



William Cass, P.E.  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION

36



David Rodrigue, P.E.  
Assistant Commissioner

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

Bureau of Planning & Community Assistance  
April 23, 2025

**REQUESTED ACTION**

Authorize the Department of Transportation to enter into a contract with the Lakes Region Planning Commission (Vendor #154653), Meredith, NH, in the amount of \$604,147.88 to undertake certain transportation related planning activities from July 1, 2025, or the date of Governor and Executive Council approval, whichever is later, through June 30, 2027. 100% Federal Funds.

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

	<u>FY 2026</u>	<u>FY 2027</u>
04-096-096-962515-2944		
SPR Planning Funds		
072-500574 Grants To Local Gov's-Federal	\$302,073.94	\$302,073.94

**EXPLANATION**

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

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

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

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

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

These planning factors are identified in the Investing in Infrastructure and Jobs Act (IIJA). Additionally, the Lakes Region 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 Lakes Region Planning Commission can accomplish this work for a total fee not to exceed \$671,275.42. The funding to be used is from Federal Highway Administration (FHWA) Planning funds and local funds. The Federal portion \$604,147.88 is Federal Aid (involving Consolidated Grant funds, FTA 5305e planning funds and Statewide Planning & Research (SPR) funds) with additional \$67,127.54 in local funds (collected by the Lakes Region 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 Lakes Region Planning Commission. The use of Turnpike Toll Credits for this contract will be presented for review and approval by the Capital Project Overview Committee on June 30, 2025, or sooner.

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

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

Sincerely,



William J. Cass, P.E.  
Commissioner

WJC/WR/lbw  
Attachments

BUREAU OF PLANNING & COMMUNITY ASSISTANCE  
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**ATTACHMENTS**

1. CERTIFICATION WITH REGARD TO THE PERFORMANCE OF PREVIOUS CONTRACTS OR SUBCONTRACTS, ETC.
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3. CERTIFICATION OF STATE DEPARTMENT OF TRANSPORTATION
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ARTICLE I

LAKES REGION PLANNING COMMISSION  
FED. NO.: X-A005(653)  
STATE NO.: 45049

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 Lakes Region Planning Commission, with principal place of business at 103 Main Street, Suite 3, in the Town of Meredith, State of New Hampshire, hereinafter referred to as the COMMISSION, witnesses that

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

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

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

ARTICLE I

**ARTICLE I - DESCRIPTION OF PLANNING SERVICES TO BE RENDERED**

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

A. **LOCATION AND DESCRIPTION OF PROJECT**

All communities falling under the jurisdiction of the Lakes Region Planning Commission designated Regional Planning Commission.

B. **SCOPE OF WORK**

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

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

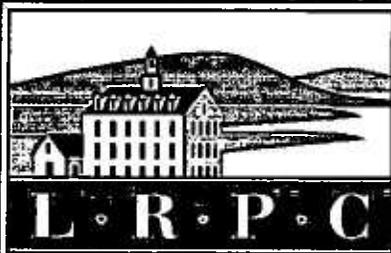
The DEPARTMENT will furnish to the COMMISSION data and/or records pertinent to the work to be performed.

D. **WORK SCHEDULE AND PROGRESS REPORTS**

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

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

2026- 2027



Lakes Region Planning Commission

103 Main Street, Suite 3

Meredith, NH 03253

603-279-8171

[www.lakesrpc.org](http://www.lakesrpc.org)

# Unified Planning Work Program

## Prepared for:

New Hampshire Department of Transportation  
Bureau of Planning and Community Assistance

John O. Morton Building

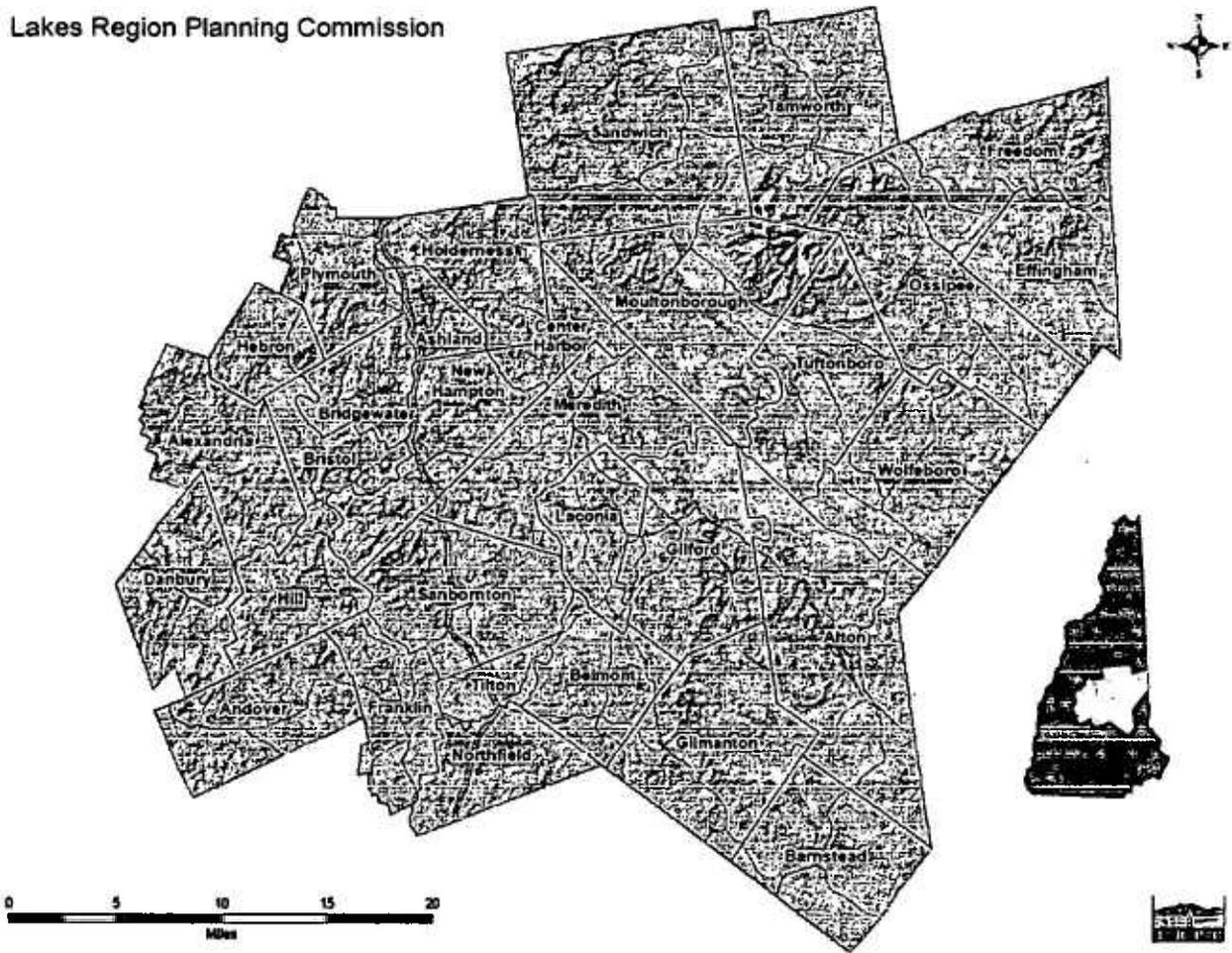
Hazen Drive

Concord, NH

4-23-2025



Lakes Region Planning Commission



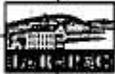


## INTRODUCTION

The purpose of the Lakes Region Planning Commission's Unified Planning Work Program (UPWP) is to provide a viable, collaborative transportation planning process where the region's communities, through the LRPC, and the State may engage in long-range planning for the overall betterment of the region and the state. In general terms, the UPWP is designed to provide support for Transportation Planning activities to meet the local needs of LRPC Region's municipalities and ensure consistency with the ten federally designated planning factors (Table 1).

**Table 1: LRPC UPWP Linkages with Federal Planning Factors**

Planning Factors	Relevant 2026/2027 UPWP Tasks					
	100	200	300	400	500	600
1 Support the economic vitality of the United States; The States; metropolitan areas and nonmetropolitan areas, especially by enabling global competitiveness, productive and efficiency.	102, 103	201, 203, 204, 205, 207, 208, 210, 211	301, 302	401, 402, 403, 404	501, 502, 503, 505, 506	601
2 Increases the safety of the transportation system for motorized and non-motorized users	102, 103	201, 203, 204, 205, 207, 208, 210	301, 302, 304	401, 402, 403, 404	501, 502, 503, 505, 506	601
3 Increase the security of the transportation system for motorized and non-motorized users	102, 103	201, 203, 204, 205, 207, 208, 210, 211	301, 302, 304	401, 402, 403, 404	501, 502, 503, 505, 506	601
4 Increase accessibility and mobility of people and freight	102, 103	201, 203, 204, 205, 207, 208, 210, 211	301, 302, 304	401, 402, 403, 404, 405	501, 502, 503, 505, 506	601
5 Protect and enhance the environment, promote conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	102, 103	201, 203, 205, 207, 208, 210, 211	301, 302, 303, 304	402, 403, 404	501, 502, 503, 505, 506	601
6 Enhance the integration and connectivity of the transportation system, across and between modes throughout the state, for people and freight.	102, 103	201, 203, 204, 205, 207, 208, 210, 211	301, 302, 303, 304	401, 402, 403, 404	501, 502, 503, 505, 506	601
7 Promote efficient system management and operation	102, 103	201, 203, 205, 207, 208, 210, 211	301, 302, 304	401, 402, 403, 404, 405	501, 502, 503, 505, 506	601
8 Emphasize the preservation of the existing transportation system	102, 103	201, 203, 205, 207, 208, 210	301, 302, 304	401, 402, 403, 404, 405	501, 502, 503, 505, 506	601
9 Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.	102, 103	201, 203, 205, 207, 208, 210, 211	301, 302, 304	401, 402, 403, 404, 405	501, 502, 503, 505, 506	601
10 Enhance travel and tourism.	102, 103	201, 203, 205, 207, 208, 210, 211	301, 302, 304	402, 402, 403, 404	501, 502, 505, 506	601



The planning activities outlined in this UPWP have also been designed with consideration of the national performance management for the Federal-aid highway system (Table 2).

**Table 2: LRPC UPWP Linkages with National Performance Management Goals**

	National Performance Goal	Relevant 2026/2027 UPWP Tasks					
		100	200	300	400	500	600
1	<b>Safety</b> - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.		201, 205, 208, 211			501, 503, 505	601
2	<b>Infrastructure Condition</b> - To maintain the highway infrastructure asset system in a state of good repair.		201, 203, 205, 208, 210	301	402	503	
3	<b>Congestion Reduction</b> - To achieve a significant reduction in congestion on the National Highway System.		201, 205, 210, 211			501, 503, 505	601
4	<b>System Reliability</b> - To improve the efficiency of the surface transportation system.	103	201, 203, 205, 210, 2011	304	402	501, 503, 505, 506	601
5	<b>Freight Movement and Economic Vitality</b> - To improve the National Highway Freight Network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.		201, 205, 210			501, 502	601
6	<b>Environmental Sustainability</b> - To enhance the performance of the transportation system while protecting and enhancing the natural environment.		208	301	402	501, 503	601
7	<b>Reduced Project Delivery Dates</b> - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.		201, 205	301, 302, 304	404	501, 502, 503	601

Section 11206(b) of the IIJA requires the utilization of at least 2.5% of Statewide Planning Research funds to be applied to Complete Streets related planning activities. Task 211 of the UPWP details the Complete Streets related planning activities that the LRPC anticipates undertaking during FY 2026-2027. In **Appendix B**, the document summarizes the financial allocation of those funds committed to Complete Streets Planning, which in detail exceeds the 2.5% requirement.



## 2026-2027 UPWP Tasks

### **Administration and Training**

### **Category 100**

**PURPOSE:** To manage effectively and efficiently the FY 2026-2027 Unified Planning Work Program (UPWP) agreement between the Lakes Region Planning Commission (LRPC) and the New Hampshire Department of Transportation (NHDOT) by providing: staff supervision and training opportunities and documentation of task performance at regular intervals.

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#### **101 Invoices and Accounting**

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**Objective:** The submission of timely, accurate, and detailed reporting of work accomplishments and time and monetary expenditures for NHDOT approval and reimbursement.

**Proposed Activities and Products:**

1. Financial Management and Clerical Services

**Deliverables:**

- Bookkeeping
- Monthly Invoices
- Auditor's Report

**Task 101 Budget:** \$17,030

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#### **102 Program Administration**

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**Objective:** To administer the LRPC transportation program and associated agreements with NHDOT, Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) in compliance with state and federal regulations.

**Proposed Activities and Products:**

1. Contract Management – All tasks related to the administrative oversight of the 2026-2027 UPWP, and activities related to advertising, evaluating, selecting, and monitoring of sub-consultants through competitive bidding requirements as necessary and in consultation with NHDOT.
2. Review, track, and report on transportation related legislation that affects the development and inclusion of future projects in the TYP.
3. Staff meetings to coordinate UPWP tasks and monitor work assignments.



**Deliverables:**

- 2026-2027 Unified Planning Work Program
- Annual Performance Report (one per year)
- Participation in UPWP Mid-Term Review with NHDOT staff
- 2026-2027 UPWP revisions and amendments (as appropriate)
- Sub-contracts and Agreements (as appropriate)
- Biweekly staff timesheets
- Monthly status reports
- FTP monthly uploads

**Task 102 Budget: \$78,873**

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**103 Training**

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**Objective:** To provide training opportunities for professional planning staff in contemporary transportation content areas, GIS Analysis and other technical training related to transportation planning and project development in coordination with the New Hampshire Department of Transportation (NHDOT) and Federal Highway Administration (FHWA). All expenditures on training initiatives will occur in accordance with Guidance on Use of FHWA Planning & Research Funds for Travel and Training, January 29, 2004 (Updated 4/3/2017) and Use of FHWA Planning & Research Funds for Conferences and Other Meetings, December 8, 2006 (Revised 12/26/2014).

**Proposed Activities and Products:**

1. Attendance at transportation conferences webinars, workshops and other training activities for staff to improve and maintain transportation planning and policy, GIS, and other related skills. Specific tasks include but are not limited to the following:
  - a. Transportation planning events such as webinars, conferences, workshops, or other training activities offered by NHDOT, NHDES, FHWA, FTA, National Transit Institute (NTI), University of New Hampshire Technology Transfer Center, National Scenic Byway Foundation (NSBF), NADO Rural Transportation Network, (CTAA), Rails to Trails Conservancy, New Hampshire Municipal Association (NHMA), ITE, and other relevant organizations.
  - b. GIS training offered by ESRI and regional academic institutions.



- c. Other pertinent transportation-related training sessions as approved by the NHDOT Bureau of Planning and Community Assistance.

**Deliverables:**

- Documentation of staff training through agendas and minutes and dissemination of information through planning commission meetings in a variety of transportation topics as available to the extent that funding allows. Priority topic areas include, but are not limited to:
- Rural public transportation systems development and the implementation of coordinated transit and human services plans.
  - Integrated land use and transportation.
  - Training related to the development and implementation of corridor studies, traffic modeling, and corridor management plans.
  - Rural transportation systems safety improvements, crash mitigation factors, and priority projects identification.
  - Training related to public involvement and stakeholder engagement for transportation decision-making and design.
  - State transportation programs including but not limited to Transportation Alternatives categories and Ten-Year Plan projects.
  - Planning for and implementation of bicycle and pedestrian improvements and intermodal transportation including rail trails at both local and regional levels.
  - Highway capacity, impact analysis, data collection methods, and access management.
  - Road Safety Audit facilitation and crash reduction.
  - Seminars and conferences provided by the National Association of Development Organizations (NADO) and the American Planning Association (APA) related to transportation and transportation planning.
  - Geographical Information Systems (GIS) training relevant to UPWP goals (e.g. Business Analyst, Story Maps, ArcGIS Online, and software administration.)
  - Use of Census 2020 data in land use and transportation planning

**103.02 (Direct Expense) Travel:** Travel to meetings, training courses and for other purposes to conduct approved contract activities.

**Task 103 Budget:** \$14,580

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### **104 Indirect Cost Adjustment**

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This task is intentionally vacant.



## **Policy and Planning**

## **Category 200**

**PURPOSE:** Continue to update the Regional Transportation Plan, Ten-Year Plan, and annual Transportation Improvement Plan (TIP). The review and development of policies and plans that guide the identification and prioritization of regional transportation needs and planning initiatives. Coordination of regional efforts will be enhanced by regular ongoing collaboration with NH Department of Transportation (NHDOT) and Regional Planning Commission (RPC)/Metropolitan Planning Organizations (MPO). Lakes Region communities and the public are encouraged to participate in planning and policy development.

### **201 Ten Year Plan (TYP)**

**Objective:** To coordinate the Lakes Region communities and the Transportation Advisory Committee (TAC) on the development of locally identified regional priorities for inclusion in the 2027-2036 Ten-Year Plan (TYP) and 2029-2038 TYP within funding guidance provided by the NHDOT. This task includes all associated public outreach and support, legislative, and the Governor's Advisory Commission on Intermodal Transportation (GACIT) activities on issues that affect the overall Lakes Region transportation system needs.

#### **Proposed Activities and Products:**

1. Active review and tracking of projects from their inclusion into the NHDOT Ten-Year Transportation Plan to construction. Work with NHDOT planners and designers to track proposed projects through the system.
2. Review, track, and report to stakeholders on transportation related legislation and local development projects that affect the development, inclusion, and timing of future projects in the TYP.
3. Participation in public information meetings regarding GACIT approved TYP projects.
4. Coordinate TYP with Regional Transportation Plan (RTP) policies and TIP project priorities.

#### **Deliverables:**

- Documentation of TYP project solicitation application process including technical support on scope, phasing, mapping and cost estimation
- Program of prioritized 2027-2036 & 2029-2038 TYP projects.
- Facilitate local and regional input in the Ten-Year Plan
- Documentation of correspondence between LRPC and NHDOT Staff on development and feasibility of potential TYP projects.



- Documentation of all technical assistance which may consist of but not limited to site visits and review existing conditions at proposed project locations, review designs, and attend public hearings and informational meetings
- Developed site maps for proposed Ten Year Plan projects including transportation facilities, infrastructure, geography, etc.
- Documentation of GACIT agendas, minutes, relevant meeting materials including materials provided by LRPC.
- Documentation and development of letters from TAC and Commission meetings endorsing recommendation of regional priorities for inclusion in state Ten Year Plan
- On-call engineering management.

**Task 201 Budget: \$47,982**

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## **202 Planning and Environmental Linkages**

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Not an LRPC focus area in FY26-27 UPWP

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## **203 Transportation Planners Collaborative (TPC)**

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**Objective:** The TPC is a NH Department of Transportation (NHDOT) process that facilitates ongoing dialog between Regional Planning Commission (RPC) planners and NHDOT staff on contemporary transportation planning topics and promotes improved program related communications.

**Proposed Activities and Products:**

1. Participation in Transportation Planning Collaborative (TPC) meetings with NHDOT and other regional RPC staff
2. Participate in working groups as needed.

**Deliverables:**

- Documentation of TPC agendas, minutes, and other relevant meeting materials.

**Task 203 Budget: \$1,127**

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## **204 Interagency Consultation**

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**Objective:** To provide the Statewide Transportation Improvement Program (STIP) input for proposed revisions in rural areas as appropriate and in accordance with NHDOT STIP Revision Procedures.

**Proposed Activities and Products:**



1. Review and comment on proposed STIP amendments affecting the Lakes Region as appropriate.
2. Participate in monthly Interagency Consultation Meetings

**Deliverables:**

- Documentation of Interagency Consultation Meeting agendas, minutes, and other relevant meeting materials.

**Task 204 Budget:** \$6,515

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## **205 Transportation Improvement Program (TIP)**

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**Objective:** To help coordinate and prepare the Lakes Region TIP using input received in the Ten-Year Plan solicitation process.

**Proposed Activities and Products:**

1. Facilitation of TAC process to evaluate and prioritize regional transportation needs
2. Assisting Lakes Region communities in the development of standardized supporting documentation and maps for potential projects
3. Ongoing coordination with NHDOT staff in determining appropriate and available funding for community identified transportation improvements.
4. Databasing and Analysis of regionally identified needs in relationship to historic and future program funding
5. Coordination with NHDOT engineers and communities on adjustment of scopes and schedules
6. Conduct public outreach related to the development of the regional TIP
7. Monitor status of current TIP project schedules, scope, and budgets

**Deliverables:**

- Monthly Updates to the Regional Transportation Improvement Plan as needed
- Creation of a Transportation Project Database for project description and milestones

**Task 205 Budget:** \$11,962

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## **206 Congestion Management Process**

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Not an LRPC focus area in FY26-27 UPWP.



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## **207 Intelligent Transportation System**

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Not an LRPC focus area in FY26-27 UPWP.

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## **208 Regional Transportation Plan**

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**Objective:** Ongoing Review, update, and prioritization of the regional long-range transportation plan. Implementation of action items in the newly updated 2025 Plan. This task includes the maintenance of the Transportation Chapter of the LRPC Regional Plan.

**Proposed Activities and Products:**

1. Implementation of the 2025 plan including focus on transportation corridor networks, prioritizing and implementing recommendations, and tracking performance measures as appropriate.
2. Improve coordination with TYP and TIP processes.
3. Provide opportunities for community outreach and input with information on the website and through social media.
4. Enhancing consideration of freight transportation and related projects into LRPC Regional Transportation Plan and LRPC Regional Plan.
5. Explore the incorporation of housing related considerations.

**Deliverables:**

- Annual updated Lakes Region Transportation Implementation Plan
- Website and Social Media updates
- Updated Transportation Chapter of LRPC Regional Plan.

**Task 208 Budget:** \$27,867

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## **209 Transportation Conformity**

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Not an LRPC focus area in FY26-27 UPWP.

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## **210 Statewide Long Range Transportation Plan**

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**Objective:** Provide assistance to NHDOT in Statewide LRTP and Statewide Freight Plan update



**Proposed Activities and Products:**

1. Provide technical assistance, upon request, to the New Hampshire Department of Transportation related to the development of the statewide Long-Range Transportation Plan & Statewide Freight Plan.
2. Participate in statewide meetings convened by the New Hampshire Department of Transportation related to the development of the statewide Long- Range Transportation Plan & Statewide Freight Plan.

**Deliverables:**

- Documentation of meetings and technical assistance provided to the New Hampshire Department of Transportation related to the development of the statewide Long-Range Transportation Plan & Statewide Freight Plan.

**Task 210 Budget:** \$1,504

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**211 Complete Streets Planning**

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**Objective:** Ongoing Review, update and prioritization of the Regional Bicycle and Pedestrian Plan

**Proposed Activities and Products:**

1. Implementation of the 2024 Bicycle and Pedestrian Plan for the Lakes Region by assisting municipalities in improving connectivity, safety, equity, economy & health through design, data collection and policy development.
2. Participating in the Statewide Complete Streets Advisory Committee (CSAC) Meetings and subcommittees.
3. Implement recommendations from the Statewide Pedestrian and Bicycle plan including priority areas of economic development and growth.
4. Coordinate local and regional bicycle and pedestrian traffic counts as defined in section 501 of this agreement with statewide efforts as appropriate.
5. Coordinate local and regional bicycle and pedestrian planning efforts with applications for TYP and TAP projects for future funding and documentation of project scopes into future a future Lakes Region Bicycle and Pedestrian Plan Update.
6. Assist NHDOT on any updates to the NH Statewide Pedestrian and Bicycle Plan.
7. Assist municipalities in the development of complete streets program.
8. Partnering with other RPCs in development of statewide complete streets planning resources.



**Deliverables:**

- Documentation of any technical assistance related to local Complete Streets policies and projects requested by LRPC municipalities.
- Documentation of CSAC agendas, minutes or other meeting materials (approx. 8 meetings per year)
- Documentation of new proposed Bike/Ped projects through TYP, TAP and other funding rounds.
- Updated bicycle and pedestrian count data.

**Task 211 Budget: \$23,636**



## **Public Involvement and Coordination**

## **Category 300**

**PURPOSE:** To maintain an ongoing effort to inform and educate the public, municipal officials, Transportation Advisory Committee (TAC) representatives, TAC member agencies and organizations and Lakes Region Commissioners about transportation plans and projects. Timely information regarding regional, state, and federal policy developments and transportation issues will be shared with the public through various media sources.

### **301 Transportation Advisory Committee (TAC)**

**Objective:** The continued active participation of the Lakes Region Transportation Advisory Committee (TAC) in the advising of projects, review of transportation goals and objectives, development of policy recommendations, and technical guidance for the Lakes Region.

#### **Proposed Activities and Products:**

1. Coordination of regular Lakes Region TAC meeting agenda with Lakes Region Planning Commission (LRPC) staff and TAC leadership. Attendance at all TAC meetings – at least six meetings will be conducted annually.
2. Staff administrative support for all aspects of TAC meetings including notices, mailings, coordinating meeting locations, and fulfilling the role of Committee Secretary as outlined in the LRPC TAC Standing Rules and Procedures.
3. Annual maintenance of membership and rules of procedure for transportation committees
4. Provide individual communication and technical support with community representatives on local transportation issues and potential future Ten Year Plan projects.
5. Coordination with statewide organizations for TAC discussion of statewide/regional transportation issues, including providing safe, maintained transportation corridors to support future growth and economic development, including but not limited to tourism amenities, freight and transport for manufacturing and infrastructure for residential growth.
6. Coordination with other TACs in New Hampshire, attend other TAC meetings to promote information sharing.
7. Administrative staffing to maintain active voting TAC membership with timely municipal notification of upcoming member term expirations.



**Deliverables:**

- Documented meetings and public outreach including press releases, meeting agendas, meeting minutes (posted within 30 days), educational materials, and other supporting documents such as handouts, PowerPoint presentations, published articles, etc. (minimum of 6 meetings annually)
- Historic TAC membership tracking records and documented correspondence regarding municipal appointments.

**Task 301 Budget: \$54,273**

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**302 Planning Commission/Committee Meetings**

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**Objective:** To inform the Lakes Region Planning Commission (LRPC) and Executive Board, and other LRPC committees about projects and goals for needed transportation improvements in the Lakes Region, transportation related legislative developments, and regional, state, and federal transportation policies.

**Proposed Activities and Products:**

1. Staff participation in commission and committee meetings for the purpose of conducting transportation planning business. Bring recommendations of the Transportation Advisory Committee (TAC) to the Commission for adoption. Combined staff will participate in not less than six commission/committee meetings annually where transportation is a topic of discussion.

**Deliverables:**

- Documentation of meetings attended, and transportation information presented.

**Task 302 Budget: \$4,510**

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**303 Public Involvement Plan**

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**Objective:** Maintain and improve Public Involvement Plan, as needed.

**Proposed Activities and Products:**

1. Review and update plan as needed including implementing recommendations.
2. Become compliant with FHWA Title VI as a subrecipient.
3. Prepare and submit Title VI Goals & Accomplishment reports to NHDOT Office of Federal Compliance and complete any identified action items.



**Deliverables:**

- Continue to update Public Involvement Plan.
- Completed Title VI Goal & Accomplishments report.

**Task 303 Budget: \$3,182**

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**304 Public Outreach**

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**Objective:** Maintain an exchange of information on transportation-related topics between the Planning Commission and the public in accordance with the *Transportation Improvements – Public Involvement Process* which outlines LRPC’s public participation strategies.

**Proposed Activities and Products:**

1. Provide up-to-date information to the LRPC website regarding state transportation planning initiatives including corridor studies, funding opportunities, TAC proceedings and minutes, transportation discussions presented at Commission meetings, etc.

**Deliverables:**

- Development and posting of transportation-related content on the LRPC Transportation Events web page, press releases, etc. Information to include, but not necessarily be limited to, meeting agenda, draft and final transportation plans, project information, and correspondence with municipal officials.
- Update LRPC Transportation web page with enhanced user features.
- Organize and publish historic Transportation reports and maps on the website
- Publicize funding opportunities and call for TYP project submittals with emails, website notifications and social media posts.
- Educational program overview materials for SADES, traffic counting, upcoming funding rounds, and other services.

**Task 304 Budget: \$7,638**

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**305 Policy Committees**

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Specific to MPO Policy Committee Efforts.



## Plan Support

## Category 400

**PURPOSE:** The collection, development, maintenance, analysis, and distribution of data and mapping information that support state and regional planning efforts. Associated data includes traffic counts and movements, land use and transportation mapping, and demographics. The equipment and software needed for data collection and analysis will be maintained in good working conditions while continuing the education of new data collection technology. The utilization of data collected to respond to requests for traffic counts by member communities.

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### 401 Traffic Counts

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**Objective:** To collect, update, store, and retrieve data on traffic counts and intersection turning movements for use in project development and other Unified Planning Work Program (UPWP) tasks.

**Proposed Activities and Products:**

1. Collect traffic volume data for approximately 200 locations annually throughout the region, as requested by the NH Department of Transportation (NHDOT).
2. Collect intersection-turning data at up to five intersections annually as requested by the NHDOT.
3. Outreach to LRPC communities to coordinate and schedule traffic count locations to avoid conflicts due to special events and/or construction.

**Deliverables:**

- Completed traffic counts that include raw data, processed counts and summary reports.
- Documentation of community outreach and correspondences.

**Task 401 Budget:** \$96,662

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### 402 SADES Data Collection

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**Objective:** Improve programming for road infrastructure utilizing SADES (Statewide Asset Data Exchange System) at the local and regional level.

**Proposed Activities and Products**

1. Inventory, analyze, and model road system conditions at the local level.
2. Coordination with UNH T2 on potential pilots of new SADES program areas.



3. Assist in piloting Statewide Asset Data Exchange System (SADES) infrastructure data collection programs especially with new attributes or new communities in at least one community annually).
4. Communication with the community through pre-contract SADES work.

**Deliverables:**

- Inventory and analysis reports that can be used by local DPW directors and CIP budget committees in road system improvement programming.
- Documentation of correspondences with SADES program managers.

**Task 402 Budget: \$18,901**

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### **403 Geographic Information Systems**

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**Objective:** Development and maintenance of transportation geospatial data and related data for use in transportation planning efforts. Maps developed will be displayed in a convenient manner for use by Lakes Region municipalities. Accurate and up to date land use and zoning maps invaluable to transportation planning. Maps are used to identify and predict transportation demand, safety issues, planning and environmental linkages, orientation and destination, and other planning factors (Planning Manager and Transportation Planner oversee the GIS program and receive assistance from Interns.)

**Proposed Activities and Products:**

1. Continue to acquire, update, and analyze digital land use coverage for Lakes Region communities, primarily using aerial photography, digital orthophoto quads and satellite imagery for use in transportation planning and planning processes focused on integrating land use and transportation.
2. Update standard map sets for selected communities for use in transportation and land use analysis.
3. Continue to coordinate with NHDOT to share mapping information on state transportation layers used in regional and local projects.
4. Incorporate the most appropriate GIS mapping software (mainly through ESRI), into regional transportation planning efforts.
5. Staff administration of GIS access, products, and data.

**Deliverables:**

- Updated standard map sets for selected communities within budgetary constraints.



- At least one set of transportation maps that utilize ArcGIS Online, one transportation report utilizing Business Analyst for analysis and one report utilizing Story Maps for presentation.

**Task 403 Budget: \$43,628**

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## **404 Demographics**

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**Objective:** Continue to act as the region's primary transportation data and knowledge center. Collect, organize, and maintain pertinent data and information related to the Lakes Region, including 2020 US Census and ACS data.

**Proposed Activities and Products:**

1. Further explore Mosaic, Census on the Map, American Community Survey, commuter, and other transportation and land use related data sources.
2. Provide demographic information to support Regional Transportation Plan, TYP projects and the Transportation Chapter of the LRPC Regional Plan.

**Deliverables:**

- Information gathered and compiled for transportation planning.
- Data posted on website for public use.
- Creation of various visuals that aid in showcasing data collected.

**Task 404 Budget: \$8,015**

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## **405 Equipment**

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**Objective:** Obtain and/or maintain equipment and transportation resources through a competitive bidding process as necessary, Geographic Information Systems (GIS) hardware and software, manuals, and computer workstations. Ensure all are and remain in good functional condition to fulfill all tasks in this agreement. To create a Cost-Share Program with the Lakes Region communities to hire an On Call Engineer to assist in any applicable transportation-related projects.

**Proposed Activities and Products:**

1. Operation and maintenance of the traffic counting vehicle
2. Purchase and/or repair of traffic counting equipment and supplies



3. Maintenance of computer hardware and software used for transportation planning, including ArcGIS software maintenance and updates.
4. Purchase of transportation planning resources such as books and manuals
5. Maintain or upgrade computers and other technology used for transportation planning as needed.
6. Postage for outreach and promotions
7. Maintain plotter/scanner and service agreement.
8. Explore uses of new technology equipment to gather transportation information.
9. To hire an On Call Engineer to assist Lakes Region municipalities with applicable transportation-related project proposals such as TYP, CMAQ, TAP, or other differently funded transportation projects (**Budget: \$30,000**):
  - a. Coordinate with NHDOT to create QBS and contract with Engineering Firm.
  - b. Coordinate with Engineering Firm on TYP and other LPA managed and Transportation-related projects for scoping and budgeting.

**Deliverables:**

- Effective and efficient achievement of programmed tasks.
- Scanned and electronically archived transportation maps.
- Completed advertised QBS process.
- Concept level plans/estimates for TYP and other Transportation projects.

**Task 405 Budget: \$67,100**

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**406 Transportation Model**

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Not a LRPC focus area in FY22-23.

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**407 Memberships, Subscriptions, and Professional Costs**

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**Objective:** Includes costs related to LRPC's memberships subscriptions, publications and other transportation related professional costs in coordination with Eligibility of Membership Dues for FHWA/FTA Planning Funds, July 25, 2006 (Revised 12/26/2014)



**407.01 Transportation Materials and Documents:** The purpose of this task is for staff access to documents and other materials related to transportation from a range of resources (e.g. USDOT, FHWA, FTA, EPA, TRB, NHDES Air Resources, NHDOT, AMPO, AASHTO). This also includes membership in various transportation professional organizations. This task fosters a high level of understanding about rules and regulations mandated by the state and federal governments regarding operations, transportation technology, safety, planning emphasis areas, and other transportation materials that allow staff working in the Unified Planning Work Program to be on the forefront of transportation planning.

**407.02 Publications:** The purpose of publishing various requests for contracted services through local, and statewide publications.

**407.03 Memberships:** The purpose of this subtask is to continue membership in the National Association of Development Organizations (NADO) the New Hampshire Association of Regional Planning Commissions (NHARPC), the American Planning Association, the Transportation Section. These memberships support staff acquisition of the knowledge and skills needed to provide transportation planning functions.

**Deliverables:**

Documentation of transportation – related memberships, subscriptions, and professional costs.

**Task 407 Budget: \$6,515**



## **Technical Assistance and Support**

**Category 500**

**PURPOSE:** The coordination and delivery of state, regional, and local transportation planning assistance, and technical support. This task includes the timely delivery of project development and implementation assistance, preparation of special transportation studies, local technical assistance, and grant preparation assistance. Focus areas consistent with state and federal initiatives include livability, transportation choice, and climate change.

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### **501 Local & Regional Assistance**

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**Objective:** Provide periodic transportation guidance and technical assistance to Lakes Region municipalities and regional and local organizations. Included are attendance at meetings where transportation mobility is a focus as well as scoping special projects related to mobility. Integrate freight planning recommendations and information from the State Freight Plan into regional transportation planning activities.

#### **Proposed Activities and Products:**

1. Local Technical Assistance depending on staff availability and local interest, for services that aid in the creation and implementation of transportation-related improvement projects.
2. Assist towns with alternative funding services and associated grant materials: DES, NBRC, etc.
3. Providing on-call technical assistance from LRPC communities upon request.
4. Explore the feasibility and need for corridor studies while assisting in current corridor studies.
5. Analyze how to move freight through the region in coordination with the State Freight Plan.
6. Staff Administration and support of the Scenic Byways through the creation of a Scenic Byways Committee focused on economic development and future funding opportunities.
7. Providing technical support for municipalities regarding stormwater and floodplain management

#### **Deliverables:**

- Documentation of scopes of services and summary reports.
- Documentation of alternative funding applications.



- Documentation of all assistance provided.
- Documentation of local and regional meetings attended including agendas, minutes and other relevant meeting materials.
- Updated high traffic freight travel maps.
- Quarterly Scenic Byways Committee meetings.
- Environmental assessment report for proposed project proposals (review of stormwater, wetlands, floodplains, land use, etc.)

**Task 501 Budget: \$29,876**

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## **502 Statewide Assistance**

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**Objective:** Active involvement in state transportation committees, initiatives, programs, and support requests that affect the state of New Hampshire and economic vitality of the Lakes Region.

### **Proposed Activities and Products:**

1. TAP funding rounds and technical assistance.
2. Assist communities through the participation of various State DOT Public Information Hearings and Traffic Scoping Meetings.
3. Assist NHDOT with implementation of the Highway Safety Improvement Program (HSIP) through local project identification and evaluation. Participation on committees and at meetings of state significance such as regular planning commission executive director meetings with NHDOT, the NH Rail Transit Authority, NH Transit Association, Congestion Mitigation and Air Quality (CMAQ), etc.
4. Coordinate with NHDOT where regional data can inform in state planning initiatives such as the state freight plan, statewide Long Range Transportation Plan, state bicycle and pedestrian plan update, and in the area of asset management.
5. Assistance to local communities with RSA applications or coordinate informal review of specific highway safety issues
6. Support for statewide plans including, Bike-ped plan and Long-Range Transportation Plan

### **Deliverables:**

- Documentation of meetings attended, and information shared.
- Completed Road Safety Audit applications.



**Task 502 Budget:** \$10,900

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### **503 Local Public Agency (LPA) Program Support**

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**Objective:** Assist with the development and management of projects, which conform to FHWA federal-aid regulations, policies, and guidance.

**Proposed Activities and Products:**

1. Work with the NH Maintenance Districts 2 and 3, Transportation Technical Advisory Committee, local officials, and the public in the identification and budgeting of LPA Managed projects.
2. Assistance to local communities with TAP and CMAQ projects from initial project conception through submission of application and scoring process.

**Deliverables:**

- Transportation Alternatives project solicitation process, application evaluation, and written summary as appropriate.
- CMAQ project solicitation process, application evaluation, and written summary as appropriate.

**Task 503 Budget:** \$25,454

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### **504 Special Projects**

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**Objective:** Comprehensive transportation planning at the local, sub-regional, and region level. Special projects consist of in-depth transportation study with or without the assistance of contracted consultants.

**Proposed Activities and Products:**

1. If any project emerges in the future, LRPC staff will coordinate and seek approval from NHDOT staff prior to any action taken.

**Task 504 Budget:** \$0

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### **505 Regional Coordinating Councils (RCC)**

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**Objective:** Promote coordinated transit planning within the coordination council regions established in NH and statewide. Provide staff administrative support and assistance as needed for the ongoing operations and meetings of the RCCs.

**Proposed Activities and Products:**

1. Continue to provide representation for Lakes Region communities in the Coos/Grafton, Carroll, and Midstate RCC regions 1, 2, and 3.



2. Attend State Coordination Council meetings, as appropriate, to support RCC development and implementation.
3. Provide research, facilitation, and work plan implementation assistance as appropriate.

**Deliverables:**

- Annual summary report for each of three RCCs serving the Lakes Region.
- Documentation of agendas, minutes, and other relevant meeting materials.

**Task 505 Budget:** \$13,681

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### **506 Transit Assistance**

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**Objective:** To further transit goals and objectives outlined in the Lakes Region Transportation Plan and technical assistance to local transit agencies and other public and private transportation operators beyond the assistance provided to the Regional Coordination Councils.

**Proposed Activities and Products:**

1. Provide technical assistance beyond the RCC's to transit agencies, within funding constraints.

**Deliverables:**

- Participation and technical assistance as needed.

**Task 506 Budget:** \$752

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### **507 TDM**

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Not currently a LRPC focus area.



## **5305e Funded Transit Planning Efforts**

**Category 600**

**PURPOSE:** Lakes Region Planning Commission will provide technical assistance with the development of a Laconia Fixed Route & Micro-Transit (Transit) Feasibility Study. Identifying and documentation through a stakeholders committee, public input sections, and contracted consultant services of the need and feasibility of transit service, either a fixed route or micro-transit in the Greater Laconia Area.

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### **601 5305e Funded Transit Planning Efforts**

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**Objective:** Providing technical assistance in and development of the Laconia Fixed Route & Micro-Transit (Transit) Feasibility Study.

**Proposed Activities and Products:**

1. Convene a Stakeholder Advisory Committee/ Public outreach
2. Assisting the contracted consultant in estimating demand for transit services.
3. Assisting the contracted consultant on service design and report generation.
4. Seek final adoption and distribution of the feasibility study.

**Deliverables:**

- Approved final feasibility study.

Category 600 Budget: \$53,012.42



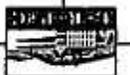
## Appendix A: LRPC 26/27 UPWP Budget Overview

Lakes Region Planning Commission FY26/27 [726] UPWP Draft		Budgeted Hours FY26/27	Est. Overall Budget FY26/27	LRPC Contract Match	90% Budget
<b>Grand Totals</b>		1,086	\$ 671,275.42	\$ 67,127.54	\$ 604,147.88
100 - Administration and Training		1086	\$ 106,483.00	\$ 10,648.30	\$ 95,834.70
200 - Policy & Planning		1510	\$ 120,593.00	\$ 12,059.30	\$ 108,533.70
300 - Public Involvement & Coordination		875	\$ 69,603.00	\$ 6,960.30	\$ 62,642.70
400 - Plan Support		2421	\$ 240,921.00	\$ 24,092.10	\$ 216,828.90
<b>Direct Expenses</b>			\$ 113,365.00	\$ 11,336.50	\$ 102,028.50
<b>Grand Total</b>			\$ 784,640.42	\$ 78,464.04	\$ 706,176.38
103: Training			\$ 5,000.00	\$ 500.00	\$ 4,500.00
405: Equipment			\$ 67,100.00	\$ 6,710.00	\$ 60,390.00
405.01: O&M of Traffic Counting Vehicle			\$ 6,500.00	\$ 650.00	\$ 5,850.00
405.02: Purchase and/or Repair of Traffic Counting Equip & Supplies			\$ 13,500.00	\$ 1,350.00	\$ 12,150.00
405.03: Maintenance of Computer Hardware and Software			\$ 1,500.00	\$ 150.00	\$ 1,350.00
405.04: Purchase Transportation Planning Resources			\$ 3,000.00	\$ 300.00	\$ 2,700.00
405.05: Maintain or Upgrade Computers Used for Transportation			\$ 600.00	\$ 60.00	\$ 540.00
405.06: Plotter/Scanner and Service Agreement			\$ 100.00	\$ 10.00	\$ 90.00
405.07: Postage			\$ 3,000.00	\$ 300.00	\$ 2,700.00
405.08: On-Call Engineer			\$ 6,500.00	\$ 650.00	\$ 5,850.00
407: Memberships, Subscriptions & Professional Costs			\$ 6,515.00	\$ 651.50	\$ 5,863.50
407.01: Materials			\$ 515.00	\$ 51.50	\$ 463.50
407.02: Publications			\$ 1,000.00	\$ 100.00	\$ 900.00
407.03: Memberships			\$ 2,000.00	\$ 200.00	\$ 1,800.00
407.04: Other			\$ 3,000.00	\$ 300.00	\$ 2,700.00
408: Connected Communities Alliance			\$ 34,750.00	\$ 3,475.00	\$ 31,275.00
<b>Grand Total</b>			\$ 34,750.00	\$ 3,475.00	\$ 31,275.00



## Appendix B: LRPC 26/27 UPWP Detailed Budget

Lakes Region Planning Commission FY26/27   726   UPWP Draft		Budgeted Hours FY26/27	Est. Overall Budget FY26/27	LRPC Contract Match	90% Budget
		6,918	\$ 671,275.42	\$ 67,127.54	\$ 604,147.88
<b>100 Administration and Training</b>		<b>1086</b>	<b>\$ 106,483.00</b>	<b>\$ 10,648.30</b>	<b>\$ 95,834.70</b>
<b>101 Invoices &amp; Accounting</b>		<b>180</b>	<b>\$ 17,030.00</b>	<b>\$ 1,703.00</b>	<b>\$ 15,327.00</b>
101.01 Bookkeeping		70	\$ 6,467.00	\$ 646.70	\$ 5,820.30
	Executive Director	10	\$ 1,552.00	\$ 155.20	\$ 1,396.80
	Finance Administrator	60	\$ 4,915.00	\$ 491.50	\$ 4,423.50
101.02 Monthly Invoices		120	\$ 10,563.00	\$ 1,056.30	\$ 9,506.70
	Executive Director	10	\$ 1,552.00	\$ 155.20	\$ 1,396.80
	Finance Administrator	110	\$ 9,011.00	\$ 901.10	\$ 8,109.90
101.03 Auditor's Report					
<b>102 Program Administration</b>		<b>765</b>	<b>\$ 74,873.00</b>	<b>\$ 7,487.30</b>	<b>\$ 67,385.70</b>
102.01 UPWP Development		110	\$ 9,506.00	\$ 950.60	\$ 8,555.40
	Executive Director	10	\$ 1,552.00	\$ 155.20	\$ 1,396.80
	Finance Administrator	20	\$ 1,638.00	\$ 163.80	\$ 1,474.20
	Planner Manager	20	\$ 1,806.00	\$ 180.60	\$ 1,625.40
	Transportation Planner	60	\$ 4,510.00	\$ 451.00	\$ 4,059.00
102.02 Annual Performance Report		70	\$ 6,280.00	\$ 628.00	\$ 5,652.00
	Executive Director	10	\$ 1,552.00	\$ 155.20	\$ 1,396.80
	Finance Administrator	10	\$ 819.00	\$ 81.90	\$ 737.10
	Planner Manager	10	\$ 903.00	\$ 90.30	\$ 812.70
	Transportation Planner	40	\$ 3,006.00	\$ 300.60	\$ 2,705.40
102.03 Status Conference		10	\$ 1,152.00	\$ 115.20	\$ 1,036.80
	Executive Director	5	\$ 776.00	\$ 77.60	\$ 698.40
	Transportation Planner	5	\$ 376.00	\$ 37.60	\$ 338.40
102.04 Monthly Status Report		246	\$ 20,650.00	\$ 2,065.00	\$ 18,585.00
	Finance Administrator	96	\$ 7,864.00	\$ 786.40	\$ 7,077.60
	Planner Manager	100	\$ 9,028.00	\$ 902.80	\$ 8,125.20
	Transportation Planner	50	\$ 3,758.00	\$ 375.80	\$ 3,382.20
102.05 Staff Administration		329	\$ 37,285.00	\$ 3,728.50	\$ 33,556.50
	Executive Director	140	\$ 21,734.00	\$ 2,173.40	\$ 19,560.60
	Planner Manager	89	\$ 8,035.00	\$ 803.50	\$ 7,231.50
	Transportation Planner	100	\$ 7,516.00	\$ 751.60	\$ 6,764.40
<b>103 Training</b>		<b>131</b>	<b>\$ 14,580.00</b>	<b>\$ 1,458.00</b>	<b>\$ 13,122.00</b>
103.01 Training		131	\$ 9,580.00	\$ 958.00	\$ 8,622.00
	Planner Manager	25	\$ 2,257.00	\$ 225.70	\$ 2,031.30
	Transportation Planner	75	\$ 5,637.00	\$ 563.70	\$ 5,073.30
	Intern	31	\$ 1,686.00	\$ 168.60	\$ 1,517.40
<b>Direct Expense</b>			<b>\$ 5,000.00</b>	<b>\$ 500.00</b>	<b>\$ 4,500.00</b>
103.02 Travel			\$ 5,000.00	\$ 500.00	\$ 4,500.00
<b>104 ICR Adjustment</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



Lakes Region Planning Commission FY26/27   728   UWP Draft		Budgeted Est. Overall FY26/27 Budget FY26/27		LRPC Contract Match		90% Budget	
200 - Policy & Planning	201 Ten Year Plan	1510	\$ 120,593.00	\$ 47,982.00	\$ 4,798.20	\$ 108,593.30	\$ 43,183.80
	201.01 Project Review & Scoping	578	\$ 47,982.00	\$ 33,096.60	\$ 3,309.60	\$ 33,096.60	\$ 29,786.40
	Executive Director	20	\$ 3,105.00	\$ 3,105.00	\$ 310.50	\$ 3,105.00	\$ 2,794.50
	Planner Manager	20	\$ 1,806.00	\$ 1,806.00	\$ 180.60	\$ 1,806.00	\$ 1,625.40
	Transportation Planner	375	\$ 28,185.00	\$ 28,185.00	\$ 2,818.50	\$ 28,185.00	\$ 25,366.50
	201.03 Information Dissemination	807	\$ 27,445.00	\$ 27,445.00	\$ 2,744.50	\$ 27,445.00	\$ 24,700.50
	Executive Director	15	\$ 2,329.00	\$ 2,329.00	\$ 232.90	\$ 2,329.00	\$ 2,096.10
	Planner Manager	15	\$ 1,354.00	\$ 1,354.00	\$ 135.40	\$ 1,354.00	\$ 1,218.60
	Transportation Planner	40	\$ 3,006.00	\$ 3,006.00	\$ 300.60	\$ 3,006.00	\$ 2,705.40
	Administrative Assistant	10	\$ 756.00	\$ 756.00	\$ 75.60	\$ 756.00	\$ 680.40
	201.04 Meetings & Public Hearings	807	\$ 27,441.00	\$ 27,441.00	\$ 2,744.10	\$ 27,441.00	\$ 24,696.90
	Executive Director	15	\$ 2,329.00	\$ 2,329.00	\$ 232.90	\$ 2,329.00	\$ 2,096.10
	Planner Manager	15	\$ 1,354.00	\$ 1,354.00	\$ 135.40	\$ 1,354.00	\$ 1,218.60
	Transportation Planner	50	\$ 3,758.00	\$ 3,758.00	\$ 375.80	\$ 3,758.00	\$ 3,382.20
	203 Transportation Planning Collaborative	15	\$ 1,127.00	\$ 1,127.00	\$ 112.70	\$ 1,127.00	\$ 1,014.30
	Transportation Planner	15	\$ 1,127.00	\$ 1,127.00	\$ 112.70	\$ 1,127.00	\$ 1,014.30
	204 Interagency Consultation	70	\$ 6,515.00	\$ 6,515.00	\$ 651.50	\$ 6,515.00	\$ 5,863.50
	Executive Director	10	\$ 1,552.00	\$ 1,552.00	\$ 155.20	\$ 1,552.00	\$ 1,396.80
	Planner Manager	20	\$ 1,806.00	\$ 1,806.00	\$ 180.60	\$ 1,806.00	\$ 1,625.40
	Transportation Planner	100	\$ 7,518.00	\$ 7,518.00	\$ 751.80	\$ 7,518.00	\$ 6,764.40
	205 Transportation Improvement Program (TIP)	150	\$ 11,962.00	\$ 11,962.00	\$ 1,196.20	\$ 11,962.00	\$ 10,765.80
	Executive Director	10	\$ 1,552.00	\$ 1,552.00	\$ 155.20	\$ 1,552.00	\$ 1,396.80
	Planner Manager	20	\$ 1,806.00	\$ 1,806.00	\$ 180.60	\$ 1,806.00	\$ 1,625.40
	Transportation Planner	100	\$ 7,518.00	\$ 7,518.00	\$ 751.80	\$ 7,518.00	\$ 6,764.40
	205.01 Transportation Improvement Program (TIP)	150	\$ 11,962.00	\$ 11,962.00	\$ 1,196.20	\$ 11,962.00	\$ 10,765.80
	Executive Director	360	\$ 27,867.00	\$ 27,867.00	\$ 2,786.70	\$ 27,867.00	\$ 25,080.30
	Planner Manager	20	\$ 3,105.00	\$ 3,105.00	\$ 310.50	\$ 3,105.00	\$ 2,794.50
	Transportation Planner	250	\$ 18,790.00	\$ 18,790.00	\$ 1,879.00	\$ 18,790.00	\$ 16,911.00
	208 Regional Transportation Plan	360	\$ 27,867.00	\$ 27,867.00	\$ 2,786.70	\$ 27,867.00	\$ 25,080.30
	Executive Director	20	\$ 3,105.00	\$ 3,105.00	\$ 310.50	\$ 3,105.00	\$ 2,794.50
	Planner Manager	30	\$ 2,708.00	\$ 2,708.00	\$ 270.80	\$ 2,708.00	\$ 2,437.20
	Transportation Planner	250	\$ 18,790.00	\$ 18,790.00	\$ 1,879.00	\$ 18,790.00	\$ 16,911.00
	208.01 Regional Transportation Plan	360	\$ 27,867.00	\$ 27,867.00	\$ 2,786.70	\$ 27,867.00	\$ 25,080.30
	Executive Director	20	\$ 3,105.00	\$ 3,105.00	\$ 310.50	\$ 3,105.00	\$ 2,794.50
	Planner Manager	30	\$ 2,708.00	\$ 2,708.00	\$ 270.80	\$ 2,708.00	\$ 2,437.20
	Transportation Planner	250	\$ 18,790.00	\$ 18,790.00	\$ 1,879.00	\$ 18,790.00	\$ 16,911.00
	210 Statewide Long Range Transportation Plan	20	\$ 1,504.00	\$ 1,504.00	\$ 150.40	\$ 1,504.00	\$ 1,353.60
	Executive Director	10	\$ 752.00	\$ 752.00	\$ 75.20	\$ 752.00	\$ 676.80
	Transportation Planner	10	\$ 752.00	\$ 752.00	\$ 75.20	\$ 752.00	\$ 676.80
	210.01 Statewide Long Range Transportation Plan	10	\$ 752.00	\$ 752.00	\$ 75.20	\$ 752.00	\$ 676.80
	Executive Director	10	\$ 752.00	\$ 752.00	\$ 75.20	\$ 752.00	\$ 676.80
	Transportation Planner	10	\$ 752.00	\$ 752.00	\$ 75.20	\$ 752.00	\$ 676.80
	210.02 Statewide Freight Plan	10	\$ 752.00	\$ 752.00	\$ 75.20	\$ 752.00	\$ 676.80
	Executive Director	10	\$ 752.00	\$ 752.00	\$ 75.20	\$ 752.00	\$ 676.80
	Transportation Planner	10	\$ 752.00	\$ 752.00	\$ 75.20	\$ 752.00	\$ 676.80
	211 Complete Streets Planning	320	\$ 23,636.00	\$ 23,636.00	\$ 2,363.60	\$ 23,636.00	\$ 21,272.40
	Executive Director	195	\$ 14,241.00	\$ 14,241.00	\$ 1,424.10	\$ 14,241.00	\$ 12,816.90
	Planner Manager	175	\$ 13,153.00	\$ 13,153.00	\$ 1,315.30	\$ 13,153.00	\$ 11,837.70
	Transportation Planner	20	\$ 1,088.00	\$ 1,088.00	\$ 108.80	\$ 1,088.00	\$ 979.20
	211.01 Complete Streets Planning	195	\$ 14,241.00	\$ 14,241.00	\$ 1,424.10	\$ 14,241.00	\$ 12,816.90
	Executive Director	125	\$ 9,396.00	\$ 9,396.00	\$ 939.60	\$ 9,396.00	\$ 8,455.50
	Planner Manager	125	\$ 9,396.00	\$ 9,396.00	\$ 939.60	\$ 9,396.00	\$ 8,455.50
	211.02 Complete Streets Advisory Committee	125	\$ 9,396.00	\$ 9,396.00	\$ 939.60	\$ 9,396.00	\$ 8,455.50
	Executive Director	20	\$ 1,088.00	\$ 1,088.00	\$ 108.80	\$ 1,088.00	\$ 979.20
	Transportation Planner	175	\$ 13,153.00	\$ 13,153.00	\$ 1,315.30	\$ 13,153.00	\$ 11,837.70
	211.02 Complete Streets Advisory Committee	125	\$ 9,396.00	\$ 9,396.00	\$ 939.60	\$ 9,396.00	\$ 8,455.50



Lakes Region Planning Commission FY26/27   726   UPWP Draft		Budgeted Hours FY26/27	Est. Overall Budget FY26/27	LRPC Contract Match	90% Budget
<b>300 - Public Involvement &amp; Coordination</b>		875	\$ 69,603.00	\$ 6,960.30	\$ 62,642.70
<b>301 Transportation Advisory Committee (TAC)</b>		690	\$ 54,273.00	\$ 5,427.30	\$ 48,845.70
301.01: IAC Support & Participation		630	\$ 49,753.00	\$ 4,975.30	\$ 44,777.70
	Executive Director	30	\$ 4,657.00	\$ 465.70	\$ 4,191.30
	Transportation Planner	600	\$ 45,096.00	\$ 4,509.60	\$ 40,586.40
301.02: Membership Tracking & Updates		50	\$ 3,768.00	\$ 376.80	\$ 3,391.20
	Transportation Planner	30	\$ 2,255.00	\$ 225.50	\$ 2,029.50
	Administrative Assistant	20	\$ 1,513.00	\$ 151.30	\$ 1,361.70
301.03: Field Reviews		10	\$ 752.00	\$ 75.20	\$ 676.80
	Transportation Planner	10	\$ 752.00	\$ 75.20	\$ 676.80
<b>302 Planning Commissions/ Committee Meetings</b>		60	\$ 4,510.00	\$ 451.00	\$ 4,059.00
302.01: Planning Commission Meetings		60	\$ 4,510.00	\$ 451.00	\$ 4,059.00
	Transportation Planner	60	\$ 4,510.00	\$ 451.00	\$ 4,059.00
<b>303 Public Involvement Plan</b>		35	\$ 3,182.00	\$ 318.20	\$ 2,863.80
303.01: Public Involvement Plan		35	\$ 3,182.00	\$ 318.20	\$ 2,863.80
	Executive Director	5	\$ 776.00	\$ 77.60	\$ 698.40
	Planner Manager	10	\$ 903.00	\$ 90.30	\$ 812.70
	Transportation Planner	20	\$ 1,503.00	\$ 150.30	\$ 1,352.70
<b>304 Public Outreach</b>		90	\$ 7,638.00	\$ 763.80	\$ 6,874.20
304.01: Communication & Outreach		90	\$ 7,638.00	\$ 763.80	\$ 6,874.20
	Executive Director	10	\$ 1,652.00	\$ 165.20	\$ 1,486.80
	Planner Manager	15	\$ 1,182.00	\$ 118.20	\$ 1,063.80
	Regional Planner	15	\$ 1,354.00	\$ 135.40	\$ 1,218.60
	Transportation Planner	40	\$ 3,006.00	\$ 300.60	\$ 2,705.40
	Intern	10	\$ 544.00	\$ 54.40	\$ 489.60
<b>400 - Plan Support</b>		2421	\$ 240,921.00	\$ 24,092.10	\$ 216,828.90
<b>401 Traffic Counts</b>		1561	\$ 96,662.00	\$ 9,666.20	\$ 86,995.80
401.01: Traffic Volume Data Collection		1500	\$ 92,505.00	\$ 9,250.50	\$ 83,254.50
	Transportation Planner	150	\$ 11,274.00	\$ 1,127.40	\$ 10,146.60
	Transportation Technician	700	\$ 45,871.00	\$ 4,587.10	\$ 41,283.90
	Intern	650	\$ 35,360.00	\$ 3,536.00	\$ 31,824.00
401.02: Recruitment, Training, Organizational Meetings		56	\$ 3,781.00	\$ 378.10	\$ 3,402.90
	Planner Manager	6	\$ 542.00	\$ 54.20	\$ 487.80
	Transportation Planner	25	\$ 1,879.00	\$ 187.90	\$ 1,691.10
	Intern	25	\$ 1,360.00	\$ 136.00	\$ 1,224.00
401.03: Maintain Traffic Counting Manual		5	\$ 376.00	\$ 37.60	\$ 338.40
	Transportation Planner	5	\$ 376.00	\$ 37.60	\$ 338.40
<b>402 SADES Data Collection</b>		260	\$ 18,901.00	\$ 1,890.10	\$ 17,010.90
402.01: SADES Data Collection		260	\$ 18,901.00	\$ 1,890.10	\$ 17,010.90
	Planner Manager	40	\$ 3,611.00	\$ 361.10	\$ 3,249.90
	Transportation Planner	160	\$ 12,026.00	\$ 1,202.60	\$ 10,823.40
	Intern	60	\$ 3,264.00	\$ 326.40	\$ 2,937.60
<b>403 Geographic Information Systems</b>		500	\$ 43,628.00	\$ 4,362.80	\$ 39,265.20
403.01: Geographic Information Systems		500	\$ 43,628.00	\$ 4,362.80	\$ 39,265.20
	Planner Manager	400	\$ 36,112.00	\$ 3,611.20	\$ 32,500.80
	Transportation Planner	100	\$ 7,516.00	\$ 751.60	\$ 6,764.40
<b>404 Demographics</b>		100	\$ 8,015.00	\$ 801.50	\$ 7,213.50
404.01: Data Management		100	\$ 8,015.00	\$ 801.50	\$ 7,213.50
	Planner Manager	50	\$ 4,514.00	\$ 451.40	\$ 4,062.60
	Regional Planner	15	\$ 1,182.00	\$ 118.20	\$ 1,063.80
	Transportation Planner	20	\$ 1,503.00	\$ 150.30	\$ 1,352.70
	Intern	15	\$ 816.00	\$ 81.60	\$ 734.40



Lakes Region Planning Commission FY26/27 [ 726 ] UPWP Draft		Budgeted Hours FY26/27	Est. Overall Budget FY26/27	LRPC Contract Match	90% Budget
<b>405 Equipment</b>			\$ 67,200.00	\$ 6,720.00	\$ 60,480.00
405.01	O&M of Traffic Counting Vehicle		\$ 6,500.00	\$ 650.00	\$ 5,850.00
405.02	Purchase and/or Repair of Traffic Counting Equip & Supplies		\$ 13,500.00	\$ 1,350.00	\$ 12,150.00
405.03	Maintenance of Computer Hardware and Software		\$ 13,500.00	\$ 1,350.00	\$ 12,150.00
405.04	Purchase Transportation Planning Resources				
405.05	Maintain or Upgrade Computers Used for Transportation		\$ 3,000.00	\$ 300.00	\$ 2,700.00
405.06	Plotter/Scanner and Service Agreement		\$ 600.00	\$ 60.00	\$ 540.00
405.07	Postage		\$ 100.00	\$ 10.00	\$ 90.00
405.08	On-Call Engineer		\$ 30,000.00	\$ 3,000.00	\$ 27,000.00
<b>407 Memberships, Subscriptions &amp; Professional Costs</b>			\$ 6,515.00	\$ 651.50	\$ 5,863.50
407.01	Materials		\$ 515.00	\$ 51.50	\$ 463.50
407.02	Publications		\$ 1,000.00	\$ 100.00	\$ 900.00
407.03	Memberships		\$ 2,000.00	\$ 200.00	\$ 1,800.00
407.04	Other		\$ 3,000.00	\$ 300.00	\$ 2,700.00
<b>500 Technical Assistance &amp; Support</b>		800	\$ 80,663.00	\$ 8,066.30	\$ 72,596.70
<b>501 Local &amp; Regional Assistance</b>		335	\$ 29,876.00	\$ 2,987.60	\$ 26,888.40
<b>501.01 Local &amp; Regional Transportation Technical Assistance</b>		140	\$ 11,238.00	\$ 1,123.80	\$ 10,114.20
	Executive Director	10	\$ 1,652.00	\$ 165.20	\$ 1,396.80
	Planner Manager	15	\$ 1,354.00	\$ 135.40	\$ 1,218.60
	Transportation Planner	100	\$ 7,516.00	\$ 751.60	\$ 6,764.40
	Intern	15	\$ 816.00	\$ 81.60	\$ 734.40
<b>501.02 Scenic Byways Planning &amp; Technical Assistance</b>		290	\$ 9,318.00	\$ 931.80	\$ 8,386.20
	Executive Director	30	\$ 4,657.00	\$ 465.70	\$ 4,191.30
	Planner Manager	10	\$ 903.00	\$ 90.30	\$ 812.70
	Transportation Planner	50	\$ 3,758.00	\$ 375.80	\$ 3,382.20
<b>501.03 Local &amp; Regional Transportation Meetings</b>		105	\$ 9,320.00	\$ 932.00	\$ 8,388.00
	Executive Director	15	\$ 2,329.00	\$ 232.90	\$ 2,096.10
	Planner Manager	15	\$ 1,354.00	\$ 135.40	\$ 1,218.60
	Transportation Planner	75	\$ 5,637.00	\$ 563.70	\$ 5,073.30
<b>502 Statewide Assistance</b>		140	\$ 10,090.00	\$ 1,090.00	\$ 9,000.00
<b>502.02 HSIP</b>		100	\$ 7,894.00	\$ 789.40	\$ 7,104.60
	Planner Manager	25	\$ 2,257.00	\$ 225.70	\$ 2,031.30
	Transportation Planner	75	\$ 5,637.00	\$ 563.70	\$ 5,073.30
<b>502.05 NHDOT Public Information &amp; Scoping Meetings</b>		40	\$ 3,006.00	\$ 300.60	\$ 2,705.40
	Transportation Planner	40	\$ 3,006.00	\$ 300.60	\$ 2,705.40
<b>503 Local Public Agency (LPA) Program Support</b>		325	\$ 25,454.00	\$ 2,545.40	\$ 22,908.60
<b>503.01 Transportation Alternatives Program</b>		150	\$ 11,274.00	\$ 1,127.40	\$ 10,146.60
	Transportation Planner	150	\$ 11,274.00	\$ 1,127.40	\$ 10,146.60
<b>503.02 CMAQ</b>		175	\$ 14,180.00	\$ 1,418.00	\$ 12,762.00
	Executive Director	10	\$ 1,652.00	\$ 165.20	\$ 1,396.80
	Planner Manager	15	\$ 1,354.00	\$ 135.40	\$ 1,218.60
	Transportation Planner	150	\$ 11,274.00	\$ 1,127.40	\$ 10,146.60
<b>505 Regional Coordinating Councils</b>		180	\$ 13,681.00	\$ 1,368.10	\$ 12,312.90
<b>505.02 Attend Regional Coordinated Council Meetings</b>		120	\$ 9,171.00	\$ 917.10	\$ 8,253.90
	Planner Manager	10	\$ 903.00	\$ 90.30	\$ 812.70
	Transportation Planner	110	\$ 8,268.00	\$ 826.80	\$ 7,441.20
<b>505.03 Provide Research, Facilitation, &amp; Work Plan Assistance</b>		50	\$ 3,758.00	\$ 375.80	\$ 3,382.20
	Transportation Planner	50	\$ 3,758.00	\$ 375.80	\$ 3,382.20
<b>505.04 SCC Participation</b>		10	\$ 752.00	\$ 75.20	\$ 676.80
	Transportation Planner	10	\$ 752.00	\$ 75.20	\$ 676.80
<b>506 Transit Assistance</b>		10	\$ 752.00	\$ 75.20	\$ 676.80
<b>506.01 Non-RCC Transit Assistance</b>		10	\$ 752.00	\$ 75.20	\$ 676.80
	Transportation Planner	10	\$ 752.00	\$ 75.20	\$ 676.80



Lakes Region Planning Commission FY26/27 (726) UPWP Draft		Budgeted Hours FY26/27	Est. Overall Budget FY26/27	LRPC Contract Match	90% Budget
600 - 5305e Funded Transit Planning Efforts		226	\$ 53,012.42	\$ 5,301.24	\$ 47,711.18
601 5305e Funded Transit Planning Efforts		226	\$ 18,262.42	\$ 1,826.24	\$ 16,436.18
601.01 5305e Funded Planning Efforts					
	Executive Director	12	\$ 1,775.52	\$ 177.55	\$ 1,597.97
	Planning Manager	80	\$ 6,982.13	\$ 698.21	\$ 6,283.92
	Regional Planner	19	\$ 1,447.85	\$ 144.79	\$ 1,303.07
	Transportation Planner	100	\$ 7,267.80	\$ 726.78	\$ 6,541.02
	Intern	15	\$ 789.12	\$ 78.91	\$ 710.21
			\$ 34,750.00	\$ 3,475.00	\$ 31,275.00
			\$ 34,750.00	\$ 3,475.00	\$ 31,275.00

## 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 \$671,275.42, 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 \$671,275.42 fee, approximately 90% (\$604,147.88) will be reimbursed from the Consolidated Federal Aid SPR Planning Appropriation Account, and approximately 10% (\$67,127.54) from the Lakes Region Planning Commission. (The COMMISSION shall note that no payments will be made for work or expenses whether authorized or not, exceeding the \$604,147.88 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**

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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 161 Main Street, Littleton, 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.

Lakeo Region Planning Commission  
(Company)  
By: Sharron B. Saunders  
executive Director  
(Title)

Date: 4-18-25

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

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

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

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

CERTIFICATION OF CONSULTANT/SUBCONSULTANT

I hereby certify that I am the Executive Director and duly-authorized representative of the firm of Lakes Region 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.

4-18-25  
(Date)

Shanna B Saunders  
(Signature)

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

(SEAL)

**Consultant**

CONSULTANT

Dated: 4-18-25

By: Shannon B Saunders  
Executive Director

**Department of Transportation**

THE STATE OF NEW HAMPSHIRE

Dated: 5/13/25

By: [Signature]  
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: [Signature]  
Assistant Attorney General

**Secretary of State**

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

Dated: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Secretary of State

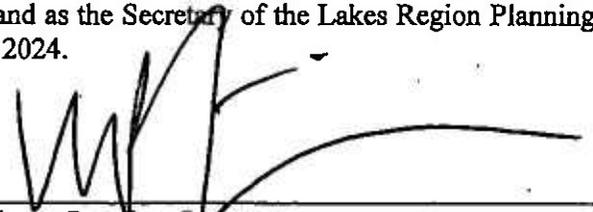
CERTIFICATE OF AUTHORITY

I, Lianne Prentice, do hereby certify that:

1. I am the duly elected Secretary of the Lakes Region Planning Commission, a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53).
2. I sign and maintain, or cause to be maintained, and am familiar with the minutes of Commission.
3. I am duly authorized to issue certificates with respect to the contents of such minutes.
4. At its regular meeting held on September 11, 2024, the Executive Board of the Commission voted to grant the Commission's Executive Director, Shanna B. Saunders, the authority to apply for funding opportunities, accept monies, and execute any documents which may be necessary to effectuate contracts. It is agreed upon by the Executive Board that this authorization is deemed to be retroactive to June 17, 2024 and remains in full force and effect until it is revoked.
5. This authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof.
6. The following person has been appointed to and now occupies the office indicated in (4) above:

*Shanna B. Saunders, Executive Director*

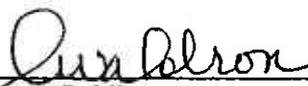
IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Lakes Region Planning Commission, this the 23 day of April, 2024.

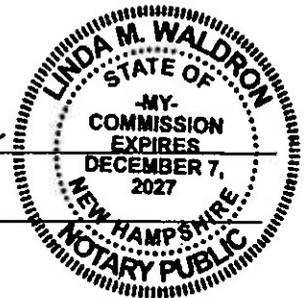
  
\_\_\_\_\_  
Lianne Prentice, Secretary

STATE OF NEW HAMPSHIRE  
COUNTY OF BELKNAP

On this the 23 day of April, 2024, before me, Linda Waldron, the undersigned officer, personally appeared Lianne Prentice who acknowledged herself to be the Secretary of the Lakes Region Planning Commission and, being authorized to do so, executed the foregoing instrument for the purpose therein contained.

IN WITNESS WHEREOF, I have set my hand and official seal.

  
\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_



**ATTACHMENT 7**

**CERTIFICATE OF GOOD STANDING**

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

## NON-DISCRIMINATION ASSURANCES

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

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

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

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

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

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

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

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

Signature Shanna B. Saunders Date: 4-18-25

Name/Title: Shanna B. Saunders, Executive Director, LRPC

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 LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/24/2025

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).

<b>PRODUCER</b> Melcher & Prescott Insurance 426 Main Street  Laconia NH 03246		<b>CONTACT NAME:</b> Cortney Jacques <b>PHONE (A/C, No, Ext):</b> (603) 524-4535 <b>E-MAIL ADDRESS:</b> cjacques@melcher-prescott.com <b>FAX (A/C, No):</b>	
<b>INSURED</b>  Lakes Region Planning Commission 103 Main St Ste 3  Meredith NH 03253		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Ohio Casualty Insurance Co <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 24074	

**COVERAGES**      **CERTIFICATE NUMBER:** CL2482712850      **REVISION NUMBER:**

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 INSR	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  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			BZO58682113	07/14/2024	07/14/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			BAO58682113	07/14/2024	07/14/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			USO58682113	07/14/2024	07/14/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	XWO58682113	07/14/2024	07/14/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Statutory State: NH is included as Additional Insured as respects General Liability if required by written contract or agreement.

## CERTIFICATE HOLDER

## CANCELLATION

NH DOT, Bureau of Planning & Community Assistance 7 Hazen Drive Concord NH 03302	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Cortney Jacques</i>
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