	\$50	\$14,133	130	\$14,365	\$50	\$14,415	260	\$28,448	\$100	\$28,548
Category 300 Total	990	\$90,586	\$50	\$90,636	990	\$92,398	\$50	\$92,448	1,980	\$182,985	\$100	\$183,085
Category 400: Planning & Research												
401 Traffic Counts	140	\$11,812	\$45,575	\$57,387	140	\$12,049	\$47,424	\$59,473	280	\$23,861	\$92,999	\$116,860
402 SADES Inventories	30	\$2,711	\$0	\$2,711	30	\$2,765	\$0	\$2,765	60	\$5,475	\$0	\$5,475
403 Geographic Information Systems	1,260	\$100,219	\$675	\$100,894	1,250	\$101,401	\$675	\$102,076	2,510	\$201,620	\$1,350	\$202,970
404 Demographics	40	\$2,950	\$0	\$2,950	40	\$3,009	\$0	\$3,009	80	\$5,958	\$0	\$5,958
405 Equipment	20	\$1,582	\$26,205	\$27,787	20	\$1,614	\$26,670	\$28,284	40	\$3,197	\$52,875	\$56,072
406 Travel Demand Model	160	\$13,749	\$11,500	\$25,249	160	\$14,024	\$11,500	\$25,524	320	\$27,773	\$23,000	\$50,773
407 Memberships and Subscriptions	0	\$0	\$16,900	\$16,900	0	\$0	\$16,900	\$16,900	0	\$0	\$33,800	\$33,800
Category 400 Total	1,650	\$133,023	\$100,855	\$233,878	1,640	\$134,861	\$103,169	\$238,030	3,290	\$267,884	\$204,024	\$471,908
Category 500: Technical Assistance												
501 Local & Regional Technical Assistance	510	\$49,120	\$200	\$49,320	510	\$50,102	\$150	\$50,252	1,020	\$99,222	\$350	\$99,572
502 Statewide Assistance	190	\$19,788	\$200	\$19,988	190	\$20,183	\$150	\$20,333	380	\$39,971	\$350	\$40,321
503 LPA Program Support	60	\$6,623	\$0	\$6,623	60	\$6,755	\$50	\$6,805	120	\$13,378	\$50	\$13,428
505 Regional Coordinating Councils	220	\$22,240	\$200	\$22,440	220	\$22,685	\$150	\$22,835	440	\$44,924	\$350	\$45,274
506 Transit & TDM Planning*	510	\$47,361	\$200	\$47,561	510	\$48,308	\$150	\$48,458	1,020	\$96,669	\$350	\$97,019
Category 500 Total	1,490	\$145,132	\$800	\$145,932	1,490	\$148,034	\$650	\$148,684	2,980	\$293,166	\$1,450	\$294,616
UPWP Total	7,380	\$678,265	\$117,005	\$795,270	7,220	\$675,550	\$124,069	\$799,619	14,600	\$1,353,815	\$241,074	\$1,594,889

*Complete Streets Related Task Areas
 Percent Complete Streets Related: 7.2% to 25.2%

2 PLANNING PRIORITIES

The work tasks identified and addressed in this UPWP reflect the transportation planning needs and priorities specific to the Rockingham Planning Commission region and are from several sources:

- The requirements for implementing the provisions of current federal transportation law, and current Metropolitan Planning Rules (23 CFR 450), and subsequent guidance.
- The requirements and schedule of the State Ten Year Plan process.
- Consultation with staff from FHWA, New Hampshire Division, FTA Region I, NHDOT Bureau of Planning and Community Assistance, COAST, and MTA/CART.
- Consultation with the MPO Technical Advisory and Policy Committees.
- Addressing findings and recommendations made during the most recent MPO Planning Review conducted by FHWA and FTA in November 2021.

The tasks identified within the FY 2026-2027 UPWP are consistent with the MPO Core Functions and priorities, and the Federal Transportation Planning Factors. Figure 4 connects each task area to the appropriate Factors and MPO Priorities. They are intended to facilitate the effective and efficient implementation of the Long Range Transportation Plan and Transportation Improvement Program.

2.1 MPO CORE FUNCTIONS

The UPWP is the MPO's blueprint for implementing the Continuing, Comprehensive, and Cooperative Transportation Planning (3Cs) transportation planning process and fulfilling the core functions of the agency. FHWA's Transportation Planning Process Briefing Book establishes that MPOs:

"...[have] authority and responsibility for transportation policy-making in metropolitan planning areas...MPOs ensure that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative, and comprehensive planning process known as the 3-C planning process. MPOs also cooperate with State and public transportation operators to set spending levels for Federal funds that are meant for transportation projects."

"...MPOs serve an overall coordination and consensus-building role in planning and programming funds for projects and operations. The MPO must involve local transportation providers in the planning process by including transit agencies, State and local highway departments, airport authorities, maritime operators, rail-freight operators, Amtrak, port operators, private providers of public transportation, and others within the MPO region."

Further, the document lists that MPOs have **six core functions**:

1. **Establish a setting for effective decision-making** regarding transportation needs and priorities. The MPO Transportation Advisory Committee (TAC) and MPO Policy Committees provide this support, as well as outreach to local officials and stakeholders.
2. **Identify and evaluate transportation improvement options.** The MPO identifies projects through data analysis, studies, and other general planning methods.
3. **Prepare and maintain a fiscally constrained Metropolitan Transportation Plan (MTP)**, also known as the Long Range Transportation Plan (LRTP) with a 20+ year horizon. The LRTP reflects Federal Planning Factors and specific content requirements.

4. **Develop a fiscally constrained Transportation Improvement Program (TIP)** that identifies project priorities drawn from the LRTP.
5. **Identify and monitor performance measure targets:** Track federally required performance targets and assess whether projects are moving the region towards achieving targets in a System Performance Report as part of the TIP and LRTP.
6. **Involve the public,** both general and specifically affected constituencies, in efforts related to each of the core functions above.

In addition to these functions, the MPO works cooperatively with the State, public transportation providers, and municipalities to create an effective regional transportation planning process. This includes coordinating the TIP and LRTP with the State Ten Year Plan, participation in statewide transportation initiatives, project evaluation, cooperative data collection efforts, and other efforts.

2.2 PLANNING FACTORS AND REQUIREMENTS

When developing the work program for the FY 2026-2027 UPWP, the provisions of 23 U.S. Code § 134 (23 CFR Part 450.306) of the Planning Regulations were considered. This section requires that the MPO, in cooperation with State and regional planning partners:

“develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State.”

This performance-based approach is in support of the national performance goals for highways and transit described in 23 USC §150(b) and 49 CFR 625.41

- **Safety:** To achieve a significant reduction in traffic fatalities and serious injuries on all public roads and transit systems.
- **Infrastructure Condition:** To maintain the highway and transit infrastructure asset system in a state of good repair.
- **Congestion Reduction:** To achieve a significant reduction in congestion on the National Highway System.
- **System Reliability:** To improve the efficiency of the surface transportation system.
- **Freight Movement and Economic Vitality:** To improve the national freight network, strengthen communities access trade markets, and support economic development.
- **Environmental Sustainability:** To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced Project Delivery Delays:** Reduce project costs, promote jobs and the economy, and expedite the movement of people and goods.

Fundamental to the MPO planning process is that it be ***“continuous, cooperative, and comprehensive”*** [3Cs Process], and each project, strategy, and service of the MPO must provide for consideration and implementation of the ten planning factors established in legislation:

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

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

The metropolitan planning rules specify additional elements that should be addressed. This includes integration of transportation and land use planning, and consideration for employment and housing patterns, community and economic development, and the natural and built environment. Ensuring coordination and consistency with statewide planning processes, Intelligent Transportation Systems (ITS), Coordinated Public Transit-Human Services Transportation Plans, the Strategic Highway Safety Plan and transit agency safety plans, and Congestion Management Processes are a focus.

2.3 MPO PLANNING PRIORITIES

In addition to the direction provided by the Federal Planning Factors and Metropolitan Planning Rules, there are a few areas that the MPO will be prioritizing during the FY26-27 UPWP.

- A. Continuing to work with planning partners to address the impacts of severe weather on transportation system integrity, infrastructure management and investment, and function to ensure long-term economic viability.
 - a. Build on vulnerability assessments and NHDOT's Resilience Improvement Plan (RIP) to understand and mitigate the impacts of hazardous weather on the coastal transportation network.
 - b. Extend the work on coastal transportation system to the interior of the MPO region to address interior flooding.
- B. Facilitate a more balanced transportation system that approaches mobility and accessibility by integrating all transportation modes with development patterns that serve to benefit all. Identify goals, policies, and projects that will reduce congestion, pollution, and energy consumption in the region, and promote expanded non-motorized and transit infrastructure and technologies that result in a system that can better meet the needs of older adults and others who are unable to drive or lack access to a car.
- C. Continue to expand the capacity for data-driven project identification and analysis. Incorporate data from the Congestion Management Process, analyses conducted for performance measures and targets and other technical studies into the project identification and prioritization process.

Figure 4: Matrix of Tasks and Related Planning Factors

Category & Task	Planning Factors										MPO Priorities		
	1	2	3	4	5	6	7	8	9	10	A	B	C
CATEGORY 100: MPO ADMINISTRATION													
Task 101 Accounting & Invoices							✓						
Task 102 MPO Program Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Task 103 Staff Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 200: POLICY AND PLANNING													
Task 201 State Ten Year Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 203 Transportation Planners Collaborative	✓	✓	✓	✓	✓	✓					✓	✓	
Task 204 Interagency Consultation	✓	✓	✓	✓	✓	✓					✓	✓	✓
Task 205 Transportation Improvement Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 206 Congestion Management Process	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 207 Intelligent Transportation Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 208 Metropolitan Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 210 State Long Range Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 211 Complete Streets Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 300: PUBLIC INVOLVEMENT													
Task 301 Technical Advisory Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 303 Public Participation Plan					✓	✓					✓	✓	
Task 304 Public Outreach	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
Task 305 MPO Policy Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 400: PLAN SUPPORT													
Task 401 Traffic Counts	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓
Task 402 SADES RSMS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Task 403 Geographic Information Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 404 Demographics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 405 Equipment & Supplies				✓			✓	✓	✓				
Task 406 Travel Demand Model	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 407 Memberships & Subscriptions	✓				✓	✓	✓	✓	✓				
CATEGORY 500: TECHNICAL ASSISTANCE													
Task 501 Local and Regional Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 502 Statewide Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 503 Local Project Administration Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Task 504 Special Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Task 505 Regional Coordinating Councils	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Task 506 Transit Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

3 CATEGORY & TASK DESCRIPTIONS

Section 3 of the UPWP contains detailed descriptions of the work categories. The narrative for each includes the general purpose of the category, a budget summary, and the tasks included under each. Each task area lists the objective, proposed activities, and expected work products. If a category or task area is not listed then no work is anticipated during the UPWP timeframe. Full budgeting information is included in the tables in Section 5 along with the general timeframe and schedule. The RPC is the lead agency on all tasks except for where specifically noted.

CATEGORY 100: MPO ADMINISTRATION

Purpose: *To facilitate administration of finances and the Planning Agreement with NHDOT, the development and management of the MPO UPWP, staff training, and other activities needed to maintain compliance with federal and state requirements.*

MPO Administration	FY 26 Funding	FY 27 Funding	Total Funding	FY 26 Staff Time	FY 27 Staff Time	Total Staff Time
101 Accounting and Invoice	\$12,916	\$13,174	\$26,089	120	120	240
102 Program Administration	\$60,529	\$55,617	\$116,147	560	500	1,060
103 Staff Training	\$8,710	\$8,884	\$17,594	100	100	200
Category 100 Total	\$82,155	\$77,675	\$159,830	780	720	1,500

TASK 101 — ACCOUNTING AND INVOICES

Objective

To ensure compliance with contract obligations, develop, and submit reimbursement requests, and for monitoring financial controls.

Activities

- 1. Financial Management and Reporting:** The day-to-day accounting needs and preparation of monthly invoices. Includes continued refinements to the MPO financial accounting and reporting system to better meet agency and reporting needs.
- 2. Audits and Audit Preparation:** Preparation for annual financial audits in compliance with Federal and State Regulations.

Work Products

- Monthly UPWP invoices and Status Reports.
- Annual Financial Audit meeting federal requirements and submitted through the federal clearinghouse.

TASK 102 — MPO ADMINISTRATION

Objective

To provide for the development and maintenance of the MPO UPWP, general administrative tasks, and coordination of efforts with other agencies supporting the timely completion of tasks.

Activities

1. **Unified Planning Work Program Development:** The development and modification of the UPWP in cooperation with NHDOT, FHWA, FTA, and regional transit operators.
2. **UPWP Administration:** Administrative tasks of the work program to ensure compliance with regulations. Includes tasks such as timesheets and monthly work program reports, staff meetings, and coordination meetings with NHDOT and other agencies.
3. **Contract Management:** Tasks related to the conduct of the UPWP contract, any related sub-contracts and agreements, and procurement processes.
4. **UPWP Performance Report:** Completion of the progress reporting on tasks and work products completed during the previous contract due in September of odd numbered years. The mid-term progress review is considered the report for year one of the contract.
5. **Planning and Progress Reviews:** Completion of the NHDOT mid-term progress review and the FHWA/FTA Planning Review. The FHWA/FTA review is expected in fall 2025 and the NHDOT UPWP reviews in summer of 2026.
6. **Metropolitan Planning Agreements:** As necessary, review and update the MOUs between NH MPOs and regional transit agencies.

Work Products

- Monthly Work Program Reports and other required reporting.
- Completed employee timesheets.
- MPO UPWP Performance Report for the FY 2024-2025 (Fall 2025).
- Approved UPWP for Fiscal Years 2028-2029 (Spring 2027).
- Amendments to the UPWP for Fiscal Years 2026 and 2027 as needed.
- Revised RPC internal procurement guidelines, and third-party contracts as needed.
- Materials prepared for the FHWA/FTA MPO Planning Review (Fall 2025)
- Materials prepared for the UPWP Mid-term review meeting with NHDOT (Summer 2026).
- Updated MPO/Regional Transit Agency MOU as needed.

TASK 103 — STAFF TRAINING

Objective

To provide for development of staff skills through transportation related workshops, seminars, and conferences.

Activities

1. **Conferences, Seminars, and Workshops:** Training of MPO planning staff through attendance at conferences, workshops, and seminars.
 - **Transportation Planning:** Training events, including regional or national conferences, offered by FHWA, FTA, NHDOT, Community Transportation Association of America (CTAA), National Highway/Transit Institutes (NHI/NTI), Institute of Transportation Engineers (ITE), UNH Technology Transfer Center (T2), National Associations such as AMPO or NARC, Transportation Research Board (TRB), League of American Bicyclists, Association of Pedestrian and Bicycle Professionals (APBP), and other relevant organizations.
 - **Geographic Information System (GIS):** Training offered by ESRI, URISA, regional organizations such as NEARC, and academic institutions.
 - **Statistical Data:** Training offered by the Census Bureau, NHOSI, and other organizations.
 - **Land use and Environmental:** Training that relates to the transportation system such as impact assessment, storm water management, hazard mitigation, and emergency management. This includes workshops from CZP, PREP, and NEIWPC, as well as more broadly-based planning conferences that offer transportation planning related tracks or sessions sponsored by entities such as NHMA, APA, and NNECAPA.
2. **Model/Software Training:** Specialized training for transportation staff in the theory and application of travel demand modeling as well as the specific workings of the MPO Travel Demand Model through the current consultant or through Caliper Software (TransCAD). Training in other specialized transportation analysis software such as the EPA MOVES, Trafficware Synchro, Highway Capacity or Network Analysis software, or others.

Work Products

- None

CATEGORY 200: POLICY AND PLANNING

Purpose: *To support the development, maintenance, and update of the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and State Ten Year Plan (TYP), including supporting studies and projects.*

<i>Policy and Planning</i>	<i>FY 26 Funding</i>	<i>FY 27 Funding</i>	<i>Total Funding</i>	<i>FY 26 Staff Time</i>	<i>FY 27 Staff Time</i>	<i>Total Staff Time</i>
201 Ten Year Plan	\$16,273	\$8,664	\$24,936	160	80	240
203 Transportation Planners Collaborative	\$2,742	\$2,797	\$5,538	30	30	60
204 Interagency Consultation	\$2,195	\$2,239	\$4,433	20	20	40
205 Transportation Improvement Program	\$36,991	\$49,919	\$86,909	370	480	850
206 Congestion Management Process	\$30,776	\$25,256	\$56,032	410	320	730
207 ITS Architecture	\$2,195	\$2,239	\$4,433	20	20	40
208 Metropolitan Transportation Plan*	\$85,558	\$92,945	\$178,503	790	830	1,620
210 State Long Range Transportation Plan	\$5,248	\$5,352	\$10,601	50	50	100
211 Complete Streets Planning*	\$60,693	\$53,372	\$114,065	620	550	1,170
Category 200 Total	\$242,669	\$242,782	\$485,451	2,470	2,380	4,850

TASK 201 — STATE TEN YEAR PLAN

Objective

To participate in the State Ten Year Plan process, GACIT public hearings, and related tasks.

Activities

- Ten Year Plan Process:** Meetings with NHDOT and Executive Council regarding the Ten Year Plan Process, timelines, project selection criteria, and guidance for RPCs and communities.
- GACIT Ten Year Plan Hearings:** Participation in the Governor’s Advisory Council on Intermodal Transportation hearings related to the State Ten Year Plan.

Work Products

- Ten Year Plan Project Selection Criteria weighted by MPO TAC and Policy Committees.
- Projects submitted for NHDOT scope and cost review in November of even numbered years.
- Priority Ten Year Plan projects submitted to NHDOT in March of odd numbered years.
- Formal comments and response to Drafts of the State Ten Year Plan as presented.

TASK 203 — TRANSPORTATION PLANNERS COLLABORATIVE

Objective

To participate in the Transportation Planners Collaborative and improve communication and cooperation between and among transportation planning partners in New Hampshire.

Activities

1. **Transportation Planning Collaborative (TPC):** Participation in meetings of NH transportation planners to foster improved communication.

Work Products

- Materials prepared for discussion or presentation at TPC meetings.

TASK 204 — INTERAGENCY CONSULTATION

Objective

To coordinate efforts with MPO, State, and Federal planning partners on the Transportation Improvement Program, meet federal requirements, and address issues of common concern.

Activities

1. **Interagency Consultation:** Participation in monthly interagency consultation and related communication with FHWA, NHDOT, MPOs, and resource agencies to address the (State) Transportation Improvement Program, air quality conformity, and related issues.

Work Products

- Feedback regarding fiscal constraint, air quality conformity, STIP revision procedures, and other mutually agreed-upon components of the STIP/TIP process.
- Comments/questions on proposed TIP Administrative Adjustments and Amendments.
- Meeting notes for those meetings where RPC is the designated note-taking agency.

TASK 205 — TRANSPORTATION IMPROVEMENT PROGRAM

Objective

To develop, maintain, and revise the current Transportation Improvement Program (TIP) and approve the subsequent TIP to meet the requirements of 23 CFR § 450.326.

Activities

1. **MPO Transportation Improvement Program (TIP) Development:** Develop the MPO TIP in cooperation with NHDOT and the other New Hampshire MPOs on a biennial schedule and ensure compliance with 23 CFR Part 450, Subpart C:
 - **Regional Project Needs:** Assess regional transportation improvement needs using input from the LRTP, the Congestion Management Process (CMP), the Travel Demand Model, corridor plans, and studies from other parties to ensure consistency.
 - **Project Development:** Work with project applicants and NHDOT to improve project scope and cost estimates and facilitate project implementation.
 - **Required Components:** Preparation of Air Quality Conformity Determination, financial constraint analysis, a summary of results from prior TIPs and other required elements.
 - **Performance Report:** Preparation of a report that identifies established performance measure targets and assesses of the impact of the TIP towards advancing those targets.
2. **TIP Administrative Adjustments:** Process minor revisions to projects in accordance with revision procedures.
3. **TIP Amendments:** Process TIP Amendments in accordance with revision procedures.
4. **List of Obligated Projects:** Produce the Annual List of Obligated Projects showing projects in the region for which federal funds were obligated during the previous fiscal year.

Work Products

- Monthly TIP Administrative Adjustments approvals submitted to NHDOT.
- Quarterly TIP Amendments approvals submitted to NHDOT as approved.
- Draft 2027-2030 Transportation Improvement Program.
- Approved 2027-2030 Transportation Improvement Program.
- TIP System Performance Report.
- TIP project and revision database that tracks project changes.
- 2025 List of Obligated Projects (December 2025).
- 2026 List of Obligated Projects (December 2026).

TASK 206 — CONGESTION MANAGEMENT PROCESS

Objective

To complete all work related to the implementation and maintenance of the Congestion Management Process to satisfy the requirements of 23 CFR 450.314(g).

Activities

1. **Congestion Management Process (CMP):** Maintain the Congestion Management Process (CMP) as a tool for understanding the sources of traffic congestion, multi-modal transportation system performance, and recommend implementation strategies.
2. **Integration with LRTP:** Utilize the results of the CMP analysis to improve the data-driven approach to project identification and development for the LRTP.

Work Products

- Congested location analysis and system performance assessment utilizing National Performance Management Research Data Set (NPMRDS) and TomTom.
- Crash data analysis to complement congestion analysis and identify locations susceptible to frequent non-recurring congestion.
- Updated Regional CMP analysis.

TASK 207 — INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

Objective

To work with NHDOT on integrating the Regional ITS requirements into the Statewide ITS Architecture. To participate in Incident Management System (IMS) efforts in the region.

Activities

1. **ITS Architecture:** Work with NHDOT's TSMO Bureau to integrate the region into the Statewide ITS Architecture. Ensure that ITS strategies are incorporated into the LRTP.
2. **Participation in Incident Management Systems:** Participate in the Spaulding Turnpike, I-93, and I-95 Incident Management Systems as needed or requested.
3. **Participate in the Statewide ITS Advisory Committee:** Participate in the Statewide ITS Advisory Committee to ensure that MPO needs are represented.

Work Products

- Statewide ITS Architecture that incorporates MPO needs.
- ITS Strategies incorporated into Long Range Transportation Plan.

TASK 208 — METROPOLITAN TRANSPORTATION PLAN

Objective

To develop and maintain the Rockingham MPO Long Range Transportation Plan and related components and polices consistent with the requirements of 23 CFR Part 450, Subpart C.

Activities

1. **Maintain the Long Range Transportation Plan (LRTP):** Incorporate updates to the Long Range Transportation Plan to maintain consistency with the TIP.
2. **LRTP Update:** Carry out the cyclical update of the LRTP in conjunction with the biennial TIP and Ten Year Plan cycle. Work is focused on: (1) Furthering the data-driven project development and analysis process; (2) Integrating Safety Action Plan strategies; and (3) Shifting to a more human-centric approach to planning the future transportation system.
3. **Performance-Based Planning:** Continue to integrate performance measures, targets, and related data collection and analysis efforts into the LRTP and project identification and development. Measures include the following:
 - **HSIP Performance Targets:** Integrate Safety Action Plan Performance (SAP) Targets into the annual HSIP targets and utilize the regional analysis to identify potential safety projects.
 - **Pavement and Bridge Condition Performance Targets:** Update 4-year Pavement and Bridge condition data and targets for the National Highway System.
 - **System Reliability Performance Targets:** Update 4-year targets for Interstate Travel Time Reliability, Non-Interstate National Highway System Travel Time Reliability, and Truck Travel Time Reliability. Coordinate with NHDOT and the Boston UA MPOs.
 - **Transit Asset Management (TAM) Performance Targets:** With each LRTP update, maintain and update TAM targets for the required 4 broad areas of asset categories; Equipment, Rolling Stock, Infrastructure, and Facilities.
 - **Public Transportation Agency Safety Plans (PTASP):** Integrate the goals, objectives, performance measures, and targets of state and regional transit agency PTASP into the transportation planning process. Maintain regional PTASP targets.
4. **Livability/Sustainability:** Integrate principles that enhance quality of life, expand transportation choices, promote sustainable economic and land use development patterns, and leverage existing investments to create an efficient and fair system.

5. **Fiscal Constraint Analysis:** Coordinate fiscal constraint analysis with the other NH MPOs, NHDOT, and regional transit agencies to produce consistent projections of revenues and expenditures out to the LRTP horizon year.
6. **Transportation Project Development:** Facilitate project development by refining project solicitation and prioritization to provide more complete scope, cost, and impacts information. Include resources for engineering assistance in developing project scope and cost estimates.
7. **Built Environment:** Conduct assessments of the built environment and regional housing and commercial development and growth patterns incorporating local land use plans.
8. **Environmental Analysis:** Conduct analyses to identify resources and sensitive areas and better understand past, current, and future environmental conditions and mitigate project impacts and ensure long-term system capabilities. Maintain up-to-date information regarding potential areas of mitigation and consistency with State, regional, and local planning efforts. Includes conducting air quality conformity analysis as needed.
9. **Latest Planning Assumptions:** Use the most current population, employment, travel pattern, and congestion projections. Ensure consistency with State estimates.
10. **Project Selection Criteria:** Coordinate project selection criteria with NHDOT and the other New Hampshire Planning Commissions each Ten Year Plan cycle.
11. **Project Programming Targets:** Work with partners to set transportation project programming budgets that reflect the likely investment in the transportation system in the MPO region.
12. **Freight:** Reflect the Statewide Freight Plan, the national focus on goods movement, and federal requirements in the discussion of freight in the LRTP. Conduct regional freight analysis as needed.
13. **Regional Master Plan Update:** Assist with the transportation related aspects of the Regional Master Plan update to ensure consistency with the LRTP.

Work Products

- Amendments to the existing Long Range Transportation Plan (as necessary).
- Completed LRTP update incorporating content discussed in items discussed above.
- Project identification and development process for LRTP and Ten Year Plan priority setting.
- Project selection criteria weights for the State Ten Year Plan consistent with guidance.
- Continued development and maintenance of a transportation project database.
- Fiscal Constraint Analysis for the LRTP.
- Long Range Transportation Plan Performance Report.
- Annual HSIP Targets and Motorcycle Fatality Targets (by February 27 each year).
- Pavement and Bridge Condition (PM2) performance targets (2026 update).
- Transit Asset Management (TAM) performance targets (update with LRTP).
- System Reliability Performance Targets (2026 update).

- Public Transportation Agency Safety Plan based regional transit safety targets
- Ecological principles of infrastructure planning and design incorporated into the MPO Long Range Transportation Plan (LRTP) and project development efforts.
- Integrate natural hazards planning and local Hazard Mitigation Plans into the LRTP.

TASK 210 — STATE LONG RANGE TRANSPORTATION PLAN

Objective

To aid NHDOT in the development and content of the Statewide Long Range Transportation Plan to satisfy the requirements of 23 CFR §450.216.

Activities

1. **State Long Range Transportation Plan:** Participate in the development of the State Long Range Transportation Plan by attending engagement sessions and providing feedback.
2. **State Freight Plan:** Participate in the State Freight Plan update by taking part in advisory committees, public information sessions, and providing feedback on drafts as requested.

Work Products

- None

TASK 211 — COMPLETE STREETS PLANNING

Objective

To develop plans, facilities, and programs that encourage bicycling and walking as an alternative to driving and improve bicycle and pedestrian safety using a 5Es approach including Engineering, Encouragement, Education, Enforcement, and Evaluation.

Activities

1. **Regional Bicycle/Pedestrian Planning:** Respond to requests from MPO communities for assistance in planning bicycle and pedestrian facilities. Work with NHDOT, other RPCs, TransportNH, the Bike/Walk Alliance of NH, Seacoast Area Bicycle Riders (SABR), and municipal partners to further develop a bicycle and pedestrian traffic counting program.
2. **State Complete Streets Advisory Committee:** Participate in the NHDOT Complete Streets Advisory Committee (CSAC), and regional bicycle and pedestrian advisory committees.
3. **Regional Bicycle and Pedestrian Plan:** Complete the regional bicycle and pedestrian plan.

4. **National Bike Month:** Continue collaboration with CommuteSMART Seacoast, SABR, SRPC, and other partners to coordinate regional events for Bike/Walk to Work Day and National Bike Month to encourage active transportation. Projects include regional bike/ped commuter breakfasts, the Business to Business (B2B) Commuter Challenge, and educational events.
5. **Multi-Use Trail Projects:** Continue to provide planning and project assistance to NH Seacoast Greenway (NHSG) Alliance and corridor communities working to improve their segments of the NHSG. Includes working with NHDOT and corridor communities on trailhead access for Phase I of the NHSG and tasks related to trail development along the full corridor. Staff will also assist the local groups working on access improvements to the Rockingham Recreation Trail and other trail initiatives in the MPO region as time allows.

Work Products

- Expand the MPO's bicycle and pedestrian traffic counting program including analysis of Strava data (See Section 401 Traffic Count Program) and deployment of a network of automated counters on key rail trails.
- Regional Bicycle and Pedestrian Plan.
- Preparations for Seacoast Bike Month & Seacoast Bike/Walk to Work Day.
- Documentation of annual BWWD events.
- Project scoping and funding assistance to communities to develop their segments of the NHSG and establish connections from the spine trail to key community destinations.

CATEGORY 300: PUBLIC INVOLVEMENT AND COORDINATION

Purpose: *To provide for public, stakeholder, and constituent participation in the development of MPO policies, plans, and related documents, including the LRTP, the TIP, and setting Ten Year Plan priorities. To facilitate staff support of the MPO Technical Advisory Committee and Policy Committee and other committees established for specific projects or tasks.*

	FY 26 Funding	FY 27 Funding	Total Funding	FY 26 Staff Time	FY 27 Staff Time	Total Staff Time
Public Involvement						
301 Transportation Advisory Committee	\$37,926	\$38,684	\$76,610	400	400	800
303 Public Participation Plan	\$9,702	\$9,896	\$19,599	110	110	220
304 Public Outreach	\$28,875	\$29,452	\$58,327	350	350	700
305 MPO Policy Committee	\$14,133	\$14,415	\$28,548	130	130	260
Category 300 Total	\$90,636	\$92,448	\$183,085	990	990	1,980

TASK 301 — TRANSPORTATION ADVISORY COMMITTEE

Objective

To facilitate ongoing organizational support the Transportation Advisory Committee (TAC).

Activities

- 1. Transportation Advisory Committee (TAC) Support:** Provide support to the MPO TAC, including staffing, communications, presentations, education and other tasks. No less than four TAC meetings will be held each year.

Work Products

- Agendas, minutes, memos, and related committee information for each meeting.
- Meeting presentation and materials developed for the TAC on transportation topics.

TASK 303 — PUBLIC PARTICIPATION PLAN

Objective

To evaluate and maintain the MPO Public Participation Process.

Activities

- 1. Public Participation Process Review:** Conduct a biennial review of the MPO Public Participation Process.

Work Products

- Revised and updated Public Participation Plan.

TASK 304 — PUBLIC OUTREACH

Objective

To increase public awareness and participation in the transportation planning process and the implementation of plans and projects.

Activities

1. **MPO Website Development & Maintenance:** Maintain the MPO Website including current and archived information from committee meetings, projects, regional data.
2. **Media Monitoring:** Utilize traditional and social media to broadcast information on transportation issues, generate interest in MPO efforts, and gather public input.
3. **Maintain Interested Parties List:** Maintain a curated list of individuals and agencies that are interested in transportation planning and the transportation planning process.
4. **Surveys:** Conduct surveys on transportation topics and planning documents utilizing the community engagement platform to gather input.
5. **General Outreach:** Communicate with communities and the public and ensure that critical planning and outreach documents are published as required by Federal Rules.

Work Products

- MPO website with current information on transportation topics.
- Documentation of press releases and media stories related to MPO projects.
- Language translation of MPO documents as needed.
- Data analysis from survey/publicinput.com outreach efforts.
- Updated Interested Parties List

TASK 305 — POLICY COMMITTEE

Objective

To facilitate ongoing organizational and meeting support of the MPO Policy committee.

Activities

1. **Policy Committee Support:** Provide support to the Policy Committee, including staffing, communications, presentations, education and other tasks. No less than three meetings will be held each year.

Work Products

- Policy Committee agendas, minutes, memos, and related committee information all meetings.
- Meeting presentation and educational materials developed for the Policy Committee.

CATEGORY 400: PLAN SUPPORT

Purpose: *To provide for the collection, analysis, and maintenance of data to support the planning process. This includes socioeconomic, land use, environmental, and transportation system data as well as maintenance and improvement of the Travel Demand Model.*

Planning Support	FY 26 Funding	FY 27 Funding	Total Funding	FY 26 Staff Time	FY 27 Staff Time	Total Staff Time
401 Traffic Counts	\$57,387	\$59,473	\$116,860	140	140	280
402 SADES Inventories	\$2,711	\$2,765	\$5,475	30	30	60
403 Geographic Information Systems	\$100,894	\$102,076	\$202,970	1,260	1,250	2,510
404 Demographics	\$2,950	\$3,009	\$5,958	40	40	80
405 Equipment	\$27,787	\$28,284	\$56,072	20	20	40
406 Travel Demand Model	\$25,249	\$25,524	\$50,773	160	160	360
407 Memberships and Subscriptions	\$16,900	\$16,900	\$33,800	0	0	0
Category 400 Total	\$233,878	\$238,030	\$471,908	1,650	1,640	3,290

TASK 401 — TRAFFIC COUNT PROGRAM

Objective

To collect and analyze traffic volume, classification, and speed data in the MPO Study Area.

Activities

- Traffic Count Program:** Traffic data collection efforts to support HPMS and NHDOT data needs. Utilize a vendor to conduct the counts (up to 200 per year) depending on available funding and receiving the count locations in a timely manner. Data submissions will be reviewed, coordinated with, and submitted to NHDOT per the current requirements established for each data collection season by NHDOT Traffic Bureau.
- Bicycle and Pedestrian Traffic Counts:** Continue the regional bicycle and pedestrian counting program including the development of protocols and identification of ongoing annual manual and automated count locations in collaboration with planning partners.
- Technical Studies:** Assist communities and NHDOT with traffic data collection for localized studies as resources are available.

Work Products

- Traffic Volume and Classification Counts as requested by NHDOT Traffic Bureau and supplied per requirements, up to 200 per year.
- Additional traffic counts as requested by communities, NHDOT, or needed for other purposes.

- Data from manual Turning Movement Counts supplied to NHDOT or for MPO use as requested or needed for intersection operations analysis as resources are available.
- Data from up to 20 manual and automated bike/ped counts per year.

TASK 402 — SADES INVENTORIES

Objective

To work with NHDOT and the UNH Technology Transfer Center (T2) to collect road surface condition, stream crossing, and other data in common formats and with consistent attributes using the SADES format and process to build community RSMS [Road Surface Management Systems], the Stream Crossing Inventory, and other datasets as appropriate.

Activities

1. **SADES Road Surface Management Systems (SRSMS):** The development of road surface condition data and maintenance plans for communities, identification of priorities for repair and strategies to facilitate timely improvements, cost estimates, and planning for future maintenance needs utilizing the Statewide Asset Data Exchange System (SADES).
2. **SADES Stream Crossing Vulnerability Analysis:** Maintaining and updating the region-wide inventory and analysis of current road culverts/stream crossings, based on the SADES protocol and the New Hampshire Stream Crossing Initiative. Data collection efforts are focused on updating and filling in missing data.
3. **SADES Pedestrian Infrastructure:** Activities and staff time devoted to the data assessment of sidewalks, crosswalks, and curb ramps. Activities include data collection, inventory creation, condition, and ADA compliance.

Work Products

- Stream Crossing Vulnerability Assessment data collected utilizing the SADES methodology and integrated into the state database.
- RSMS roadway surface condition data collection and analyzed for interested communities as resources are available. Including identification of priorities for repair and strategies to best facilitate improvements.
- Data maintenance on public road stream crossings as needed.
- Development of pedestrian infrastructure data as needed.

TASK 403 — GEOGRAPHIC INFORMATION SYSTEMS

Objective

To collect and analyze transportation, land use, environmental, and socio-economic data relevant to the MPO and to support data needs in the development of the LRTP, the TIP, transit planning, travel demand modeling, and other transportation planning efforts.

Activities

1. **Geographic Information Systems:** Development, maintenance, and utilization of data layers necessary to support transportation planning for the region and communities.
2. **NHDOT Distributed Data:** Incorporate datasets from NHDOT into RPC databases, including road and road attribute data, crash data, project inventory data, aerial photography, and more. Data is used for local and regional transportation planning efforts.
3. **Economic and Demographic Data:** Update, analyze, and map data depicting employment, housing, and population for use in maintaining the regional travel demand model and other demographic needs. Ensure data is available to communities, social services, REDC, and other agencies as appropriate. This work supports the regional Comprehensive Economic Development Strategy (CEDS), the LRTP and other transportation planning efforts.
4. **Resource Layers:** Update, analyze, and map data depicting natural, cultural, historic, and other resources. Data and maps are utilized as inputs for the LRTP, Travel Demand Model, and individual transportation project development efforts. This includes statewide and regional GIS databases such as the NH Coastal Viewer and NH Flood Hazards Geodatabase.
5. **Standard Map Set:** Maintain the set of maps that are produced for all communities in the region for use in planning. These include transportation infrastructure, zoning, land use, surface water, aquifers, composite tax data, conservation lands, community facilities, soils, buildout data, and digital orthophotos.

Work Products

- Zoning and Land Use Layers: Continue town by town updates to the zoning and land use/land cover layers database as tabular and spatial information becomes available in digital or hard copy form. Staff is examining the feasibility of maintaining this data in webmaps.
- Updates to the standard map set of land use and land cover maps for all member communities.
- Updates to the standard zoning maps for all member communities.
- Long Range Transportation Plan Maps.
- Transportation-related maps and data updates as requested.
- Crash Data compiled for the Region and analysis of problem areas for potential Highway Safety Improvement Program (HSIP) projects and other safety studies.

- Receive, disseminate, and analyze ACS Census & related data as available.
- Update ES202 employment data aggregated to TAZ for Travel Demand Model use.
- Updated major employer database for inclusion in the Travel Demand Model.
- Updated maps and data sets.
- Transportation system vulnerability assessment database.

TASK 404 — DEMOGRAPHICS

Objective

To collect and analyze socio-economic and demographic data relevant to the MPO Study Area and to support data requirements and assessing future demand and system needs in the development of the LRTP, the TIP, the CMP, transit planning, population projections, regional travel demand modeling, and other transportation planning efforts.

Activities

1. **Population and Employment Projections:** The development and maintenance of regional population and employment projections to support the Travel Demand Model and the LRTP.
2. **Housing Projections:** Quantifying the present housing availability and projecting the future needs in the region utilizing Regional Housing Needs Assessment data as a starting point to provide inputs for the Travel Demand Model. This information aids the development of the LRTP by identifying development patterns and trends and expectations for future growth.
3. **Analysis of Census Data:** Analysis of Census and other demographic data for transportation planning purposes. The American Community Survey (ACS), Longitudinal Employer-Household Dynamics (LEHD) data, and LEHD Origin-Destination Employment Statistics (LODES) provide insight into commuting patterns and methods of transport to work.
4. **2020 Decennial Census:** Integration and analysis of 2020 Census data including Urbanized Area (UZA) and MPO boundary adjustments and boundary smoothing, roadway functional classification updates, and other analyses.

Work Products

- Update regional employment projections for the LRTP and the regional travel demand model.
- Updated CEDS data tables and summaries for employment, population, and housing data.
- Updated housing and population projections for the LRTP, Travel Demand Model, and other planning efforts
- Analysis of ACS Journey to Work/ LODES Commuting pattern information.
- Updated UA boundaries and follow-up "boundary smoothing" process

TASK 405 — EQUIPMENT AND SUPPLIES

Objective

To facilitate the purchase of equipment and transportation planning resources such as manuals, hardware, software tools, and data required to perform the transportation planning process.

Activities

1. **Purchase/Repair Traffic Counting Equipment:** Purchase and repair of counting equipment.
2. **Transportation Planning Resources:** Purchasing transportation planning resources such as the Highway Capacity Manual, Trip Generation Manuals, and others as needed.
3. **Computer Hardware and Software:** Purchase computer hardware utilized for transportation planning as well as ESRI GIS Licenses and TransCAD travel demand modelling software, and other software that supports transportation planning efforts as needed.
4. **Tools and Data:** Purchase licenses for access to the NPMRDS “Deep Dive” tools and expanded TMC network for New Hampshire, PublicInput for public engagement tools, and EcoInteractive ProjectTracker for TIP/LRTP project data management.

Work Products

- Repaired traffic counting equipment as needed.
- New computers and counting equipment.
- ArcGIS and module Licenses (ESRI).
- TransCAD License (Caliper Corp).
- Synchro License renewal/version update (as needed).
- NPMRDS “Deep Dive” tools and expanded TMC network
- PublicInput community engagement tools
- EcoInteractive ProjectTracker TIP/LRTP project tracking database
- Other transportation planning specific software purchases/updates as needed.

TASK 406 — TRAVEL DEMAND MODELING

Objective

To maintain and improve the Travel Demand Model and utilize it for travel demand estimation, scenario planning and forecasting, estimating the effectiveness of proposed transportation improvement projects and plans, and understanding system efficiency and congestion.

Activities

1. **Model Maintenance, Updates and Enhancements:** Overall maintenance of the model as well as updates and enhancements to simplify and streamline the modeling process as well as enhance capabilities. RPC utilizes a travel demand model consultant to assist with this work.
2. **Coordination with other models:** Share knowledge and data between MPO Regional Travel Demand Models and work towards developing consistent methodologies and data with adjacent Boston UA and New Hampshire models.
3. **Travel Demand Forecasting:** Forecast travel demand for specific transportation plans or projects such as the CMP. The model may also be used to test growth scenarios and routing analysis for the LRTP or Regional Master Plan.

Work Products

- Continued improvements in data efficiency and reduced data redundancy.
- Enhanced Model capabilities.
- Modify regional buildout analysis to provide dynamic land use allocation data to the MPO.
- Calibrated and validated travel demand model that can be certified as meeting FHWA.
- Travel Demand Model results for any analyses.
- Forecast regional and facility specific traffic levels as requested.

TASK 407 — MEMBERSHIPS, SUBSCRIPTIONS & PROFESSIONAL COSTS

Objective

To fund agency subscriptions to transportation planning/engineering periodicals, memberships in professional organizations such as Association of Metropolitan Planning Organizations (AMPO), National Association of Regional Councils (NARC) (Transportation Planning Only), and other professional costs.

Activities

None

Work Products

- AMPO Membership dues paid.
- NARC Transportation Planning dues paid.

CATEGORY 500: TECHNICAL ASSISTANCE AND PLANNING

Purpose: *To address local transportation issues and concerns by providing transportation planning consultation, general technical assistance, project development support, and grant funding resources to communities in response to local needs and requests.*

Technical Assistance	FY 26 Funding	FY 27 Funding	Total Funding	FY 26 Staff Time	FY 27 Staff Time	Total Staff Time
501 Local & Regional Technical Assistance	\$49,320	\$50,252	\$99,572	510	510	1,020
502 Statewide Assistance	\$19,988	\$20,333	\$40,321	190	190	380
503 LPA Program Support	\$6,623	\$6,805	\$13,428	60	60	120
505 Regional Coordinating Councils	\$22,440	\$22,835	\$45,274	220	220	440
506 Transit & TDM Planning*	\$47,561	\$48,458	\$96,019	510	510	1,020
Category 500 Total	\$145,932	\$148,684	\$294,616	1,490	1,490	2,980

TASK 501 — LOCAL AND REGIONAL ASSISTANCE

Objective

To provide transportation planning technical assistance to MPO communities and coordinate actions and activities with regional partner agencies.

Activities

- 1. General Transportation Assistance:** Providing general transportation planning and technical assistance to communities and other public entities when resources allow.
- 2. Development Impact Review:** Review and comment on Traffic Impact Studies and land development proposals as part of the Development of Regional Impacts (DRI) process.
- 3. Scenic Byway Corridor Management Plan Implementation:** Continue to provide technical assistance and support community implementation of Corridor Management Plans as requested for the NH Coastal Scenic Byway and the Robert Frost/Stagecoach Scenic Byway.
- 4. RPC Executive Directors Meetings:** Participate in monthly RPC Executive Directors meetings with State and Federal agencies to discuss transportation planning and related issues.
- 5. NH MPO Coordination Meetings:** Monthly meetings of MPO staff to discuss common issues, coordinate work efforts, and develop cooperative products or processes.
- 6. Portsmouth Naval Shipyard (PNSY) JLUS Implementation:** Participate in the Joint Land Use Study Implementation Committee for the Portsmouth Naval Shipyard.
- 7. Participation in Seacoast Drinking Water Commission, Southeast Watershed Alliance**

(SWA) and the Stormwater Coalition: Participate in meetings (~10/year) and provide technical support for stormwater management and non-point source pollution planning. Assist communities in meeting Federal Stormwater Regulations, and the Municipal Separate Storm Sewer System (MS4) requirements to manage roadway drainage and runoff.

8. **Coastal Adaptation Workgroup (CAW):** Participate in CAW (~10 meetings/year), assisting New Hampshire coastal communities with training and education related to natural hazard.

Work Products

- Reports and memoranda related to local assistance as required.
- Coordination with other NH, Maine, and Massachusetts MPOs as needed.
- Comments on Traffic Impact Studies and development proposals as requested.
- Provide input regarding Developments of Regional Impact as requested.
- Documentation of Scenic Byway technical assistance.
- Participation in the JLUS implementation process.

TASK 502 — STATEWIDE ASSISTANCE

Objective

To participate in NHDOT project and program advisory committees as requested in support of community engagement and fulfillment of MPO goals and responsibilities for the planning, implementing, and monitoring projects, the coordination of Performance Based Planning, and furthering the MPO role as a liaison between the communities and state and federal partners.

Activities

1. **Project Implementation & Monitoring:** Monitor all transportation projects proposed for the MPO region through attendance at project meetings, discussions with NHDOT project managers and others, and communication with local, regional, and state officials.
2. **Project Public Advisory Committees (PACs):** Participate in NHDOT Project Advisory Committees. Currently, there are five active PACs in the MPO region.
3. **Statewide Advisory Committees:** Participate in NHDOT advisory committees and workgroups on request or as a designated MPO representative.
4. **NHDOT Scoping Meetings:** Attend NHDOT Traffic Bureau scoping meetings for land development proposals in the region and provide feedback.
5. **NEPA Participating Agency:** Participate in the NEPA process for NHDOT projects as a designated "Participating Agency" or as an interested party.

Work Products

- Written or verbal input to NHDOT regarding project development process, implementation, scope, cost, design, and/or schedule.
- Technical memos regarding project implementation activities.
- Formal comments submitted by the MPO as part of a NEPA process.

TASK 503 — LOCAL PROJECT ADMINISTRATION (LPA) PROGRAMS

Objective

To assist communities and regional agencies with the administration and implementation of locally managed projects.

Activities

1. **Transportation Alternatives Program:** Provide project development and implementation assistance to applicants for Transportation Alternatives Program (TAP) funds.
2. **Congestion Mitigation & Air Quality Program:** Provide project development and implementation assistance to applicants for Congestion Mitigation & Air Quality (CMAQ) funds.
3. **Other Grant Programs:** Provide project development and implementation assistance to applicants for other Federal competitive grant programs where the community will be the project administrator.

Work Products

- Regional TAP evaluation process and project ranking.
- Regional CMAQ evaluation process and project ranking.
- Documentation of TAP and CMAQ project implementation efforts.
- Assistance to communities with grant project development and implementation, as necessary.

TASK 505 — REGIONAL COORDINATING COUNCILS (RCC)

Objective

To support the operation of the two Regional Coordinating Councils (RCCs) serving communities in the MPO Region.

Activities

1. **Southeast Region (ACT/Region 10):** Continue to participate in the Alliance for Community Transportation (ACT), the RCC for the Southeast NH that includes the eastern portion of the RPC region. Includes assistance developing funding proposals, coordination Operating Agreements with provider agencies, and planning for expansion of volunteer driver program coverage in central Rockingham County.
2. **Greater Manchester-Derry-Salem Region (Region 8):** Continue to collaborate with SNHPC and MTA/CART on management of the Greater Manchester-Derry-Salem Regional Coordinating Council for Community Transportation (RCC).
3. **Coordinated Public Transit/Human Service Transportation Plans:** Work with COAST, MTA/CART, neighboring planning commissions, and appropriate human service agency staff to complete any required updates to the two Coordinated Public Transit & Human Services Transportation Plans that cover the MPO study area.

Work Products

- Documentation of Region 8 and Region 10 RCC participation and assistance.
- Implementing service improvements identified through RCC strategic planning, including expanding volunteer driver program coverage in central Rockingham County.
- Coordinated Public Transit & Human Services Transportation Plan updates as necessary.

TASK 506 — TRANSIT AND TDM PLANNING

Objective

To promote the development of public transportation and transportation demand management services by working with existing transit agencies, other public and private transit operators, and regional Transportation Management Associations (TMAs).

Activities

1. **Technical Assistance to COAST:** Continue to serve on the COAST Board and Finance Committee, collaborate with COAST and Strafford MPO on rider surveys and analysis for other COAST planning activities. Assess possible service expansions as requested.
2. **Technical Assistance to MTA/CART:** Continue to serve on the CART Advisory Committee and provide technical assistance with projects. Anticipated assistance includes negotiation for regional split of FTA Urban Formula funds for the Nashua Urbanized Area (UA), grant writing and serving as a liaison to communities.
3. **Statewide Community Transit Coordination:** Participate in statewide work on transit

development and transportation policy changes through the NH Transit Association, TransportNH, the Alliance for Healthy Aging, the State Coordination Council for Community Transportation (SCC), and the NH Community Transportation Needs Assessment.

4. **Regional Transit Planning and Initiatives:** Continue to participate in the Downeaster Station Communities Advisory Committee in Exeter and work with station communities, NHDOT, and NNEPRA to pursue enhancements to Downeaster service.
5. **TDM/TMA Support:** Collaborate with COAST, SRPC, municipalities, and major employers in the work of CommuteSMART Seacoast; and more broadly with the other RPCs on the Commute Smart New Hampshire statewide TDM initiative.

Work Products

- COAST ridership survey.
- Data analysis for Title VI Civil Rights Programs for COAST, MTA/CART and other regional FTA funding recipients
- Analysis of potential fixed/demand responsive routes for COAST and MTA/CART.
- Participation in NHTA and SCC in support of regional transit and coordination initiatives.
- Participation in TransportNH, the Alliance for Healthy Aging Transportation Work Group and other collaborative efforts to expand transportation access.
- Downeaster Station Committee Participation.
- Documentation of support to CommuteSMART Seacoast and Commute Smart NH.

4 OTHER PLANNING ACTIVITIES

In addition to the MPO transportation planning work, there are a number of related planning efforts by the Rockingham Planning Commission and other planning agencies in the region. Some are transportation planning focused, while others are concentrated on land use or environmental issues. Most are multi-disciplinary in nature and involve some consideration of the transportation system of the area. This section of the UPWP identifies those projects and programs.

RELATED TRANSPORTATION PLANNING EFFORTS

As indicated in the introduction of this Unified Planning Work Program, the “unified” aspect of the document is intended to encompass all MPO transportation planning activities that are foreseen in the region, regardless of funding source or implementing agency. The non-UPWP funded transportation planning activities that we are aware of and will take place in the program period are listed below. In some cases, RPC is providing assistance and in others the MPO has a stakeholder or participant role. These are summarized below with funding sources and amount, to the extent they are known, included in tables with each description.

COAST Transit Planning [COAST]: COAST uses some FTA Section 5307 funds to undertake planning activities with COAST staff resources or outside consulting assistance:

- Aid with planning and mobility management to ACT, the Regional Coordinating Council (RCC) for the Southeast NH region.
- Participate in updates as needed to the Coordinated Public Transit/Human Service Transportation Plan for the region.
- Continue ongoing general and comprehensive transit planning.
- Conduct biennial system review.

Funding Source	Amount	Total
FTA 5307	\$29,714	\$30,308
Local Match (COAST)	\$7,428	\$7,577
Total:	\$37,142	\$37,885

Manchester Transit Authority [MTA]: MTA on behalf of CART member communities will undertake the following planning activities using FTA Section 5307 and 5310 Funds, and may utilize outside consulting assistance to:

- Aid with planning for the combined Greater Manchester-Derry-Salem Regional Coordinating Council for Community Transportation (Region 8 RCC)

Funding Source	Amount	Total
FTA 5307	\$76,482	\$79,542
Local Match (MTA/CART)	\$19,121	\$19,885
Total:	\$95,603	\$99,427

- Participate in updates as needed to the Coordinated Public Transit/Human Service Transportation Plan for the region.
- Conduct ridership analyses to identify potential new demand-responsive route services.
- Implement new demand-responsive routes as identified.
- Continue ongoing general and comprehensive transit planning.

Portsmouth Naval Shipyard (PNSY) Joint Land Use Study (JLUS): The PNSY is working with Kittery and the Southern Maine Planning and Development Commission to implement the findings and recommendations of the Joint Land Use Study (JLUS). This study examined how Shipyard activity is impacting the surrounding region and recommended ways to address transportation and housing issues and promote community development that is supportive of and compatible with the Shipyard’s long-term needs and operational missions.

New Hampshire Stream Crossing Improvements for Resilient Infrastructure: This National Fish and Wildlife Foundation (NFWF) funded project will protect at-risk community assets by further developing a scalable stakeholder-informed stream crossing prioritization framework, growing technical and programmatic capacity and creating a funding mechanism (the Stream Crossing Grant program, or SCG) that facilitates the distribution of limited resources to crossing replacement projects that balance road safety, ecosystem restoration, wildlife passage, and cost. The Merrimack and Coastal watersheds are at extreme risk of catastrophic flooding and the current trend of increased overall precipitation is increasing the chance of culvert failure and flooding at crossings, simultaneously degrading habitat. The SCG will result in a pipeline of at least 10 priority crossing restoration projects designed to manage the 100-year storm of 2100 using nature-based solutions and strengthened connections between stakeholders to advance the twin priorities of flood resistance and aquatic habitat connectivity. By streamlining the SCG with quality data, flexible tools, intuitive training, and programmatic capacity this project will contribute to the functioning and long-term growth of a resilient New Hampshire.

Fund Source	Amount
NFWF	\$997,686
Match	\$388,079
Total	\$1,385,765
Funding for RPC (3 Years)	~\$90,000

NH Seacoast Greenway Phase 3 – Hampton-Hampton Falls Project Implementation: In 2024 RPC secured a federal RAISE grant to accelerate engineering and permitting for Phase 3 of the NH Seacoast Greenway extending from Drakeside Road in Hampton southward through Hampton Falls to the Seabrook town line. As of March 2025 the status of this grant is in question given shifting FHWA priorities, but if it moves forward we anticipate NHDOT will oversee engineering work while RPC take the lead on the public engagement component.

RELATED LAND USE AND ENVIRONMENTAL PLANNING ACTIVITIES

The RPC is involved with many land use and environmental planning activities that are interconnected with transportation issues. While transportation may not necessarily be the primary focus of these efforts, it is part of the discussion and may influence decision-making and the planning process. Transportation planning for the MPO makes up approximately 53% of the RPC annual budget with the remainder of staff time and resources going to regional and local land use and environmental planning efforts. A general description of this work is included below along with general funding sources and amounts where known.

Estimated RPC Budget FY 26 and FY 27

Funding Source	FY26 Budget	% of Budget	FY27 Budget	% of Budget
Member Dues	\$151,485	11%	\$151,485	11%
Local Contracts	\$160,000	12%	\$160,000	11%
Transportation Planning Fed	\$703,665	51%	\$731,737	52%
Other Federal Funds	\$160,000	12%	\$160,000	11%
State OPD and ARPA	\$120,000	9%	\$120,000	9%
Other/Misc	\$77,827	6%	\$77,827	6%
Total	\$1,372,977	100%	\$1,401,049	100%

Comprehensive Economic Development Strategy [Rockingham Economic Development Corporation]: Funded through the US Department of Commerce’s Economic Development Administration, The Rockingham Economic Development Corporation (www.redc.com) annually updates the Comprehensive Economic Development Strategy (CEDS) in support of on-going regional economic development planning efforts. RPC provides support in updating demographic and economic data and associated analysis, providing information on proposed transportation projects and improvement needs, and updating goals, objectives and recommendations.

NH Coastal Adaptation Workgroup (NH CAW) [Multiple Agencies]: Formed in January 2010, NH CAW currently involves 26 agencies, organizations, municipalities, consulting firms, and NGOs. NH CAW partners have received project grants of more than \$6M in assets that enables NH CAW to work with coastal watershed communities on projects providing education and technical assistance. The NH CAW Outreach Team provides support for planning and implementing instructional workshops and educational events, planning, and implementing the annual NH Climate Summit, developing outreach materials and social media content, and coordinating research and grant proposals.

Circuit Rider Planning Services and Technical Assistance: The RPC provides part-time professional land use planning services to the Planning Boards of eight member communities and technical assistance to all 27 communities as requested. General duties include assistance in developing revisions to Zoning Ordinances and preparation of warrant articles, Site Plan Review and Subdivision Regulations, review of development proposals, and assistance with the development of Capital Improvement Programs (CIPs). These services are paid through RPC dues and contracts with individual communities for circuit rider services. Tasks such as updating community master plan chapters are also undertaken, often under a separate contract.

Developments of Regional Impact (DRI): The RPC conducts reviews of development of regional impact to assist in fulfilling obligations under RSA 36:58. This provides for convening the RPC DRI committee, supporting it, preparation of written responses, and attendance at local land use board meeting concerning developments of regional impact as required. This program is funded through the NH Office of Strategic Initiatives (OSI) Targeted Block Grant (TBG) program.

New Hampshire Coastal Program Technical Assistance Grants: This program provides funding to the regional planning commissions that have coastal communities to engage in planning projects that implement the coastal resource management goals of the NH Coastal Program. Planning and technical assistance projects that can be accomplished by RPC staff and consistent with Program goals are eligible. Examples include community master planning, natural resources inventories, land use and natural resources mapping, and coastal flood planning. This program is funded by NOAA's Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NH Department of Environmental Services Coastal Program.

Emergency Management / Hazard Mitigation Planning Grants: This program provides funding to accomplish the preparation and updating of local all-hazard mitigation plans. These plans document all the hazards existing in communities and serve as prerequisite documents for many funding programs offered by the NH Office of Homeland Security and Emergency Management. These programs are funded through the NH Office of Homeland Security via the following emergency management and hazard mitigation planning grants: Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA), Repetitive Flood Claims (RFC), and Severe Repetitive Loss (SRL). In addition, Pre-Disaster Mitigation (PDM) grants funded by FEMA through the New Hampshire Department of Homeland Security and Emergency Management provide the resources for the RPC to conduct Hazard Mitigation Plan updates for member communities.

Regional Master Plan: RPC received \$100,000 from a Congressional earmark to update the Regional Master Plan. This effort will develop a comprehensive, integrated document that connects the gaps between existing, topic specific planning efforts to create a plan focused on identifying actions to increase the region's capabilities and vibrancy. The updated comprehensive regional plan will integrate content from the Regional Housing Needs Assessment (RHNA) throughout. It will look at the RHNA's identification of low-income populations and other communities of interest and how they overlay services and high opportunity areas, particularly with an economic development and transportation focus. In addition to incorporating content from RHNA efforts, the updates to the regional plans will further address region specific needs such as broadband, water and sewer infrastructure, economic investment, community development, public health, and emergency preparedness. Among other purposes, these plans will provide a basis for project implementation and directing future community investment. RPC intends to engage with the public through a series of outreach efforts including developing both printed and online outreach materials, conducting surveys and targeted interviews, hosting a combination of in-person and virtual workshops, social media posts, and creating an interactive web platform that includes surveys and maps.

5 TASK SCHEDULING

Part of the requirements for the UPWP is to identify the schedule and timeframes for the included work. The work program includes a large number of activities and work products that occur on varying timeframes and frequency. **Figure 4** depicts the anticipated scheduling of activities and anticipated work products associated with the major tasks in the UPWP. Many tasks occur at specific identifiable time intervals in the UPWP program period, others occur only as needed, and still others are ongoing throughout the two-year period. Those that are ongoing work tasks or occur only as needed are shown as fully shaded for the entirety of the UPWP.

Figure 4: Schedule of Tasks and Deliverables

Category 100		
	Activities	Work Products
One-time	<ul style="list-style-type: none"> • Development of 2028-29 UPWP • UPWP Performance Report (Fall 2025) • Mid-Term Contract Review (Summer 2026) • FHWA/FTA Planning Review (Fall 2027) 	<ul style="list-style-type: none"> • 2028-29 UPWP (April 2027) • 2024-2025 UPWP Performance Report (10/2025) • Materials for FHWA/FTA Planning Review (11/2027) • Mid-Term Contract Review questionnaire (8/2026)
Monthly	<ul style="list-style-type: none"> • Compiling monthly invoice • Compiling monthly progress report 	<ul style="list-style-type: none"> • UPWP Invoices • UPWP Status Reports
Annually	<ul style="list-style-type: none"> • Audit and Audit Preparation (Fall) 	<ul style="list-style-type: none"> • Financial Audit (January)
Ongoing	<ul style="list-style-type: none"> • Financial Management and Reporting • General Administration • Contract Management 	<ul style="list-style-type: none"> • Employee timesheets
As Needed	<ul style="list-style-type: none"> • Prospectus Update • Conferences, Seminars, and Workshops • Staff training • Model/Software Training • MPO/Transit Agency Agreement review 	<ul style="list-style-type: none"> • Current UPWP Adjustments • Procurement Guidelines Update • DBE Program and Goal Analysis • Updated MPO/Transit Agency MOUs

Category 200

	Activities	Work Products
One-time	<ul style="list-style-type: none"> TIP/STIP Update (Fall 2026-Winter 2027) Project Selection Criteria update (Spring 2026) Project Selection Criteria weighting (Summer 2026) PM2 Performance Target Coordination PM3 Performance Target Coordination Regional Bike and Pedestrian Plan development 	<ul style="list-style-type: none"> Project Selection Criteria for LRTP and TYP Ten Year Plan Candidate Project List (11/2026) Ten Year Plan Priority Projects List (3/2027) Draft and Approved 2025-2028 TIP (3/2027) Regional Bike/Ped Plan MPO System Performance Report (Spring 2027) PM2 Targets (2026) PM3 Targets (2026)
Monthly	<ul style="list-style-type: none"> Interagency Consultation 	<ul style="list-style-type: none"> TIP Minor Revision Approvals
Annually	<ul style="list-style-type: none"> Attend Ten Year Plan Hearings (Fall 2025) Congestion Management Process Data analysis Bike Month Planning Regional crash data analysis HSIP Performance Targets analysis Motorcycle Fatalities Performance Target Analysis 	<ul style="list-style-type: none"> 2025 List of Obligated Projects (12/2025) 2026 List of Obligated Projects (12/2026) NPMRDS travel time data analysis Congestion Management Process Analytics update CMP StoryMap update Regional crash data analysis HSIP Performance Targets (February) Motorcycle Fatalities Performance Target (February) Documentation of Bike Month activities
Ongoing	<ul style="list-style-type: none"> Long Range Transportation Plan Updates as needed Transportation project identification and Multi-use trail project planning Expansion of Bike/Ped Counting Program 	<ul style="list-style-type: none"> TIP/STIP data and revision processing database Project scoping and funding development assistance for NH Seacoast Greenway
As Needed	<ul style="list-style-type: none"> Attend TPC Meetings Participation in Incident Management Systems ITS Architecture coordination with planning partners Fiscal constraint analysis for TIP/LRTP Air Quality Conformity Analysis Freight Planning State LRTP State CSAC Participation 	<ul style="list-style-type: none"> Ten Year Plan Hearing Presentations Comments on the draft Ten Year Plan TPC Interagency Consultation Meeting Notes Materials/Presentations TIP Amendment Approvals (quarterly) LRTP Amendments Transit Asset Management (TAM) and Transit Safety Performance Targets (w/ LRTP) Air Quality Conformity Determinations Update ITS Architecture Update ITS Strategic Plan

Category 300

	Activities	Work Products
One-time	<ul style="list-style-type: none"> • Development of outreach materials on MPO plans and processes. • Website rebuild. 	<ul style="list-style-type: none"> • Educational and outreach materials on MPO plans and processes. • New Website
Monthly	<ul style="list-style-type: none"> • TAC meeting planning. • Policy Committee meeting planning. • Contributions to RPC newsletter. 	<ul style="list-style-type: none"> • TAC agendas. • TAC meeting minutes. • TAC meeting presentations and memorandums. • Policy Committee agendas. • RPC monthly newsletter.
Annually	<ul style="list-style-type: none"> • TAC member recruiting. • Orientation for new TAC members. 	<ul style="list-style-type: none"> • MPO TAC and Policy Committee meeting attendance compilation (End of FY).
Ongoing	<ul style="list-style-type: none"> • MPO website maintenance. • Media monitoring for planning related news stories. • Tracking Press releases project related information. • Maintain Interested Parties List. 	<ul style="list-style-type: none"> • Documentation of press releases and news stories.
As Needed	<ul style="list-style-type: none"> • Public Participation Plan revision. • Limited English Proficiency outreach. • Data analysis from public outreach efforts. • Attend other MPO TAC/Policy Meetings. • Public outreach surveys. 	<ul style="list-style-type: none"> • Spanish language MPO materials.

Category 400

	Activities	Work Products
One-time	<ul style="list-style-type: none"> • Update housing and household projections • Update employment projections • Urbanized Area Designation • Urbanized Area boundary smoothing • Purchase Radar traffic counter (or equivalent) • Purchase bike/ped counter • Purchase computer hardware and software 	<ul style="list-style-type: none"> • Employment projections • Updated Urbanized Area Boundaries • Updated Roadway Functional Classification for the region
Monthly	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Annually	<ul style="list-style-type: none"> • Update land use data set • Update zoning data set • Compile crash data • Update standard map sets for communities • AMPO membership • NARC membership 	<ul style="list-style-type: none"> • Traffic Volume and Classification counts submitted to NHDOT • Bike/Pedestrian count data tabulated • TransCAD license • ESRI ArcGIS licenses
Ongoing	<ul style="list-style-type: none"> • Traffic Count Program • Stream Crossing inventory and data collection • Pedestrian infrastructure data development • Update road network datasets • GIS data development and maintenance • Travel Demand Model maintenance, updates, and enhancements • Regional Land Use allocation model for travel demand model input • Participation in Model Users Group • Discussions of multi-MPO travel demand model 	<ul style="list-style-type: none"> • Travel demand forecasting for LRTP • Updated regional land use allocation for travel demand model
As Needed	<ul style="list-style-type: none"> • RSMS data collection for communities • Data collection for local communities • Assist NHDOT with technical studies • Updating data sets • MPO boundary adjustments based on Census 2020 Urbanized Areas • Purchase/Repair traffic counting equipment • Purchase transportation planning manuals & guides • Update demographic data • Update population projections 	<ul style="list-style-type: none"> • Turning Movement Counts • Volume counts requested by communities • RSMS current condition reports and projections • Updated Household travel survey or equivalent • Synchro License renewal • Travel demand model outputs and results • Updated Population Projections • Updated Housing projections

Category 500

	Activities	Work Products
One-time	<ul style="list-style-type: none"> Regional Complete Streets policy development Analysis of potential fixed/demand responsive routes for COAST Expansion of volunteer driver program coverage for central Rockingham County communities 	<ul style="list-style-type: none"> Regional Complete Streets Policy Route analysis for CART
Monthly	<ul style="list-style-type: none"> Partnering for Performance NH meetings/discussions Executive Director meetings Participation in NH Transit Association Participation in Transport NH Participation in Alliance for Healthy Aging Participation in State Coordinating Council for Community Transportation (SCC) Participation in SWA and Stormwater Coalition Participation in GAW 	<ul style="list-style-type: none"> Documentation of participation and technical assistance activities
Annually	<ul style="list-style-type: none"> Provide assistance with HSIP Road Safety Audit proposals Provide project development assistance for regional TAP applicants Provide project development assistance for regional CMAQ applicants Conduct Air Quality analyses for CMAQ proposals Coordinate with Boston Urbanized Area MPOs 	<ul style="list-style-type: none"> HSIP RSA Applications TAP Applications CMAQ Applications CMAQ air quality analyses COAST Ridership survey
Ongoing	<ul style="list-style-type: none"> Participation in Public Advisory Committees for NHDOT projects Portsmouth Naval Shipyard JLUS Implementation Committee Provide support for Southeast Region RCC (ACT) Provide support for Greater Derry Salem RCC Technical Assistance to COAST Technical Assistance to MTA/CART Commute SMART Seacoast and Commute Smart NH 	<ul style="list-style-type: none"> Documentation of RCC, SCC, JLUS, transit agency, and TDM technical assistance
As Needed	<ul style="list-style-type: none"> Technical assistance to communities as requested Development and traffic impact study review Participation in Statewide Freight Advisory Committee Participation in HSIP, TAP, CMAQ and other state advisory committees as requested NEPA Participating Agency or interested party Participation in Exeter Rail Station Committee Scenic Byway technical assistance 	<ul style="list-style-type: none"> Memos/reports related to community technical assistance Memos with comments on development proposals and traffic impact studies

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 \$1,594,889, 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 \$1,594,889 fee, approximately 90% (\$1,435,400) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% (\$159,489) from the Rockingham Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the \$1435,400 total amount).

B. **SALARY, BENEFITS AND INDIRECT COSTS**

As agreed to between the Department and the COMMISSION, the COMMISSION, is to provide the information on salaries of all employees at the beginning of the contract or when any changes occur during the contract period.

The rates of all personnel working on the project shall be provided to the DEPARTMENT at the beginning of the STATE fiscal year. Any salary increase as a result of salary adjustments of existing personnel or new hire during the contract period shall be reported to the DEPARTMENT within thirty (30) days.

All actual salaries and reasonable increases thereof paid to technical or other employees assigned to this project shall be the result of a commission-wide evaluation of all employees and shall not be restricted to employees assigned to this project. Any overtime required for this project shall have the prior written approval of the DEPARTMENT.

All charges attributed to personnel costs namely employee benefits, payroll taxes and proportionate share of indirect costs shall be used in billing for all work done under this AGREEMENT. Employee benefits shall include holiday, sick and vacation pay, Commission's share of group medical and dental

ARTICLE II

premiums, the Commission's share of long and short-term disability insurance premiums if applicable, and the Commission's share of retirement benefits, if applicable.

Payroll taxes shall include the employer's share of FICA.

The preceding costs may be applied to only straight time and overtime. The amounts shall be based on actual costs to the COMMISSION for such items during the period of the agreement and those allowable in accordance with the applicable cost principles contained in 2 CFR, Part 225 (formerly OMB Circular No. A-87).

C. DIRECT EXPENSES

Reimbursement for direct expenses includes work such as but not limited to field survey, purchase of computer, purchase of software and maintenance services, services of other specialists, printing, photogrammetry, traffic counts, reproductions and travel not included in normal overhead expenses whether performed by the COMMISSION or other parties and shall be billed at actual cost. The reimbursable costs for mileage and for per diem (lodging and meals) shall be that allowed by the COMMISSION'S established policy but shall not exceed that allowed in the Federal Travel Regulations (41 CFR 300 – 304). Mileage and per diem costs above those allowed in the Federal Travel Regulations shall be subject to prior approval by the DEPARTMENT. For training expenses to be reimbursed, they must be specifically listed in the UPWP scope of work or pre-approved by the DEPARTMENT, and are allowable under 23 CFR 260 400 – 407. Procurement methods must follow 23 CFR 420.121(j). Methods of equipment acquisition, use, and disposition must comply with 23 CFR 420.121(e) approved by the DEPARTMENT.

D. FIXED FEE

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ARTICLE II

E. PAYMENTS

Monthly payments on account of services rendered under this AGREEMENT may be made upon submission of invoices by the COMMISSION to the DEPARTMENT. The COMMISSION shall follow the DEPARTMENT'S Standardized Invoicing format.

F. RECORDS - REPORTS

The COMMISSION shall maintain adequate cost records for all work performed under this AGREEMENT. Reports, studies, meeting minutes, plans, maps, data, and other work performed for the DEPARTMENT and/or other entities billed to this contract shall be submitted when completed. All records and other evidence pertaining to cost incurred shall be made available at all reasonable times during the AGREEMENT period and for three (3) years from the date of final voucher payment for examination by the STATE, Federal Highway Administration, or other authorized representatives of the Federal Government, and copies thereof shall be furnished if requested. Applicable cost principles are contained in 2 CFR 225.

When outstanding work remains to be completed, the COMMISSION shall submit monthly progress reports of work accomplished on a task-by-task basis in a manner satisfactory to the DEPARTMENT.

ARTICLE III

ARTICLE III - GENERAL PROVISIONS

A. **HEARINGS, ETC.**

Blank

B. **CONTRACT PROPOSALS**

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ARTICLE IV

ARTICLE IV - STANDARD PROVISIONS

A. **STANDARD SPECIFICATIONS**

Blank

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

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

The location of the office where the work will be available for inspection by STATE and Federal Highway Administration representatives is 156 Water Street, Exeter, 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.

Rockingham Ping Commission
(Company)
By: [Signature]
Executive Director
(Title)

Date: 4/28/2025

Note: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b)(1)), and must be submitted by consultants and proposed subconsultants only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts that are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally, only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime consultants and subconsultants who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b)(1) prevents the award of contracts and subcontracts unless such consultant submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

(Revised: March, 2015) **NOTE: TO BE COMPLETED BY CONSULTANT WHEN SIGNING AGREEMENT.**

CERTIFICATION OF CONSULTANT/SUBCONSULTANT

I hereby certify that I am the EXECUTIVE DIRECTOR and duly-authorized representative of the firm of ROCKINGHAM PLANNING COMMISSION and that neither I nor the above firm I here represent has:

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

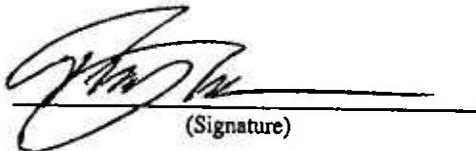
I/WE do also, under penalty of perjury under the laws of the United States, certify that, except as noted below, the company or any person associated therewith in the capacity of (owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving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

except as here expressly stated (if any):

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

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

4/28/2025
(Date)


(Signature)

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

(SEAL)

Consultant

CONSULTANT

Dated: 4/28/2025

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

NON-DISCRIMINATION ASSURANCES

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

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

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

The AGENCY TITLE, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age, disability, or religion in consideration for an award.
3. That the RECIPIENT shall insert the clauses of Appendix A of this assurance in every contract subject to this ACT and the REGULATIONS.
4. That this assurance obligates the RECIPIENT for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the RECIPIENT or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the RECIPIENT retains ownership or possession of the property.
5. That this assurance obligates the RECIPIENT for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the RECIPIENT or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the RECIPIENT retains ownership or possession of the property.

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

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

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

Signature  Date: 4/28/2025
Name/Title TIMOTHY M. REACITE
EXECUTIVE DIRECTOR

Attachments: Appendix A

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "CONTRACTOR") agrees as follows:

- (1) Compliance with Regulations: The CONTRACTOR shall comply with the REGULATIONS relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), which are herein incorporated by reference and made a part of this agreement.
- (2) Nondiscrimination: The CONTRACTOR, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of sub-applicants, including procurements of materials and leases of equipment. The CONTRACTOR shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when the agreement covers a program set forth in Appendix B of the REGULATIONS.
- (3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the CONTRACTOR for work to be performed under a Sub-agreement, including procurements of materials or leases of equipment, each potential sub-applicant or supplier shall be notified by the CONTRACTOR of the CONTRACTOR'S obligations under this contract and the REGULATIONS relative to nondiscrimination on the grounds of race, color, national origin, sex, religion, age, or disability.
- (4) Information and Reports: The CONTRACTOR shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the RECIPIENT or the New Hampshire Department of Transportation to be pertinent to ascertain compliance with such REGULATIONS or directives. Where any information required of the CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish this information the CONTRACTOR shall so certify to the RECIPIENT or the New Hampshire Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the CONTRACTOR'S noncompliance with nondiscrimination provisions of this agreement, the RECIPIENT shall impose such contract sanctions as it or the New Hampshire Department of Transportation may determine to be appropriate, including, but not limited to:
 - (a) withholding of payments to the CONTRACTOR under the contract until the CONTRACTOR complies; and/or
 - (b) cancellation, termination, or suspension of the contract, in whole or in part.
- (6) Incorporation of Provisions: The CONTRACTOR shall include the provisions of paragraphs (1) through (6) in every sub-agreement, including procurements of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONTRACTOR shall take such action with respect to any sub-agreement or procurement as the RECIPIENT or the New Hampshire Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a sub-applicant or supplier as a result of such direction, the CONTRACTOR may request the RECIPIENT to enter into such litigation to protect the interests of the RECIPIENT, and, in addition, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

CERTIFICATE OF VOTE

I, Glenn Capelman, (Secretary/Treasurer, position) of the _____, do hereby certify that at a meeting held on May 22, 2024:

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

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Rockingham Planning Commission on this 28th day of April, 2025.

Glenn Capelman, SECRETARY
(name, position)

STATE OF NEW HAMPSHIRE
County of Rockingham

On this 28th day of April, 2025, before me Annette Pettengill the undersigned officer, personally appeared, Glenn Capelman who acknowledged him/herself to be the Secretary of the Rockingham Planning Commission, and that he/she, as such Secretary being so authorized to do so, executed the foregoing instrument for the purpose therein contained.

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

Annette Pettengill
Notary Public, Justice of the Peace
(Official Seal)

March 3, 2026
My Commission Expires



ATTACHMENT 7

CERTIFICATE OF GOOD STANDING

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/05/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Liberty Mutual Insurance PO Box 188065 Fairfield OH 45018		CONTACT NAME: PHONE (A/C, No, Ext): 800-962-7132 FAX (A/C, No): 800-845-3666 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE	
		NAIC #	
		INSURER A : The Ohio Casualty Insurance Company 24074	
INSURED Rockingham Planning Commission 156 Water St Exeter NH 03833		INSURER B : The Ohio Casualty Insurance Company 24074	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 0123681683

REVISION NUMBER: 2016-03

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Businessowners GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X		BZO58281160	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	BAO58281160	01/11/2025	01/11/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is Additional Insured if required by written contract or written agreement, subject to Businessowners Liability Extension, Blanket Additional Insured Provision.

CERTIFICATE HOLDER**CANCELLATION**

NH Dept of Transportation

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

7 Hazen Drive

AUTHORIZED REPRESENTATIVE

Concord

NH 03301

 Curtis Luken

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESSOWNERS LIABILITY EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

Below is a summarization of the coverages provided by this endorsement. No coverages are given by this summary. Actual coverage descriptions are within this endorsement.

<u>SECTION</u>	<u>SUBJECT</u>
A.	Supplementary Payments Bail Bonds Loss Of Earnings
B.	Broadened Coverage For Damage To Premises Rented To You
C.	Incidental Medical Malpractice Injury
D.	Mobile Equipment
E.	Blanket Additional Insured (Owners, Contractors Or Lessors)
F.	Newly Formed Or Acquired Organizations
G.	Aggregate Limits
H.	Duties In The Event Of Occurrence, Offense, Claim Or Suit
I.	Liability And Medical Expenses Definitions Bodily Injury Insured Contract Personal And Advertising Injury

Section II – Liability is amended as follows:

A. Supplementary Payments

Section A.1. **Business Liability** is modified as follows:

1. The \$250 limit shown in Paragraph A.1.f.(1)(b) **Coverage Extension – Supplementary Payments** for the cost of bail bonds is replaced by a \$3,000 limit.
2. The \$250 limit shown in Paragraph A.1.f.(1)(d) **Coverage Extension – Supplementary Payments** for reasonable expenses and loss of earnings is replaced by a \$500 limit.

B. Broadened Coverage For Damage To Premises Rented To You

1. The last paragraph of Section **B.1. Exclusions – Applicable To Business Liability Coverage** is replaced by the following:

With respect to the premises which are rented to you or temporarily occupied by you with the permission of the owner, Exclusions **c., d., e., g., h., k., l., m., n.** and **o.** do not apply to "property damage".

2. Paragraph **D.2. Liability And Medical Expenses Limits Of Insurance** is replaced by the following:

The most we will pay under this endorsement for the sum of all damages because of all "property damage" to premises while rented to you or temporarily occupied by you with the permission of the owner is the Limit of Insurance shown in the Declarations.

3. Paragraph **D.3. Liability And Medical Expenses Limits Of Insurance** does not apply.

C. Incidental Medical Malpractice Injury

1. Paragraph **(4)** under Paragraph **B.1.j. Exclusions – Applicable To Business Liability Coverage – Professional Services** does not apply to "Incidental Medical Malpractice Injury" coverage.

2. With respect to this endorsement, the following is added to Section **F. Liability And Medical Expenses Definitions**:

- a. "Incidental Medical Malpractice Injury" means bodily injury arising out of the rendering of or failure to render, during the policy period, the following services:

- (1) Medical, surgical, dental, x-ray or nursing service or treatment or the furnishing of food or beverages in connection therewith; or
- (2) The furnishing or dispensing of drugs or medical, dental or surgical supplies or appliances.

- b. This coverage does not apply to:

- (1) Expenses incurred by the insured for first-aid to others at the time of an accident and the Duties in the Event of Occurrence, Offense, Claim or Suit Condition is amended accordingly.
- (2) Any insured engaged in the business or occupation of providing any of the services described under **a.** above.
- (3) Injury caused by any indemnitee if such indemnitee is engaged in the business or occupation of providing any of the services described under **a.** above.

D. Mobile Equipment

Section **C. Who Is An Insured** is amended to include any person driving "mobile equipment" with your permission.

E. Blanket Additional Insured (Owners, Contractors Or Lessors)

1. Section **C. Who Is An Insured** is amended to include as an insured any person or organization whom you are required to name as an additional insured on this policy under a written contract or written agreement. The written contract or agreement must be:
 - a. Currently in effect or becoming effective during the term of this policy; and
 - b. Executed prior to the "bodily injury", "property damage", or "personal and advertising injury".

2. The insurance afforded to the additional insured is limited as follows:

a. The person or organization is only an additional insured with respect to liability arising out of:

(1) Real property, as described in a written contract or written agreement, you own, rent, lease, maintain or occupy; and

(2) Caused in whole or in part by your ongoing operations performed for that insured.

b. The Limit of Insurance applicable to the additional insured are those specified in the written contract or written agreement or the limits available under this policy, as stated in the Declarations, whichever are less. These limits are inclusive of and not in addition to the Limit of Insurance available under this policy.

c. The insurance afforded to the additional insured does not apply to:

(1) Liability arising out of the sole negligence of the additional insured;

(2) "Bodily injury", "property damage", "personal and advertising injury", or defense coverage under the Supplementary Payments section of the policy arising out of an architect's, engineer's or surveyor's rendering of or failure to render any professional services including:

(a) The preparing or approving of maps, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications; and

(b) Supervisory, inspection, architectural or engineering activities.

(3) Any "occurrence" that takes place after you cease to be a tenant in the premises described in the Declarations; or

(4) Structural alterations, new construction or demolition operations performed by or for the person or organization designated in the Declarations.

3. Any coverage provided hereunder shall be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis unless a contract specifically requires that this insurance be primary or you request that it apply on a primary basis.

F. Newly Formed Or Acquired Organizations

The following is added to Section C. **Who Is An Insured**:

Any business entity acquired by you or incorporated or organized by you under the laws of any individual state of the United States of America over which you maintain majority ownership interest exceeding fifty percent. Such acquired or newly formed organization will qualify as a Named Insured if there is no similar insurance available to that entity. However:

1. Coverage under this provision is afforded only until the 180th day after the entity was acquired or incorporated or organized by you or the end of the policy period, whichever is earlier;

2. Section A.1. **Business Liability** does not apply to:

a. "Bodily injury" or "property damage" that occurred before the entity was acquired or incorporated or organized by you; and

b. "Personal and advertising injury" arising out of an offense committed before the entity was acquired or incorporated or organized by you.

3. Records and descriptions of operations must be maintained by the first Named Insured.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

G. Aggregate Limits

The following is added to Paragraph **D.4. Aggregate Limits Liability and Medical Expenses Limits Of Insurance**:

1. The Aggregate Limits apply separately to each of the "locations" owned by or rented to you or temporarily occupied by you with the permission of the owner.
2. The Aggregate Limits also apply separately to each of your projects away from premises owned by or rented to you.

For the purpose of this endorsement only, "location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

H. Duties In The Event Of Occurrence, Offense, Claim Or Suit

1. Paragraph **E.2.a. Duties In The Event Of Occurrence, Offense, Claim Or Suit Liability And Medical Expenses General Condition** applies only when the "occurrence" is known to any insured listed in Paragraph **C.1. Who Is An Insured** or any "employee" authorized by you to give or receive notice of an "occurrence" or claim.
2. Paragraph **E.2.b. Duties In The Event Of Occurrence, Offense, Claim Or Suit Liability And Medical Expenses General Condition** will not be considered breached unless the breach occurs after such claim or "suit" is known to any insured listed under Paragraph **C.1. Who Is An Insured** or any "employee" authorized by you to give or receive notice of an "occurrence" or claim.

I. Section F. Liability And Medical Expenses Definitions is modified as follows:

1. Paragraph **F.3.** is replaced by the following:
 3. "Bodily Injury" means bodily injury, sickness, disease, or incidental medical malpractice injury sustained by a person, and includes mental anguish resulting from any of these; and including death resulting from any of these at any time.
2. Paragraph **F.9.** is replaced by the following:
 9. "Insured contract" means:
 - a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract";
 - b. A sidetrack agreement;
 - c. Any easement or license agreement, except in connection with construction or demolition operations on or within 50 feet of a railroad;
 - d. An obligation, as required by ordinance, to indemnify a municipality, except in connection with work for a municipality;
 - e. An elevator maintenance agreement;

- f. That part of any other contract or agreement pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability of another party to pay for "bodily injury" or "property damage" to a third person or organization, provided the "bodily injury" or "property damage" is caused, in whole or in part, by you or by those acting on your behalf. However, such part of a contract or agreement shall only be considered an "insured contract" to the extent your assumption of the tort liability is permitted by law. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

Paragraph f. does not include that part of any contract or agreement:

- (1) That indemnifies a railroad for "bodily injury" or "property damage" arising out of construction or demolition operations, within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road-beds, tunnel, underpass or crossing;
- (2) That indemnifies an architect, engineer or surveyor for injury or damage arising out of:
 - (a) Preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - (b) Giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage; or
- (3) Under which the insured, if an architect, engineer or surveyor, assumes liability for an injury or damage arising out of the insured's rendering or failure to render professional services, including those listed in (2) above and supervisory, inspection, architectural or engineering activities.

3. Paragraph F.14.b. **Personal And Advertising Injury** is replaced by the following:

- b. Malicious prosecution or abuse of process;



CERTIFICATE OF COVERAGE

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

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

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

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

Participating Member: Rockingham Regional Planning Commission 156 Water Street Exeter, NH 03833		Member Number: 563	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ PO Box 23 Hooksett, NH 03106-9716		
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not		
<input type="checkbox"/> General Liability (Occurrence Form) <input type="checkbox"/> Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence		
			General Aggregate		
			Fire Damage (Any one fire)		
			Med Exp (Any one person)		
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)		
			Aggregate		
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2025	1/1/2026	X Statutory		
			Each Accident		\$2,000,000
			Disease - Each Employee		\$2,000,000
			Disease - Policy Limit		
<input type="checkbox"/> Property (Special Risk Includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)		
Description: Proof of Primex Member coverage only.					

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange By: <i>Mary Beth Purcell</i> Date: 4/28/2025 mpurcell@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
NH Dept of Transportation 7 Hazen Dr Concord NH 03301			