



THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION



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William Cass, P.E. Commissioner

David Rodrigue, P.E. Assistant Commissioner

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

Bureau of Planning & Community Assistance August 15, 2025

REQUESTED ACTION

Authorize, the Department of Transportation to enter into a sole source, Project Agreement with the University of New Hampshire, Civil Engineering Department, Durham, New Hampshire (Vendor #315187) to administer the Local Technical Assistance Program (LTAP) for a fee not to exceed \$1,380,396. This Agreement will become effective from October 1, 2025 through September 30, 2027. 100% Federal funds.

Funding is available as follows for FY 2026 and FY 2027, and is contingent on the availability and continued appropriations of funds in FY 2028, with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified:

Table with 5 columns: Description, FY 2026, FY 2027, FY 2028, TOTAL. Rows include Municipal Aid - Federal and SPR Planning funds.

EXPLANATION

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

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

The program is 100% Federally funded with 50% Federal LTAP funds (\$420,000) and 50% Federal SPR Planning funds (\$420,000). The LTAP funding is being supplemented with additional 100% Federal SPR Planning funds (\$540,396) and University of New Hampshire program income (\$30,000) for special projects targeting municipal asset inventories, infrastructure maintenance and improvement management. The total contract value is \$1,410,396.

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

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

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

Expenses incurred will be charged against the designated project account number and reimbursement for costs shall be borne by the above-listed funds in the total amount of \$1,380,396 in accordance with Federal Aid Program requirements.

Your approval of this submission is respectfully requested.

Respectfully,



William J. Cass, PE  
Commissioner

GLD/lbw  
Attachment

**COOPERATIVE PROJECT AGREEMENT**

between the

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

and the

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

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Transportation**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **9/30/27**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **NH LTAP and SADES 2026-2027**

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

**State Project Administrator**

Name: Glenn Davison  
 Address: 7 Hazen Drive  
JOMB Building  
Concord NH 03301

Phone: N/A

**Campus Project Administrator**

Name: Gretchen Swain  
 Address: Sponsored Programs Administration  
51 College Rd  
Durham, NH 03824

Phone: N/A

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

**State Project Director**

Name: William Watson  
 Address: 7 Hazen Drive  
JOMB Building  
Concord NH 03301

Phone: N/A

**Campus Project Director**

Name: Erin Bell  
 Address: University of New Hampshire  
Kingsbury Hall, Room W141  
Durham, NH 03824

Phone: 603-862-3850

F. Total State funds in the amount of ~~\$1,380,396~~ \$1,380,396 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

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

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. **X-A005(756)** from **Federal Highway Administration** under CFDA# **20.205**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

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

H.  State has chosen **not to take** possession of equipment purchased under this Project Agreement.

State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

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

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

**By An Authorized Official of:  
University of New Hampshire**

Name: Dianne Hall

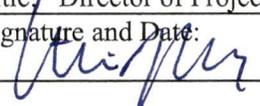
Title: Manager, Pre-Award Compliance

Signature and Date:  Digitally signed by Dianne Hall  
Date: 2025.08.13 11:10:07  
-04'00'

**By An Authorized Official of:  
Department of Transportation**

Name: Willaim Oldenburg

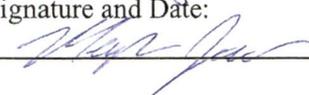
Title: Director of Project Development

Signature and Date:  8/20/25

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

Name: Heather Jensen

Title: Attorney

Signature and Date:  8/12/25

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

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

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

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

## EXHIBIT A

**A. Project Title:** NH LTAP and SADES 2026-2027

**B. Project Period:** 10/1/25-9/30/27

**C. Objectives:** The Federal Highway Administration's Local Technical Assistance Program (LTAP) and Tribal Technical Assistance Program (TTAP) consists of 51 Centers: one in each State and one serving Puerto Rico and the Virgin Islands, and regional TTAP centers serving tribal governments. The New Hampshire Department of Transportation (NHDOT), with oversight from FHWA, contracts with UNH to deliver the Local Technical Assistance Program (LTAP) to New Hampshire through the University of New Hampshire Technology Transfer Center (UNH T2 Center). This workplan also includes tasks and programmatic efforts for the NH Statewide Asset Data Exchange System (SADES), delivered by the UNH T2 Center through a contract and funding from NHDOT.

**D. Scope of Work:**

### **Local Technical Assistance Program**

Through the Local Technical Assistance Program (LTAP), UNH T2 Center provides several key components and services to New Hampshire municipal highway agencies:

### **Workshops and demonstrations**

- Workshops
- Certification Programs
- Roads Scholar Program
- Technical support for municipal public works agencies throughout the State
- Newsletter – *Road Business*
- Facilitation of industry partnerships
- Marketing and distribution services for industry information and tools
- Facilitation of special projects

### **Training, Workshops & Educational Events**

Through the LTAP program, UNH T2 Center will arrange and conduct a minimum of sixty-five (65) instructional and/or informational workshop and training events per calendar year, for a total of one hundred and thirty (130) during the contract period ("Annual Training"), based on 65 training events in year 1 and 65 training events in year 2. Most of these workshops will be conducted from late Spring into early Fall. All the workshops fall into one of the following categories: technical, supervisory, safety, or environmental. Although sixty-five instructional/workshop events per calendar year is the expectation in this proposal and budget, UNH T2 Center will work to provide additional workshops and instructional events as Program Income allows.

There are several core workshop topics that will be offered each workshop period with additional workshop topics selected based upon previous workshop evaluations, needs

assessment surveys, evaluation of information requests, meetings with road agents and public works directors, and communications with national, state, and local stakeholders.

**General details regarding all workshops:**

- Workshops will be advertised using various available outlets including as appropriate, the [t2.unh.edu](http://t2.unh.edu) website, newsletter, [pw.net@unh.edu](mailto:pw.net@unh.edu) email group, social media sites, printed calendars, and/or US mail.
- Scheduling and registration for each workshop will be managed by UNH T2 Center. This will include but not be limited to obtaining qualified instructors, securing a venue, arranging for refreshments, logging registered attendees, and crediting all payments. All necessary materials will be prepared, reviewed, and reproduced prior to each workshop.
- UNH T2 Center representative(s) will be present at each training session to function as a workshop facilitator. The instructor may also be the workshop facilitator if they are a staff member of UNH T2 Center.
- Most in-person workshop events begin at 8:00 am and conclude at 2:00 pm (5 contact hours) and last for one (1) day. However, there are workshops that do not conform to this model; some have shorter hours of attendance and some last more than one day. The length of the workshop and how many days are required are clearly noted on the various calendars listing the workshops.
- Most virtual workshop events last one or two hours. Some topics are broken out over two or three days, based on the length of the workshop.
- One Roads Scholar Program Hour is given for each hour spent at a workshop, although some virtual training events are intended for informational purposes only and do not offer NH Roads Scholar hours. This is clearly defined in the course description and listing.
- Refreshments and/or a boxed lunch or other lunch are provided for the first day of all in-person workshops lasting longer than four (4) hours. If a workshop is less than four (4) hours or is the second day of a given workshop, refreshments and/or lunch will generally not be provided. This will be noted clearly on the listing calendar. Program fees are used to cover these expenses.
- UNH T2 Center will plan and coordinate workshops in a way that leverages cost savings (reducing travel costs, instructor costs, and staff hours). This may include centralizing workshops in key areas (such as in the Concord, Manchester, Nashua, and seacoast New Hampshire area), and restructuring workshops where necessary to achieve cost savings critical to maintenance of the workshop schedule (i.e., reviewing the minimum and maximum participants on workshops, or increasing workshop fees where necessary, such as for equipment training). UNH T2 Center will continue to identify and seek appropriate opportunities to engage its audience virtually for learning and networking events, to ensure broader access across geographical areas, lower event costs for participants, and better accessibility.
- At each workshop, UNH T2 Center will distribute limited print materials, a pen and notepad branded with the UNH T2 Center logo to each participant. Workshop-related materials including the presentation and associated documents, will be made available electronically to participants after the workshop. UNH T2 Center will print

and mail copies of materials to participants as requested when possible based on available resources.

**Private Workshops:** Workshops are open to the public, but private sessions can be requested provided they have a minimum number of participants (generally 15). UNH T2 Center staff will help secure a location and an instructor. Private workshops are charged at the same rate as public workshops and will depend on whether food is being provided or not, and if not, a reduced fee may be available. It should be noted that if there is a conflict between holding a private workshop versus one for the public, UNH T2 Center will always give the public workshop priority.

**Certification Workshops:** UNH T2 Center will continue to work with stakeholders to conduct certification workshops and track certified individuals in partnership with existing NHDES sponsored certifications. For each certification workshop, UNH T2 Center staff have assisted in preparing a re-certification program. The re-certification programs (“Refreshers”) are a part of its normal workshop periods.

**Flagger Certification:** UNH T2 Center will remain an active member of the American Traffic Safety Services Association (“ATSSA”) by having an ATSSA-Certified Instructor on staff to provide Flagger certification courses through ATSSA at least three (3) times a year.

**NHDES Related Certification Programs:** Developed in partnership with local road agents, the NHDOT, the NH Department of Environmental Services (NHDES), and the NH legislature, UNH T2 Center staff have developed two (2) certification courses:

- Green SnowPro Certification Training including Snowfighters Seminar.
- NH Certified Culvert Maintainer (CCM) Initial Certification Training and NH Certified Culvert Maintainer (CCM) Recertification Training:

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

UNH T2 Center uses a variety of methods to evaluate success in training programs, including the “Feedback Door”, written evaluations, and verbal feedback. Following each scheduled event, UNH T2 Center staff and instructor review feedback from the class to integrate into future sessions, develop new content, or otherwise identify ways to utilize feedback.

**Development of Workshops:** UNH T2 Center will develop at least two new workshops during the contract period.

**NHDOT Training:** UNH T2 Center has a special arrangement with the NHDOT regarding workshops. Within the NHDOT, this is overseen by the Bureau of Human Resources NHDOT Training Coordinator. Workshop information and offerings are to be distributed across all NHDOT departments and/or Districts. The details are as follows:

- At each workshop held in a classroom (except for equipment workshops and hands-on workshops), three (3) seats will be reserved for participants from NHDOT and

will be provided at no charge. To promote the use of the seats, and to allow districts to plan for training needs, UNH T2 Center, NHDOT Training Coordinator, and a representative from the Highway Maintenance division will work to communicate and promote the availability of a “lump sum” portion of the seats upfront to each district at the start of each calendar year, equal to 25 seats per district, as well as to promote the use of these seats by NHDOT employees. These twenty-five seats per district, distributed to six districts, represent about 75% of the estimated 195 free seats available to NHDOT in a training year (65 workshops times three free seats per workshop equals 195 total free seats).

- It will be the district’s responsibility to track the use and availability of their free seats. The NHDOT Training Coordinator will oversee the remainder of the forty-five free seat allotment (195 total seats minus the 145 pre-distributed to districts). Districts can request the use of these forty-five seats directly from the NHDOT Training Coordinator, or s/he can otherwise distribute at his/her discretion.
- In all cases, the application of a free seat is dependent upon seat availability, so NHDOT is encouraged to register early for workshop sessions, as the free seats are not withheld or otherwise guaranteed, and all workshop seats are filled on a first-come, first served basis.
- Also, there may be no more than three free NHDOT seats utilized in any one workshop, so UNH T2 Center will notify any additional requestors if the eligible free seats have already been taken in any one workshop.
  - If there are additional participants from the NHDOT who wish to attend beyond these three, UNH T2 Center staff will contact the NHDOT Training Coordinator, indicating whether there is room in the workshop and what the cost would be. The NHDOT Training Coordinator and UNH T2 staff will determine if additional participants can attend, and whether a cost will be assessed.
- At workshops that are only “hands-on” instruction, seats will be made available to NHDOT personnel on a case-by-case basis. If a participant from the NHDOT wishes to attend, UNH T2 staff will contact the NHDOT Training Coordinator, indicating whether there is room in the workshop and what the normal cost of attendance would be. The NHDOT Training Coordinator and UNH T2 Center staff will determine if the participant can attend and whether a cost will be assessed.
- When NHDOT provides an instructor for a UNH T2 Center public workshop, that Instructor’s district shall receive one free workshop seat for use at any open UNH T2 Center workshop. When NHDOT hosts a public workshop with UNH T2 Center, the hosting district shall receive any eligible free “host seats.”

UNH T2 Center will provide up to ten (10) workshop days per year to the NHDOT as private workshops specifically slated for NHDOT employees, for a total of twenty (20) days during the contract period (10 days in the first year, and 10 days in the second year. Further details include:

- Each day of a workshop counts as a “workshop day.” A two (2) day workshop would count as two (2) private NHDOT workshop days. It should be noted that Grader and Backhoe, which consist of one day in the classroom and a second day with hands-on

activities, will count as separate days. This is due to the amount of time the instructor must be available to cover participant-related site visits.

- If a NHDOT Department or District wishes to hold a private workshop day, they can contact either UNH T2 Center staff or the NHDOT Training Coordinator. The NHDOT Training Coordinator and the UNH T2 Center staff will determine if the workshop can be held and whether a cost will be assessed.
- The UNH T2 Center Director will decide on the date of the workshop after having discussed the scheduling with the Program Assistants and the requesting Department/District. The date will be decided based upon the requested dates, the instructor's availability and the UNH T2 Center calendar.
- There will be no cost to the NHDOT for these workshop days, unless UNH T2 Center must provide materials beyond normal printing costs (i.e., for Flagger Certification an ATSSA packet must be provided to each participant). If there are additional costs beyond the normal costs of a workshop, those costs will be estimated and communicated to NHDOT in advance and invoiced following the workshop.
- Catering and/or refreshments will not be provided at these twenty (20) workshops unless it is specifically arranged for and approved by the NHDOT Training Coordinator.
- These workshop days are intended to be held in a local office, shed, or another classroom space provided by the NHDOT.
- To broaden NHDOT access to training events, UNH T2 Center will also make available an allotment of up to 20 no-cost seats (registration for up to 20 people) to paid virtual UNH T2 events in substitution of one (1) private NHDOT training day.
- The number of attendees for each workshop date is typically capped at 20 attendees. This maximum headcount number may fluctuate with UNH T2 Center's discretion, based on the topic of instruction, instructor preferences, or other requirements, to ensure a positive and successful learning environment for all attendees.

**SADES Trainings:** At least one *Intro to SADES for Local Agencies* virtual session will be presented annually. In addition, SADES will be communicated and shared at appropriate workshops, including at *Pavement Maintenance 101* and workshops that discuss pavement condition. All SADES Training modules will be integrated into the full LTAP training calendar, including facilitation of SADES training through the UNH Learn for Life site, as well as communicated through the annual print training calendar and T2.unh.edu website. The Program Coordinator will assist the SADES Program Manager in the building of the sessions in Learnforlife and advertisement of the sessions.

**Partner and Affiliate Training Events:**

UNH T2 Center staff monitors many federal, regional, State and local agencies for webinars that might be relevant and of interest to the State and/or municipalities and will actively share with our audience events that are hosted through these and other industry associations and partnerships (including APWA, NEAPWA, NLTAPA, FHWA and others) that are free or low-cost and align with the audience interests. These events will be added to the UNH T2 Center training calendar on the website as well as may be communicated by email.

Although these events will not qualify for NH Roads Scholars, they will afford a broader diversity in training topics and access.

UNH T2 Center also shares information regarding local agency access to any free on-demand learning available through FHWA and CLAS partnerships, including currently AASHTO TC3.

**Road Scholar Program:** Currently there are approximately 750 transportation professionals actively enrolled in the UNH T2 Center NH Roads Scholar Program (those who have achieved a Roads Scholar award at some point as well as have taken a UNH T2 Center workshop in the past three years) with approximately 1,500 individuals who have achieved Roads Scholar Level 1 or higher since the Program’s inception in 1988. UNH T2 Center will recognize participants' personal development through the nationally recognized Roads Scholar Program. Road Scholars are recognized in six levels of achievement as shown in Table 1: Road Scholar Achievement Levels.

UNH T2 Center will manage and maintain a database of all the individuals who have taken a workshop since it began in 1986. This includes all information regarding past and future workshops (date, location, etc.), and maintaining an electronic archive of the paper rosters from each workshop. The database will include, to the best of UNH T2 Center’s ability, latest-known contact information for attendees, the workshops each individual has taken, and an awards database of Roads Scholar achievements.

UNH T2 Center shall designate the recognition awards to be given to individuals at the various Road Scholar Achievement Levels. UNH T2 Center staff shall maintain a supply of each gift.

At least once every two years or annually based on the number of new award honorees, the LTAP will organize a Master Roads Scholar celebration, generally a luncheon, to honor all the individuals who have achieved the rank of Master Roads Scholar over the past 1-2 years. It is expected that higher levels will be presented to the individuals at the Workshops, local government meetings, at their worksite, or through other celebrations.

Table 1: Road Scholar Achievement Levels

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

Safety Champion	20 Hours in the Safety category

**Technical Assistance**

Technical support is most often related to public works construction and technical guidance on highway maintenance such as drainage and pavement condition, environmental, computer software, workforce development, leadership and management, municipal policy, and best practices. Technical support inquiries are directed at the UNH T2 Center Director, who then distributes them to the appropriate contact for follow up and resolution, as well as inquiries are tracked for reporting and analysis purposes.

Where appropriate, based on the complexity and nature of the technical assistance request, UNH T2 Center may periodically contract with an external partner, such as a UNH T2 Center instructor, UNH faculty, transportation industry expert, or other knowledgeable expert, to provide technical assistance. The rate for any such contracts will be determined by the UNH T2 Center Director and approved by the UNH T2 Center Principal Investigator and will be processed through the University of New Hampshire’s standard procurement process for Independent Contractor Agreements (ICAs).

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

**Promoting Grant Funding Opportunities with Local Agencies**

UNH T2 Center will encourage and promote opportunities for local highway agencies to access funding available through USDOT, FHWA, and other funding sources, including hosting an *Intro to Grant Writing* webinar annually, as well as forwarding and communicating grant opportunities regularly through PW.net, social media, newsletter, and other communications. Where appropriate, LTAP staff will host information sessions, and provide technical assistance, including connecting communities with grant partners, resources, crash data, and other support as helpful.

**Transportation Partnerships and Facilitations**

**UNH T2 Center Advisory Board:** The role of the UNH T2 Center Advisory Board is to provide feedback to UNH T2 Center on current programs and planned future programs, such as new workshops, means of delivery, and special projects. UNH T2 Center will organize and facilitate two meetings of the UNH T2 Advisory Board annually. Member positions are detailed in Table 2: UNH T2 Center Advisory Board Members with open or otherwise suggested new member slot shown in *italics*.

Table 2: UNH T2 Center Advisory Board Members

Name	Position	Stakeholder Group Represented
Glenn Davison	Civil Engineer, Division of Project Development	NHDOT
Alan Hanscom, PE	State Maintenance	NHDOT Representative from

	Engineer	Highway Maintenance division
William Lambert, PE	State Highway Safety Administrator	NHDOT Safety Section Representative
Michelle Marshall	Safety & Area Engineer, NH Division FHWA	FHWA
<i>Open</i>	<i>Vacant</i>	Municipal Road Agent Representative
Martha Drukker	Associate Engineer, City of Concord	Municipal Public Works Representative
Marilee Enus	UNH T2	UNH T2 Director
<i>Vacant</i>	<i>Vacant</i>	<i>RPC Representative</i>

**Facilitation:** The UNH T2 Center staff will provide facilitation services to communicate state issues to municipal transportation officials, discussion of timely issues between municipal agencies and express municipal concerns to state agencies.

**State Agencies:** The UNH T2 Center staff will maintain working relationships with state agencies including the NHDOT and the NHDES. The UNH T2 Center staff is continually working to streamline processes and interactions with these groups and local transportation officials to create efficiencies for all involved.

**NH Public Works Association (NHPWA):** Under the current Bylaws of the NH Public Works Association the UNH T2 Center Director or their designee is a voting member of the Board of Directors of the NHPWA.

The UNH T2 Center staff provides the following additional services to the NHPWA:

- Manages and maintains their website (T2.unh.edu/nhpwa)
- Provides meeting-minute services
- Maintains an online archive of Board meeting minutes
- Maintains three Google groups email lists: for their Board of Directors, Members, and Scholarship Program Committee
- Assists as requested with all events held by the NHPWA

**NH Public Works Mutual Aid (NHPWMA):** Under the current Agreement for the NH Public Works Mutual Aid, the UNH T2 Center Director or their designee is an ex officio, or non-voting member, of the Board of Directors of the NHPWMA.

The staff provides the following additional services to the NHPWMA:

- Manages and maintains their website (T2.unh.edu/nhpwma)
- Takes minutes at Board meetings, types them up and distributes them to the Board members
- Maintains an online archive of Board meeting minutes
- Maintains one Google group email list for their Board of Directors and one Google Groups email list for the Mutual Aid Emergency Activation Contacts.
- Assists with all events held by the NHPWMA, as requested
- Maintains a mutual aid 24-7 Contact database - In partnership with NHPWMA, the UNH T2 Center staff maintains an Excel file of 24-7 contact information for active

members, gathered through a paper form with the annual NHPWMA invoice, or via an electronic form housed on the UNH T2 website. UNH T2 Center promotes municipal participation in the NHPWMA program to improve the disaster preparedness of local transportation agencies. During emergencies, the mutual aid database is used with electronic mailing lists to enable local transportation officials to obtain the equipment needed to respond to disasters. Mutual aid can be used to perform routine maintenance, which requires equipment not currently owned by or available to an agency.

**State Transportation Innovation Council (STIC):** The UNH T2 Center currently holds a seat on the State Transportation Innovation Council for the UNH T2 Center Director or their designee.

**National LTAP Association (NLTAPA):** The UNH T2 Center is a member of the National LTAP Association, one of eight (8) states in the Northeast Region. The staff of the UNH T2 is active on regional and national workgroups and committees. The UNH T2 Center Director, and as possible other UNH T2 Center staff attends the regional meeting, the national business meeting, and the national annual conference.

**Other Partnerships:** The UNH T2 Center staff will maintain the existing partnerships with organizations pertaining to transportation and infrastructure. Organizational partnerships and opportunities beyond those discussed above may include New Hampshire Municipal Association (NHMA), Primex, the Transportation Research Board, American Public Works Association, NH Driving Towards Zero, and National Association of County Engineers. For all these partnerships, as possible, UNH T2 Center staff participates in meetings, attends conferences, and otherwise contributes as time permits.

### Marketing and Information Services

It is important that the public, municipalities, State agencies and other organizations be aware of the services provided by LTAP via UNH T2 Center. UNH T2 Center is an exhibitor at various events and conferences, which may include but are not limited to New Hampshire Municipal Association (NHMA)'s annual conference, the NH ACEC annual conference, the NH Emergency Management Conference, Municipal Plow Rally, and the Mountain of Demonstrations. In addition to networking with public works officials and professionals, the UNH T2 Center team shares materials at these events, as well as typically offers a low-cost "giveaway" promotional item branded with UNH T2 Center logo and/or other UNH T2 Center contact info, such as a pen.

UNH T2 Center has several ways in which it markets the services it provides. The Director and Program Coordinator are responsible for maintaining, developing, and producing the UNH T2 Center Marketing and Communication strategy. This includes:

- **Maintenance of Websites and Social Media:** UNH T2 Center manages and maintains the general UNH T2 Center website (T2.unh.edu), which includes a resource section, training calendar, newsletter archive, and more. In addition, UNH

T2 Center maintains Facebook, LinkedIn, Instagram, and YouTube channel, which are updated on a regular basis with relevant transportation information.

- **Wall Calendar** – An annual printed 12-month training calendar will be developed in the Fall and released in late December or early January, via postal mail to the town office, city hall, or public works department in each NH community
- **Digital Road Business Newsletter:**
  - UNH T2 Center will distribute the newsletter electronically to all designated people on the current distribution list. Electronic copies of Road Business will also be posted on the UNH T2 Center website and Facebook page and will be printed and mailed as requested, when possible, based on available resources.
  - UNH T2 Center will publish a digital edition of Road Business newsletter quarterly (Table 8). Each issue shall consist of one article from each of the following topics: Innovation and Technology including from the Every Day Counts (EDC) program, Infrastructure/Technical Topic, and Operations/Administration/ Management, and Safety
- **Maintenance of an LTAP Technical Tip Sheet library:** The UNH T2 staff keeps abreast of technologies applicable to maintenance and repair of local transportation assets, and to the regulations governing such activities. UNH T2 Center staff will identify the needs of local agencies for technical information through personal contact, the workshops offered, *Road Business* newsletter, and formal surveys. In response to the needs identified, the UNH T2 Center staff will search for relevant information and generate in written, web, or video format materials to help address the needs.
- **Email Lists and Listservs:** The UNH T2 Center staff maintains numerous electronic mailing lists, which including [PW.net@unh.edu](mailto:PW.net@unh.edu), which is comprised of individuals from the State and/or municipalities responsible for local roads. This group of individuals include but is not limited to; road managers, road agents, municipal engineers, mayors, city/town councils, Boards of Selectmen, town managers, town administrators, State transportation officials, Regional Planning Commissions, appropriate federal agency personnel, transportation related personnel in colleges and universities. UNH T2 Center also maintains a subscription list that includes private citizens, contractors, and engineers by request.
  - These electronic mailing lists provide a forum to circulate announcements, inquiries, information on new technologies and current legislation. Local transportation officials use the electronic mailing lists to get advice or answers to questions they have encountered in their towns. Local and State transportation officials frequently provide responses to specific questions by sharing their valuable knowledge with their peers. The UNH T2 Center maintains the Google Groups and Listserv as shown on Table 3: Google Groups and Listserv maintained by UNH T2.

Google Group Name	Purpose
NH LTAP Advisory Committee	Primary email group for the Advisory Committee of the NH LTAP
NH Public Works Association Board	Primary email group for the NH Public Works Association

	Board of Directors
NH Public Works Mutual Aid Board	Primary email group for the NH Public Works Mutual Aid Board of Directors
NH Public Works Association Membership List	Primary email group for the NHPWA membership
UNH T2 Center Communications	Those who have subscribed to receive workshop and newsletter updates via email (not a general communications list)
<b>UNH Office365 Group</b>	<b>Purpose</b>
Pw.net	Serves ~600 current and past local and state government employees in the transportation and public works industry.

### Program Administration

**Coordination with University of New Hampshire:** UNH T2 Center will continue to work with the administration and other personnel at the University of New Hampshire for matters related to UNH T2 Center, including but not limited to overhead (physical location, offices, etc.), personnel, financial policies, and oversight of program and contracts. UNH T2 Center will expand this coordination to UNH research faculty participating in transportation-related topics of interest/concern to LTAP stakeholders.

**Professional Development:** To further their education and maintain awareness of emerging trends and technologies that impact public works, UNH T2 Center staff will attend the industry conferences and events as shown in Table 4: Professional Development. The UNH T2 Center Director and the Technical Specialist will share primary responsibility to attend meetings and disseminate information to the UNH T2 Center team, but where financially and operationally possible, as well as directly beneficial to the grant, other UNH T2 staff may be invited to attend in addition or instead of the UNH T2 Center Director and/or Technical Specialist. UNH T2 Center staff are encouraged to identify and request attendance at local professional development opportunities offered by RPCs and other professional organizations throughout NH, to continue to develop a strong local network and enhance and strengthen content on emerging trends, technologies, and regulations that impact our local New Hampshire audience. Requests are evaluated by the UNH T2 Center Director and considered based on direct benefit to the grant, staff resources and bandwidth, travel, and other affiliated costs. Any conference approved for staff participation must include relevant and meaningful training as part of the agenda.

To increase their professional development, and to consider new programs, initiatives, and workshops, UNH T2 Center staff will also travel to other LTAP centers' events periodically, including but not limited to the Mid-Atlantic LTAP Roadway Management Conference, the Cornell Local Roads Program Highway School, and other training events hosted by other LTAP centers. This will allow UNH T2 Center staff to experience training topics and training practices and avenues that other professionals are utilizing, bring innovative ideas and information back to NH and the UNH T2 Center programs, and promote a strong program and professional growth culture.

Table 3: Professional Development

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

### Reports and Other Metrics to be Provided

**FWHA Annual LTAP Performance Annual Report (PAR):** At the end of each calendar year, UNH T2 Center will gather the information required and/or requested by the FHWA and submit the reports to the FHWA Office of Innovative Program Delivery, Center for Local-Aid Support (CLAS), in a format to be provided by FHWA (currently known as the Performance Annual Report, or PAR).

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

**Quarterly Center Report:** UNH T2 Center will track and maintain the following data for a quarterly report to be shared with NHDOT, FHWA, and the Advisory Board. This quarterly report will provide a three-month snapshot of programmatic initiatives and metrics. If any of the objectives in this workplan are not met, the quarterly report will

include justification and a plan to address the situation or otherwise amend the programmatic objective as necessary in the next quarter.

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

- *Workshop Activities* including number of training events held and number of attendees
- *Technical Assistance summary*
- *Summary of Key Programmatic Achievements or Efforts*
- *Task-based status report* of workplan tasks completion status
- *Special initiatives or projects* from prior three months
- *SADES Report*
  - Training sessions
  - Customer support requests/tech assistance including a complete log of users, contact, and activities
  - Modules maintenance including modifications and enhancements.
  - New modules completed
  - Program administration issues and challenges

**This quarterly report will be provided by the following schedule:**

Period	Quarterly Report Submitted By:
10/1/2025-12/31/2025	1/31/2026
1/1/2026-3/31/2026	4/28/2026
4/1/2026-6/30/2026	7/31/2026
7/1/2026-9/30/2026	10/31/2026
10/1/2026-12/31/2026	1/31/2027
1/1/2027-3/31/2027	4/28/2027
4/1/2027-6/30/2027	7/31/2027
7/1/2027-9/30/2027	10/31/2027

**UNH T2 Personnel and Deliverables / Tasks related to LTAP program**

The scope of detailed work for the LTAP will be delivered by the UNH T2 staff with additional support from contracted workshop instructors. Table 5 lists the UNH T2 personnel included in this proposal for all LTAP efforts. These efforts include workshop-related activities - such as scheduling, registration, communication, facilitation, instruction, and associated travel - as well as technical assistance, partner support, and other initiatives that support local transportation agencies and the industry through partnerships and other engagement and outreach.

Table 4: UNH Technology Transfer Center Personnel Related to LTAP Workshop Activities

Position Title	Description	Effort	Duties
UNH T2 Center Principal Investigator	Erin Bell	As needed	Fiscal management and supervision of all UNH T2 programs and interaction with NHDOT/FHWA. Support UNH T2 Center

			Director related to financial reporting and compliance, budgeting for workshops and registration management
UNH T2 Center Director	Marilee Enus	40 hours a week	Provide strategic direction for all workshop efforts, oversee, and manage budget and documentation related to workshops and expenses, oversee staff efforts for workshops, assist with facilitation for workshops.
Program Coordinator	Lee Cooper	40 hours a week	Assists with workshop coordination as requested, backup registration and systems use, assist with processing financial transaction and record keeping related to workshops
Instructor & Sr. Technical Specialist	Scott Kinmond, Experienced public works professional	30 hours a week	Providing instruction across a variety of topics, including ATSSA Flagger certification, developing new training content
Technical Specialist(s)	George Leel, Tyler Tommila, Alan Cote, Ben Crosby Experienced Transp. Professional	15 hours a week, represents the work of more than one Adjunct PT Staff member	Providing instruction across a variety of topics
Program Assistant	Undergraduate UNH students	10 hrs./wk. UG for 42 weeks school year, 10 hrs./wk. for 10 weeks summer	Support all UNH T2 Center workshop activities as needed under the direct supervision of the UNH T2 Center Director. This includes maintaining and updated workshop registration systems, maintaining workshop material library, completing post-workshop processing, catering, and other ad hoc duties.

The details of each task category are included in the Scope of Work description. The following is a list of the Deliverables / Tasks contemplated under this Contract Proposal. Each Deliverable / Task listed in Table 6 is defined more fully with relevant details in the Scope of Work section of this document.

Table 5: UNH T2 Center LTAP Deliverables

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

#### SADES Program

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

#### **Tasks related to Program Administration:**

##### ArcGIS Online Administration:

- Periodically monitor logins for all SADES services
  - Ensure only authorized users are creating features, accessing layers, or editing databases
  - Ensure edits are being tracked for all active feature services
- Monitor data on a regular basis to ensure data fits the following general requirements:
  - Fully complete assessments
  - No major missing parts to assessment
  - Accurate geometry of data points
- Work with NHDOT planning to create outline of data quality checks for each asset category
- Regularly ensure all user accounts/licenses are performing properly
- Tracking log-in dates and managing group privileges
- Adding and removing users to the SADES organizational account, as needed

##### ArcGIS Enterprise Migration

- Assist NHDOT with migrating content, layers, apps, services etc from the UNH ArcGIS Online environment over to the NHDOT Enterprise SADES environment

- Attend work group migration meetings
- Provide feedback and assistance with data dictionary modifications and standardization
- Access and publish services to the NHDOT SADES Enterprise
- Test and practice accessing NHDOT Enterprise environment via Citrix and Remote PC Access

### **Professional Development:**

- Learn new ESRI features via updates that occur approx. every 3-4 months
- Stay up to date with new features in ArcGIS Online, ArcGIS Pro, and all field apps
- Implement new features that best fit SADES in coordination with NHDOT staff
- Both for existing data sets as well as future asset classes
- SADES Manager will attend the following conferences to share the work the State of NH has produced through the SADES initiative and learn how the program can be improved based on other organizations' work or technical presentations.
  - New England Arc Users Group (NEARC) Spring Conference (if agenda items apply)
    - One day event, held in the New England region
    - \$75 registration (based on previous years)
  - NEARC Fall Conference
    - 3-day event, held in the New England region
    - \$400 registration (based on previous years)
  - ESRI User Conference
    - One week event, held in San Diego, CA
    - Technical presentations on new features ESRI releases
    - Extremely helpful in implementing new features and learning how features were designed to be used.
    - Network with other States, DOT's, or local organizations to learn how they leverage the software
    - Complimentary registration (no fee), travel costs (variable)
  - Other ad-hoc conferences
    - Ad-hoc conference attendance if agenda, topics, or themes related to the efforts of the SADES program and/or technical information would directly result in improvements to the program, as possible based on available resources.
- Process Documentation and Cross training for Resiliency
  - SADES Manager will continue to work with the Program Coordinator and student Office Assistants to develop process documentation, written via Standard Operating Procedures or video recordings, for SADES tasks and use.
  - SADES Manager will implement the new "SADES Support Reporting and Ticketing Tool" to automatically document support calls/emails as they come in.
    - Allows for integrated reporting into the T2 Quarterly Report

### **Outreach:**

- Respond to general, non-module specific, questions and troubleshooting issues via phone, email, and site visits from all users (State, Regional, Municipal, and Private)
- Facilitate updates to ArcGIS software modules based on feedback from collectors and partners
- General SADES inquiries daily via phone, email, Zoom/Teams, or site visits
- Authoring articles for publication, when requested
- Attend/present at UNH T2 Center courses/sessions to spread awareness of available SADES data and collection opportunities
- Attend Road Committee, TAC, CIP committee meetings to advocate for SADES RSMS collections
- Attend regular (biweekly, quarterly, etc.) meetings for work groups, steering teams, etc.
- Migrate SADES content from the old nhsades.com website over to the unh.edu domain on the T2 website
- Attendance at regular, non-module specific, partner meetings (i.e., Inventory Work Group, Roadside Data Quality Committee, etc.)

**Tasks related to Training:**

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

**CCDS Initial Training:**

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

**Pavement As-Built Training:**

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

**Pedestrian Infrastructure Training:**

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

**Stream Crossing Training:**

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

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

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

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

Guardrail Training:

- Provide trainings to NHDOT and RPC for guardrail collection
  - 1 training sessions
  - 1 ad hoc trainings

Detailed CCDS Training:

- Provide trainings to NHDOT and/or hired consultants on Detailed CCDS collection
  - 1 training sessions

Overhead Devices and Sign Structures (OHSS) Training:

- Provide trainings to NHDOT on OHSS collection
  - 2 training sessions
  - 1 ad hoc training

Retaining Wall Training:

- Provide trainings to NHDOT for retaining wall collection
  - 1 training sessions
  - 1 ad hoc trainings

Rock Cuts Training:

- Provide trainings to NHDOT for rock cut data management and collection
  - 1 training sessions
  - 1 ad hoc trainings

**Tasks related to Support:**

UNH T2 Center will provide support to NHDOT, RPC, Municipal, and other SADES partners for each of the asset modules listed above under the “Training” section. These support tasks include:

- Provide technical support via phone, Zoom, email, or site visits for all trained SADES users
- Initiate further assistance via ESRI Technical support where necessary
  - Create, coordinate, and follow up with ESRI Technical support cases
- Investigate bugs and/or glitches with ArcGIS Online, Collector, and Field Maps
- Ensure users have access to all tools necessary to ensure efficient field collection and office data review
- Regularly check in with users to ensure their data collection/management needs are met
- Troubleshoot any error messages in ArcGIS Field Maps, Web Map Viewer, or online apps in the SADES Environment

**Tasks related to Module Maintenance:**

UNH T2 Center will perform regular, scheduled, seasonal updates to the SADES Modules in “maintenance mode”, as determined by NHDOT and UNH T2 Center. These regular maintenance tasks included the following:

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

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

- Road Surface Management System (RSMS) – Collection and Forecasting
- Pedestrian Infrastructure
- CCDS Initial
- Pavement As-Builts
- Stream Crossings
- Stormwater Best Management Practices (BMP)
- Guardrails
- Detailed CCDS
- Overhead Sign and Device Structures (OHSS)
- Retaining Walls
- Rock Cuts

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

**Tasks related to Module Development:**

UNH T2 Center will develop up to two (2) new asset modules per contract year, for a total of up to four (4) new asset modules in the SADES program. Individual scopes and schedules may vary and will be reviewed and approved by NHDOT for each new asset. New modules will be prioritized based off effort required in the ongoing SADES Migration to ArcGIS Enterprise and will only be developed should time allow outside of the migration. A typical scope for a new asset module is listed below:

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

**E: SADES Personnel and Deliverables / Tasks**

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

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

**E. Deliverables Schedule:** Deliverables included in Scope of Work.

**F. Budget and Invoicing Instructions:**

Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Campus will submit 2 invoices, one for LTAP and one for SADES. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories as shown below. Campus will not be required to invoice separately by FY and will not be required to request prior approval for carryforward of unexpended funds from one fiscal year to the next. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 75 days after the Project Period end date.

Year 1	Salaries & Wages	Fringe Benefits	Travel	Supplies & Services	F&A	Total
<b>LTAP</b>	\$251,809	\$96,924	\$11,000	\$15,000	\$97,431	\$472,164
<b>SADES</b>	\$122,141	\$47,820	\$4,000	\$1,000	\$46,738	\$226,498
<b>Total State Funding Year 1</b>	\$373,950	\$144,744	\$15,000	\$20,800	\$144,169	\$698,662

Year 2	Salaries & Wages	Fringe Benefits	Travel	Supplies & Services	F&A	Total
<b>LTAP</b>	\$256,845	\$98,862	\$11,000	\$15,000	\$99,244	\$480,951
<b>SADES</b>	\$124,584	\$48,776	\$4,000	\$1,000	\$47,622	\$230,781
<b>Total State Funding Year 2</b>	\$381,429	\$147,638	\$15,000	\$20,800	\$146,866	\$711,733

Total	Salaries & Wages	Fringe Benefits	Travel	Supplies & Services	F&A	Total
<b>LTAP</b>	\$508,654	\$195,786	\$22,000	\$30,000	\$196,675	\$953,115
<b>SADES</b>	\$246,725	\$96,596	\$8,000	\$2,000	\$94,359	\$457,280
<b>Total State Funding</b>	\$755,379	\$292,382	\$30,000	\$41,600	\$291,035	\$1,410,396

<b>Program Income Carryover</b>	30,000
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## **Budget Justification**

### ***Travel:***

The travel funds for LTAP will support travel for UNH T2 Center staff and outside instructors to workshops, as well as travel to State, regional and national LTAP meetings, partner meetings and events, stakeholder meetings, and municipalities for technical supports. The travel funds for SADES will support travel for UNH T2 staff to NH SADES workshops and conference travel.

### ***Supplies and Services:***

The supplies and services funds for LTAP will support workshop handouts and materials, Roads Scholars materials, computer services for the UNH T2 website, and operating and marketing efforts, as well as support other LTAP programmatic efforts detailed in this workplan. The supplies and services funds for SADES will support printed materials for training and other purposes, cellular services for iPad data collection, and other supplies and services applicable to the SADES efforts and activities outlined in this workplan.

### ***Program income:***

The program income generated by the LTAP workshops will be used to fund snacks and lunches served at public LTAP workshops and certification courses and is not included in the budget request component of this proposal. These funds will also be used to offset unforeseen expenses related to LTAP activities. As available, Program Income may also be used for coordination of additional workshops or trainings. If funds are available, Program Income may also be utilized for special projects, technology, or workshops that are not included in this proposal but are relevant to the scope and mission of UNH T2 Center in supporting New Hampshire's local transportation and highway agencies.

Program income is estimated at ~\$15,000/year. Using the Federal per diem rates for New Hampshire, the allowance for breakfast and lunch is approximately \$30/person, and it is assumed that the average attendance is twelve people per workshop. UNH expects to generate program income during the award period and will account for it using the Additive Method.

To maximize the level of service and outreach available in this budget and through the center, Program Income from the October 2023 – September 2025 program years will be carried over for use in the October 2025 – September 2027 program years. This carryover Program Income will be utilized consistent with the expectations of any new Program Income that is generated, to first support snacks and lunches for public workshops and events, and then as available to support other training, technology, or special projects and events that keep with the mission of UNH T2 Center for local road agencies in New Hampshire.

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

The salaries and any appropriate fringe benefits of the UNH T2 Center Director, Technical Specialist, Senior Training Instructor and Program Assistants are included in the LTAP components consistent with Tables 5 and 6. The salaries and any appropriate fringe benefits related to the SADES component are consistent with Table 7. The salary and any appropriate fringe benefits of the Student Worker (undergrad) are included in the LTAP component consistent with Tables 5 and 6.

## EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here:  None or **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above. .**