

ATTACHMENT 2

January 13, 2015

Name
 Board
 Town
 Address
 Town, State, zip

DRAFT

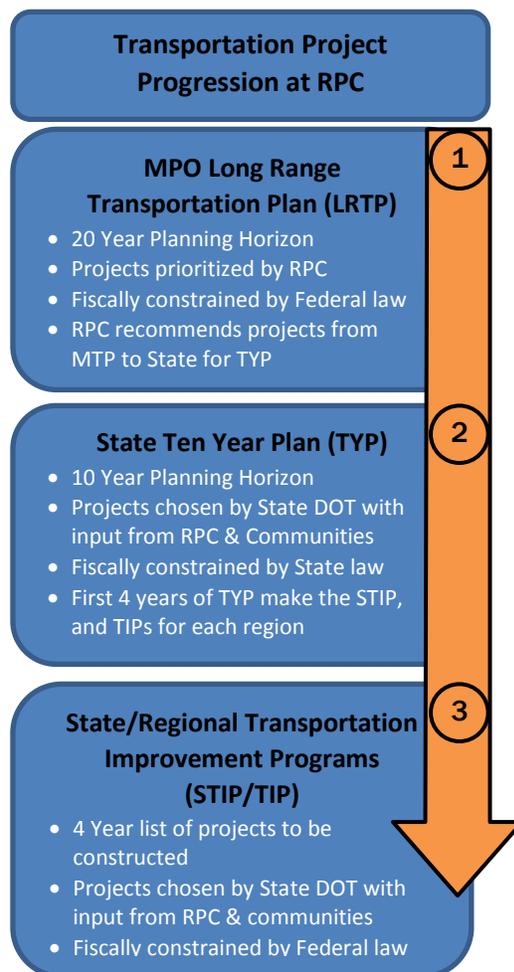
RE: Regional Transportation Projects and Priorities – Call for projects

Dear Public Officials and Interested Transportation Agencies:

The Rockingham Planning Commission is the designated Metropolitan Planning Organization (MPO) for the region and, in that regard, is responsible for identifying and addressing transportation service and infrastructure needs at the regional level. This includes the development and maintenance of the Long Range Transportation Plan (LRTP ①) which establishes regional transportation goals and project priorities to meet these goals over the next 20 years. The highest priority projects from the LRTP are submitted to NH DOT as part of the Ten Year Plan (TYP ②) process and proposals selected for inclusion in that document undergo early preparation work. Once a project in the Ten Year Plan is within four years of implementation, it is included in the Transportation Improvement Program (TIP ③) where funding is dedicated specifically for design, engineering, and construction.

The RPC is in the process of updating the LRTP and project list in preparation for the next iteration of the Ten Year Plan by NH DOT that is due to be completed in June of 2015. These updates require community involvement in assessing transportation issues and needs in the region. It is requested that you review the attached project list to ensure that priorities from your community are included, and identify any transportation problems that are not being addressed.

By February 27th, 2015, please confirm via letter that any projects listed from your community remain local priorities. Further, if there are multiple projects listed for your community, please establish the relative priority of each. Finally, if there are new project proposals to submit for consideration, please complete an application form (hosted by google docs) found here: <http://goo.gl/forms/e00sMf7XOb>.



Projects will be evaluated and prioritized at the regional level and the top priorities that fit within the region's target budget as provided by NHDOT will be considered for the State Ten Year Plan. Both the State and the MPO will be utilizing the same project selection criteria and while the specifics have not been finalized the selection criteria will consist of the following:

- Project Feasibility – Does the project address a transportation need in a reasonable manner and is it likely to receive required resource agency permits?
- Project Eligibility – Is the project eligible for federal funding? Does the project conform to pertinent regulations?
- Mobility and Accessibility – Does the project reduce congestion, improve freight movement or accessibility to employment and other opportunities?
- Safety – What is the site crash history and does the proposal focus on improving safety?
- Network Significance – What is the importance of the facility as part of the state transportation network?
- State of Repair – What condition is the facility currently in and is it an optimum investment of resources?
- Project Support – Is the project supported locally, regionally, and at the state level?

Given the important role of the legislature in the Ten Year Plan process, it is also recommended that you make your local legislators aware of the transportation needs and priorities of your community.

Please contact Dave Walker (778-0885 or dwalker@rpc-nh.org) at RPC if you have any questions about the information in this letter or need assistance with additional project information and submittals.

Thank You.

Cliff Sinnott
Executive Director

cc: City/Town Manager
Planning Board
Conservation Commission
Road Agent/Public Works Director
Planning Department
RPC Policy Committee members
RPC Technical Advisory Committee members

ATTACHMENT 3

Memorandum

DATE: February 5th, 2015
TO: MPO Policy Committee
FROM: David Walker
RE: UPWP for FY16 and FY17

The Unified Planning Work Program (UPWP) is the document that guides the work that the MPO undertakes over a two year period. It translates establishes planning priorities, expected work products, and general timeframes for project completion. The MPO planning functions are supported by FHWA Urban Planning (PL) and FTA Transit Planning funds which are combined together under FHWA jurisdiction in a unified contract. These funds are supplemented by Federal State Planning and Research (SPR) funds apportioned to New Hampshire, and all must be matched with a 20% local contribution. One half of that 20% match is provided via RPC community dues. The other half is provided by NHDOT via "Turnpike Toll Credits" which allows the MPO meet the match requirement but provides no actual revenue.

The amount of Federal Planning funds (PL) is determined based on the population of the RPC region and the total shown in the proposed 2016-2017 UPWP is lower than in the current UPWP due to a 10% reduction in available funding which equates to the loss of a full-time equivalent in staff time over the two years. The work in the UPWP is ordered into 5 categories: MPO Administration, Policy and Planning, Public Involvement, Planning Support, and Technical Assistance, all of which are fully described in the draft UPWP document along with all of the tasks included within each. In the proposed UPWP, Policy and Planning and Technical Assistance work account for two-thirds of the staff time and funding (66%). Planning Support, which consists largely of data collection efforts, GIS and travel demand model support, occupies a smaller percentage of hours (14%) and funding (12%) however this category also includes the costs of traffic data collection and modeling consultants which is listed as "Contracted Services" and is largest non-personnel expenditure. Administration, which includes the development of the UPWP and funds set aside for training, workshops, and conferences in addition to day to day management of the MPO requires about 14% of our time and 15% of funding. Lastly, the Public Involvement component of our work plan, which includes funding for printing, outreach, and website maintenance, utilizes 6% of time and funding. The draft budget summary for the UPWP is attached.

Much of the work included in the UPWP is designed to meet Federal and State requirements for the transportation planning process. In addition, the Federal Highway and Transit Administrations (FHWA and FTA respectively) provide a list of emphasis areas that the MPO should focus on addressing during the UPWP timeframe. For this iteration, a list of 12 emphasis areas was provided:

1. **MAP-21 Compliance, Planning Performance Measures.** Include appropriate work efforts to ensure that the MPO complies with the metropolitan planning and programming requirements of MAP-21 and the subsequent planning regulations developed by FHWA and FTA. Specifically, cooperative development of statewide and regional consensus, and collect data in support of the establishment of baseline and targeted performance measures are a top priority.

2. **Urbanized Area Suballocation and Project Selection.** MAP-21 requires suballocation of resources and project selection authority for the Surface Transportation (STP) & Transportation Alternatives (TAP) Programs & the UPWP should include the collaborative efforts to ensure that these requirements are implemented.
3. **Congestion Management Process implementation.** The MPO Congestion Management Process (CMP) has been established and work elements should support the data collection and monitoring efforts necessary to implement an effective CMP.
4. **Freight Planning.** Identify resources and work elements necessary to develop a metropolitan freight plan that assesses the condition and performance of the region's critical freight network and identifies solutions to freight bottlenecks and other deficiencies.
5. **Fiscal Constraint and Financial Planning.** Continue to improve methods and practices regarding showing fiscal constraint (by year) in planning documents, and of projecting finances available to the MPO. Support the periodic updating of project scopes and estimates during the planning and programming stage of project development and estimating tools that can be consistently used by RPCs/MPOs or other agencies for typical transportation projects.
6. **Metropolitan Travel Demand Model Maintenance.** Ensuring that the MPO is maintaining the function and capacity of the travel demand model and keeping it up-to-date.
7. **Data Collection for HPMS and the CMP.** Continue to assist with the collection of Highway Performance Monitoring System (HPMS) data and implement the data collection necessary for the Congestion Management Process (CMP).
8. **Planning and Environmental Linkages.** Work with Federal and State planning partners to deploy innovative planning techniques that can shorten project delivery times and can integrate environmental analysis, project purpose and need, and preliminary alternatives analysis into corridor studies and the Long Range Transportation Plan.
9. **Climate Change.** Ensure that the LRTP and other planning efforts address climate change impacts, mitigation, and adaptation strategies.
10. **Livability and Sustainability.** Integrate the livability principles of more transportation choices, equitable, affordable housing, enhanced economic competitiveness, support for existing communities, coordinated policies, leveraging investments, and valuing communities and neighborhoods into the transportation planning process.
11. **Project Monitoring.** Take a more active role in tracking projects as they move from planning to implementation and support effective development of the MPO annual listing of obligated highway, bike/pedestrian, and transit projects.
12. **Program Monitoring and Reporting.** Federal law and planning regulations require reports documenting the activities performed with FHWA planning and research funds. The UPWP should ensure that all program monitoring and reporting activities are implemented in a timely manner.

After addressing the required work tasks and the areas of emphasis, there is still some leeway in directing the work of the MPO over the next two years. A draft of the UPWP was submitted to NHDOT, FHWA and FTA at the end of January for their initial review and comment. There is still opportunity for the MPO to continue to revise the document until April when it must be adopted and submitted to NHDOT to ensure completing the contract approval process before the end of June.

Recommended Action: Discussion on tasks that should be included in the 2016-2017 UPWP. Recommend approval at April MPO meeting.

2016-2017

Unified Planning Work Program



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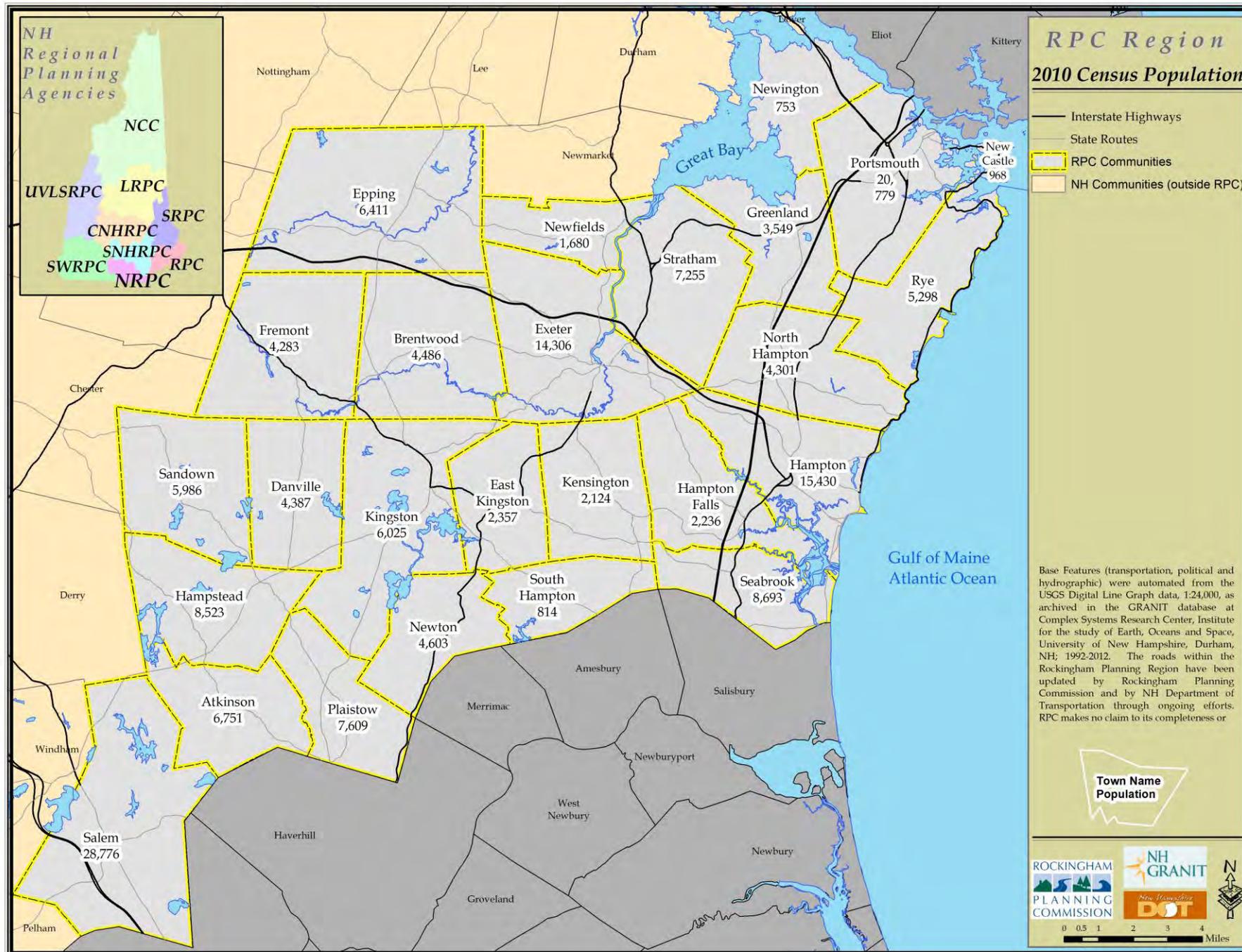
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ENDORSEMENTS

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



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LIST OF ABBREVIATIONS

ACTAlliance for Community Transportation
ADAAmericans with Disabilities Act of 1990
ADT/AADTAverage Daily Traffic / Average Annual Daily Traffic
CAAAClean Air Act Amendments of 1990
CFRCode of Federal Regulations
CMAQCongestion Mitigation/Air Quality Program
CARTGreater Derry-Salem Cooperative Alliance for Regional Transportation
COASTCooperative Alliance for Regional Transportation
CTPPCensus Transportation Planning Package
DBE/WBEDisadvantaged Business Enterprises/Women's Business Enterprises
FHWAFederal Highway Administration
FTAFederal Transit Administration
GISGeographic Information System
GPSGlobal Positioning System
HPMSHighway Performance Monitoring System
HPRHighway Planning and Research Funds
ISTEAIntermodal Surface Transportation Efficiency Act of 1991
MVPCMerrimack Valley Planning Commission
MVRTAMerrimack Valley Regional Transit Authority
MPOMetropolitan Planning Organization
MSAMetropolitan Statistical Area
MAP-21Moving Ahead for Progress in the 21 st Century
NHDESNew Hampshire Department of Environmental Services
NHDHHSNew Hampshire Department of Health & Human Services
NHDOTNew Hampshire Department of Transportation
NRPCNashua Regional Planning Commission
OEPNew Hampshire Office of Energy & Planning
PLMPO Planning Funds administered by FHWA
RCCRegional Coordinating Council for Community Transportation
RPCRockingham Planning Commission
RTAPRural Technical Assistance Program
SACSpecial Advisory Committee on Transportation Needs for the Elderly and Disabled
SAFETEA-LUSafe Accountable Flexible Efficient Transportation Equity Act – Legacy for Users
SABRSeacoast Area Bicycle Routes
SCCState Coordinating Council for Community Transportation
SIPState Implementation Plan (for Air Quality Conformity)
SMRPCSouthern Maine Regional Planning Commission
TACTechnical Advisory Committee
TASCTransportation Assistance for Seacoast Citizens
TAZTraffic Analysis Zone
TCSPTransportation and Community System Preservation
TDMTransportation Demand Management
TMATransportation Management Association –ALSO- Transportation Management Area
TEA-21Transportation Equity Act for the 21 st Century
TIPTransportation Improvement Program
UZAUrbanized Area
UPWPUnified Planning Work Program
3CsContinuing, Comprehensive, and Cooperative Transportation Planning

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1.0 INTRODUCTION

The Unified Planning Work Program (UPWP) of the Rockingham Planning Commission Metropolitan Planning Organization (MPO) specifies the planning priorities and work tasks that the MPO will address during the program period. The development of the UPWP is required as part of the 3Cs metropolitan planning process and specifically the Metropolitan Planning Rules (23 CFR 450:308). The “unified” aspect, as indicated in the document name, means that it encompasses all MPO transportation planning activities that are foreseen at the time of its preparation, regardless of funding source or implementing agency.

The UPWP encompasses a two year scope of work and is developed in coordination with the NHDTO, FHWA and FTA. A two year scope is used instead of a single year to be more forward looking and to streamline the contracting process as well. Accordingly, this UPWP covers the MPO’s planning work projected to occur in the ensuing two-year period, from July 1, 2015 to June 30, 2017.

Staffing of the MPO is provided by the Rockingham Planning Commission. The Planning Commission, with the addition of appropriate State, Federal and regional transportation agencies, acts as the policy-making body of the MPO. The MPO study area extends to all 26 communities of the Rockingham Planning Commission as (until July 2013) all were located within a designated air quality non-attainment area. The MPO region is illustrated in **Figure 1**.

Consistent with past programs, this UPWP has been prepared to reflect the ongoing implementation of the Clean Air Act Amendments of 1990 (CAAA) and the last authorized Federal surface transportation act, Moving Ahead for Progress in the 21st Century (Map-21) passed in 2012. These laws and their implementing regulations mandate a high level of transportation planning and analysis as identified through the general Planning Factors identified in MAP-21 and in the annual emphasis areas suggested by FHWA and FTA. New planning regulations for MAP-21 have been drafted but not finalized and the MPO will continue to operate under the existing rules and regulations until new ones are approved. When new planning rules are approved changes in the UPWP may be required to reflect the new or amended provisions of the legislation.

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2.0 CONTENTS OF THE UPWP

Section 450.308 of the Metropolitan Planning Rules (which implement the Metropolitan Planning requirements of MAP-21) specify that a UPWP should be developed cooperatively with the State (NHDOT) and the public transportation operators in the MPO area (COAST and CART) and should address the following elements:

- Planning priorities for the MPO;
- Work proposed for the program period by major activity and task (including activities to address the MAP-21 planning factors);
- The agency/entity responsible to perform each task;
- Schedule for performing the tasks;
- Anticipated products
- Funding sources, both totals by source and itemized by activity or task.

In addition, NHDOT has issued guidance on the contents of this UPWP which requests additional details regarding clearer identification of completion deadlines and deliverables for tasks that are not ongoing. Several requests regarding specific tasks to be undertaken are addressed as well.

DEVELOPMENT OF THE UPWP

The format and general contents of the UPWP were established by consensus of Federal, State, and Regional agencies in 2010. Budget information for the 2016-2017 period was provided to the RPC by NH DOT in December, 2014 and work began on developing a draft UPWP at that time. An initial draft was completed and provided to the TAC for review at the January 22, 2015 meeting and provided to NH DOT, FHWA, and FTA on January 29th, 2015 to review. A UPWP review meeting was held on **(INSERT DATE)** with input provided by NH DOT, FHWA, and FTA. The RPC Transportation Advisory Committee reviewed and recommended approval of the draft UPWP on **(INSERT DATE)** and this was followed by approval from the MPO Policy Committee on **(INSERT DATE)**. Adjustments to budgets and activity descriptions continued during the approval process to reflect updated information.

PREVIOUS WORK

The proposed UPWP is, in many respects, a continuation of past transportation planning work in the region. In some cases the work is part of an ongoing and/or mandated process, such as the support for Policy and TAC committees, traffic data collection, model maintenance, or TIP and Plan maintenance. In other cases it is a specific project or task with definable start and end points, as with the development of a Congestion Management Process (CMP), completion of a corridor study,



development of MAP-21 compliant planning documents, and the identification of specific tasks to address the 2014-2015 Planning Emphasis Areas identified by FHWA and FTA. In preparing the UPWP the status of all ongoing and carryover work was evaluated, including a review of the MPO UPWP Performance Report for FYs 2012-2013 (the last completed UPWP), the most recent MPO Planning review conducted by FHWA and FTA, and the most recent mid-contract UPWP review conducted with NHDOT.

PLANNING FACTORS AND REQUIREMENTS OF MAP-21

When developing the work program for the FY 2016-2017 UPWP, the eight planning factors identified in Section 450.306 of the Metropolitan Planning Rules for SAFETEA-LU (and carried over for MAP-21 to reference the new rules) were considered. Each task and work product in the UPWP has a basis in one or more of these planning factors. These factors are as follows:

1. Support the economic viability 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, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system.

The metropolitan planning rules also specify several other elements that should be included and addressed in the scope of the planning process. They call for increased integration of transportation and land use planning, as well as consideration for employment and housing patterns, community and economic development, and the natural and built environment. Other elements identified in the rules focus on ensuring coordination and consistency with:

- the statewide planning process;
- intelligent transportation systems (ITS) architectures;
- a coordinated public transit-human services transportation plan;
- the Strategic Highway Safety Plan, and transit safety and security plans and programs
- the cooperative development of a Congestion Management Process involving adjacent MPOs



and NHDOT;

The tasks identified within the FY 2016-2017 UPWP are consistent with the Planning Factors, transportation planning emphasis areas and the Goals and Objectives as identified in the Rockingham MPO Long Range Transportation Plan. They are intended to facilitate the effective and efficient implementation of the Plan and Transportation Improvement Programs for the MPO area.

ORGANIZATION OF THE UPWP

The UPWP summarizes the tasks that will be undertaken to support the MPO's planning effort. Each task is identified as part of one of the following work areas that are presented sequentially in Section 4.0 along with a description and the related SAFETEA-LU/MAP-21 Planning Factors:

CATEGORY 100 – Administration and Training

CATEGORY 200 – Policy and Planning

CATEGORY 300 – Public Involvement and Coordination

CATEGORY 400 – Plan Support

CATEGORY 500 – Technical Assistance and Support

Within each of these major program areas, tasks are listed which include the following elements:

- Objectives
- Proposed Activities
- Work products and schedules

Following the detailed discussion of the work tasks is a section that describes the other transportation planning activities that the MPO is involved with outside of the UPWP contract. The final section of the document provides details on funding sources, cost and distribution of hours, and scheduling of tasks for the two fiscal years.

FUNDING OF THE UPWP

The Unified Planning Work Program for the Rockingham MPO is funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation via a unified planning grant under FHWA purview as well as by local matching revenues from the Rockingham Planning Commission (RPC) and its member communities. Federal sources are subject to a 20% match of state and/or local sources and as shown in **Table 1**, the apportioned funds are matched with 10% Turnpike Toll Credits in place of actual dollars and 10% local funds. **Table 2** shows funding by source (Federal, state, local and other agencies) and includes funding for transportation planning being carried out external to the PL and 5303 funded MPO



process. Included are the planning activities expected to take place in the program period under the State SPR program, by CART and by COAST. The allocation of local funds used to support the metropolitan planning process are shown in **Table 3**. Local funds required to match the PL and 5303 funds are collected by the RPC as a component of the annual dues assessment made to the communities within its planning district.



3.0 PLANNING PRIORITIES

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

- Consultation with staff from FHWA, New Hampshire Division, FTA Region I, NHDOT Bureau of Planning and Community Assistance, COAST, and CART;
- Consultation with the MPO Technical Advisory Committee and Policy Committees.
- The requirements for implementing MAP-21 and current Metropolitan Planning Rules (CFR 450.300);
- The specific needs and circumstances of the MPO,
- Completion of certain tasks begun under the previous UPWP,
- Addressing findings and recommendations made during the MPO Planning Reviews conducted by FHWA and FTA in January of 2009 and 2013.

In addition, during the preparation of the UPWP, the FHWA New Hampshire Division Office and FTA Region I Office recommended that 12 specific emphasis areas be addressed as planning priorities. The priorities that have been developed for the RPC region from these various efforts are the following and the UPWP should reflect appropriate work elements and resources to address:

1. **MAP-21 Compliance, Planning Performance Measures.** The UPWP should include appropriate work efforts to ensure that the MPO complies with the metropolitan planning and programming requirements of MAP-21 and the subsequent planning regulations developed by FHWA and FTA. Specifically, cooperative development of statewide and regional consensus, and collect data in support of the establishment of baseline and targeted performance measures are a top priority.
2. **Urbanized Area Suballocation and Project Selection.** MAP-21 requires suballocation of resources and project selection authority for the Surface Transportation (STP) and Transportation Alternatives (TAP) Programs and the UPWP should include the collaborative efforts to ensure that these requirements are implemented.
3. **Congestion Management Process implementation.** The MPO Congestion Management Process (CMP) has been established and work elements should support the data collection and monitoring efforts necessary to implement an effective CMP.
4. **Freight Planning.** Identify resources and work elements necessary to develop a metropolitan freight plan that assesses the condition and performance of the region's critical freight network and identifies solutions to freight bottlenecks and other deficiencies.
5. **Fiscal Constraint and Financial Planning.** Continue to improve methods and practices to show fiscal constraint (by year) in planning documents, and for projecting finances available to the MPO. Support the periodic updating of project scopes and estimates during the planning and programming stage of project development and estimating tools that can be consistently used by RPCs/MPOs or other agencies for typical transportation projects.



6. **Metropolitan Travel Demand Model Maintenance.** Ensuring that the MPO is maintaining the function and capacity of the travel demand model and keeping it up-to-date and developing applications to utilize the model in transportation planning functions.
7. **Data Collection for HPMS and the CMP.** Continue to assist with the collection of Highway Performance Monitoring System (HPMS) data and implement the data collection necessary for the Congestion Management Process (CMP).
8. **Planning and Environmental Linkages.** Work with Federal and State planning partners to deploy innovative planning techniques that can shorten project delivery times and can integrate environmental analysis, project purpose and need, and preliminary alternatives analysis into corridor studies and the Long Range Transportation Plan.
9. **Climate Change.** Ensure that the LRTP and other planning efforts address climate change impacts, identify transportation infrastructure vulnerabilities, as well as mitigation, and adaptation strategies.
10. **Livability and Sustainability.** Integrate the livability principles of more transportation choices, equitable, affordable housing, enhanced economic competitiveness, support for existing communities, coordinated policies, leveraging investments, and valuing communities and neighborhoods into the transportation planning process.
11. **Project Monitoring.** Take a more active role in tracking projects as they move from planning to implementation and support effective development of the MPO annual listing of obligated highway, bike/pedestrian, and transit projects.
12. **Program Monitoring and Reporting.** Federal law and planning regulations require reports documenting the activities performed with FHWA planning and research funds. The UPWP will ensure that all program monitoring and reporting activities applicable to the MPO are implemented in a timely manner.

Along with the eight SAFETEA-LU Planning Factors, these areas of emphasis have been integrated into the UPWP tasks discussed in Section 4.0 and apply to each task as shown in Figure 2.



Figure 2: Matrix of Tasks and Related Planning Factors and Emphasis Areas

Category & Task	Planning Factors								FHWA/FTA Planning Emphasis Areas											
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	9	10	11	12
CATEGORY 100: MPO ADMINISTRATION & TRAINING																				
Task 101 Accounting & Invoices							✓		✓											✓
Task 102 MPO Program Administration	✓						✓		✓											✓
Task 103 Staff Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 104 Indirect Cost Rate Adjustment																				
Task 105 UPWP Monitoring and Reporting	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓		✓	✓	✓	✓
CATEGORY 200: POLICY AND PLANNING																				
Task 201 State Ten Year Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 202 Land Use & Environmental Linkages	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓			✓	✓	✓	✓	✓	✓
Task 203 Transportation Planners Collaborative																				
Task 204 Interagency Consultation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Task 205 Transportation Improvement Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 206 Performance Based Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Task 207 Intelligent Transportation Systems		✓	✓						✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Task 208 Regional Master Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 209 Transportation Conformity	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓
Task 210 Long Range Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 300: PUBLIC INVOLVEMENT & COORDINATION																				
Task 301 Technical Advisory Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓
Task 302 Planning Commission Meetings																				
Task 303 Public Participation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓
Task 304 Public Outreach	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓
Task 305 Policy Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓
CATEGORY 400: PLAN SUPPORT																				
Task 401 Traffic Counts	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 402 Form 536							✓		✓		✓		✓							
Task 403 Geographic Information Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 404 Demographics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 405 Equipment & Resources	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓										
Task 406 Transportation Model	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 500: PLANNING PROJECTS & TECHNICAL ASSISTANCE																				
Task 501 Local and Regional Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓
Task 502 Statewide Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 503 Local Project Administration (LPA) Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓		✓	✓	✓	✓
Task 504 Special Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 505 Regional Coordinating Councils	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓
Task 506 Transit Assistance, TDM, Bicycle & Pedestrian Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓

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4.0 CATEGORY & TASK DESCRIPTIONS

Section 4 of the UPWP contains the detailed descriptions of the five work categories. The narrative for each includes the general purpose of the category and the tasks included under each. The task areas list the objective as well as the proposed activities and expected work products. Specific budgeting information related to these categories is include in tables at the end of the document which establishes the time and funding allocated to the specific tasks as well as the general timeframe and schedule in which they will be worked on.

CATEGORY 100: MPO ADMINISTRATION

Purpose: Facilitates administration of the MPO and its grants, the development of the MPO Prospectus and UPWP, financial management, training of staff, and conduct of other activities needed to maintain compliance with MPO requirements.

Task 101 — Accounting and Invoices

Objective: Staff efforts related to the development, submittal, and approval of reimbursement requests, for monitoring financial controls and ensuring compliance with contract obligations.

Proposed Activities & Products

- 1. Financial Management and Reporting:** The day to day accounting needs of the MPO. This includes continued refinements to the MPO financial accounting and reporting system to better meet agency and reporting needs. Includes the development and monitoring of the Indirect Cost Rate in accordance with OMB Circular A-87 as a predetermined fixe indirect cost rate to be used as the basis of monthly billing and cost allocation and adjusted post-audit.

Work Product: Monthly UPWP invoices

Work Product: Indirect Cost Rate (ICR) analysis and predetermined fixed rate established for each fiscal year

- 2. Audits and Audit Preparation:** Preparation for annual financial audits in compliance with OMB Circulars A-87 and A-133, and others as appropriate.

Work Product: Annual Financial Audit for each fiscal year meeting the requirements of OMB Circulars A-97 and A-133 and submitted through the federal clearinghouse.



Task 102 — MPO Administration

Objective: To provide for the development of the MPO UPWP and Prospectus, general administrative and clerical services, and coordination of efforts with other agencies supporting the timely completion of UPWP tasks.

Proposed Activities & Products:

- 1. Development of Unified Planning Work Program:** The development, implementation, and administration of the MPO Unified Planning Work Program (UPWP). This includes participation of MPO staff in a NH DOT led effort to develop a “UPWP manual” for use by all 3Cs partners in New Hampshire.

Work Product: UPWP for Fiscal Years 2016-2017

Work Product: Participation in UPWP Manual Development

Work Product: Amendments to UPWP for Fiscal Years 2014-2015 (as Needed)

- 2. UPWP Administration:** General administrative tasks relevant to the fulfillment of the FY 2014-2015 MPO Unified Planning Work Program and to ensure compliance with federal and state regulations. This includes completion of timesheets and monthly work program reports, attendance at staff meetings, attendance at coordination meetings with NHDOT and other agencies, and other administrative tasks. Also includes the completion of the MPO UPWP performance report which provides an assessment of the efforts undertaken during the previous UPWP contract, the Mid-Term review with NH DOT and Federal Partners, and any other year-end reporting requirements.

Work Product: Monthly Work Program Reports and other required reports.

Work Product: MPO Performance Report.

Work Product: Completion of employee timesheets

Work Product: Mid-term UPWP Review Meeting

Work Product: Year-end reporting

- 3. Contract Management:** Tasks related to the conduct of the UPWP contract and any related sub-contracts and agreements and related procurement process. Includes meetings with NH DOT to discuss UPWP contracts, maintenance of the DBE program and goals, and Title VI implementation.

Work Product: DBE Program and goal analysis

Work Product: RPC internal procurement guidelines, model RPF, RFQ, and third party contract.



- 4. MPO Prospectus Updates:** Updates to the MPO Prospectus document which has three functions; establish the federally mandated “3C” transportation planning process, defines the roles and responsibilities of the various Federal, State, Regional, and local agencies involved in the MPO, and it documents the interagency agreements between involved agencies. A significant update was made to incorporate MAP-21 and 2010 Census changes in 2014-2015; minimal work envisioned for 2016-2017.

Work Product: Amendments to the MPO Prospectus (as needed)

Task 103 — Staff Training

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

Proposed Activities and Products:

- 1. Conferences, Seminars, and Workshops:** Continued training of MPO planning staff through attendance at transportation related conferences, workshops, and seminars. Emphasis will continue to be placed on travel demand modeling/scenario planning, highway capacity, and traffic impact analysis and land use/transportation interrelations, and climate change and adaptation planning. Attending at least one national transportation conference each year such as the Transportation Research Board (TRB), Association of Metropolitan Planning Organizations and/or National Association of Regional Councils (NARC) national transportation planning conferences will be emphasized. Attendance at other conferences and/or training workshops with content relevant to transportation planning may include the American Planning Association (APA), Northern New England Chapter of the APA (NNECAPA), Urban and Regional Information Systems Association (URISA), Community Transportation Association of America (CTAA), New England Bicycle and Pedestrian Conference, and the Pro-bike/Pro-walk Conference.

Work Product: Staff trained on various topics; attendance and report to TAC and Policy Committees as appropriate on conferences.

Work Product: Attendance at AMPO, TRB or other national transportation related conference.

- 2. Model/Software Training:** Continued specialized staff training in the theory and application of travel demand modeling as well as the specific workings of the MPO regional Travel Demand Model through the MPO model Consultant or through Caliper Software. Training in other specialized software relevant to the business of the MPO such as the EPA MOVES model, Highway Capacity Software, modelling, scenario planning, or others may also be included as opportunities arise.



Work Product: Staff trained on regional travel demand modeling and the MPO model.

Work Product: Staff trained on other transportation analysis software programs.

Task 104 — Indirect Cost Rate Adjustments

Objective: The purpose of this task is to set aside a portion of MPO resources to account for any potential adjustment of the provisional Indirect Cost Rate from a previous fiscal year that would require reimbursement from NH DOT for contract underpayment. With the adoption of the predetermined ICR method adjustments are no longer allowed. This task is retained as a placeholder.

Task 105 — Performance Reporting

Objective: To measure the performance of the MPO in terms of completing efforts listed in the UPWP.

Proposed Activities & Products:

- 1. UPWP Performance Report:** The MPO UPWP performance report provides an assessment of tasks completed and progress made on efforts undertaken during the previous UPWP contract. This document also includes an explanation of tasks not completed or carried over to the next UPWP.

Work Product: MPO UPWP Performance Report.

- 2. Planning, Billing, and Progress Reviews:** Meet with NHDOT, FHWA, and FTA to discuss progress on the current UPWP and any ongoing issues and concerns with work to date.

Work Product: Mid-term UPWP progress review meeting with NHDOT (~June, 2016)

Work Product: Planning Review conducted by FHWA/FTA every 4 years (next in January, 2017)

Work Product: FHWA/FTA Billing Review when required.

CATEGORY 200: POLICY AND PLANNING

Purpose: Provide for the development and update of the Rockingham MPO Long Range



Transportation Plan and other guiding documents and reports produced for the region. Also includes the conduct of special studies and projects such as updates to transportation and related chapters of the RPC Regional Master Plan, the initiation of corridor monitoring committees, and participation other relevant statewide and regional planning efforts.

Task 201 — State Ten Year Plan

Objective: Participation in the State Ten Year Plan development, GACIT public hearings, and other tasks related to the adoption of the Ten Year Plan.

Proposed Activities and Products:

1. **GACIT Hearings and Ten Year Plan Process:** Participation in the hearings and efforts of the Governor’s Advisory Council on Intermodal Transportation related to the adoption of the State Ten Year Plan. This also includes comments/response to the draft Ten Year Plan and development of a list of priority projects that the MPO recommends be added to the Ten Year Plan.

Work Product: Priority project listing for submittal to NH DOT for addition to the Ten Year Plan

Work Product: Comments/Response to Draft State Ten Year Plan

Work Product: Participation in GACIT Hearings & Ten Year Plan process

Task 202 — Land Use and Sustainability

Objective: Work related to the role of the transportation system in relation to climate change, livability, overall sustainability, and includes activities that involve the nexus between land use and transportation. RPC will work to implement appropriate transportation, land use, livability, and climate change recommendations identified in the newly adopted RPC Regional Master Plan.

Proposed Activities and Products:

1. **Natural Resources Coordination Studies/Projects:**

- **Coastal Adaptation Workgroup (CAW):** RPC Staff will continue to participate in the Coastal Adaptation Workgroup which assists New Hampshire Coastal communities with training and education in preparing for natural hazard and climate change impacts. The goal of CAW is to



help coastal communities develop and implement adaptation strategies through training, education, technical assistance, and outreach. Projected sea level rise, increased storm activity and severity will impact the transportation system of seacoast communities. RPC staff needs to have a full understanding to provide support via transportation planning and project recommendations.

Work Product: Participation in approximately 10 meetings per year of the Coastal Adaptation Workgroup.

Work Product: Participation in the Salt Education Advisory Committee and Education program.

- **Southeast Watershed Alliance:** The Southeast Watershed Alliance was formed to create better municipal, inter-municipal, and regional planning and coordination relative to wastewater and water quality, especially non point source and stormwater management. The intent is to establish a regional framework for coastal watershed communities to plan implement, and invest in wastewater and stormwater, non-point source controls and integrated management approaches that protect the water quality, natural hydrology, and habitats of the state's coastal resources and associated waters. RPC staff will continue participation in the SWA and provide technical assistance regarding stormwater management and non-point source pollution, Within the SWA is the Stormwater Coalition which assists communities in meeting Phase II of the National Pollutant Discharge Elimination System Federal Stormwater Regulations and the Municipal Separate Storm Sewer System (MS4) requirements which for New Hampshire communities is primarily concerned with managing roadway drainage and runoff.

Work Product: Participation & technical assistance to Southeast watershed alliance and the Stormwater Coalition, especially relating to managing runoff and non-point source pollution and related MS4 requirements pertaining to roads, parking facilities and drainage facilities.

2. **Coastal Risks and Hazards Commission:** RPC staff will continue to participate and provide technical assistance to the legislatively designated Coastal Risks and Hazards Commission.

Work Product: Participation in CRHC meetings, development and review of documents and other work tasks associated with promoting the implementation of initiatives.

Task 203 — Transportation Planners Collaborative

Objective: Participation in the Transportation Planners Collaborative.



Proposed Activities and Products:

1. **Transportation Planning Collaborative**: A quarterly meeting of NH transportation planners to foster improved communication between the NHDOT and RPCs/MPOs.

Work Product: Participation in quarterly Transportation Collaborative Meetings and organization of meeting agenda approximately once per year.

3. **Working Groups**: Occasionally RPC staff will work with other NH MPOs, MPOs from bordering states or other State and Federal planning partners to address a specific issue or to accomplish a specific task. Past work in this area has included coordination of the Congestion Management Process, and development of common MPO project selection criteria.

Work Product: Participation in working groups (as needed)

Task 204 — Interagency Consultation

Objective: Coordination of activities and efforts with adjacent MPOs, State Agencies, and Federal planning partners is an important activity that reduces duplication of effort and ensures that issues of common concern are addressed.

Proposed Activities and Products:

1. **Interagency Consultation**: Monthly interagency consultation conference calls and other meetings or communication with FHWA, NHDOT, MPOs and resource agencies to address TIP, Long Range Plan, Ten Year Plan, air quality conformity and other aspects of the 3Cs planning process.

Work Product: Participation in monthly Interagency Coordination meetings/conference calls.

2. **RPC Executive Directors Meetings**: Monthly meetings of the RPC Executive Directors with NH DOT and other State and Federal agencies to discuss transportation planning and other related issues.

Work Product: Participation of Transportation Staff in monthly RPC Director Meetings regarding UPWP or other transportation related topics



Task 205 — Transportation Improvement Program

Objective: To maintain the 2013-2016 Transportation Improvement Program and approve the 2015-2018 Transportation Improvement Program.

Proposed Activities and Products:

1. **MPO Transportation Improvement Program (TIP):** To maintain and amend as necessary the MPO 2015-2018 TIP and prepare the FY 2017-2020 TIP, in cooperation with the State as required under the State's biennial TIP/STIP development schedule, and to conduct other TIP-related activities as needed to continue compliance with 23 CFR Part 450, Subpart C.

- **TIP Preparation:** Prepare and adopt the Rockingham Planning Commission TIP, including Air Quality Conformity determination, financial constraint analysis, and a summary of results from prior TIPs. Ensure consistency between the project specific element of the long range transportation plan and regional air quality conformity analysis.
- **Project Development Support:** Work with project applicants and NHDOT with application development and project implementation. In addition, staff will participate in TIP committee meetings as requested.
- **Evaluate Regional Project Needs:** As part of the TIP and Plan development, conduct an evaluation of regional transportation improvement needs, using input from the Long Range Plan, The Congestion Management Process (CMP), the travel demand model, NHDOT and other parties, and propose projects, or encourage state or local governments to propose projects, as appropriate.

Work Product: Draft FY2015-2018 Rockingham MPO TIP

Work Product: Project applications and documentation of implementation activities

Work Product: Documentation of regional project needs

2. **TIP Amendments:** Evaluate and process TIP Amendments, as needed.

Work Product: Documentation of TIP Amendments

3. **TIP Administrative Adjustments:** Evaluate and process TIP Administrative Adjustments as needed.

Work Product: Documentation of TIP Administrative Modifications



Task 206 — Performance Based Planning

Objective: To complete all work related to the development and implementation of performance measures and targets in the MPO planning process as required by MAP-21 and subsequent regulations. This includes the continued implementation and maintenance of the Congestion Management Process undertaken to satisfy the requirements of 23 USC § 134.

Proposed Activities and Products:

1. **Performance Measures and Targets:** Performance measures and targets will be developed as part of the implementation of performance-based decision-making with the MPO planning process in coordination with adjoining MPOs, NHDOT, transit agencies, and FHWA/FTA.

Work Product: Process for development and implementation of regional Performance Measures and Targets.

Work Product: Initial set of Performance Measures and Targets

2. **Congestion Management Process:** The MPO has a Congestion Management Process (CMP) as a tool for understanding regional traffic congestion and providing information on transportation system performance. A CMP must measure multi-modal transportation system performance, identify the causes of congestion, assess alternative actions, implement cost-effective actions, and evaluate the effectiveness of implemented actions. The RPC approved a CMP in 2010 and will be working to implement corridor committees and develop the reports necessary for the program. The goal is to develop reports for each CMP corridor and update a portion of them each year. A regional report summarizing the corridor reports will be produced annually. The RPC recently became a member of the I-95 Corridor Coalition and are hoping to utilize that resource to aid in the development of the CMP corridor reports and assess congestion issues.

Work Product: Continue traffic volume and classification data collection as part of RPC traffic count program

Work Product: Continue travel time studies for each CMP corridor

Work Product: Establish Corridor Committees

3. **Performance Reporting:** Development and implementation of reports and other products to relate performance measures and progress towards targets to stakeholders and the general public. This includes not only the reports related to the Congestion Management Process, but also the Annual List of Obligated Projects and any other required reporting from the implementation of performance based planning.

Work Product: Annual List of Obligated Projects

Work Product: Congestion Management Process Reports

Work Product: Other performance based planning reports as required



Task 207 — Intelligent Transportation Systems (ITS) and Incident Management Systems (IMS)

Objective: Maintain the regional ITS architecture developed in cooperation with SRPC. The ITS Architecture and Strategic Plan were updated in 2012 and no significant work is anticipated with these documents during this UPWP. This task also includes participation in Incident Management System (IMS) efforts in the region such as that underway for the Newington-Dover Turnpike and through KACTS for the I-95 corridor in Maine.

Proposed Activities and Products:

1. **Regional Intelligent Transportation Systems (ITS) Architecture:** Maintenance and any updates of the regional ITS architecture for the Strafford and Rockingham MPOs.
Work Product: Updates to the Regional ITS Architecture as needed
2. **Incident Management Systems (IMS):** Participation in incident management and response planning efforts in and adjacent to the region as necessary.
Work Product: Participation in Newington-Dover IMS
Work Product: Participation in KACTS IMS

Task 208 — Regional Transportation Plan

Objective: To complete work related to the development of the Transportation Chapter and other related aspects of the Regional Master Plan. This document was recently updated and minimal work is anticipated during the 2016-2017 UPWP for updates.

1. **Updated Regional Master Plan Transportation Related Chapters:** Updates, as necessary to the Transportation Chapter of the Regional Master Plan.
Work Product: Updated Transportation Chapter of Regional Master Plan (as necessary)
Work Product: Updated Scenario Planning Chapter of Regional Master Plan (as necessary)
Work Product: Updates to transportation system related chapters of the Regional Master Plan (as necessary)



Task 209 — Air Quality Conformity

Objective: To complete work related to satisfying the requirements of the Clean Air Act Section 176(c), 40 USC § 93, and other policy documents from FHWA and EPA relating to air quality conformity. As of July 20th, 2013, the region was reclassified as an attainment area (Maintenance) meaning that regional Conformity Determinations are not necessary with TIP and Plan updates however updates to air quality standards are anticipated to change this in the future.

Proposed Activities and Products:

1. **Air Quality Conformity:** The MPO will continue to assure that the Transportation Plan and Transportation Improvement Program are consistent with the State Implementation Plan for the Southern NH Maintenance Area, as re-classified under the 8-hour Ozone standard in July, 2012. This will be accomplished in part by continuing to test potential air quality impacts of the transportation plan through use of the travel demand model, and by continuing to work with NHDES and NHDOT to develop policies that help maintain air quality attainment. The MPO staff will continue to facilitate the presentation of air-quality related information through MPO meetings, attend meetings of federal and state officials to acquire and share information about transportation planning, project selection and air quality conformity.

Work Product: Air Quality Conformity Analysis for TIP/Plan and amendments as necessary.

Task 210 — Long Range Transportation Plan

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

Proposed Activities and Products:

1. **Transportation Plan Update:** Carry out the update of the Rockingham MPO Transportation Plan in conjunction with development of the Transportation Improvement Program. Work will be focused in several areas: (1) enhanced treatment for bike, pedestrian, and transit components of the transportation system; (2) development of additional project details for transportation projects; (3) full integration of the statewide project selection criteria and process; (4) integration of the Congestion Management Process into the establishment of priority projects, (5)



soliciting communities and agencies for any unidentified transportation issues and projects in the region, (6) enhanced treatment for freight and goods movement as a component of the transportation system, (7) integration of a regional climate change vulnerability analysis, especially relating to transportation infrastructure and services. In conjunction with the Granite State Futures grant the MPO will also be working to incorporate livability and sustainability principles into the Plan and expand the public involvement to better capture public input to the process. Finally, the RPC is also working on a number of projects related to environment, water quality and stormwater management, climate change, and adaption planning. Staff will be working to incorporate the outcomes of those projects into the MPO LRTP through an expanded discussion of land use and environmental impacts as well as discussions of infrastructure vulnerability to natural hazards. Major Components of the Long Range Plan include the following:

- Livability/Sustainability: Integrate livability principles into the Long Range Plan to encourage expanded transportation choices, sustainable economic and land use development patterns, and leverage existing investments in infrastructure and communities.
- Fiscal Constraint Analysis: Prepare an analysis of projected revenues and expenditures by year for the region in cooperation with NHDOT and other NH MPOs. This will include developing a budget of funds reasonably expected to be available in the region on which to base project specific recommendations and sequencing.
- Transportation Project Development: A deficiency in the MPO long range planning has been a lack of detailed information available regarding Plan project proposals. This work tasks is intended to refine the project selection process and to supplement project descriptions with additional detail to enable decision-makers to better prioritize.
- Environmental Mitigation, Climate Change, and Adaptation: MAP-21 requires that the MPO include discussions of environmental mitigation within the Long Range Plan. This work task is to continue to revise and refine these discussions, to maintain up-to-date information regarding potential areas of mitigation, and to maintain consistency with State, regional, and local environmental planning efforts. This component of the plan will also be expanded to include discussion of the impacts of climate change on land use and transportation in the region and methods of adapting to the changing environment.
- Population and Employment Projections: Modify the population and employment projections included in the Long Range Plan and Air Quality Conformity Analysis to include 2010 census, American Community Survey, employment information to be consistent with Federal and State estimates for the communities and region. Continue to refine the projection model.
- Project Selection Criteria: Limited financial resources require that a set of criteria be in place to evaluate and prioritize projects. The RPC has project selection criteria developed that need refined to be consistent with the newly developed statewide criteria set and scoring methodology.
- Project Programming Targets: Working with NHDOT and the other MPOs/RPCs to establish transportation project programming budgets
- Freight: Update and expand discussion of freight in the region to reflect the new national emphasis on goods movement. Work with the Statewide Freight Advisory Committee (if



established) to ensure that regional freight goals and objectives reflect statewide goals and objectives.

Work Product: Complete major update to the MPO Long Range Plan

Work Product: Amendments to the Long Range Plan (as necessary)

Work Product: Completion of project development process consistent with other NH MPOs and NH DOT.

Work Product: Project selection process and criteria consistent with other NH MPOs and NH DOT.

CATEGORY 300: PUBLIC INVOLVEMENT AND COORDINATION

Purpose: Provide for the timely implementation of the Rockingham MPO policies and plans through a public process of project evaluation, prioritization, and recommendations for implementation via the MPO Technical Advisory Committee and Policy Committee.

Task 301 — Transportation Advisory Committee

Objective: This task provides for the on-going organizational support of the Transportation Advisory Committee (TAC).

Proposed Activities and Products:

1. **Committee Support:** Continue to provide support to the MPO TAC, including staffing, public notices, mailings, committee education and other tasks. Approximately 8 TAC meetings will be held in each year of the UPWP.

Work Product: TAC agendas, minutes, memos and related committee information.

Work Product: Educational presentations to the TAC on transportation topics.

Task 302 — Planning Commission Meetings

For the RPC region this is the same function as Task 305 and any attendance of Planning Commission meetings to discuss transportation topics covered under that task area.



Task 303 — Public Participation Process

Objective: To evaluate and maintain the MPO Public Participation Process.

Proposed Activities and Products:

1. **Public Participation Process Review:** Conduct a biennial review of the MPO Public Participation Process, including assessment of needs for outreach to Limited English Proficiency (LEP) groups/populations. Update the Public Participation Process as appropriate.

Work Product: Documentation of Public Participation Process review

Work Product: Revisions to the Public Participation Process

Work Product: Separate the Public Participation Process document from the MPO Prospectus document.

Task 304 — Public Outreach

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

Proposed Activities and Products:

1. **MPO Website Development & Maintenance:** Complete the redesign and expansion of the MPO Website to include current and archived information from TAC and Policy Committee meetings, information on current projects, and current regional data as well as opportunities for member interaction.

Work Product: Redesigned, expanded MPO website

2. **Media Monitoring:** Monitor traditional and social media coverage of transportation issues; utilize press releases and other media contacts to publicize transportation issues and MPO activities. A Facebook-based advertisement may be utilized to gather public input and generate interest in specific planning efforts.

Work Product: Documentation of press releases and media stories related to MPO projects.

Work Product: Use of social media to boost public involvement in the transportation planning process.



Work Product: Facebook based advertisement.

Task 305 — Policy Committee

Objective: This task provides for on-going organizational support of the MPO Policy committee.

Proposed Activities and Products:

1. **Committee Support:** Continue to provide support to the MPO Policy Committee, including staffing, public notices, mailings, committee education and other tasks. Approximately 4 Policy Committee meetings will be held in each year of the UPWP.

Work Product: MPO agendas, minutes, memos and related committee information.

Work Product: Educational presentations to Policy Committee

CATEGORY 400: PLAN SUPPORT

Purpose: Provide for the collection, analysis and maintenance of relevant data to support the MPO planning process. This includes the development, analysis, & mapping of socioeconomic, land use, environmental, & transportation system data to be used in the Long Range Transportation Plan, corridor studies, the Congestion Management Process, project development & planning, as well as other planning efforts. Also includes activities pertaining to the maintenance and improvement of the travel demand model.

Task 401 — Traffic Count Program

Objective: To collect and analyze traffic data in the MPO Study Area.

Proposed Activities and Products:

1. **Traffic Count Program:** Continue traffic data collection efforts to support NHDOT traffic data needs; assist communities and NHDOT with local technical studies and analysis: We will use outside assistance, as necessary, to effectively complete this program. The majority of the



counting program will be completed by outside vendors. Regular data submissions by the vendors will be reviewed, coordinated with and submitted to NH DOT per the terms of the contract. The RPC will maintain in-house capacity and equipment to support traffic studies as needed. In addition, RPC gets requests each year from communities for traffic counts at specific locations that are not part of the regular program. These are handled on a first come-first serve basis as resources are available. The Traffic Count Program will also be expanded during the biennium to include bicycle and pedestrian counting. This will involve initial identification of major locations for ongoing annual counts, development of bike/ped counting protocol in collaboration with other RPCs and the NHDOT Bike/Ped Transportation Advisory Committee (BPTAC), and a combination of automated and manual counts undertaken with regional partners.

Work Product: Data from up to 160 Traffic Volume Counts supplied to NH DOT as per NHDOT specifications.

Work Product: Data from up to 12 Traffic Classification Counts supplied to NH DOT

Work Product: Data from up to 10 manual Turning Movement Counts supplied to NH DOT

Work Product: Additional traffic counts in response to community requests.

Work Product: Identification of priority locations for ongoing bike/ped traffic volume monitoring, and data from up to 20 manual and automated bike/ped counts at prioritized locations

Task 402 — Form 536 Data Collection

Objective: To assist NH DOT through the collection of Federal Form 536 local transportation revenue and expenditure data. ***This effort is being conducted by NHDOT during this UPWP and this is continued only as a placeholder.***

Proposed Activities and Products:

1. **Data Collection for Federal Programs:** Continue efforts to collect transportation finance data (Form 536) on behalf of NH DOT.
 - **Collection of Local Highway Finance Data (Form 536):** At NH DOT's request, the RPCs collect data biennially on local receipts and expenditures on transportation projects, specifically the information from form FHWA-536.



Task 403 — Geographic Information Systems

Objective: To collect and analyze transportation, land use, environmental, and socio-economic data relevant to the MPO Study Area and to support data requirements in the development of the Long Range Transportation Plan, the Transportation Improvement Program, the Congestion Management Process, Transportation Conformity analysis, transit planning, population projections, traffic analysis, regional travel demand modeling as well as other transportation planning efforts of the MPO.

Proposed Activities and Products:

- 1. Geographic Information Systems:** Activities and staff time devoted to the development and maintenance of transportation focused data layers, including a reasonable share of transportation related layers and those that support transportation planning. This includes the maintenance of data layers, mapping, and spatial analysis as well as response to requests for data, mapping, and analysis of transportation related data.
 - **Zoning and Land Use Layers:** This is a continuation of the town by town updates to the zoning and land use/ land cover layers. Updates are incorporated into the RPC database as information becomes available for all 26 communities. The RPC will continue retrieving the most recent zoning and land use information for each community. Data collection may be in digital form or in hard copy form and will require varying efforts to incorporate the data, both spatial and tabular. This data will be required for the update of the Long Range Transportation Plan and related scenario planning efforts. New aerial photography expected to be completed during 2015 will assist in the update of the land coverage for 2016.
 - Work Product:** GIS data layers for the RPC Region
 - Work Product:** Updates to the standard map set of zoning maps for all member communities
 - Work Product:** Updates to the standard map set of land use and land cover maps for all member communities
 - Work Product:** Maps and Data as requested
 - **NH DOT Distributed Data:** The RPC will periodically obtain data sets from NH DOT including road and road attribute data, accident crash data, project inventory data, aerial photography and a variety of other data sets. The RPC will obtain and incorporate this data into the RPC database as needed and as it becomes available, In addition, the RPC will work with the NH DOT when possible to streamline the data sharing process. These products will be used for local special requests and local planning support, including town and regional master plans. At times the RPC may supplement this data with information otherwise not



collected by the NH DOT by contacting local public safety agencies, and will share results with NH DOT for inclusion in their data.

Work Product: Crash Data compiled for the Region

Work Product: Analysis of problem areas for Highway Safety Improvement Program (HSIP)

Work Product: RPC Database updates

Work Product: Maps and Data as requested

- **Economic and Demographic Data:** Update and analyze maps depicting employment sites, housing, and major employers for use by the MPO in maintaining housing and employment data for the model; make data available to communities, social services, REDC and other agencies as appropriate. Data collected will be used to assist in ensuring that transportation programs and projects avoid or minimize adverse impacts to low income and minority populations. Also, data can be used to target outreach to Limited English Proficiency (LEP) groups/populations as needed. Utilize 2010 census and 2010 employment data from NH Department of Employment Security to assist in the update and calibration of the land use allocation module of the regional travel demand. Collect and maintain major employer data, unemployment data and related information to assist in assessing employment growth projections. This work will be done in coordination with the regional Comprehensive Economic Development Strategy (CEDS) initiative. This task also includes working with data available from the 2010 Census for the travel demand model, long range planning, and other efforts.

Work Product: Receive, disseminate and analyze 2010 Census & related data as available.

Work Product: Update ES202 employment data aggregated to TAZ for model use

Work Product: Updated major employer database

Work Product: Updated CEDS data tables and economic summaries relating to employment, population, and housing data.

Work Product: Analysis of ACS Journey to Work/commuting patterns data where possible

- **Resource Layers:** Update and analyze maps and data depicting natural, cultural, historic and other resources. Data and maps will be utilized as inputs into the Long Range Plan, travel demand model, any sustainability/livability initiatives, as well as individual transportation project development efforts.

Work Product: Updated maps and data sets.

Work Product: Transportation system vulnerability assessment database

- **Standard Map Set:** Update of the standard set of maps that are produced for all communities within the region for use in planning and resource protection. The content of the maps



includes transportation infrastructure, zoning, land use, surface water, stratified drift aquifers, composite tax data, conservation lands, community facilities, soils data, buildout data, and digital orthophotos. Additional maps will be produced dependent upon the data available.

Work Product: Updated standard map set for each community in the region.

Task 404 — Demographics

Objective: To collect and analyze socio-economic and demographic data relevant to the MPO Study Area and to support data requirements in the development of the Long Range Transportation Plan, the Transportation Improvement Program, the Congestion Management Process, Transportation Conformity analysis, transit planning, population projections, traffic analysis, regional travel demand modeling as well as other transportation planning efforts of the MPO.

Proposed Activities and Products:

1. **Population and Employment Projections:** Activities and staff time devoted to the development and maintenance of regional population and employment projections to support the travel demand model and the Long Range Transportation Plan.

Work Product: Regional population projections

Work Product: Regional employment projections

2. **Analysis of Census Data:** Activities and staff time devoted to the analysis of Census and other demographic data for transportation planning purposes.

Work Product: Receive, disseminate and analyze 2010 Census & related data as available.

Work Product: Updated CEDS data tables and economic summaries relating to employment, population, and housing data.

Work Product: Analysis of ACS Journey to Work/commuting patterns data where possible



Task 405 — Equipment and Resources

Objective: The purchase of equipment and transportation planning resources such as books, manuals, and software.

1. **Purchase/Repair Traffic Counting Equipment:** Purchase and repair of traffic counting equipment.

Work Product: Repaired traffic counting equipment (as needed)

Work Product: Additional GPS or other equipment for implementing travel time studies or other aspects of the CMP

Work Product: New counting equipment for conducting volume/classification/speed counts on high volume facilities.

2. **Memberships and Subscriptions:** Membership to the Association of Metropolitan Planning Organizations (AMPO) and to the transportation planning component of the National Association of Regional Councils (NARC), as well as any subscriptions to transportation planning related publications.

Work Product: AMPOs membership

Work Product: NARC transportation planning membership

Work Product: Membership in the Climate Change Collaborative

Work Product: Subscription to transportation planning journals/publications

3. **Transportation Planning Resources:** Purchasing transportation planning resources such as books and manuals.

Work Product: Transportation Planning Resources

4. **Computer Hardware and Software:** Purchase and maintenance of computer hardware and software utilized for transportation planning or used by the transportation planning staff. This includes GIS, travel demand model, and other transportation planning software maintenance agreements as well as more generalized software such as MS Office, QuickBooks, and Adobe Creative Suite.

Work Product: ArcInfo and ArcView Licenses (ESRI)

Work Product: TransCAD License (Caliper Corp.)

Work Product: HCS+ Maintenance (McTrans)

Work Product: Acquisition of one to two replacement computers

Work Product: Other software purchases/updates as needed.



Task 406 — Travel Demand Modeling

Objective: Continue work on maintaining and improving the capabilities and operation of the RPC/SRPC MPO travel demand model. Utilize model for air quality analysis conformity analysis as needed, for travel demand estimation, land use scenarios and forecasting, estimating the effectiveness of proposed transportation improvement projects and plans, and understanding system efficiency and congestion as a component of the Congestion Management Process.

Proposed Activities and Products:

1. **Model Maintenance, Updates and Enhancements:** The maintenance of the model with Strafford Regional Planning Commission as well as periodic updates and enhancements. The RPC would like to continue to make improvements that simplify and streamline the modeling process as well as enhance its capabilities. Specifically work during this UPW will focus on working with our state and regional planning partners to implement a Household Travel Survey to more closely calibrate the model with local and regional travel patterns.

Work Product: Continued improvements in data efficiency and reduced data redundancy

Work Product: Enhanced Model capabilities

Work Product: Household Travel Survey

2. **Travel Demand Forecasting:** Travel demand forecasts for specific transportation plans or projects. Also as part of the Congestion Management Process to identify roadways and intersection that are likely to become significantly congested given forecasted growth and travel patterns. The model may also be used to test land use development and growth scenarios as part of the update to the Long Range Transportation Plan or as part of the Granite State Futures project.

Work Product: Forecast regional and facility specific traffic levels as requested

Work Product: Conduct scenario planning exercises for the Long Range Transportation Plan.

CATEGORY 500: TECHNICAL ASSISTANCE AND PLANNING

Purpose: Allows the Rockingham MPO staff to address local transportation issues and concerns by providing direct transportation planning consultation and general technical assistance, project development assistance, and grant funding resources to communities within the MPO study area in response to local needs and requests.



Task 501 — Local and Regional Assistance

Objective: Regional planning projects and technical assistance to communities. This includes scoping and performance of studies, attending community meetings on specific issues or items, review of development impacts for transportation issues.

Proposed Activities and Products:

1. **General Transportation Assistance:** Providing general transportation planning and technical assistance to area communities and other public entities on an as-requested basis and when financially and technically feasible.

Work Product: Reports and memoranda related to local assistance as required.

2. **Local Meetings & Advisory Groups:** Attend local Planning Board, Board of Selectmen, and other meetings to discuss or provide input on transportation related topics as requested.

Work Product: Attendance at meetings as requested.

3. **Development Impact Review:** Attend NH DOT scoping meetings, review and comment on land use development proposals and traffic impact studies as requested or as part of the Development of Regional Impacts process.

Work Product: Comments on Traffic Impact Studies and development proposals as requested

4. **Technical Assistance Program and Project Development:** Scoping and development of projects under the Technical Assistance Program (Task 504) as well as the development of any program specific guidelines or materials.

Work Product: Scope, cost, and timeline for proposed technical assistance projects.

Work Product: Verification from NH DOT that Technical Assistance Project scopes meet requirements for use of UPWP funds.

Work Product: Development of technical assistance program guidelines and application materials

5. **Road Infrastructure Vulnerability Analysis:** Conduct a Vulnerability and Risk Assessment of transportation culvert infrastructure by performing a thorough inventory and analysis of current road culverts/road crossings and report on the current status and conditions of these assets. An element of this assessment will include the evaluation the impact of storm events and future climate change scenarios on the assets. The process for completing this project is to emulate, or follow, FHWA's current Vulnerability and Risk Assessment Conceptual Model and to utilize other



studies that have taken place in the region in order to promote consistency of data. Data will be collected to be consistent with SADES program.

Work Product: Inventory of stream crossings & culverts for the region

Work Product: Vulnerability analysis of transportation infrastructure to climate change and weather hazards

- 6. Access Management Manual:** Update the RPC Access Management manual to incorporate the latest “state of the practice” techniques and policies as well as discuss the process for development of an Access Management MOU with NHDOT.

Work Product: Updated Access Management Manual

- 7. Complete Streets Policy and Guidance:** Develop a Complete Streets policy for the region and prepare a guidance document for communities to use in implementing their own Complete Streets Policies.

Work Product: Complete Streets Policy for the RPC MPO region

Work Product: Complete Streets Guidance

- 8. Scenic Byway Corridor Management Plan Implementation:** During FY2014-2015 RPC has worked with regional corridor committees to develop Corridor Management Plans for the NH Coastal Scenic Byway (traversing Seabrook, Hampton, North Hampton, Rye, New Castle and Portsmouth) and the Robert Frost/Stagecoach Scenic Byway (traversing Atkinson, Hampstead, Chester, Auburn, and Derry). Going forward, efforts will shift to supporting and providing technical assistance to the Corridor Committees in implementing CMP recommendations.

Work Product: Support and technical assistance to Corridor Committee.

Task 502 — Statewide Assistance

Objective: Provide resources to support NH DOT in the development of corridor studies, feasibility studies, project development, and other transportation studies and projects as requested.

Proposed Activities and Products:

- 1. Project Implementation & Monitoring:** Monitor all Projects included in the State of NH Ten Year Program or through District VI; respond to state and local inquiries regarding project status, potential impacts etc.; attend design review meetings, local officials meetings and public informational meetings or hearings as needed.



Work Product: Input to NHDOT Design Bureau regarding project implementation

Work Product: Technical memos regarding implementation activities.

Work Product: Written comments relating to project development and preliminary design

- 2. HSIP Project Implementation:** The Highway Safety Improvement Program process in NH requires staff to examine problem locations around the region for crash history and determine candidates for short-term improvements, road safety assessments, or other action.

Work Product: Analysis of accident locations in the region.

Work Product: Input into the HSIP project selection process.

Work Product: Participation on HSIP Committee

- 4. Statewide Freight Plan/Planning:** Support NHDOT efforts to develop a Statewide Freight Plan as required by MAP-21.

Work Product: Participation in statewide Freight Advisory Committee

Work Product: Comment on draft statewide Freight Plan

Task 503 — Local Project Administration (LPA) Programs

Objective: To aid communities and regional agencies through assistance with the administration and implementation of locally managed projects.

Proposed Activities and Products:

- 1. Transportation Alternatives Program:** Work with applicants for Transportation Alternatives funds (TA) to provide project development assistance; evaluate and rank project applications; assist applicants as needed with statewide selection process; monitor project implementation. In addition, staff will participate in any TA subcategory Advisory Committee meetings as requested.

Work Product: Regional TA application and evaluation process

Work Product: Documentation of project implementation work

Work Product: Assistance with project implementation and management as necessary

- 2. Congestion Mitigation & Air Quality Program:** Work with applicants for Congestion Mitigation & Air Quality (CMAQ) to provide project development assistance; evaluate and rank project



applications including air quality analyses; assist applicants as needed with statewide selection process; monitor project implementation. In addition, staff will participate in CMAQ Advisory Committee meetings as needed.

Work Product: Regional CMAQ application and evaluation process

Work Product: Documentation of project implementation work

Work Product: Assistance with project management and implementation as necessary

- 3. Safe Routes to School:** MPO staff will provide assistance to MPO communities developing Safe Routes to School programs. Staff will also provide assistance to BWANH in implementation within the region of its SRTS-funded, school-based bicycle safety education initiative.

Work Product: Community planning assistance and support as requested

- 4. State Planning and Research Funds (SPR):** RPC staff will complete applications for State Planning and Research (SPR) program grants as they become available from NH DOT, FHWA, or FTA. Includes working with communities on the development of specific projects, development of the proposal, and participation in the project selection process.

Work Product: Applications for SPR funding as appropriate

Task 504 — Special Projects

Objective: To perform studies and develop reports for individual communities. This includes such things as performing small corridor or intersection studies, updating of transportation related community master plan and regional master plan chapters, as well as development of regional guidance documents.

Proposed Activities and Products:

- 1. Studies:** To provide grant and technical assistance funding within the UPWP to provide local communities resources to carry out small community-specific studies connecting transportation, land use, and natural resources. Eligible projects will include access management studies, traffic calming studies, traffic and parking studies; innovative zoning studies, future land use studies, scenario planning, or other planning efforts that foster improved integration and coordination between transportation and land use within a community.
 - **Traffic Studies:** To perform traffic volume, turning movement, vehicle classification, or other traffic analysis as requested by communities and perform analysis on that data.
 - **Parking Studies:** To perform small studies of parking conditions and/or needs as requested



by communities, including analysis.

- **Access Management Plans:** Assist communities with the development of Access Management plans and policies for a corridor or the entire community.
- **Access Management MOU Development:** Assist in the development and execution of Access Management MOUs between NHDOT District VI and communities.
- **Community Master Plan Chapters:** Updates to transportation related chapters of the community Master Plans of the communities in the region.

Work Product: Completed Studies to be determined

Task 505 — Regional Coordinating Councils

Objective: Support and participate in the operation of the two Regional Coordinating Councils serving communities in the MPO Region.

Proposed Activities and Products:

1. **RCC Support – Southeast Region (ACT):** Continue to participate in ACT, the Regional Coordinating Council for community transportation (RCC) for the Southeast NH area, including the eastern portion of the RPC region. Assistance will include development of funding proposals, development of coordination Operating Agreements with provider agencies, and planning for expansion of volunteer driver program coverage in central Rockingham County.

Work Product: Expanded and diversified funding for ACT service

Work Product: Implement service improvements identified through RCC strategic planning, including development of a volunteer driver program covering central Rockingham County.

2. **RCC Support – Derry-Salem Region:** Continue to collaborate with SNHPC on management of the Greater Derry-Salem Regional Coordinating Council for Community Transportation (RCC).

Work Product: Expanded and diversified funding for service improvements in region

Work Product: Implement service improvements identified through RCC strategic planning activities, including taxi voucher and expanded volunteer driver programs

3. **Coordinated Public Transit/HHS Transportation Plans:** Work with COAST, CART, Wildcat Transit, neighboring planning commissions and appropriate Human Service Agency staff to incorporate any needed minor updates to the two Coordinated Public Transit & Human Services Transportation Plans that cover the MPO study area. These include the plan for the Greater Derry-Salem RCC covering the western portion of the RPC region and updated during 2010-2011;



and the plan for the Southeast NH RCC, covering the eastern portion of the RPC region, which was last updated in early 2012.

Task 506 — Transit Assistance, TDM, Bicycle, and Pedestrian Planning

Objective: Promote the incremental development of public transportation and transportation demand management services in the MPO area by working with existing transit agencies, other public and private transit operators, and regional Transportation Management Associations (TMAs). Also to develop facilities and programs that encourage bicycling and walking as an alternative to driving and improve bicycle and pedestrian safety using a 5Es approach including Engineering, Encouragement, Education, Enforcement and Evaluation.

Proposed Activities and Products:

1. **Technical Assistance to COAST:** Continue to serve on the COAST board and Executive Committee; collaborate with COAST and Strafford MPO staff on biennial rider surveys and updates to the COAST funding formula. Work with COAST as part of the Alliance for Community Transportation, a collaborative of municipalities and provider agencies working to establish a regional transit brokerage serving the Greater Seacoast.

Work Product: COAST ridership survey

Work Product: Funding formula maintenance and update

2. **Technical Assistance to CART:** Continue to serve on the CART board and Executive Committee. Provide technical assistance with multiple projects during the biennium. Over the past two years RPC and SNHPC have played extensive roles in the management of CART while the system has had part time staffing. As of winter 2015 CART is back to full time staffing such that RPC time can be reduced somewhat. Anticipated projects include development of an updated five year financial plan for the agency; planning for new demand-responsive routes replacing some current open demand response service; analyses of ridership patterns to develop additional fixed routes or demand-responsive routes; assistance in developing operating agreements with other transit providers in the region; assistance with resource development including negotiation for regional split of FTA Urban Formula funds, grant writing and serving as a liaison with RPC member communities.

Work Product: Analysis of potential fixed/demand responsive routes

Work Product: Diversified and expanded CART funding base.



Work Product: Staff transition with new Executive Director

Work Product: Five Year Financial Plan

- 3. Technical Assistance to Transportation Assistance for Seacoast Citizens (TASC):** Continue to serve on the board for the Transportation Assistance for Seacoast Citizens (TASC) volunteer driver program, and provide assistance with funding development and operations planning. Also work with TASC and ACT to expand the geographic scope of TASC and integrate it into the ACT regional transit brokerage.

Work Product: Expanded municipal and private sector funding

- 4. Statewide Community Transit Coordination:** Participate in statewide work on transit development through the NH Transit Association and the State Coordinating Council for Community Transportation (SCC).

Work Product: Participation in NHTA and SCC in support of regional transit and coordination initiatives

Work Product: Participation in Transportation Solutions NH and other collaborative statewide efforts to expand emphasis on alternative modes in State transportation policy

- 5. TDM/TMA Support:** Collaborate with the Strafford MPO, COAST, Pease Development Authority and municipalities in the revitalization of the Seacoast Commuter Options regional Transportation Management Association (TMA). Continue to participate in the I-93 TDM Working Group and relevant subcommittee as necessary. Participate as time allows in statewide TDM/TMA collaboration efforts.

Work Product: Documentation of TMA support

- 6. Regional Transit Planning and Initiatives:** Assist the Town of Plaistow and NHDOT in the development of the Plaistow Commuter Rail Study and implementation of commuter rail service. This consultant-lead study is expected to begin in the Spring-Summer of 2013 and will include components for public involvement, environmental assessment and preliminary engineering, ridership and cost estimates. RPC will assist in an advisory capacity in the study and provide technical assistance where called upon. Staff will continue to participate in the Downeaster Station Communities Advisory Committee in Exeter, and work with station communities, NHDOT and NNEPRA to pursue enhancements to Downeaster service.

Work Product: Plaistow/MBTA Rail Extension Study Participation

Work Product: Hampton Intermodal Transit Center Study follow-up

Work Product: Exeter Downeaster Station Committee Participation

- 8. General Bicycle/Pedestrian Planning:** Respond to requests from MPO communities for assistance in planning bicycle and pedestrian facilities. Work with NHDOT, other RPCs, the



Bike/Walk Alliance of NH, Seacoast Area Bicycle Routes (SABR) and municipal partners to implement a bike/ped traffic counting program. Participate in various initiatives of the NHDOT Bicycle and Pedestrian Technical Advisory Committee (BPTAC), and regional bike/ped advisory committees as needed.

Work Product: Participation in NHDOT BPTAC and update to NH Statewide Bicycle & Pedestrian Plan and Economic Impact Study when they occur.

Work Product: Implement bike/ped traffic counting program including analysis of Strava data (see Section 401 Traffic Count Program)

Work Product: Regional Bicycle Route Plan

9. **Bike/Walk to Work Week:** Continue collaboration with Seacoast Commuter Options, SABR, SRPC and other partners to coordinate regional events for Bike/Walk to Work Day and the statewide Green Commute initiative, including regional bike/ped commuter breakfasts, the Corporate Commuter Challenge and educational events.

Work Product: Bike/Walk to Work/ Green Commute NH Week Preparations

Work Product: Documentation of annual BWWD events

Work Product: Updated BWWD Workplace Coordinator's Guide

10. **Multi-Use Trail Projects:** MPO staff will continue to provide planning and project development assistance to the NH Seacoast Greenway (NHSG) Advisory Committee and corridor communities working to develop their segments of the NHSG. This will include working with the State and corridor communities to complete State acquisition of the Hampton Branch rail corridor between Hampton and Portsmouth, and tasks related to trail development along the full Hampton Branch corridor. MPO staff will also provide assistance as time allows to other trail initiatives in the MPO region.

Work Product: Project scoping and funding development assistance to communities working to develop their segments of the NHSG

Work Product: Local Trail Management Agreements between NHDOT and Corridor Communities

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5.0 OTHER PLANNING ACTIVITIES

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

TRANSPORTATION PLANNING

As indicated in the introduction of this Unified Planning Work Program, the “unified” aspect of the document is intended to encompass all MPO transportation planning activities that are foreseen in the region, regardless of funding source or implementing agency. While we cannot be certain that we are aware of all transportation planning activities that will take place in the program period, we do identify all those that we are aware of in which the MPO has a stakeholder or participant role. These are summarized below with funding sources and amount, to the extent they are known, included in tables with each description.

Purchase of Service

COAST Transit Planning: COAST will undertake the following activities using FTA Section 5307 Funds, and may utilize both COAST staff resources and /or outside consulting assistance:

- Provide assistance with planning and mobility management to ACT, the Regional Coordinating Council (RCC) for the Southeast NH region.
- Participate in updates as needed to the SAFETEA-LU coordinated public transit/human service transportation plan for the region.

	COAST 5307 Planning Funds	FY 2016	FY 2017
• Prepare study of the economic impacts of COAST transit service in the region.	FTA 5307	\$ 83,000	\$ 83,000
	Local Match (COAST)	\$ 21,000	\$ 21,000
	Total:	\$ 104,000	\$ 104,000

- Continue ongoing general and comprehensive transit planning.
- Conduct biennial system review.

CART Transit Planning: CART will undertake the following activities using FTA Section 5307 Funds, and may utilize both CART staff resources and /or outside consulting assistance:

- Provide assistance with planning in the development of a Regional Coordinating Council



- | | | | |
|--|---|----------------|----------------|
| <ul style="list-style-type: none"> • (RCC) for community transportation for the Greater Derry-Salem region. | CART 5307 Planning Funds (Estimated) | FY 2016 | FY 2017 |
| | FTA 5307 | \$ 5,200 | \$ 5,200 |
| | Local Match (CART) | \$ 1,300 | \$ 1,300 |
| | Total: | \$ 6,500 | \$ 6,500 |
- Participate in updates as needed to the SAFETEA-LU locally coordinated public transit/human service transportation plan for the region.
 - Preparation of Financial Plan for CART
 - Conduct ridership analyses to identify potential new fixed and demand-responsive route services
 - Implement new Derry-Salem fixed route service, and new demand-responsive routes as identified
 - Continue ongoing general and comprehensive transit planning.
 - Conduct biennial system review.

Hampton Beach Master Plan Update (TCSP Grant): The Hampton Beach Area Commission was awarded a TCSP Grant for \$300,000 to update the Beach Master Plan.

Plaistow Commuter Rail Extension Study: The Plaistow Commuter Rail Study is a component of the Preliminary Engineering (PE) of Plaistow Commuter Rail Extension project. It is intended to assist in the siting of a layover facility and to evaluate ridership, cost and environmental impact of the service and facility. The study will qualify the project to proceed to subsequent stages of implementation as envisioned in the CMAQ application that has been funded. This consultant-lead study is expected to conclude during 2015 but will require some follow-up efforts to move the project forward.

Congestion Mitigation/Air Quality Funds	FY 2014 & 2015
Allocation	\$680,000

RELATED LAND USE AND ENVIRONMENTAL PLANNING ACTIVITIES

The RPC is involved with many land use and environmental planning activities that are interconnected with transportation issues. While transportation isn't the necessarily the focus of these efforts, it is part of the discussion. Transportation planning for the MPO makes up approximately 45% of the RPC annual budget with the remainder of staff time and resources going to regional and local land use and environmental planning efforts. A general description of this work is



included below along with general funding sources and amounts where known.

Anticipated RPC Budget FY 16 and FY 17

Funding Source	FY14 Budget	% of Budget	FY15 Budget	% of Budget
Member Dues	\$129,880	10%	\$129,880	9%
Circuit Rider & CZP	\$138,316	10%	\$138,316	10%
Local Contracts	\$39,000	3%	\$39,000	3%
Transportation Planning	548,000		548,000	
State & Direct Federal Funding	\$387,404	29%	\$387,404	28%
Other/Misc	\$62,700	5%	\$62,700	5%
Total	\$1,317,300	100%	\$1,391,856	100%

Comprehensive

Economic Development

Strategy: Funded through the US Department of Commerce’s Economic Development

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

HSEM Hazard Mitigation Planning Grant: This grant from FEMA will produce a regional vulnerability assessment report and map set for NH coastal communities, develop a model Coastal Flood, Hazards and Adaptation Chapter to be incorporated into coastal community Hazard Mitigation Plans, tailor recommendations to update Local Hazard Mitigation Plans in each eligible coastal community to specifically incorporate the vulnerability assessment, and incorporate specific recommendations for mitigation and adaptation.

FEMA HSEM Funds	FY 2014 & 2015
Allocation	\$ 72,411

NH Coastal Adaptation Workgroup (NH CAW): Formed in January 2010 as an Ad Hoc Collaboration, NH CAW currently involves 19 agencies, organizations, municipalities, and NGOs with 28+ individual members. NH CAW partnerships have received project grants represent nearly \$2.5 M in assets that enables NH CAW to work with 25+ communities with 3 of the projects providing specific adaptation related education and technical assistance.

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

Developments of Regional Impact (DRI): The RPC conducts reviews of development of regional impact to assist in fulfilling obligations under RSA 36:58. This provides for convening the RPC DRI committee and supporting it as necessary, preparation of written responses and attendance at local



land use board meeting concerning developments of regional impact as required. This program is funded through the NH Office of Energy and Planning (OEP) Targeted Block Grant (TBG) program.

New Hampshire Coastal Program Technical Assistance Grants: This program provides funding to the regional planning commission's that have coastal communities to engage in planning projects that implement the coastal resource management goals of the NH Coastal Program. Any planning projects that can be accomplished by RPC staff are eligible. Examples include community master planning, natural resources inventories, land use and natural resources mapping, and adaptation planning. This program is funded by the US Dept. of Commerce/NOAA funds provided through NHDES/NH Coastal Program.

Emergency Management/ Hazard Mitigation Planning Grants: This program provides funding to accomplish the preparation and up-dating of local all-hazard mitigation plans. These plans document all the hazards existing in communities and serve as prerequisite documents for many funding programs offered by the NH Office of homeland Security and emergency management. Some examples of eligible projects that fall under most of the grant programs listed above include property acquisition, structural demolition and relocation, structural elevation, mitigation reconstruction, dry flood proofing of historic residential structures, dry flood proofing of non-residential structures, minor localized flood reduction projects, structural retrofitting of existing buildings, non-structural retrofitting of existing buildings and facilities, safe room construction, infrastructure retrofits, soil stabilization and wildfire mitigation. These programs are funded through the NH Office of Homeland Security via the following emergency management and hazard mitigation planning grants: Hazard mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA), Repetitive Flood Claims (RFC), Severe Repetitive Loss (SRL). In addition, Pre-Disaster Mitigation (PDM) grants funded by FEMA through the New Hampshire Department of Homeland Security and Emergency Management provide the resources for the RPC to conduct Hazard Mitigation Plan updates for member communities.

Climate Ready Culverts and Coastal Communities: Vulnerability Assessment for Coastal Communities: New Hampshire coastal municipalities are confronted by land use and hazard management concerns that include extreme weather events, storm surges, flooding, coastal erosion, and damage to key assets. These issues are only intensified by the observed recent increases in the frequency and intensity of extreme storm events and increases in sea level. Increased flooding has the potential to place coastal populations at risk, threaten infrastructure, intensify coastal hazards, and ultimately damage homes, businesses, public infrastructure, recreation areas, public space, coastal wetlands and salt marsh. In recent years, new technical tools such (LiDAR, report on impacts of climate change on coastal flooding, 2014 National Climate Assessment, and Northeast Region Climate Data Center extreme precipitation) have been acquired for the region to address how climate may change in the future, however few assessments have been conducted that quantify and map where flooding may occur and what may be impacted. This project will assess climate change impacts to natural systems and the built environment for ten coastal municipalities. Results of the assessment will help municipalities apply climate impact data directly into programmatic changes such as facilities (infrastructure upgrades and priorities), permit processes, codes, and regulations. In addition, the project results will be built into a developing web-based platform (NH Coastal Viewer).The vulnerability assessment will be completed for ten coastal New Hampshire communities



in two planning regions. Municipalities in the Rockingham Planning Commission region are Newfields, Exeter, Stratham, Greenland and Newington. Municipalities in the Strafford Regional Planning Commission region are Rollinsford, Madbury, Dover, Newmarket, and Durham. The RPC has \$30,000 in grant funding to accomplish specific tasks in this analysis and will be leveraging \$5,000 of UPWP funds toward the project.

6.0 FUNDING SOURCES, COST DISTRIBUTION, AND TASK SCHEDULING

The Rockingham MPO is funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation, the New Hampshire Department of Transportation (NHDOT), and local matching revenues from the RPC. Overall, 90% of UPWP funding is provided by a combination of metropolitan planning program grants from the Federal Highway Administration ('PL'), Federal Transit Administration ('Section 5303' converted to PL funds), and State Planning and Research (SPR) program funds. The matching funds are provided by the RPC supplemented by Turnpike Toll Credits from NHDOT that allow the effective 90/10 match instead of the usual 80/20. **Table 1**, on the following page, shows personnel and non-personnel expense anticipated for the 2016-2017 UPWP.

Table 2 shows the source of local match which is derived from local dues. Each community's share is proportionate to their population, since the allocation of PL and FTA 5303 funding is determined in New Hampshire by population share within the urbanized area communities.

Table 3 depicts the anticipated scheduling of activities associated with the major task activities in the UPWP. Many tasks occur at specific identifiable time intervals in the UPWP program period; others occur only as needed, and others are ongoing throughout the two-year period. Those that are ongoing work tasks or occur only as needed are shown as fully shaded for the entirety of the UPWP.

DRAFT - January, 2015

2016-2017 UPWP Revenues

	Total	2016	2017
2015-16 PL Funds	\$ 642,680	\$ 321,340	\$ 321,340
Transfer from FTA	\$ 163,710	\$ 81,855	\$ 81,855
State Planning & Research Funds	\$ 180,000	\$ 90,000	\$ 90,000
Total Federal Funds	\$ 986,390	\$ 493,195	\$ 493,195
RPC Match*	\$ 109,599	\$ 54,799	\$ 54,799
Total Revenues	\$ 1,095,989	\$ 547,994	\$ 547,994

Planned Expenditures

	Total Hours	2016 Hours	2017 Hours	Total	2016	2017
Personnel Expenditures	14640	7380	7260	\$ 991,019	\$ 494,916	\$ 496,102
Category 100: MPO Administration	2000	980	1020	\$ 149,736	\$ 72,438	\$ 77,298
Category 200: Policy & Planning	4640	2360	2280	\$ 346,129	\$ 173,976	\$ 172,153
Category 300: Public Involvement	940	500	440	\$ 63,398	\$ 33,296	\$ 30,102
Category 400: Planning Support	2100	1180	920	\$ 122,245	\$ 70,389	\$ 51,856
Category 500: Technical Assistance	4960	2360	2600	\$ 309,511	\$ 144,818	\$ 164,693
Non-Personnel Expenditures				\$ 104,970	\$ 53,078	\$ 51,892
6114 Office Supplies				\$ 1,000	\$ 500	\$ 500
6115 Contracted Services				\$ 66,000	\$ 33,000	\$ 33,000
6116 Travel				\$ 9,772	\$ 5,000	\$ 4,772
6117 Newspaper/Media				\$ 6,000	\$ 3,000	\$ 3,000
6120 Dues/Subscriptions				\$ 2,640	\$ 1,320	\$ 1,320
6121 Training & Workshops				\$ 5,000	\$ 2,500	\$ 2,500
6124 Equipment				\$ 4,958	\$ 2,958	\$ 2,000
6125 Equipment & Software Maintenance				\$ 9,000	\$ 4,500	\$ 4,500
6126 Telephone				\$ 600	\$ 300	\$ 300
Total Expenditures				\$ 1,095,989	\$ 547,994	\$ 547,994
Balance				\$ 0	\$ 0	\$ 0

* The Required 20% match is provided 1/2 by the RPC matching funds and State Turnpike Toll Credits that provide no revenue to the RPC.

	Percentage of Hours	Percentage of Funding
Category 100: Administration	14% 	15% 
Category 200: Policy & Planning	32% 	35% 
Category 300: Public Involvement	6% 	6% 
Category 400: Planning Support	14% 	12% 
Category 500: Technical Assistance	34% 	31% 

	2016	2017	Total	% of Total Hours
Executive Director	700	700	1400	 10%
Assistant Director	40	40	80	 1%
Transportation Program Manager	1720	1720	3440	 24%
Senior Transportation Planner	1720	1720	3440	 24%
Transportation Analyst/GIS	1400	1400	2800	 20%
GIS Specialist	280	240	520	 4%
Planners (2)	560	480	1040	 8%
Business Manager	120	120	240	 2%
Office Administrator	240	240	480	 4%
Intern(s)	600	600	1200	 9%
	7380	7260	14640	

TABLE 2
FY 16-17 Metropolitan Planning Funds -- Annual Local Match Requirements

	POPULATION DISTRIBUTION				FHWA (PL) FUNDS				LOCAL MATCH (DUES) FUNDS					
	2000 Pop	Adjusted 2000 Pop	2011 Pop	Pop. Share of MPO	PL Funds	PL State Match*	PL Local Match**	Total PL	Total Local Match	FY-2013 Dues Assessed	Dues per capita (2011 Pop)	Portion of Dues for MPO Match	Adjusted Local Match to Account for Non-dues	Additional Dues Used to Cover Non-members
ATKINSON	6,178	6,178	6,741	3.8%	\$ 18,618	\$ 2,069	\$ 2,069	\$ 20,687	\$ 2,069	\$ 6,269	\$ 0.93	33.0%	\$ 2,465	\$ 396
BRENTWOOD	3,197	2,398	4,497	2.5%	\$ 12,420	\$ 1,380	\$ 1,380	\$ 13,800	\$ 1,380	\$ 4,182	\$ 0.93	33.0%	\$ 1,644	\$ 264
DANVILLE	4,023	4,023	4,424	2.5%	\$ 12,219	\$ 1,358	\$ 1,358	\$ 13,576	\$ 1,358	\$ 4,114	\$ 0.93	33.0%	\$ 1,618	\$ 260
E. KINGSTON	1,784	1,784	2,363	1.3%	\$ 6,526	\$ 725	\$ 725	\$ 7,251	\$ 725	\$ 2,198	\$ 0.93	3.7%	\$ 180	\$ (545)
EPPING	5,476	5,476	6,501	3.6%	\$ 17,955	\$ 1,995	\$ 1,995	\$ 19,950	\$ 1,995	\$ 6,046	\$ 0.93	33.0%	\$ 2,377	\$ 382
EXETER	14,058	14,058	14,354	8.0%	\$ 39,644	\$ 4,405	\$ 4,405	\$ 44,049	\$ 4,405	\$ 11,325	\$ 0.79	38.9%	\$ 5,248	\$ 844
FREMONT	3,510	3,510	4,316	2.4%	\$ 11,920	\$ 1,324	\$ 1,324	\$ 13,245	\$ 1,324	\$ 4,014	\$ 0.93	33.0%	\$ 1,578	\$ 254
GREENLAND	3,208	3,208	3,586	2.0%	\$ 9,904	\$ 1,100	\$ 1,100	\$ 11,005	\$ 1,100	\$ 3,335	\$ 0.93	33.0%	\$ 1,311	\$ 211
HAMPSTEAD	8,297	8,297	8,526	4.8%	\$ 23,548	\$ 2,616	\$ 2,616	\$ 26,164	\$ 2,616	\$ 7,929	\$ 0.93	33.0%	\$ 3,118	\$ 501
HAMPTON	14,937	14,937	14,868	8.3%	\$ 41,064	\$ 4,563	\$ 4,563	\$ 45,626	\$ 4,563	\$ 11,564	\$ 0.78	39.5%	\$ 5,436	\$ 874
HAMPTON FALLS	1,880	1,880	2,235	1.3%	\$ 6,173	\$ 686	\$ 686	\$ 6,859	\$ 686	\$ 2,079	\$ 0.93	33.0%	\$ 817	\$ 131
KENSINGTON	1,893	1,420	2,121	1.2%	\$ 5,858	\$ 651	\$ 651	\$ 6,509	\$ 651	\$ 1,973	\$ 0.93	33.0%	\$ 776	\$ 125
KINGSTON	5,862	5,862	6,010	3.4%	\$ 16,599	\$ 1,844	\$ 1,844	\$ 18,443	\$ 1,844	\$ 5,589	\$ 0.93	33.0%	\$ 2,198	\$ 353
NEW CASTLE	1,010	1,010	967	0.5%	\$ 2,671	\$ 297	\$ 297	\$ 2,967	\$ 297	\$ 899	\$ 0.93	33.0%	\$ 354	\$ 57
NEWFIELDS	1,551	1,551	1,678	0.9%	\$ 4,634	\$ 515	\$ 515	\$ 5,149	\$ 515	\$ 1,561	\$ 0.93	33.0%	\$ 614	\$ 99
NEWINGTON	775	775	753	0.4%	\$ 2,080	\$ 231	\$ 231	\$ 2,311	\$ 231	\$ 700	\$ 0.93	33.0%	\$ 275	\$ 44
NEWTON	4,289	4,289	4,661	2.6%	\$ 12,873	\$ 1,430	\$ 1,430	\$ 14,303	\$ 1,430	\$ 4,335	\$ 0.93	33.0%	\$ 1,704	\$ 274
NORTHHAMPTON	4,259	4,259	4,324	2.4%	\$ 11,942	\$ 1,327	\$ 1,327	\$ 13,269	\$ 1,327	\$ 4,021	\$ 0.93	33.0%	\$ 1,581	\$ 254
PLAISTOW	7,747	7,747	7,584	4.2%	\$ 20,946	\$ 2,327	\$ 2,327	\$ 23,273	\$ 2,327	\$ 7,053	\$ 0.93	33.0%	\$ 2,773	\$ 446
PORTSMOUTH	20,784	20,784	21,206	11.9%	\$ 58,568	\$ 6,508	\$ 6,508	\$ 65,076	\$ 6,508	\$ 14,511	\$ 0.68	44.8%	\$ 7,754	\$ 1,246
RYE	5,182	5,182	5,324	3.0%	\$ 14,704	\$ 1,634	\$ 1,634	\$ 16,338	\$ 1,634	\$ 4,951	\$ 0.93	33.0%	\$ 1,947	\$ 313
SALEM***	28,112	28,112	28,702	16.1%	\$ 79,272	\$ 8,808	\$ 8,808	\$ 88,080	\$ 8,808	\$ 16,191	\$ 0.56	54.4%	-	NA
SANDOWN	5,143	5,143	6,076	3.4%	\$ 16,781	\$ 1,865	\$ 1,865	\$ 18,646	\$ 1,865	\$ 5,651	\$ 0.93	33.0%	\$ 2,222	\$ 357
SEABROOK	7,934	7,934	8,697	4.9%	\$ 24,020	\$ 2,669	\$ 2,669	\$ 26,689	\$ 2,669	\$ 8,088	\$ 0.93	33.0%	\$ 3,180	\$ 511
SO. HAMPTON	844	633	813	0.5%	\$ 2,245	\$ 249	\$ 249	\$ 2,495	\$ 249	\$ 756	\$ 0.93	33.0%	\$ 297	\$ 48
STRATHAM	6,355	6,355	7,245	4.1%	\$ 20,010	\$ 2,223	\$ 2,223	\$ 22,233	\$ 2,223	\$ 6,738	\$ 0.93	33.0%	\$ 2,649	\$ 426
SUB-TOTAL	168,288	166,805	178,572	100.0%	\$ 493,195	\$ 54,799	\$ 54,799	\$ 602,794	\$ 54,799	\$ 129,880	\$ 0.73	42.2%	\$ 54,799	\$ 8,124

* State match is provided utilizing Toll Credits not actual funding

** This distribution is shown as if the State of NH was paying 1/2 of the match.

*** = Non-dues paying/non-member



		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
101 Accounting and Invoices																									
100	101	1002.101.1	Financial Management & Reporting																						
100	101	1002.101.2	Audits and Audit preparation																						
102 MPO Program Administration																									
100	102	1002.102.1	UPWP Development, Amendments, and Reporting																						
100	102	1002.102.2	MPO Prospectus Updates																						
100	102	1002.102.3	Contract Management																						
100	102	1002.102.4	General Administrative Tasks																						
103 Staff Training																									
100	103	1002.103.1	Training, Workshops, & Conferences																						
104 Indirect Cost Adjustments																									
100	104	1002.104.1	Indirect Cost Rate Adjustment																						
105 UPWP Monitoring and Reporting																									
100	105	1002.105.1	UPWP Performance Report																						
100	105	1002.105.2	Planning & Billing Reviews																						
201 Ten Year Plan																									
200	201	1002.201.1	Ten Year Plan/GACIT																						
200	201	1002.201.2	Project Evaluation, Selection, and Prioritization																						
202 Land Use & Environmental Linkages																									
200	202	1002.202.1	Natural Resources Coordination Studies/Projects																						
200	202	1002.202.2	Livability/Sustainability Initiatives																						
200	202	1002.202.3	Climate Change Initiatives																						
200	202	1002.202.4	Coastal Adaptation Workgroup																						
203 Transportation Planners Collaborative																									
200	203	1002.203.1	Transportation Planners Collaborative																						
200	203	1002.203.2	MPO/RPC Working Groups																						
204 Interagency Consultation																									
200	204	1002.204.1	Interagency Consultation																						
200	204	1002.204.2	RPC Director Meetings																						
205 Transportation Improvement Program																									
200	205	1002.205.1	TIP Development																						
200	205	1002.205.2	TIP Amendments/Administrative Adjustments																						
206 Performance Based Planning																									
200	206	1002.206.1	Performance Based Planning																						
200	206	1002.206.2	Congestion Management Process																						
200	206	1002.206.3	Annual List of Obligated Projects																						
207 Intelligent Transportation Systems/Incident Management																									
200	207	1002.207.1	Regional ITS Architecture																						
200	207	1002.207.2	Incident Management Systems																						
208 Regional Master Plan																									
200	208	1002.208.1	Regional Sustainable Development Plan																						
209 Transportation Conformity																									
200	209	1002.209.1	Transportation Conformity																						
210 Long Range Transportation Plan (LRTP)																									
200	210	1002.210.1	Transportation Plan Development/Amendments																						
200	210	1002.210.2	Project Solicitation & Development																						
200	210	1002.210.3	Project Selection																						
301 Transportation Advisory Committee																									
300	301	1002.301.1	MPO Transportation Advisory Committee																						
303 Public Participation Plan																									
300	303	1002.303.1	Public Participation Process																						
304 Public Outreach																									
300	304	1002.304.1	Public Involvement and Outreach																						
300	304	1002.304.2	MPO Website Development and Maintenance																						
300	304	1002.304.3	Media Monitoring & Legislative/Policy Tracking																						
305 MPO Policy Committee																									
300	305	1002.305.1	MPO Policy Committee																						



		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	
401 Traffic Count Program																										
400	401 1002.401.1 Traffic Count Program																									
400	401 1002.401.2 Additional Traffic Counts/Studies																									
402 Form 536																										
400	402 1002.402.1 Form 536 Data Collection																									
403 Geographic Information Systems																										
400	403 1002.403.1 Geographic Information Systems (GIS)																									
400	403 1002.403.2 Regional Buildout Analyses																									
404 Demographics																										
400	404 1002.404.1 Population and Employment Projections																									
405 Equipment																										
400	405 1002.405.1 Equipment & Resources																									
406 Transportation Model																										
400	406 1002.406.1 Travel Demand Modeling																									
400	406 1002.406.2 Model maintenance, updates and enhancements																									
400	406 1002.406.3 Scenario Planning																									
501 Local & Regional Assistance																										
500	501 1002.501.1 General Transportation Planning Assistance																									
500	501 1002.501.2 Development Impact Review																									
500	501 1002.501.3 Planning Study Scoping																									
500	501 1002.501.4 Community Master Plan Transportation Chapters																									
500	501 1002.501.5 Road Infrastructure Vulnerability Assessment																									
500	501 1002.501.6 Complete Streets Policy/Guidance																									
500	501 1002.501.7 Access Management Guidebook Update																									
502 Statewide Assistance																										
500	502 1002.502.1 Project Implementation & Monitoring																									
500	502 1002.502.2 DOT Initiatives/Reviews/Committees/Work Groups																									
500	502 1002.502.3 Corridor Studies																									
503 Local Public Agency Support																										
500	503 1002.503.1 Transportation Alternatives Program																									
500	503 1002.503.2 Congestion Management & Air Quality Program																									
500	503 1002.503.3 SPR Project Development & Implementation																									
500	503 1002.503.4 Safe Routes To School Support																									
504 Special Projects																										
500	504 1002.504.1 Community Master Plan Chapters (Transp. Related)																									
500	504 1002.504.2 Transportation/Land Use Studies																									
505 Regional Coordinating Councils																										
500	505 1002.505.1 RCC Support - Southeast Region (ACT)																									
500	505 1002.505.2 RCC Support - Derry-Salem Region																									
500	505 1002.505.3 Locally Coordinated HHS Transit Plans																									
506 Transit, TDM, & Bike/Ped Planning																										
500	506 1002.506.1 Technical Assistance to COAST																									
500	506 1002.506.2 Technical Assistance to CART																									
500	506 1002.506.3 Technical Assistance to TASC																									
500	506 1002.506.4 Regional/Intercity Transit Planning																									
500	506 1002.506.5 Statewide Community Transit Coordination																									
500	506 1002.506.6 TDM/TMA Support																									
500	506 1002.506.7 General Bike/Pedestrian Planning																									
500	506 1002.506.8 Bike/Walk to Work Day																									

Deliverables

Long Range Transportation Plan Update
 UPWP Performance Report for FY14-15

Expected Fall, 2015
 Due September 30, 2015

TO BE COMPLETED

ATTACHMENT 4



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



JEFF BRILLHART, P.E.
ACTING COMMISSIONER

To: Regional Coordination Councils and Lead Agencies

Date: January 6, 2015

From: Fred Butler, Public Transportation Administrator

Re: SFY 2016-2017 5310 Purchase of Service applications & funding

The Department of Transportation announces the availability of Federal funds to support coordinated transportation services for seniors and persons with disabilities for State Fiscal Year (SFY) 2016 and SFY2017. The intent of this 5310 Purchase of Service (POS) initiative is to expand the availability of transportation services in New Hampshire, support the goals of the 2006 "Statewide Coordination of Community Transportation Services" plan, and to maintain and expand regional services funded for the past several years.

As was the case since the inception of the POS funding initiative, funds have been allocated by region and distributed to a single lead agency or designated regional transportation coordinator in each region. Funds are considered capital funds and require a 20% non-federal match. Properly documented in-kind match is permitted consistent with Federal guidelines as noted in the Department's In-Kind Match Memo and 5310 POS Questions & Answers found online the [NHDOT Transit Funding Page](#).

Agencies wishing to apply for these funds should submit a 5310 Purchase of Service **application with required attachments**, and evidence of the agency's designation as the lead agency or regional transportation coordinator by the Regional Coordinating Council (RCC). The applicant should attach a detailed description of the proposed use for purchase of service funds and an itemized budget, including rates of reimbursement proposed for volunteers or other providers, together with verification of the availability of 20% matching funds.

The total funding available for regional distribution for SFY 2016-2017 is \$1,834,563 and is comprised of \$1,600,000 of Federal Highway STP transfer funds and \$234,563 of carryover 5310 POS funds, i.e., from regions that did not expend such from prior contracts and/or from funding that was obligated in grants but not committed in contracts.

The available funds (\$1,834,563) were allocated by region according to a formula based on regional populations of residents over 65 and those between the ages of 0-64 with disabilities, using 2008-2012 American Community Survey 5-Year Estimates [data](#). Each region was allocated a minimum of \$20,000, plus a proportional amount based on \$4.00 per person for

disability population and \$2.07 per person for seniors 65+. Federal funding available to each region follows:

	SFY 2016 (7/1/15-6/30/16)	SFY 2017 (7/1/16-6/30/17)	TOTAL SFY16/17 (7/1/15-6/30/17)
Region 1	\$ 97,744	\$ 97,744	\$ 195,488
Region 2	\$ 50,897	\$ 50,897	\$ 101,794
Region 3	\$ 138,184	\$ 138,184	\$ 276,368
Region 4	\$ 50,126	\$ 50,126	\$ 100,251
Region 5/6	\$ 96,291	\$ 96,291	\$ 192,582
Region 7	\$ 119,676	\$ 119,676	\$ 239,351
Region 8	\$ 120,260	\$ 120,260	\$ 240,520
Region 9	\$ 81,376	\$ 81,376	\$ 162,752
Region 10	\$ 162,728	\$ 162,728	\$ 325,456
Total	\$ 917,282	\$ 917,282	\$ 1,834,563

Applications for the above referenced funds must be submitted to the Department no later than 3:00 PM on **February 16, 2015** for a contract start date of July 1, 2015. Applications submitted after February 16th may result in a contract that does not receive Governor & Council approval until after July 1st and will therefore result in a contract that will not go into effect until the date of that subsequent Governor & Council meeting date.

For more information, please contact Fred Butler (fbutler@dot.state.nh.us).



U.S. Department of Transportation
Federal Transit Administration

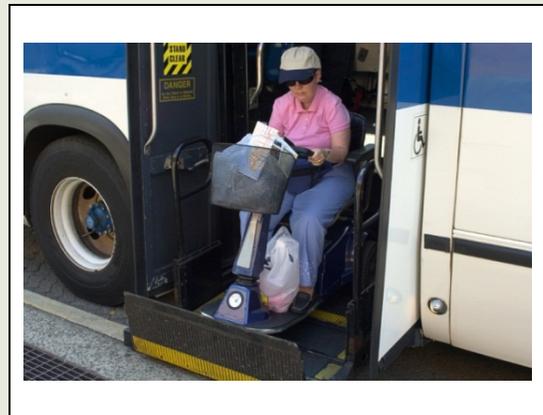


**FACT SHEET:
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES
SECTION 5310**

	FY 2013 (in millions)	FY 2014 (in millions)
Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities	\$254.8	\$258.3

Purpose

This program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.



Statutory References

49 U.S.C. Section 5310 / MAP-21 Section 20009

Eligible Recipients

- States (for all areas under 200,000 in population) and designated recipients.
- Subrecipients: states or local government authorities, private non-profit organizations, or operators of public transportation that receive a grant indirectly through a recipient.

Eligible Activities

- At least 55% of program funds must be used on capital projects that are:
 - Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.
- The remaining 45% may be used for:
 - Public transportation projects that exceed the requirements of the ADA.
 - Public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit.
 - Alternatives to public transportation that assist seniors and individuals with disabilities.

What's New?

- Consolidates New Freedom Program and Elderly and Disabled Program.
- Operating assistance is now available under this program.

Funding

- Funds are apportioned for urbanized and rural areas based on the number of seniors and individuals with disabilities.
- Federal share for capital projects (including acquisition of public transportation services) is 80%.

(cont.)

Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities

Funding (cont.)

- Federal share for operating assistance is 50%.
- Adopts New Freedom funding allocations:
 - 60% to designated recipients in urbanized areas with a population over 200,000.
 - 20% to states for small urbanized areas.
 - 20% to states for rural areas.

Ongoing Provisions

- Local share may be derived from other federal (non-DOT) transportation sources or the Federal Lands Highways Program under 23 U.S.C. 204 (as in former Section 5310 program).
- Permits designated recipients and states to carry out competitive process to select subrecipients.
- Recipients must certify that projects selected are included in a locally developed, coordinated public transit-human services transportation plan. The plan must undergo a development and approval process that includes seniors and people with disabilities, transportation providers, among others, and is coordinated to the maximum extent possible with transportation services assisted by other federal departments and agencies.
- Permits acquisition of public transportation services as a capital expense.
- Up to 10% of program funds can be used to administer the program, to plan, and to provide technical assistance.

For additional information on FTA and MAP-21, visit www.fta.dot.gov/map21.

ATTACHMENT 5

**PLAISTOW COMMUTER RAIL
EXTENSION STUDY**

MPO Update – January 2015



**Plaistow Commuter Rail
Extension Study**



PURPOSE:

- Evaluate the extension of the MBTA Haverhill Line commuter rail service from Haverhill, MA to Plaistow NH and determine if approved project should go forward based on feasibility and considering benefits, costs and impacts.

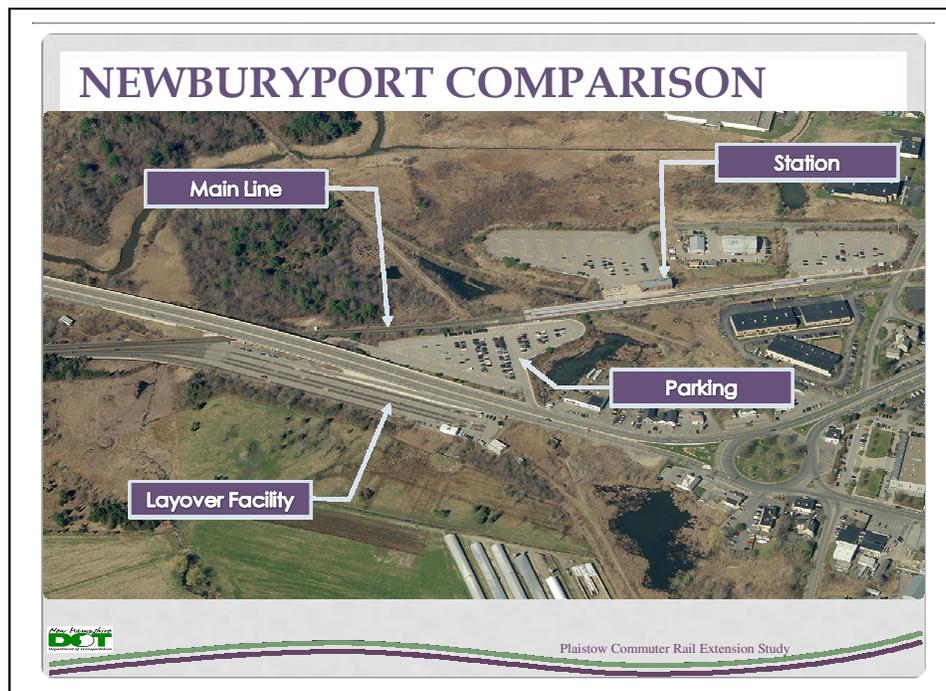
OUTCOME:

- Identify preferred alternative for the project, including sites for layover and train station facilities

Overview

STUDY ELEMENTS:

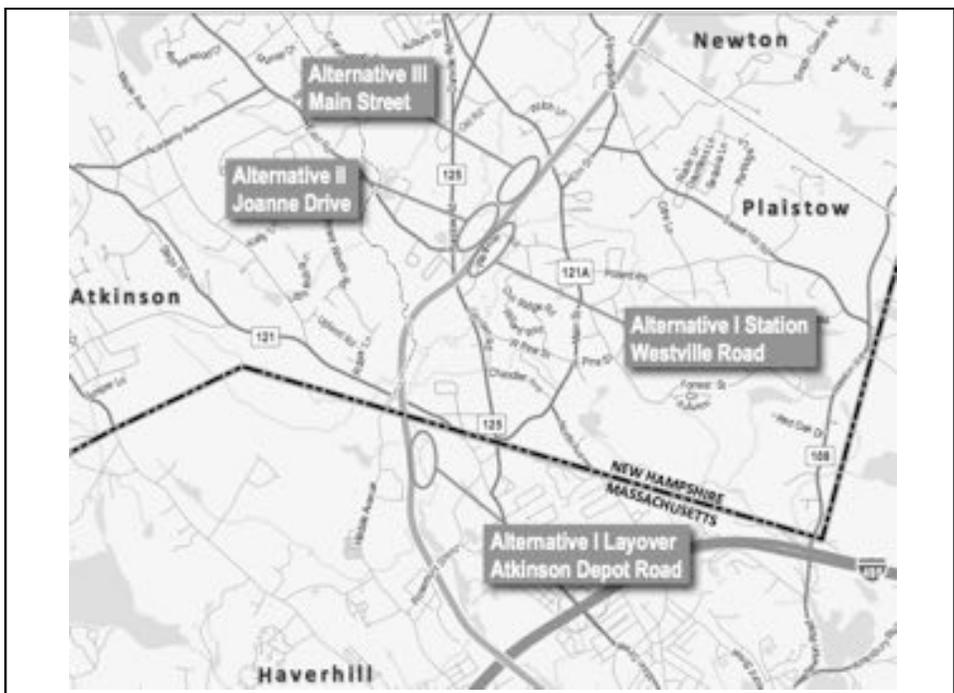
1. Identify and evaluate potential site locations for train station and layover facilities
2. Identify design alternatives for the commuter rail station and layover facility
3. Review of environmental impacts of station and layover facility (natural resources, historic & cultural resources, land use, noise, vibration, air quality)
4. Develop new ridership forecasts
5. Develop new capital and operating cost estimates
6. Identify funding and implementation options

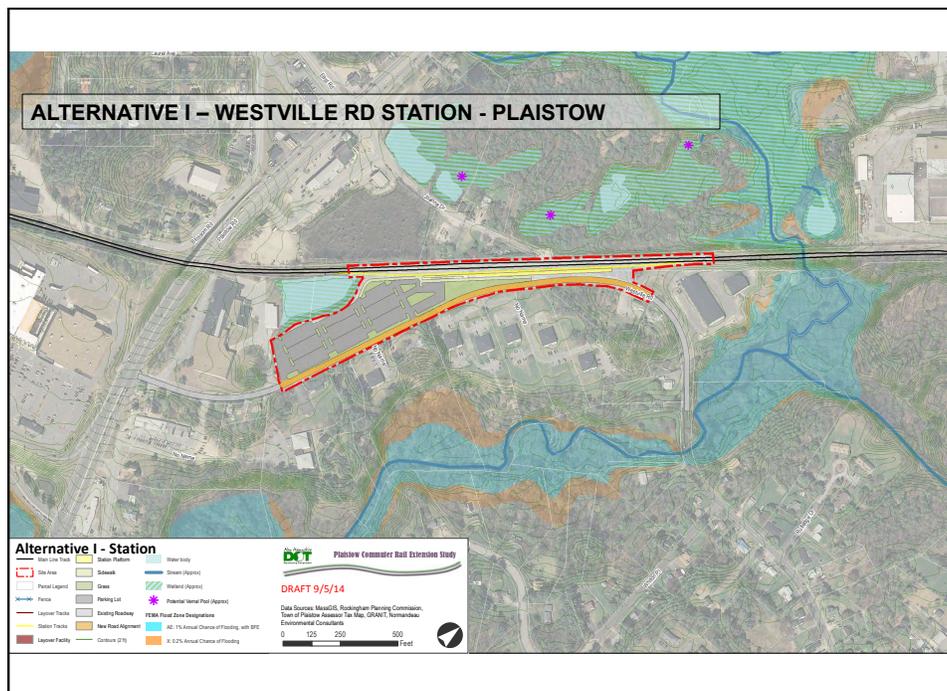
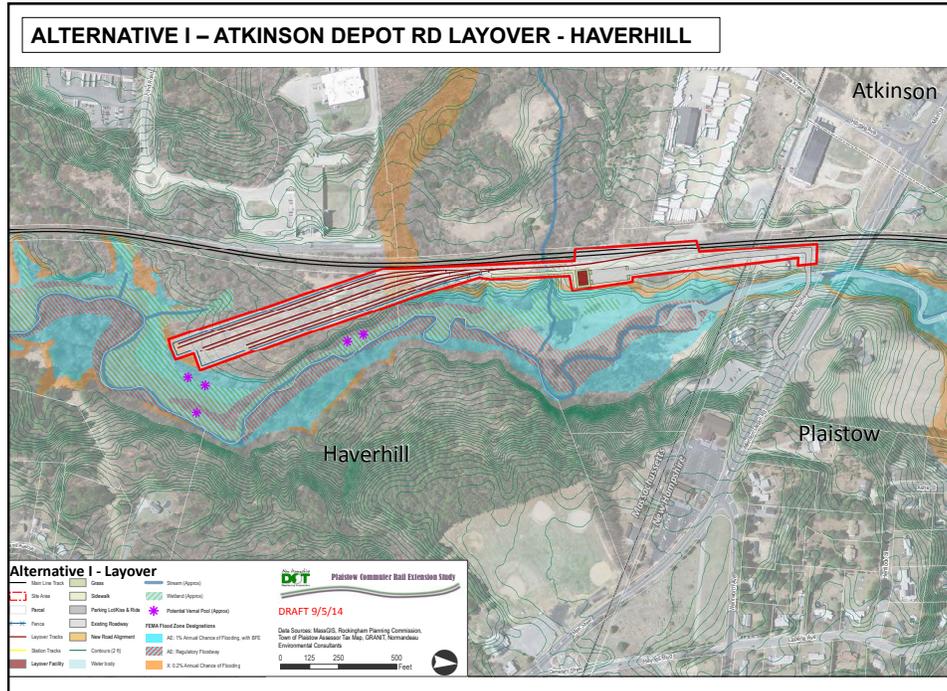


Site Screening Results:

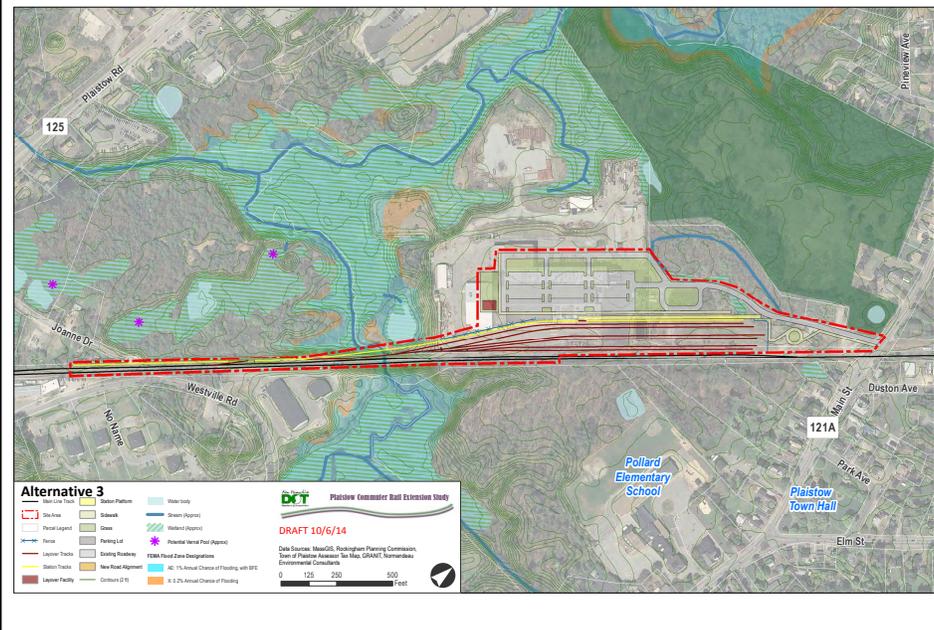
- Started 9 layover and 7 station sites
- 3 Layover options:
 - Alternative 1: Hilldale Ave Area, Haverhill
 - Alternative 2: West end of Testa site off Joanne Dr.
 - Alternative 3: East end of Chart site off 121-A
- 3 Paired Station options:
 - Alternative 1: Westville Rd. P&R
 - Alternative 2: West end of Chart site off Joanne Dr.
 - Alternative 3: East end of Chart site off 121-A

A map of the Plaistow area showing various transportation options. Labeled sites include Layover 1, Layover 2 / Station B, Layover 3 / Station C, Layover 6 / Station F, Layover 7, Layover 8 / Station F, Layover 9 / Station G, Layover 4, Layover 5 / Station E, Station A, Station D, Station E, and Station F. Major roads like 121, 121A, 123, 112, and 108 are shown. The map also indicates the border between New Hampshire and Massachusetts.

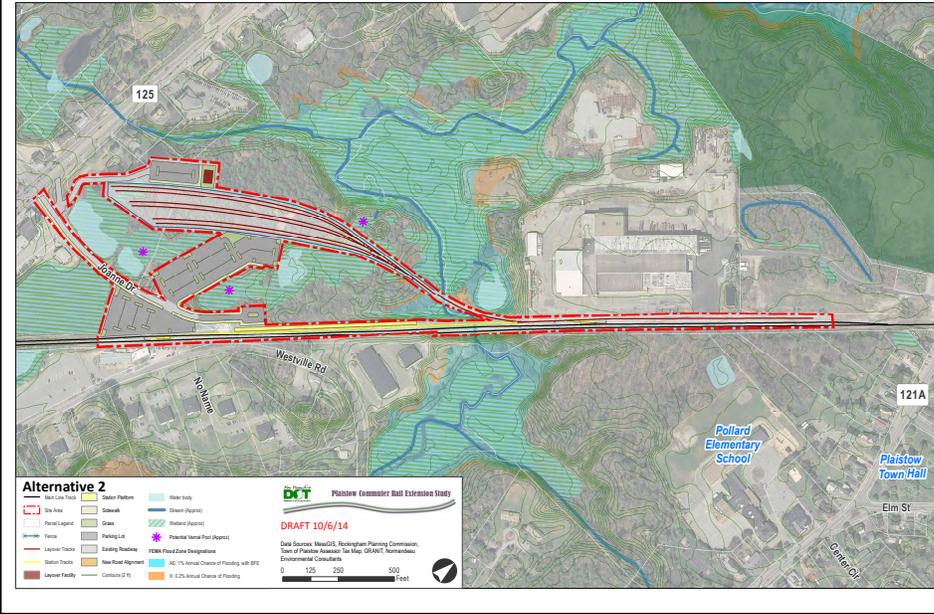




ALTERNATIVE III – MAIN ST. (CHART SITE) LAYOVER & STATION - PLAISTOW



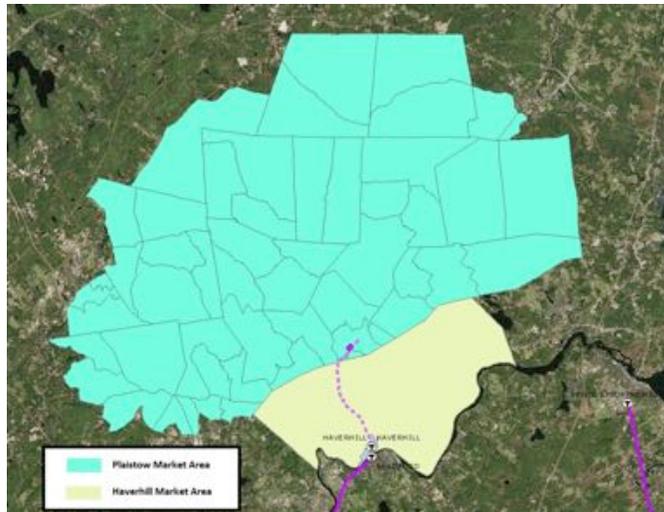
ALTERNATIVE 2 – JOANNE DR. LAYOVER / STATION - PLAISTOW



Technical Studies

- Ridership estimate
- Land use/economic impact
- Noise & vibration study
- Air quality impact
- Cost estimates
- Alternatives analysis & Identification of LPA
- Environmental Assessment

Ridership estimate – commute shed

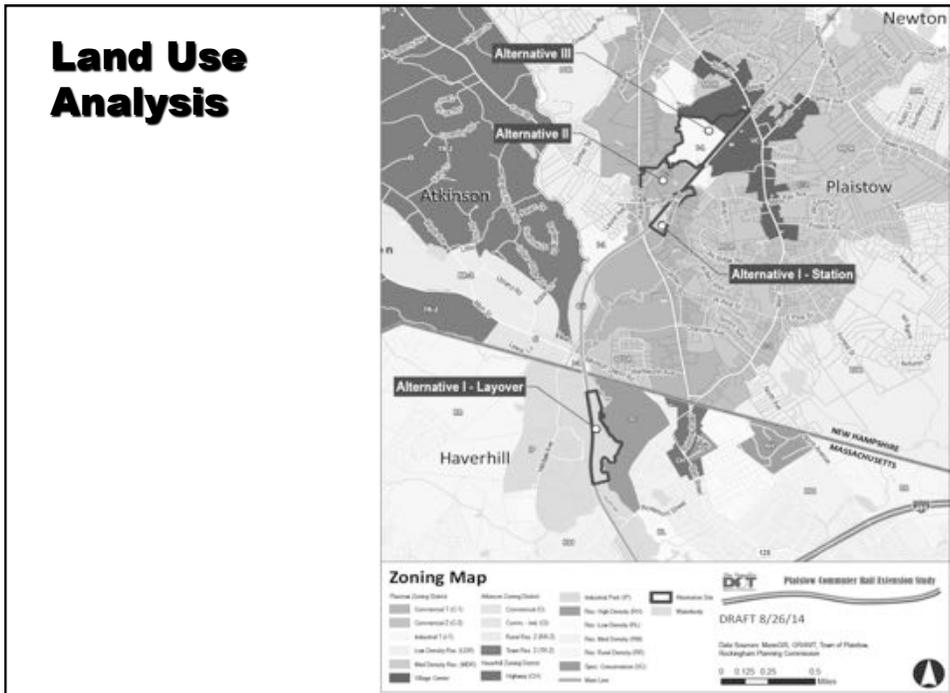


Ridership estimate

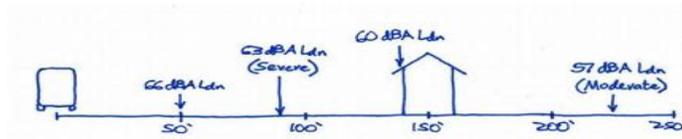
	Existing Conditions (2014)		Future Conditions (2030)	
	Diversion/ Transfer of Existing Riders	Improved Train Service-Related Growth	Growth of Boston/ Cambridge Workers	Projected Growth of Population
Plaistow Area*				
Existing Total Workers (2014)	18,123	18,123	18,123	18,123
Projected Total Workers (0.9% Annual Growth Rate, 2014-2030)				21,050
Existing Percent Work in Boston/Cambridge	4.2%	4.2%		
Existing Boston/Cambridge Workers	770	770		
Projected Percent Work in Boston/Cambridge (1% Growth)			5.2%	5.2%
Projected Boston/Cambridge Workers			951	1,105
Estimated Percent Commute By Rail	19%	30%	35%	35%
Estimated Workers Commute by Rail	144	231	333	387
Existing Ridership (Haverhill/Bradford Stations)	144			
Projected Total Ridership (All Stations)		231	333	387
Average Daily Rider (85% of Total Ridership)	122	196	283	329
Projected Riders at New Plaistow Station (85% of Average Daily Riders)	104	167	241	279
Induced Riders (Increased Riders after Initial Transfer of Existing Riders) in above total Ridership		+63	+137	+175
Source Notes: * Plaistow Area includes Plaistow, Atkinson, Newton, Hampstead, and Kingston, New Hampshire. Total Workers/Employment Data (U.S. Census Bureau 2006-2010 American Community Survey Five Year Estimates adjusted for 2014) Population/Employment Growth Rate (Town of Plaistow 2012 Master Plan) Commuter Rail ridership patterns (MBTA 2009 Systemwide Survey and 2014 Ridership and Service Statistics)				

End of line station comparisons

City Pair*	Littleton, Massacusetts	Ayer, Massacusetts	Shirley, Massacusetts	Plaistow, New Hampshire
Approximate Distance from Boston - North	29 Miles	36 Miles	39 Miles	38 Miles
Weekday MBTA Commuter Rail Round	17	13	13	0
Average Trip Time on Commuter Rail	60	68	73	80
Typical Inbound Weekday Boardings	313	435	315	n/a
Average Trip Time in Passenger Car				43 (100+ in traffic)
Total Population	8,810	7,427	7,211	7,609
Total Workers	4,088	3,687	2,923	4,032
Work in MA	96%	100%	95%	48%
Work in Boston	5%	5%	5%	2%
Work in Cambridge	2%	3%	6%	2%
Work in NH	3%	0%	4%	51%
Work Elsewhere	1%	0%	0%	1%
Public Transit for Commute	3%	5%	6%	1%



Noise study



Summary of Noise Impacts from Rail Operations

Station and Layover Alternative	Land Use Category	Number of Moderate Noise Impacts	Number of Severe Noise Impacts
Alternative 1	2	38	20
	3	0	0
	Totals	38	20
Alternative 2	2	34	22
	3	0	0
	Totals	34	22
Alternative 3	2	38	21
	3	0	0
	Totals	38	21

APPENDIX N. CAPITAL COSTS				
Capital Cost	Alternative I	Alternative II	Alternative III	Comments:
Layover	\$ 5,700,000	\$ 10,000,000	\$ 6,400,000	Includes trackwork, crew building, electrical work, bridges, retaining walls, and site work, as applicable.
Parking/Roadway Improvements	\$ 1,700,000	\$ 3,200,000	\$ 2,700,000	Includes layover and station parking, sidewalks, lighting, and access roads.
Station	\$ 3,700,000	\$ 3,900,000	\$ 3,800,000	Includes platform, canopy, ramps, and lighting.
Mainline Improvements	\$ 11,300,000	\$ 11,300,000	\$ 11,100,000	Includes signal upgrades, turnouts, and surfacing.
Noise Mitigation	\$ 3,700,000	\$ 3,700,000	\$ 3,800,000	Includes sound walls and building insulation.
Wetland Mitigation	\$ -	\$ 400,000	\$ -	
Real Estate/Demolition	\$ 900,000	\$ 1,300,000	\$ 5,300,000	Includes land acquisition, relocation, and demolition, as applicable.
Subtotal	\$ 29,700,000	\$ 37,200,000	\$ 36,400,000	
Engineering/Design (10%)	\$ 2,700,000	\$ 3,400,000	\$ 3,300,000	
Project Administration & Construction Management (10%)	\$ 2,700,000	\$ 3,400,000	\$ 3,300,000	
Contingency (30%)*	\$ 8,100,000	\$ 10,100,000	\$ 9,900,000	
TOTAL	\$ 40,500,000	\$ 50,700,000	\$ 49,600,000	

**The level of contingency is consistent with FTA guidance.*

<p>Evaluation Criteria For Alternatives</p> <p>From 3 Alternatives to one "Locally Preferred Alternative" (LPA)</p>	Table 7.1. Evaluation Criteria	
	1. Land Use/Neighborhood Character/Zoning	
	Compatibility with Planning Policies	<ul style="list-style-type: none"> What is the Zoning district for the site and is a layover facility/station consistent with the zoning regulations? What is the Future Land Use category for the site and is the layover facility/station consistent with this land use? Is the site concept consistent with the town's vision or Master Plan?
	Land Use Compatibility	<ul style="list-style-type: none"> Does the site concept fit with adjacent land uses? What is the site's proximity to residential uses? Does the site concept impact protected and recreational open space? Does the station site concept provide any potential for adjacent compatible development?
	2. Land Acquisitions and Displacements	
	Acquisitions Required	<ul style="list-style-type: none"> What is the number and total acreage of the parcels that will be acquired? Is the site accessible from existing road right-of-way? Does the site concept require a new access road and/or additional right-of-way/easement acquisition? Will any property owners or tenants be required to relocate for the proposed site alternative?
	3. Socio-economic/Environmental Justice	
	Socio-economic Conditions	<ul style="list-style-type: none"> What is population density for the surrounding area? What is the housing density for the surrounding area? What is the median household income within the adjacent area? What is the area's transit dependent population?
	Environmental Justice	<ul style="list-style-type: none"> Is the site located within an Environmental Justice community?
	4. Transportation	
	Traffic Impacts	<ul style="list-style-type: none"> Will passenger trips to and from the site create significant impacts on nearby roadways? Will the site concept facilitate traffic patterns that improve traffic circulation?
	Non-Vehicular Accessibility	<ul style="list-style-type: none"> Is the site accessible via public transportation (bus transit service)? Is the site accessible for pedestrians or bicycles?
	Parking Supply	<ul style="list-style-type: none"> Can the site accommodate sufficient parking for the anticipated ridership? Is there sufficient parking supply at the station to prevent overflow parking in the surrounding area?
	Commuter Rail Operations	<ul style="list-style-type: none"> Will the site concept interfere with existing commuter rail service? Is the station conveniently located to attract commuter rail passengers? Does the site concept allow for additional phasing/growth?
Freight Rail Operations	<ul style="list-style-type: none"> Would operations at this site impact existing freight rail service? 	

Alternative 1 (Haverhill Layover, Westville Rd Station)

Table 9.2. Alternative I Summary of Key Benefits and Constraints

Benefits/Advantages	Constraints/Issues
<ul style="list-style-type: none"> ▪ Station reuses existing underutilized NH DOT park-and-ride parking lot that has good access to Route 125 and regional and local passengers. ▪ Station and layover facility uses are compatible with existing local and regional planning policies and adjacent land uses. ▪ Station site creates no significant environmental impacts. ▪ Station layout supports double-ended track and direct pull in and out departure of trains. ▪ Lowest capital investment cost. 	<ul style="list-style-type: none"> ▪ The 1.1-mile separation of layover (MA) and station (NH) creates operational issues, impacts to freight and existing passenger services, and potential issues for NH lead project implementation. ▪ Layover site has moderate to high sensitivity for archaeological resources and moderate environmental impacts (stream and floodplain). ▪ Limited potential for adjacent station-related development or expansion of parking. ▪ Impacts the highest number of properties; over 500 residences are located within one-half mile of both sites.

Alternative 2 - Joanne Drive

Table 9.3. Alternative II Summary of Key Benefits and Constraints

Benefits/Advantages	Constraints/Issues
<ul style="list-style-type: none"> ▪ Station and layover co-located on one site allowing movement between the station and layover without accessing the main line track, which would minimize impact to freight and existing passenger service. ▪ Station is located within one-quarter mile from an existing signalized intersection with Route 125 and has good access to local and regional passengers. ▪ Low potential for hazardous materials, historical/cultural resources, and archaeological ▪ Station layout supports double-ended track and direct pull in and out departure of trains. ▪ With acquisition of residences on Joanne Drive, this alternative has the lowest number of noise impacts. 	<ul style="list-style-type: none"> ▪ The layover facility and station requires acquisition of four residences and five parcels. ▪ Site has the highest impact on natural resources (wetlands, stream buffers, potential vernal pools, and stream crossings) that can be minimized through site layout or configuration. ▪ Parking for the station is not very close to the station platform to avoid wetlands and limit the number of ramps to accommodate grade changes in the site. ▪ Site's grade differential would require grading and fill to ease transition from the main line track to the layover facility on the western side of the site will increased site development costs. Highest capital investment cost.

Alternative 2 – Main St. / Testa Property

Table 9.4. Alternative III Summary of Key Benefits and Constraints

Benefits/Advantages	Constraints/Issues
<ul style="list-style-type: none"> ▪ Station and layover co-located on one site allowing movement between the station and layover without accessing the main line track, which would minimize impact to freight and existing passenger service. ▪ Station is located closest to Plaistow Village, which would allow the best access for local passengers and bicycle and pedestrian access. ▪ Results in minor environmental impacts and no impacts to potential vernal pools. 	<ul style="list-style-type: none"> ▪ Requires acquisition of largest amount of land, including Town of Plaistow parcel. ▪ The industrial site has the highest potential for hazardous materials issues and impacts. ▪ Creates moderate traffic impacts on Route 121A (Main Street), which already has traffic calming concerns. ▪ Station has no possibility for a double-ended track for future operational considerations. ▪ High capital investment cost.

Key differences as viewed by PAC

Criteria	Alt 1	Alt 2	Alt 3
Station Traffic Impact	-	✓	✗
Regional Access	✗	✓	-
Land Use Compatibility	✗	✓	✗
Future Land Use	✗	✓	✓
Environmental	✓	✗	-
Noise	-	-	-
Operations	✗	✓	✓
Cost	✓	-	-

Project timeline: JULY 2013-JUNE 2015

- Public Listening Session : August 2013
- Project Advisory Committee Meetings
 - ✓ #1 January 2014: Project introduction, Purpose & Need
 - ✓ #2 March 2014: Purpose & Need; Initial review of site options / configurations
 - ✓ #3 April 2014: Conceptual designs for site alternatives
 - ✓ #4 September 9, 2014: Environmental screening: Resources (wetlands, flood, historic);
 - ✓ #5 December 16: Further screening: cost, traffic, noise; also ridership estimates; and Identification of preferred alternative
 - ✓ #6&7 January 6th & 20th 2015: Additional review of technical reports; consideration of preferred alternative
- Public Informational Meetings
 - ✓ Meeting #1 May 22th 2014: Project Introduction; Purpose & Need; Alternative Sites
 - ✓ Meeting #2 October 9th, 2014, 7:00 PM Plaistow Town Hall: Site screening
 - ⇨ Meeting #3 FEBRUARY 10, 2015 7:00 PM Plaistow Town Hall: ID preferred alternative ⇐
- Environmental Assessment Public Hearing: April 2015

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