

RPC Technical Advisory Committee
 January 26th, 2017
 9:00-11:00 AM
RPC Office
156 Water Street, Exeter
 (Directions on reverse)

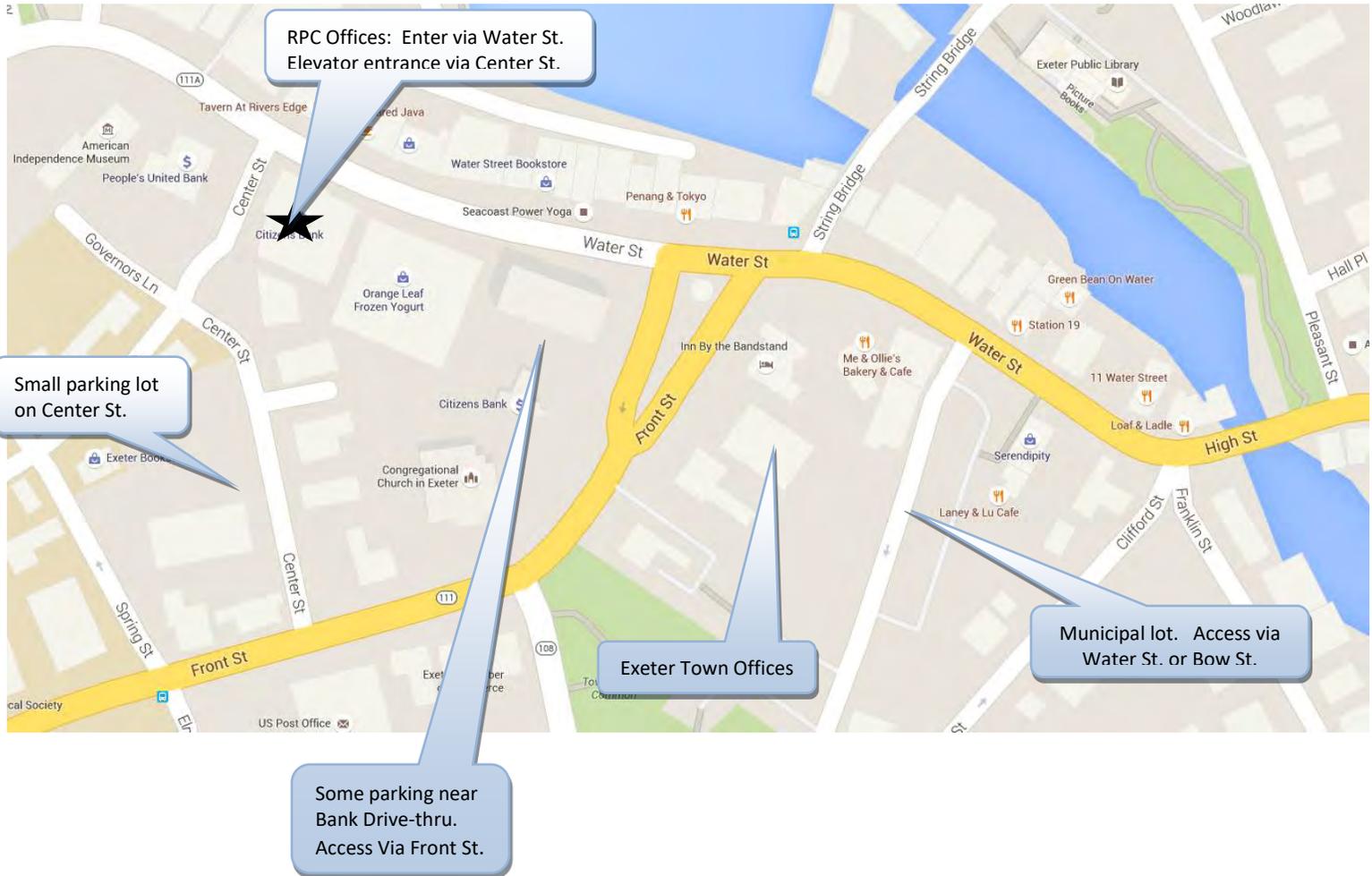
Paper copies of the attachments will be available at the meeting

1. Introductions
2. Minutes of 11/30/16 TAC meeting (**Attachment #1**)— *[motion to approve]*
3. SHRP2 Performance Based Planning Grant Progress — Lynn Cherry, Strafford Regional Planning Commission
4. Draft 2018-2019 Unified Planning Work Program (UPWP) – (**Attachment #2**)
5. Transportation Alternatives Update (**Attachment #3**)
6. Congestion Mitigation Air Quality (CMAQ) Program Funding (**Attachment #4**)
7. Transportation Project Solicitation Update
8. Project Updates (handout to be distributed at meeting)

TAC MEETING SCHEDULE For 2017 (Next meeting highlighted)

January 26 th	May 25 th	September 28 th
February 23rd	June 22 nd	October 26 th
March 23 rd	July 27 th	November 30 th
April, 27 th	August 24 th	

There is **two hour on-street parking** along Water Street and Center Street. There is also long term parking in the lot on Center Street, by the Citizens Bank Drive-thru (Non-numbered spaces), and in the municipal lot behind the Town Offices. Handicapped parking spaces are available on the bottom floor of the parking structure adjacent to the RPC office as well as on Water Street in front of the RPC office.



ATTACHMENT 1

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RPC TAC MEETING

Minutes

November 30, 2016
RPC Conference Room

Members Present: Art Ditto, Chair, Rye; Richard McDermott, Hampton Falls; Robert Clark, Atkinson; Joan Whitney, Kensington; Steve Gerrato, Greenland; Ken Christiansen, Brentwood; Richard Hartung, Hampstead; Tim White, NHDES; Maria Stowell, PDA; and Leigh Levine, FHWA.

Staff Present: Dave Walker, Scott Bogle and Roxanne Rines, RPC.

Meeting Opened at 9:00 a.m.

1. Introductions

Attendees introduced themselves and stated what municipality they were from or the agency they represented.

2. Minutes of September 22, 2016, TAC Meeting

Motion: **McDermott** made a motion to approve the minutes of September 22, 2016, as written. **Clark** seconded the motion. **Motion carried with 2 abstentions.**

3. Draft 2017-2020 Transportation Improvement Program (TIP) and Update to the 2040 Long Range Transportation Plan Project List

Draft 2017-2020 Transportation Improvement Program (TIP)

Walker gave a powerpoint presentation explaining that both documents are currently in a 30-day comment period which will conclude on December 13th and be voted on at the MPO Policy Committee meeting on December 14th, 2016.

Walker continued that the TIP is a multi-year program of regional, highway, transit, bridge, bicycle and pedestrian improvement projects. The proposed TIP includes approximately \$560 million in funded projects that are split into two tables: Regional Projects and Statewide Programs.

The Regional table includes approximately \$229 million in 19 projects and 2 transit systems. Much of the funding is dedicated to several ongoing large projects: the I-93 widening (\$73 million); the Newington-Dover Spaulding Turnpike Improvements (\$20 million); and the Sarah Long Bridge over

the Piscataqua River (\$65 million, 50% paid by the State of Maine). He gave a brief explanation of the projects included. One comment was received about an error in funding source that he will fix and recheck the table for any other errors. Discussion ensued.

Walker stated the Statewide table contains a variety of project types related to: operations, maintenance and preservation needs along with funding that goes to communities for project implementation. Decisions regarding the specific projects come from programs such as the Highway Safety Improvement Program, Transportation Alternatives Program or through DOT programs that identifies needs such as "Red List" Bridges, or NH DOT District maintenance requirements.

Update to the 2040 Long Range Transportation Plan Project List

Walker stated the plan addresses the (plus) 20-year planning horizon for transportation projects and is adopted to maintain consistency between the TIP and Plan documents. MPO staff are working on a full revision of the Long Range Transportation Plan.

He continued that the immediate changes to the plan have been limited to: incorporating approved projects and timeframes from the most recent Ten Year Plan Process; updating the fiscal constraint analysis to account for new years and different revenue and cost assumptions; and assignment of projects by year to accommodate both the projects in the proposed 2017-2020 TIP and the 2017-2026 State Ten Year Plan.

Walker gave an overview of the project list included in the plan and the process. The plan contains 119 projects in 26 communities, totally about \$1.5 billion dollars including inflation. The TIP and Plan are both fiscally constrained and staff is recommending that the TAC Committee recommend approval at the MPO Policy Committee meeting on December 14, 2016. Discussion ensued about current projects included in the list.

Motion: McDermott made a motion to recommend approval of the Draft 2017-2020 Transportation Improvement Program (TIP) and Update to the 2040 Long Range Transportation Plan Project List at the December 14th MPO Policy meeting. **Christiansen** seconded the motion. **Motion carried.**

4. 2019-2028 Ten Year Plan Process/Project Solicitation and Selection Criteria

Walker stated the MPO will be soliciting communities and transportation agencies to identify transportation needs and projects to be added to the plan and reviewed the process. The five steps to the project solicitation and selection process are: 1) solicitation information from communities and transportation agencies; 2) review current list of projects and establish a need for each project and update information; 3) identify any transportation problems that are not being addressed by the project list; 4) establish a prioritized list of projects using the approved Project Selection Criteria; and 5) forward the list to NH DOT for consideration into the 10-Year Plan.

Walker continued that the project prioritization and selection will follow the same process as used in 2015, which he reviewed. All RPC's will use a common set of selection criteria, projects will be ranked and added to the last 2 years of the Ten Year Plan and each RPC works within a budget target of potential funding for the region.

The current prioritization process has two steps: consider the eligibility of the project for federal funding and the feasibility of the proposal; and apply the project selection criteria to those projects that meet the above standards. **Walker** gave a brief explanation of each. Staff will be sending a project solicitation to the communities and transit agencies early in December 2016 with information due back to the RPC by February 2017.

Walker stated this is the opportunity for TAC members to weigh in on the process concerning: does the current criteria reflect appropriate aspects for prioritizing projects (should they be changed? should there more criteria or less?); and what members think of the relative weights applied to each criteria (should the selection criteria be applied the same way to all projects?). He reviewed the type of changes that could be made.

Discussion ensued concerning: the use of less or more criteria, providing a tie breaker for equally ranked projects, are affluent towns given more weight than others, etc. **Clark** stated the past process has worked and to keep using the same. **McDermott** agreed with Clark. Consensus was to continue using the current process.

5. Long Range Transportation Plan – Objectives and Performance Metrics

Bogle stated staff has been focusing their work on the Long Range Transportation Plan update defining a draft set of performance measures as a requirement of both MAP-21 and FAST Act. This has largely been a part of the multi-MPO SHRP 2 performance based planning effort.

Bogle reviewed the 11 goals of the Long Range Transportation Plan: 1) mobility; 2) transportation choices; 3) land use integration; 4) system preservation & maintenance; 5) energy & environment; 6) safety & security; 7) economic vitality; 8) resiliency; 9) public health; 10) efficient and effective planning process; and 11) resource availability. Discussion ensued.

Bogle asked TAC members to review the goals and identify any questions or gaps or any additional measures the RPC should investigate further. They could be measured within our region or measures to bring back to the SHRP 2 group to be shared. He asked members to send any comments to him within the next couple of weeks.

6. 2017 Meeting Schedule

Walker stated the meetings will continue to be on the 4th Thursday of the month.

7. Project Updates

A handout was distributed.

Meeting adjourned at 11:08 a.m.

Respectfully submitted,

Roxanne M. Rines
Recording Secretary

ATTACHMENT 2

2018-2019

Unified Planning Work Program



156 Water Street
Exeter, NH 03833
603.778.0885
www.rpc-nh.org



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>	_____	_____

The preparation of this plan has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.



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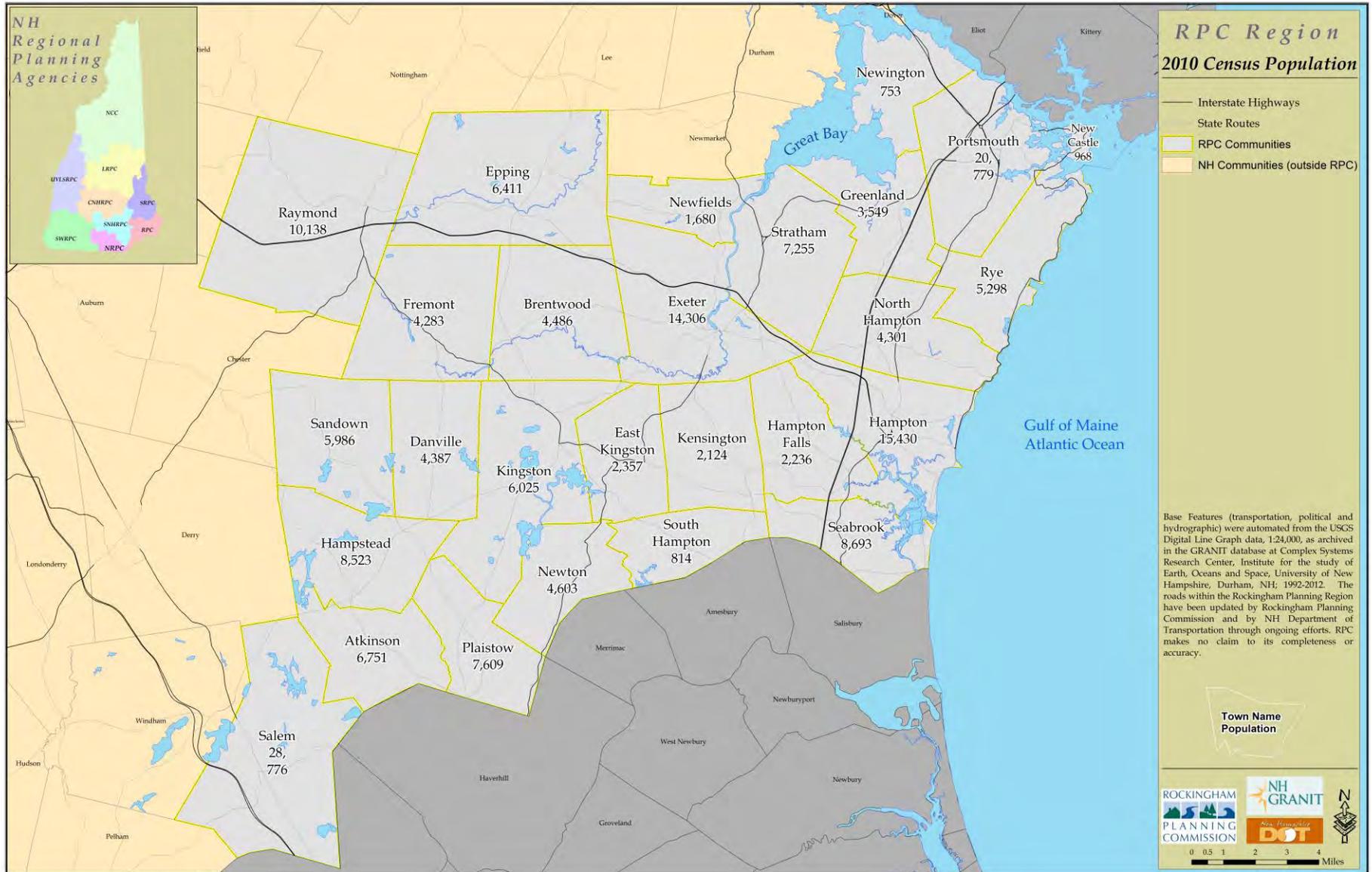
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Figure 2: Staff Organization

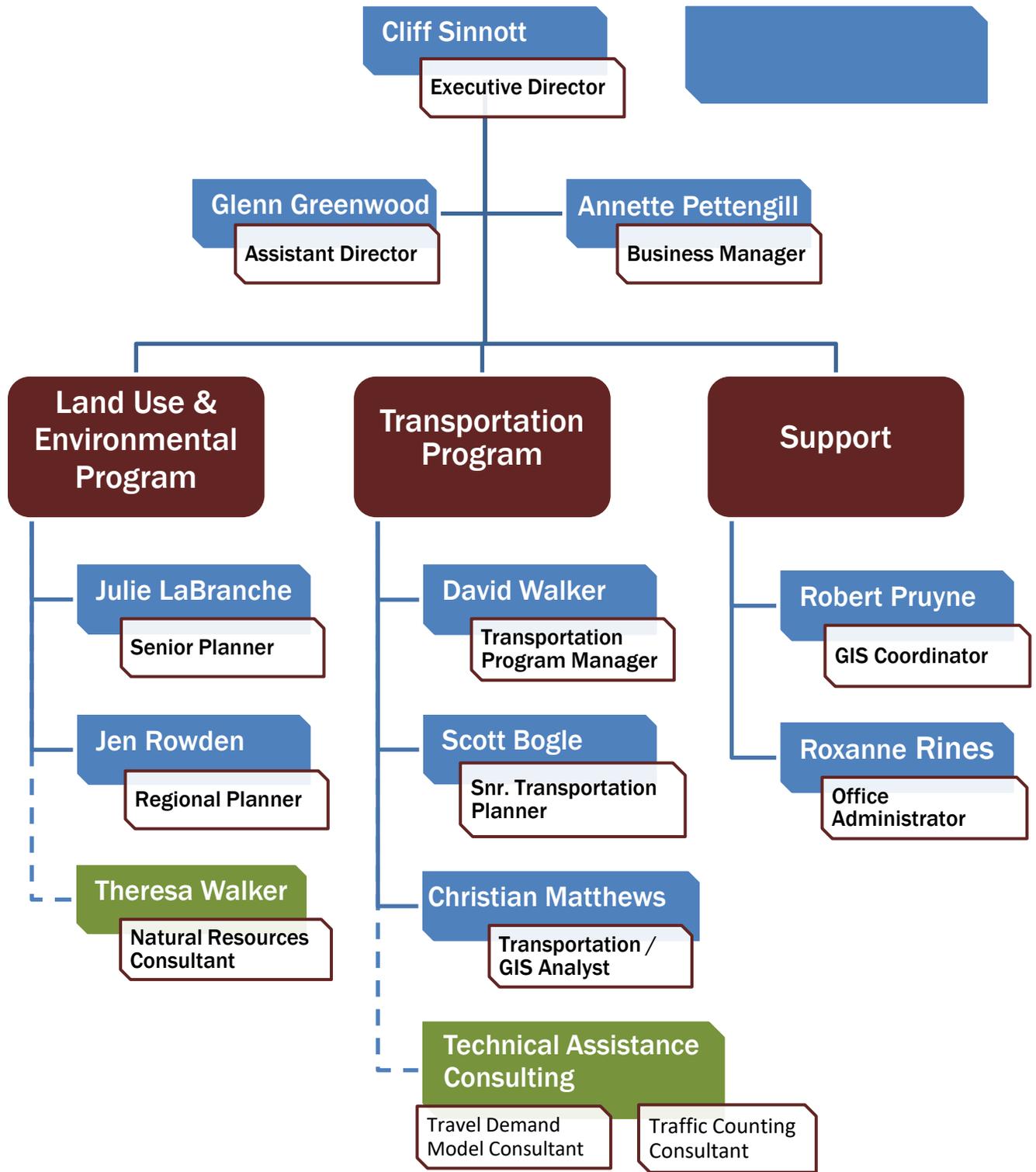




Figure 3: LIST OF ABBREVIATIONS and ACRONYMS

ACT	Alliance for Community Transportation
ADA	Americans with Disabilities Act of 1990
ADT/AADT	Average Daily Traffic / Average Annual Daily Traffic
CAAA	Clean Air Act Amendments of 1990
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation/Air Quality Program
CART	Greater Derry-Salem Cooperative Alliance for Regional Transportation
COAST	Cooperative Alliance for Regional Transportation
CTPP	Census Transportation Planning Package
DBE/WBE	Disadvantaged Business Enterprises/Women's Business Enterprises
FAST	Fixing America's Surface Transportation Act (2015)
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
GPS	Global Positioning System
HPMS	Highway Performance Monitoring System
HPR	Highway Planning and Research Funds
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
MVPC	Merrimack Valley Planning Commission
MVRTA	Merrimack Valley Regional Transit Authority
MPA	Metropolitan Planning Area (MPO study area)
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
MAP-21	Moving Ahead for Progress in the 21 st Century
NNEPRA	Northern New England Passenger Rail Authority
NHDES	New Hampshire Department of Environmental Services
NHDHHS	New Hampshire Department of Health & Human Services
NHDOT	New Hampshire Department of Transportation
NHSG	NH Seacoast Greenway
NRPC	Nashua Regional Planning Commission
OEP	New Hampshire Office of Energy & Planning
PL	MPO Planning Funds administered by FHWA
RCC	Regional Coordinating Council for Community Transportation
RPC	Rockingham Planning Commission
RTAP	Rural Technical Assistance Program
SAC	Special Advisory Committee on Transportation Needs for the Elderly and Disabled
SABR	Seacoast Area Bicycle Routes
SCC	State Coordinating Council for Community Transportation
SIP	State Implementation Plan (for Air Quality Conformity)
SMRPC	Southern Maine Regional Planning Commission
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
TASC	Transportation Assistance for Seacoast Citizens
TAZ	Traffic Analysis Zone
TCSP	Transportation and Community System Preservation
TDM	Transportation Demand Management
TMA	Transportation Management Association –ALSO- Transportation Management Area
TIP	Transportation Improvement Program
UZA	Urbanized Area
UPWP	Unified Planning Work Program
3Cs	Continuing, Comprehensive, and Cooperative Transportation Planning



1.0 INTRODUCTION

The Unified Planning Work Program (UPWP) of the Rockingham Planning Commission Metropolitan Planning Organization (MPO) specifies both the planning priorities and work tasks that the MPO will address during the program period and the sources and amount of funding available to accomplish these tasks. 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 NHDOT, FHWA, FTA COAST and CART. 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, 2017 to June 30, 2019.

The Metropolitan Planning Area (MPO study area) extends to all 27 communities of the Rockingham Planning Commission for two reasons: (1) because all were located within New Hampshire’s designated air quality non-attainment area, and (2) all except one community (Kensington) have portions of either the Boston or Portsmouth urbanized area. The MPO region is illustrated in **Figure 1**. In the past year, the MPO study area has expanded to include the Town of Raymond, which became part of the RPC’s planning district in November of 2016. Staffing of the MPO is provided by the Rockingham Planning Commission as shown in the organization chart (**Figure 2**). The Planning Commission, with the addition of appropriate State, Federal and regional transportation agencies, acts as the policy-making body of the MPO.

Consistent with past programs, this UPWP has been prepared to reflect the ongoing implementation of the Clean Air Act Amendments of 1990 (CAAA) and the last authorized Federal surface transportation act, [Fixing America’s Surface Transportation \(FAST\) Act](#) passed in 2015. These laws and their implementing regulations mandate a high level of transportation planning and analysis as identified through the general Planning Factors identified in FAST and in the annual emphasis areas suggested by FHWA and FTA. New planning regulations for FAST were finalized in May, 2016 and the MPO will operate under those rules and regulations. In addition, US DOT approved rules for safety performance measures (March, 2016), asset management (October, 2016), bridge and pavement condition and performance (January, 2017), and performance of the National Highway System (NHS), Freight movement, and Congestion Mitigation and Air Quality (CMAQ) program (January, 2016) that play an important role in defining the work that the MPO will undertake over the next two years.



2.0 CONTENTS OF THE UPWP

Section [450.308](#) of the Metropolitan Planning Rules (which implement the Metropolitan Planning requirements of FAST) specifies 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 document and 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 FAST Act 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 identification of completion dates and deliverables for tasks that are not ongoing.

Administrative requirements for the UPWP are as specified in 23 CFR 420 and FTA Circular 8100. In addition the NHDOT plans to issue an administrative manual consistent with these rules which, when adopted will provide additional guidance.

DEVELOPMENT OF THE UPWP

The format and general contents of the UPWP were established by consensus of Federal, State, and Regional agencies in 2010. Minor modifications have been made to this structure have been made since then to accommodate new tasks. Budget information for the 2018-2019 period was provided to the RPC by NH DOT in December, 2016 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 26, 2017 meeting and provided to NH DOT, FHWA, and FTA on January 20th, 2017 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, for the most part, the extension and 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 FAST compliant planning documents, and the identification of specific tasks to address the 2018-2019 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 2014-2015 (the last completed UPWP), the most recent MPO Planning review conducted by FHWA and FTA (January, 2013), and the most recent mid-contract UPWP review conducted with NHDOT (August, 2016).

PLANNING FACTORS AND REQUIREMENTS OF THE FAST ACT

When developing the work program for the FY 2018-2019 UPWP, the provisions of 23 U.S. Code § 134 ([23 CFR Part 450.306](#)) of the Planning Regulations were considered. This section requires that the MPO, in cooperation with State and regional planning partners:

“develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the state.” [[23 CFR §450.306](#)]

This performance-based approach is required to be in support of the national performance goals described in [23 USC §150\(b\)](#):

- **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure Condition** - To maintain the highway infrastructure asset system in a state of good repair
- **Congestion Reduction** - To achieve a significant reduction in congestion on the National Highway System
- **System Reliability** - To improve the efficiency of the surface transportation system
- **Freight Movement and Economic Vitality** - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental Sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced Project Delivery Delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices

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



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;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

The metropolitan planning rules also specify several other elements that should be 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;
- Coordinated Public Transit-Human Services Transportation Plan(s);
- 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 2018-2019 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 primarily funded by the Federal Highway Administration (FHWA) through the Metropolitan Planning (PL) and the State Planning and Research (SPR) programs, and Federal Transit Administration (FTA) through the 5303 Program via a unified planning grant under FHWA purview. Federal sources, which pass through NHDOT, are subject to a 20% match of state and/or local funds as shown in **Table 1**. Half of this match is currently provided by local revenues from the Rockingham Planning Commission (RPC) communities and the remainder utilizes Turnpike Toll Credits from NHDOT in place of actual dollars. **Table 2** shows the allocation of local funds used to support the metropolitan planning process and local funds required to match the PL, SPR, and 5303 funds are collected by the RPC as a component of the annual dues assessment made to the communities within its planning district. The anticipated schedule for work tasks and deliverables are shown in **Table 3**.

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 the provisions of the FAST Act, and current Metropolitan Planning Rules ([23 CFR 450](#));



- 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.

During the preparation of the UPWP, the FHWA New Hampshire Division Office and FTA Region I Office recommended that three national planning emphasis areas and 11 region 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:

National Planning Emphasis Areas

- Transition to Performance Based Planning and Programming.*** The UPWP should include appropriate work towards the development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.
- Models of Regional Planning Cooperation.*** The UPWP should promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. This cooperation could occur through metropolitan planning agreements, through the development of joint planning products, or by other locally determined means.
- Ladders of Opportunity.*** The UPWP should include work efforts that promote access to essential services as part of the transportation planning process. Essential services include housing, employment, health care, schools/education, and recreation. This work should include the identification and development of performance measures and analytical methods to measure the transportation system's connectivity to essential services. This information can then be used to identify gaps as well as solutions to address those gaps.

New Hampshire Planning Emphasis Areas

- MAP-21/FAST Act & Planning Final Rule - 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, the FAST Act, and the subsequent planning regulations developed by FHWA and FTA. Specifically, the two new Planning Factors included in the FAST Act should be incorporated into planning activities and the development and implementation of a compliant performance based planning and programming process should be undertaken.
- Urbanized Area Suballocation and Project Selection.*** The FAST Act 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 where appropriate.
- Congestion Management Process implementation.*** The MPO Congestion Management Process (CMP) was established in 2010, and UPWP work elements should support the data collection and monitoring efforts necessary to implement an effective CMP.



Recommendations from MPO Planning Reviews should be addressed as necessary.

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.** The work program should identify resources and work elements necessary to ensure that the Long Range Transportation Plan and Transportation Improvement Program include financial documentation and processes that meet the requirements of the FAST Act and the Statewide and Metropolitan Transportation Planning Rules.
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. This includes identifying the resources necessary and working collaboratively to implement a comprehensive Household Travel Survey to assist in calibrating New Hampshire's metropolitan and statewide models.
7. **Data Collection for HPMS.** Include the resources and work elements as necessary to provide for MPO involvement in the complete traffic counting, pavement condition monitoring, and other activities and data for maintaining New Hampshire's statewide HPMS data.
8. **Planning and Environmental Linkages (PEL).** The benefits of utilizing [FHWA's Planning and Environmental Linkages](#) (PEL) approach should be considered and appropriate work elements should be included to support Programmatic Mitigation Plans, and the identification of potential environmental mitigation activities in consultation with resource and land use management agencies. This includes support for integrating environmental analysis, project purpose and need, and preliminary alternatives analysis in corridor studies and long-range transportation plans.
9. **Climate Change & Stormwater Impacts, Resiliency.** Ensure that the LRTP and other planning efforts address climate change and stormwater impacts, as well as mitigation and adaptation strategies. MPOs are encouraged to work with NDHOT and NHDES to consider New Hampshire's Climate Change Plan and NHDOT's Final Report on Potential Impacts of Climate Change on Transportation Infrastructure to help identify challenges and strategies for further consideration in the planning process, including climate change vulnerability assessment and adaptation activities. In addition the MPO will address special climate change considerations applicable to coastal areas as identified in the NH Risk and Hazards Commission's Final Report adopted in October 2016.
10. **Livability and Sustainability.** Ensure that resources and work elements are defined as necessary to address livability and sustainability principles in the Long-Range Transportation Plan and the planning process. This includes support public transit, bicycle, and pedestrian transportation planning activities, and efforts to address integrated land use and transportation planning through scenario planning methodologies. Use of [FHWA INVEST](#) (Infrastructure Voluntary Evaluation Sustainability Tool) methodology is encouraged to assist in assessing the sustainability of transportation plans, projects, and programs.



11. **Project Monitoring.** Identify resources and work elements as necessary to support effective project monitoring and the development of MPO annual listing of obligated highway, bike/pedestrian and transit projects.

Along with the ten FAST Act 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 4**.

Figure 4: 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	9	10	A	B	C	1	2	3	4	5	6	7	8	9	10	11	
CATEGORY 100: MPO ADMINISTRATION																									
Task 101 Accounting & Invoices										✓															✓
Task 102 MPO Program Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 103 Staff Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 104 Indirect Cost Rate Adjustment																									
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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 211 Bicycle and Pedestrian Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 300: PUBLIC INVOLVEMENT																									
Task 301 Technical Advisory Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 302 Planning Commission Meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 303 Public Participation Plan					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 304 Public Outreach	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 305 MPO Policy Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 400: PLAN SUPPORT																									
Task 401 Traffic Counts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 402 Collaborative Data Collection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 403 Geographic Information Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 404 Demographics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 405 Equipment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 406 Transportation Model	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 500: TECHNICAL ASSISTANCE																									
Task 501 Local and Regional Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 502 Statewide Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 503 Local Project Administration Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 504 Special Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 505 Regional Coordinating Councils	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 506 Transit Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



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 beginning 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. The RPC is the lead agency on all tasks except for where specifically noted in a particular activity or work product.

CATEGORY 100: MPO ADMINISTRATION

Purpose: Facilitates administration of the UPWP Planning Agreement with NHDOT, 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 as required 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 and Amendments to Unified Planning Work Program:** This task supports the development, implementation, modification of and administration of the MPO Unified Planning Work Program (UPWP). The MPO staff work cooperatively with NHDOT, FHWA, FTA and regional transit operator to formulate the UPWP, incorporating new planning needs, requirements and emphasis areas. Occasionally changes to the UPWP are required to adjust the document to fit unanticipated needs or shifting priorities. This can be a minor budget adjustment, movement of funding/resources from one category to another, or adding/removing of work tasks. Minor revisions may occur multiple times over the course of the UPWP with larger modifications or amendment processed much less frequently each cycle.

Work Product: UPWP for Fiscal Years 2016-2017

Work Product: Minor revisions, modifications, and amendments to the UPWP for Fiscal Years 2016-2017 (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.

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

Work Product: Completion of employee timesheets

- 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 however some changes to the TIP/STIP Amendment procedures are being discussed and will be incorporated if implemented.

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

- 5. UPWP Administration Guidance Document:** The NHDOT is in the process of developing a uniform guidance document for the administration of MPO and RPO UPWPs in New Hampshire. To ensure input from MPOs the NHDOT has requested that several MPO and RPO staff participate in a working group to refine the existing draft document. One RPC staff member will participate.

Work Product: Participation at Working Group meeting

Work Product: Written comments on drafts of the Guidance Document

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 with content having relevance to the work program. Emphasis will continue to be placed on travel demand modeling/scenario planning, highway capacity, and traffic impact analysis and land use/transportation interrelations, and adaptation or resiliency planning. Attending at least one national transportation conference each year such as the Transportation Research Board (TRB), Association of Metropolitan Planning Organizations (AMPO) 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), PREP Estuaries Conference, the New England Interstate Water Pollution Control Commission (NEIWPC) Urban and Regional Information Systems Association (URISA), Community Transportation Association of America (CTAA), New England Bicycle and Pedestrian Conference, and the National Bike Summit.

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, with reports to staff and/or Policy Committees.

- 2. Model/Software Training:** Specialized training for transportation modeling staff 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 (RSG) or through Caliper Software (TransCAD). Training in other specialized software relevant to the business of the MPO such as the EPA MOVES model, Highway Capacity Software, modelling, GIS networking software, 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 — Not Used

Task 105 — Performance Reporting

Objective: To measure the performance of the MPO in terms of completing efforts listed in the UPWP. This takes the form of the mid-contract UPWP progress reviews completed just after the first year of the two year UPWP, FHWA/FTA Planning Reviews which occur every four years, and the UPWP Performance Report completed at the end of each contract.

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. The materials utilized to prepare for the mid-term progress review will be utilized as the Performance Report for the first half of the UPWP contract (Year 1).

Work Product: MPO UPWP Performance Reports

- 6. Planning, Billing, and Progress Reviews:** Prepare for and meet with NHDOT, FHWA, and FTA as requested to discuss progress on the current UPWP and any ongoing issues and concerns with work to date. NHDOT UPWP mid contract reviews are expected to occur in the spring/summer of 2018; the FHWA/FTA planning review is scheduled between June 1, 2017 and May 31, 2018.

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

Work Product: Completed questionnaire and 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 (Generally April of odd numbered years)

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

Work Product: Participation in GACIT Hearings & Ten Year Plan process (September-October of odd numbered years)

Task 202 — Land Use and Environmental Linkages

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:**

- **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. **Planning and Environmental Linkages:** Through the development of a project specific Long Range Transportation Plan, the MPO is ideally situated to incorporate a collaborative and integrated approach to the planning and project development process in the region. By better linking environmental, community, and economic goals more environmentally sensitive transportation projects can be designed that will enhance conservation efforts, improve relationships with resources agencies, and reduce duplication of effort during the NEPA review process.

Work Product: Development of integrated system level planning activities that can aid in linking transportation and conservation planning

Work Product: Consultation with Resource Agencies regarding Long Range Transportation Plan consideration of natural, historic, and cultural resources.

Work Product: Incorporating Eco-logical principles of infrastructure planning and design into the MPO Long Range Transportation Plan and project development efforts.

Work Product: Integration of Ecosystems approach to planning to better link transportation planning with the activities of resource agencies, land management agencies, and local planning efforts..

3. **Climate Change Initiatives:** Incorporating consideration of climate change mitigation and adaptation into the MPO Planning Process. In cooperation with other agencies, participation in studies, working groups, and other efforts to understand the vulnerability of the region to climate change, to understand the effects of climate change, and help communities mitigate negative consequences.

- **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 as much transportation network of the RPC region is susceptible to impacts from sea level rise and increased storm activity. This information is utilized in both the development of the Long Range Transportation Plan and the project selection process for the Plan and the Ten Year Plan.

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

- **HSEM Hazard Mitigation Planning:** A grant from FEMA will produce a regional vulnerability assessment report and map set for NH coastal communities and develop a model Coastal Flood, Hazards and Adaptation Chapter to be incorporated into coastal community Hazard Mitigation Plans.

Work Product: Incorporate Hazard Mitigation recommendations into Long Range Transportation Plan and into other transportation planning activities.

4. **Coastal Risks and Hazards Commission [NHDES Coastal Program]:** RPC staff will continue to participate and provide technical assistance to the legislatively designated Coastal Risks and Hazards Commission. This group is focused on research, education, and community outreach to assist communities (and agencies) in preparing for impacts due to severe coastal flooding from the combination of 100-year scale flood events, storm surge, and sea level rise. Transportation is one of several types of infrastructure threatened and calls for similar approaches in preparation. Participation in this effort is also supported by a Coastal Zone Program grant (See Section 5.0)

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

Task 203 — Transportation Planners Collaborative

Objective: Participation in the Transportation Planners Collaborative and improved communication and cooperation between and among transportation planning partners in New Hampshire.

Proposed Activities and Products:

1. **Transportation Planning Collaborative:** A meeting of NH transportation planners to foster improved communication between the NHDOT and RPCs/MPOs. Primary focus of the TPC during the 18-19 UPWP will be on the alteration of the Ten Year Plan process to be more MPO/RPC driven.



Work Product: Participation in Transportation Collaborative Meetings 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.

Task 205 — Transportation Improvement Program

Objective: To maintain the 2017-2020 Transportation Improvement Program through amendments and minor revisions, and approve the 2019-2022 Transportation Improvement Program. In addition, the List of Obligated Projects must be produced each year.

Proposed Activities and Products:

1. **MPO Transportation Improvement Program (TIP):** To maintain and amend as necessary the MPO 2017-2020 TIP and prepare the FY 2019-2022 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 FY2019-2022 Rockingham MPO TIP

Work Product: Project applications and documentation of implementation activities

Work Product: Documentation of regional project needs for Plan/TIP updates

Work Product: Development and maintenance of a TIP project tracking database.

2. **TIP Amendments:** Evaluate and process TIP Amendments as needed. Grouped amendments are generally proposed by NHDOT 3-5 times per year.

Work Product: Approval and documentation of TIP Amendments

Work Product: Updated TIP project database to reflect amended projects

3. **TIP Administrative Adjustments:** Evaluate and process TIP Administrative Adjustments as needed. In practice, administrative adjustments occur monthly.

Work Product: Approval and documentation of monthly TIP Administrative Modifications

4. **Annual List of Obligated Projects:** Obligated projects are those that FHWA or FTA have committed to reimbursing a share of the cost of implementation. Annually, by December 31st, the MPO is required to produce a listing for all projects in the region for which Federal funds were obligated during the previous fiscal year.

Work Product: FY 2017 Annual List of Obligated Projects (December, 2017)

Work Product: FY 2018 Annual List of Obligated Projects (December, 2018)

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, the FAST Act, 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:** Integration of a Federally mandated Performance Based Planning process including the establishment of specific 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: Implementation of Federally required Performance Measures and Targets for the MPO.

Work Product: Implementation of supplemental Performance Measures and Targets for



the MPO.

Work Product: Coordination with NHDOT and other NH MPOs

Work Product: Coordination with Boston Urbanized Area MPOs as appropriate.

Work Product: Coordination with KACTS as appropriate

2. **Congestion Management Process:** The MPO Congestion Management Process (CMP) is 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 corridor-based CMP in 2010 and will be working to implement corridor committees and develop the reports necessary for the program. This includes Interstates 93 and 95, NH Routes 16, 28, 33, 101, and 125, US Route 1 and the US 1 Bypass, and portions of NH 107, 108, and 111. The goal is to develop reports for each CMP corridor (grouping I-93 and NH 28 as well as I-95 and US 1/US 1 Bypass) 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: Analysis of travel time data for each CMP corridor

Work Product: Establish Corridor Committees

Work Product: Integrate CMP into Performance Based Planning efforts

Work Product: CMP Regional and Corridor Reports

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 Southern Maine Planning and Development Commission (SMPDC) 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 and Strategic Plan for the Strafford and Rockingham MPOs.

Work Product: Updates to the Regional ITS Architecture & Strategic Plan 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 and I-93 Incident Management Systems

Work Product: Participation in the Incident Management System for the I-95 corridor

Task 208 — Regional Master 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 no work is anticipated during the 2018-2019 UPWP.

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. No Air Quality Conformity analysis is anticipated to be required during the 2018-2019 UPWP.

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 a Performance Based Planning, (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. The RPC is 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:

- **Performance Based Planning Process:** Federal regulations require the implementation of a performance based transportation planning process and this will require integration of performance measures, targets, and related data collection and analysis efforts into the MPO Long Range Transportation Plan.
- **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:** The FAST Act (and its predecessors) 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 with the focus of fully implementing required performance measures and targets and integrating a performance based planning process.
- Work Product:** Amendments to the Long Range Plan (as necessary)
- Work Product:** Expand project development process consistent with other NH MPOs and NH DOT.
- Work Product:** Continue project selection process and criteria consistent with other NH MPOs and NH DOT.
- Work Product:** Development and maintenance of a transportation project database.

Task 211 — Bike and Pedestrian Planning

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

Proposed Activities and Products:

- 1. 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 bicycle and pedestrian traffic counting program. Participate in various initiatives of the NHDOT Bicycle and Pedestrian Technical Advisory Committee (BPTAC), and regional bicycle and pedestrian advisory committees as needed. Develop a regional bicycle and pedestrian plan in conjunction with public outreach for the upcoming state bike/ped plan update.
 - 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 and pedestrian traffic counting program including analysis of Strava data (see Section 401 Traffic Count Program)
 - Work Product:** Regional Bicycle & Pedestrian Plan
- 2. Bike/Walk to Work Week:** Continue collaboration with commuteSMARTSeacoast, SABR, SRPC and other partners to coordinate regional events for Bike/Walk to Work Day and National Bike Month to encourage active transportation. Projects include regional bike/ped commuter breakfasts, the Corporate Commuter Challenge and educational events.
 - Work Product:** Bike/Walk to Work/ Green Commute NH Week Preparations
 - Work Product:** Documentation of annual BWWD events



3. **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



CATEGORY 300: PUBLIC INVOLVEMENT AND COORDINATION

Purpose: Provide for appropriate public, stakeholder and constituent participation and input in the development of MPO policies, plans and related documents, including the long range transportation plan, the transportation improvement program, project prioritization policies and tools. This task is focused on staff support of the MPO Technical Advisory Committee and Policy Committee, but may also involve advisory committees established for specific projects or tasks..

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 presentation and other education, and other tasks. No less than four TAC meetings will be held in each year of the UPWP.

Work Product: TAC agendas, minutes, memos and related committee information for no less than four meetings.

Work Product: Meeting presentation and educational materials developed for the TAC on transportation topics.

Task 302 — Planning Commission Meetings (Not Applicable)

NOTE: *RPC meetings that occur to consider MPO business or subjects are convened as MPO Policy Committee meetings rather than as Commission meetings – See Task 305 below.*

Task 303 — Public Participation Plan

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 including



review by NHDOT Office of Federal Compliance.

Work Product: Revised and updated to the Public Participation Plan

Task 304 — Public Outreach

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

Proposed Activities and Products:

1. **MPO Website Development & Maintenance:** Maintain and expand the utilization 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: Maintenance and Expansion of the 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: Expand use of social media to boost public involvement in the transportation planning process.

3. **Media Strategy:** Consider and develop strategies to increase effectiveness of public outreach efforts, including use of social media, opinion surveys, better use of existing email newsletter, and others

Work Product: Written “white paper” strategy for improving effectiveness in public outreach

Work Product: Monthly Transportation/MPO topics for the RPC e-newsletter

Task 305 — Policy Committee

Objective: This task provides for on-going organizational and meeting 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. No less than 3 Policy Committee meetings will be held in each year of the UPWP.

Work Product: MPO agendas, minutes, memos and related committee information for no less than three meetings.

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. This category of work 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 include continuation and expansion of the new regional bicycle and pedestrian counting program. This will involve refining locations for ongoing annual manual counts, development of counting protocols 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 135 Traffic Volume Counts per year supplied to NH DOT as per NHDOT specifications.

Work Product: Data from up to 12 Traffic Classification Counts per year supplied to NH DOT or for MPO use.

Work Product: Data from up to 10 manual Turning Movement Counts per year supplied to NH DOT or for MPO use.

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

Work Product: Data from up to 20 manual and automated bike/ped counts at prioritized locations per year.



Task 402 — Collaborative Data Collection

Objective: To work with NHDOT, NHDES, other MPOs and other agencies to collect data in common formats and with consistent attributes. To date, this has encompassed the collection and analysis of road surface condition data [Road Surface Management Systems (RSMS)] on municipal roadways, and stream crossings on municipal and state roadways.

Proposed Activities and Products:

1. **Community Road Surface Management Systems:** Activities and staff time devoted to the development and maintenance of road surface condition data for communities, identification of priorities for repair and strategies to best facilitate improvements, general cost estimates, and planning for future maintenance needs. Includes development of improvement and maintenance plans. Efforts will use the SADES data collection system and process.

Work Product: Road Surface data collected for one RPC community per year

Work Product: Identification of priority locations and strategies for repair for one community per year.

2. **Stream Crossing Vulnerability Analysis:** Complete a Vulnerability and Risk Assessment of transportation culvert infrastructure started in the prior UPWP by completing the region-wide inventory and analysis of current road culverts/road crossings and report on the current status and conditions of these assets, based on the SADES protocol. One element of this assessment will include the evaluation the impact of storm events and future climate change scenarios on the assets and the identification of undersized culverts. 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 and assumptions. Culvert data collected for this effort will be utilizing the SADES field data collection program. Twenty-four of the 27 communities in the RPC region have been surveyed and the remaining ones will be completed by fall 2017. The three remaining municipalities to be surveyed are among the most urban in the region and will require additional coordination with local public works departments. Analysis of data and the development of reporting products will continue in the second year of the UPWP.

Work Product: A report will be prepared detailing results of the inventory for each crossing within the region by municipality. This report will include a ranking of each crossing's likelihood of failure due to flooding or erosion, the impact on road network function if failure occurs, impact on aquatic organisms, and the potential interaction from storm surge and sea-level rise on tidal crossings. The report will identify culverts planned for replacement and establish a general priority for replacement or maintenance based on degree of vulnerability and impact, and a set of recommendations for each municipality



for maintenance, retrofitting or conducting further study on specific stream crossings. Staff will work with each municipality as requested to help them incorporate the stream crossing inventory findings into transportation planning and maintenance programs, hazard mitigation plans, and land use planning efforts.

Work Product: Completion of stream crossing inventories for Portsmouth, Exeter and Raymond.

Work Product: Report incorporating the stream crossing inventory for all towns in the region, evaluating transportation infrastructure vulnerability from stream crossing failures, and recommending general priorities for replacement or maintenance based on degree of vulnerability and impact

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.

Work Product: **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 27 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 collected in 2015 will form the basis for the 2017 land use-land cover update. GIS data layers for the RPC Region

Work Product: Updates to the standard map set of land use and land cover maps for all member communities in June 2018



Work Product: Updates to the standard map set of zoning maps for all member communities in June 2019

Work Product: Update of Regional Long range Plan Maps for the Plan Update

Work Product: Transportation-related maps and data updates 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 2015 and 2016 ACS Census & related data as available.

Work Product: Update ES202 employment data aggregated to TAZ for Regional Travel Demand Model use.

Work Product: Updated major employer database for inclusion in Regional Travel Demand Model.

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 for distribution in June 2019.

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: 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).

Work Product: AMPOs membership

Work Product: NARC transportation section membership

3. **Transportation Planning Resources:** Purchasing transportation planning resources such as books and manuals like the Highway Capacity Manual, Trip Generation Manuals, and others as needed.

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.

Work Product: ArcInfo and ArcView License renewals(ESRI)

Work Product: TransCAD License (Caliper Corp.)



- Work Product:** HCS+ Maintenance (McTrans)
- Work Product:** Acquisition of one to two replacement computers
- Work Product:** Other transportation planning 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. In addition, work will begin on integrating the regional land use buildout model with the MPO Travel Demand Model to provide more dynamic and automated land use assignment to Traffic Analysis Zones

- Work Product:** Continued improvements in data efficiency and reduced data redundancy
- Work Product:** Enhanced Model capabilities
- Work Product:** Household Travel Survey
- Work Product:** Modify regional buildout analysis to provide dynamic land use allocation data to the MPO Travel Demand Model.

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 updates to the Regional Master Plan.

- 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. Occasionally RPC staff will work with other NH MPOs, MPOs from bordering states or other 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. This task includes attending local Planning Board, Board of Selectmen, and other meetings to discuss or provide input on transportation related topics as requested.

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

Work Product: Participation in regional working groups (as needed)

Work Product: Attendance at local meetings and advisory groups (as needed)

2. **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. **Complete Streets Policy and Guidance:** Develop a Complete Streets policy for the region and provide technical assistance to communities in implementing their own Complete Streets Policies and Complete Streets demonstration projects.

Work Product: Complete Streets Policy for the RPC MPO region

Work Product: Documentation of local assistance on Complete Streets projects



- 6. Scenic Byway Corridor Management Plan Implementation:** During FY2015-2016 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 two Byway Councils in implementing CMP recommendations, including project development as requested.

Work Product: Support and technical assistance to Byway Councils.

- 7. 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 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, meetings with local officials, 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

Work Product: Participation on Project Advisory Committees for regional projects as necessary.

- 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

Work Product: Participation in Road Safety Audits as appropriate

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

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

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: Implement service improvements identified through RCC strategic planning, including expanding volunteer driver program coverage to central Rockingham County.

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



Transportation (RCC).

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 2016; and the plan for the Southeast NH RCC, covering the eastern portion of the RPC region, updated in early 2017.

Task 506 — Transit and TDM 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).

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. Assess possible service expansions as requested by COAST and RPC communities.
Work Product: COAST ridership survey [COAST]
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. Anticipated projects include assistance with development of a Transit Asset Management Plan and vehicle replacement planning; planning for new demand-responsive routes replacing some current open demand response service; analyses of ridership patterns to develop 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: Transit Asset Management Plan

Work Product: Analysis of potential fixed/demand responsive routes

Work Product: Diversified and expanded CART funding base.



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 public and private sector funding [TASC]

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 Transport NH and other collaborative statewide efforts to expand emphasis on alternative modes in State transportation policy

5. **TDM/TMA Support:** Collaborate with the SRPC, COAST, Pease Development Authority and municipalities in the work of the commuteSMARTSeacoast regional Transportation Management Association (TMA). Continue to participate in I-93 TDM planning and implementation work as necessary. Participate as time allows in statewide TDM/TMA collaboration efforts.

Work Product: Documentation of TMA support

6. **Regional Transit Planning and Initiatives:** 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 on this task includes data collection on use of regional Park and Ride facilities, and any follow-up from the Hampton Intermodal study.

Work Product: Exeter Downeaster Station Committee Participation



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: For State Fiscal years 2018-2019 RPC has agreed to take on the role of Lead Agency for FTA Section 5310 Purchase of Service funding for the Southeast NH Regional Coordination Council for Community Transportation (Region 10 RCC). The Planning Commission will serve as the grant manager for these FTA funds to be used to purchase transportation services the elderly and individuals with disabilities in the RCC service area, which includes the SRPC region and the eastern portion of the RPC region. Transportation services will be purchased from COAST as well as human service transportation providers meeting service standards adopted by the RCC consistent with FTA requirements. Funds are made available to the region through NHDOT. This role has similarly been taken on by SNHPC and NRPC for the RCCs in their regions. Section 5310 POS funds available to the region for the two year period total \$325,456, and up to 5% may be billed for administrative expenses, classified as Mobility Management. Assuming full utilization of the grant funding for purchase of service, the administrative fee to RPC will be \$16,273 over the two year grant period.

COAST Transit Planning [COAST]: 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 coordinated public transit/human service transportation plan for the region.
-



- Continue ongoing general and comprehensive transit planning.

	COAST 5307 Planning Funds	FY 2018	FY 2019
•	FTA 5307	\$ 80,000	\$ 80,000
•	Local Match (COAST)	\$ 20,000	\$ 20,000
•	Total:	\$ 100,000	\$ 100,000
	CART 5307 Planning Funds (Est)	FY 2018	FY 2019

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

FTA 5307	\$ 5,200	\$ 5,200
Local Match (CART)	\$ 1,300	\$ 1,300
Total:	\$ 6,500	\$ 6,500

- Provide assistance with planning for the Greater Derry-Salem Regional Coordinating Council for Community Transportation (Region 9 RCC)
- Participate in updates as needed to the coordinated public transit/human service transportation plan for the region.
- Conduct ridership analyses to identify potential new demand-responsive route services
- Continue ongoing general and comprehensive transit planning.

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 and is continuing to develop the Plan.

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 56% 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	FY16 Budget	% of Budget	FY17 Budget	% of Budget
Member Dues	\$134,783	14%	\$134,783	14%
Circuit Rider & CZP	\$123,106	13%	\$123,106	13%
Local Contracts	\$21,000	2%	\$21,000	2%
Transportation Planning	548,000	56%	548,000	56%
State & Direct Federal Funding	\$134,047	14%	\$134,047	14%
Other/Misc	\$15,700	2%	\$15,700	2%
Total	\$1,317,300	100%	\$1,391,856	100%

Comprehensive Economic Development Strategy [Rockingham Economic Development Corporation]: Funded through the US Department of Commerce's Economic Development Administration, The Rockingham Economic Development Corporation (www.redc.com) annually



updates the Comprehensive Economic Development Strategy (CEDs) in support of on-going regional economic development planning efforts. RPC provides support in updating demographic and economic data and associated analysis, providing information on proposed transportation projects and improvement needs, and updating goals, objectives and recommendations.

NH Coastal Adaptation Workgroup (NH CAW)[Multiple Agencies]: Formed in January 2010 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), and Severe Repetitive Loss (SRL). In addition, Pre-Disaster Mitigation (PDM) grants funded by FEMA through the New Hampshire Department of Homeland Security and Emergency Management provide the resources for the RPC to conduct Hazard Mitigation Plan updates for member communities.

Climate Ready Culverts and Coastal Communities: Vulnerability Assessment for Inland Coastal Communities

[NH Coastal Program, UNH Stormwater Center, Rockingham Planning Commission, Strafford Planning Commission – \$190,000]: 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 (5 in the RPC region: Newfields, Exeter, Stratham, Greenland, and Newington). 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**, 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.

Table 1: Revenues and Expenditures

2018-2019 UPWP Funding

	Total	2018	2019
2018-19 PL Funds	\$ 786,722	\$ 393,361	\$ 393,361
Transfer from FTA 5303 Planning Funds	\$ 204,104	\$ 102,052	\$ 102,052
State Planning & Research Funds	\$ 205,604	\$ 101,906	\$ 103,698
Total Federal Funds	\$ 1,196,430	\$ 597,319	\$ 599,111
RPC Match*	\$ 132,937	\$ 66,369	\$ 66,568
Total Revenues	\$ 1,329,367	\$ 663,688	\$ 665,679

Planned Expenditures

	Total Hours	2018 Hours	2019 Hours	Total	2018	2019
Personnel Expenditures	18060	9080	8980	\$ 1,208,124	\$ 603,067	\$ 605,057
Category 100: MPO Administration	1940	900	1040	\$ 148,542	\$ 68,067	\$ 80,475
Category 200: Policy & Planning	6960	3420	3540	\$ 486,655	\$ 238,474	\$ 248,181
Category 300: Public Involvement	1460	740	720	\$ 106,808	\$ 53,808	\$ 53,001
Category 400: Planning Support	5060	2620	2440	\$ 264,521	\$ 136,482	\$ 128,038
Category 500: Technical Assistance	2640	1400	1240	\$ 201,598	\$ 106,236	\$ 95,363
Total Planned Personnel Expenditures	18060	9080	8980	\$ 1,208,124	\$ 603,067	\$ 605,057
Non-Personnel Expenditures				\$ 121,240	\$ 60,620	\$ 60,620
6114 Office Supplies				\$ 1,000	\$ 500	\$ 500
6115 Contracted Services				\$ 76,000	\$ 38,000	\$ 38,000
6116 Travel				\$ 10,000	\$ 5,000	\$ 5,000
6117 Newspaper/Media				\$ 3,000	\$ 1,500	\$ 1,500
6120 Dues/Subscriptions				\$ 2,640	\$ 1,320	\$ 1,320
6121 Training & Workshops				\$ 8,000	\$ 4,000	\$ 4,000
6124 Equipment				\$ 10,000	\$ 5,000	\$ 5,000
6125 Equipment & Software Maintenance				\$ 10,000	\$ 5,000	\$ 5,000
6126 Telephone				\$ 600	\$ 300	\$ 300
Total Expenditures				\$ 1,329,367	\$ 663,688	\$ 665,679
Balance				\$ -	\$ -	\$ -

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

	Percentage of Hours	Percentage of Funding
Category 100: Administration	11%	12%
Category 200: Policy & Planning	39%	40%
Category 300: Public Involvement	8%	9%
Category 400: Planning Support	28%	22%
Category 500: Technical Assistance	15%	17%

	2016	2017	Total	% of Total Hours
Executive Director	740	740	1480	9%
Assistant Director	100	100	200	2%
Transportation Program Manager	1800	1800	3600	20%
Senior Transportation Planner	1800	1800	3600	20%
Transportation Analyst/GIS	1900	1900	3800	22%
GIS Specialist	960	960	1920	11%
Planners (2)	700	600	1300	8%
Business Manager	180	180	360	2%
Office Administrator	200	200	400	3%
Intern(s)	700	700	1400	8%
	9080	8980	18060	

TABLE 2

FY 18-19 Metropolitan Planning Funds -- Annual Local Match Requirements

	POPULATION DISTRIBUTION				FHWA (PL) FUNDS				LOCAL MATCH (DUES) FUNDS					
	2010 Pop	DOT Adjusted 2010 Pop	2015 OEP Est Pop	Pop. Share of MPO	FY 18 Fed Funds	Fed Funds State Match*	Fed Funds Local Match**	Total UPWP	Total Local Match	FY-2018 Dues Assessed	Dues per capita (2015 Pop)	Portion of Dues for MPO Match	Adjusted Local Match to Account for Non-dues Payment	Additional Dues Used to Cover Non-members
ATKINSON	6,751	6,751	6,722	3.5%	\$ 20,954	\$ 2,328	\$ 2,328	\$ 23,282	\$ 2,328	\$ 6,655	\$ 0.99	35.0%	\$ 2,738	\$ 410
BRENTWOOD	4,486	4,486	4,678	2.4%	\$ 14,583	\$ 1,620	\$ 1,620	\$ 16,203	\$ 1,620	\$ 4,631	\$ 0.99	35.0%	\$ 1,905	\$ 285
DANVILLE	4,387	4,387	4,458	2.3%	\$ 13,897	\$ 1,544	\$ 1,544	\$ 15,441	\$ 1,544	\$ 4,413	\$ 0.99	35.0%	\$ 1,816	\$ 272
E. KINGSTON	2,357	2,357	2,398	1.3%	\$ 7,475	\$ 831	\$ 831	\$ 8,306	\$ 831	\$ 2,374	\$ 0.99	3.9%	\$ 977	\$ 146
EPPING	6,411	6,411	6,828	3.6%	\$ 21,285	\$ 2,365	\$ 2,365	\$ 23,650	\$ 2,365	\$ 6,760	\$ 0.99	35.0%	\$ 2,781	\$ 416
EXETER	14,306	14,306	14,582	7.6%	\$ 45,456	\$ 5,051	\$ 5,051	\$ 50,506	\$ 5,051	\$ 12,168	\$ 0.83	41.5%	\$ 5,939	\$ 889
FREMONT	4,283	4,283	4,597	2.4%	\$ 14,330	\$ 1,592	\$ 1,592	\$ 15,922	\$ 1,592	\$ 4,551	\$ 0.99	35.0%	\$ 1,872	\$ 280
GREENLAND	3,549	3,549	3,860	2.0%	\$ 12,033	\$ 1,337	\$ 1,337	\$ 13,370	\$ 1,337	\$ 3,821	\$ 0.99	35.0%	\$ 1,572	\$ 235
HAMPSTEAD	8,523	8,523	8,602	4.5%	\$ 26,815	\$ 2,979	\$ 2,979	\$ 29,794	\$ 2,979	\$ 8,516	\$ 0.99	35.0%	\$ 3,504	\$ 524
HAMPTON	14,976	14,976	15,050	7.9%	\$ 46,915	\$ 5,213	\$ 5,213	\$ 52,127	\$ 5,213	\$ 12,400	\$ 0.82	42.0%	\$ 6,130	\$ 917
HAMPTON FALLS	2,236	2,236	2,239	1.2%	\$ 6,980	\$ 776	\$ 776	\$ 7,755	\$ 776	\$ 2,217	\$ 0.99	35.0%	\$ 912	\$ 136
KENSINGTON	2,124	1,593	2,114	1.1%	\$ 6,590	\$ 732	\$ 732	\$ 7,322	\$ 732	\$ 2,093	\$ 0.99	35.0%	\$ 861	\$ 129
KINGSTON	6,025	6,025	6,049	3.2%	\$ 18,856	\$ 2,095	\$ 2,095	\$ 20,951	\$ 2,095	\$ 5,989	\$ 0.99	35.0%	\$ 2,464	\$ 369
NEW CASTLE	968	968	966	0.5%	\$ 3,011	\$ 335	\$ 335	\$ 3,346	\$ 335	\$ 956	\$ 0.99	35.0%	\$ 393	\$ 59
NEWFIELDS	1,680	1,680	1,685	0.9%	\$ 5,253	\$ 584	\$ 584	\$ 5,836	\$ 584	\$ 1,668	\$ 0.99	35.0%	\$ 686	\$ 103
NEWINGTON	753	753	770	0.4%	\$ 2,400	\$ 267	\$ 267	\$ 2,667	\$ 267	\$ 762	\$ 0.99	35.0%	\$ 314	\$ 47
NEWTON	4,603	4,603	4,865	2.5%	\$ 15,165	\$ 1,685	\$ 1,685	\$ 16,850	\$ 1,685	\$ 4,816	\$ 0.99	35.0%	\$ 1,982	\$ 297
NORTHHAMPTON	4,301	4,301	4,511	2.4%	\$ 14,062	\$ 1,562	\$ 1,562	\$ 15,624	\$ 1,562	\$ 4,466	\$ 0.99	35.0%	\$ 1,837	\$ 275
PLAISTOW	7,609	7,609	7,602	4.0%	\$ 23,697	\$ 2,633	\$ 2,633	\$ 26,330	\$ 2,633	\$ 7,526	\$ 0.99	35.0%	\$ 3,096	\$ 463
PORTSMOUTH	21,233	21,233	21,496	11.2%	\$ 67,009	\$ 7,445	\$ 7,445	\$ 74,454	\$ 7,445	\$ 15,212	\$ 0.71	48.9%	\$ 8,756	\$ 1,310
RAYMOND	10,138	10,138	10,257	5.4%	\$ 31,974	\$ 3,553	\$ 3,553	\$ 35,526	\$ 3,553	\$ 10,027	\$ 0.98	35.4%	\$ 4,178	\$ 625
RYE	5,298	5,298	5,400	2.8%	\$ 16,833	\$ 1,870	\$ 1,870	\$ 18,704	\$ 1,870	\$ 5,238	\$ 0.97	35.7%	\$ 2,199	\$ 329
SALEM***	814	611	28,674	15.0%	\$ 89,384	\$ 9,932	\$ 9,932	\$ 99,316	\$ 9,932	\$ 16,981	\$ 0.59	58.5%	\$ -	NA
SANDOWN	28,776	28,776	6,255	3.3%	\$ 19,498	\$ 2,166	\$ 2,166	\$ 21,665	\$ 2,166	\$ 6,192	\$ 0.99	35.0%	\$ 2,548	\$ 381
SEABROOK	5,986	5,986	8,814	4.6%	\$ 27,475	\$ 3,053	\$ 3,053	\$ 30,528	\$ 3,053	\$ 8,726	\$ 0.99	35.0%	\$ 3,590	\$ 537
SO. HAMPTON	8,693	8,693	811	0.4%	\$ 2,528	\$ 281	\$ 281	\$ 2,809	\$ 281	\$ 803	\$ 0.99	35.0%	\$ 330	\$ 49
STRATHAM	7,255	7,255	7,334	3.8%	\$ 22,862	\$ 2,540	\$ 2,540	\$ 25,402	\$ 2,540	\$ 7,261	\$ 0.99	35.0%	\$ 2,987	\$ 447
SUB-TOTAL	188,521	187,787	191,617	100.0%	\$ 597,319	\$ 66,369	\$ 66,369	\$ 730,057	\$ 66,369	\$ 150,242	\$ 0.80	44.2%	\$ 66,369	\$ 9,932

* 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

Table 3: Schedule of Tasks and Deliverables

	July, 2017												June, 2019																																	
	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																																														
1002.101.1 Financial Management & Reporting	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
1002.101.2 Audits and Audit preparation		1	1	1	1	1																		1	1	1	1	1																		
102 MPO Program Administration																																														
1002.102.1 UPWP Development, Amendments, and Reporting	1	1	1							2	2	2	2											1	1	1	1	1																		
1002.102.2 MPO Prospectus Updates					1	1	1																	1	1	1																				
1002.102.3 Contract Management	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1002.102.4 General Administrative Tasks	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1002.102.5 UPWP Performance Report	1	1	1	1																																										
1002.102.6 Planning & Billing Reviews						1	1						2	1	1																															
103 Staff Training																																														
1002.103.1 Training, Workshops, & Conferences	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
104 Indirect Cost Adjustments																																														
1002.104.1 Indirect Cost Rate Adjustment																								1	1	1																				
201 Ten Year Plan																																														
1002.201.1 Ten Year Plan/GACIT			1	1	1		2	2																1	1	1	1	1																		
1002.201.2 Project Evaluation, Selection, and Prioritization	1	1	1	1	1																			1	1	1	1	1																		
202 Land Use & Environmental Linkages																																														
1002.202.1 Natural Resources Coordination Studies/Projects	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.202.2 Livability/Sustainability Initiatives	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.202.3 Climate Change Initiatives	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.202.4 Coastal Adaptation Workgroup	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
203 Transportation Planners Collaborative																																														
1002.203.1 Transportation Planners Collaborative	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.203.2 MPO/RPC Working Groups	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
204 Interagency Consultation																																														
1002.204.1 Interagency Consultation	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.204.2 RPC Director Meetings	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
205 Transportation Improvement Program																																														
1002.205.1 TIP Development																								1	1	1	1																			
1002.205.2 TIP Amendments/Administrative Adjustments	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.205.3 Annual List of Obligated Projects					1	1																		1	1																					
206 Performance Based Planning																																														
1002.206.1 Performance Based Planning	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.206.2 Congestion Management Process	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
207 Intelligent Transportation Systems/Incident Management																																														
1002.207.1 Regional ITS Architecture	1	1																																												
1002.207.2 Incident Management Systems	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
208 Regional Master Plan																																														
1002.208.1 Regional Sustainable Development Plan																																														
209 Transportation Conformity																																														
1002.209.1 Transportation Conformity																																														
210 Long Range Transportation Plan (LRTP)																																														
1002.210.1 Transportation Plan Development/Amendments					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																							
1002.210.2 Project Solicitation & Development																								1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.210.3 Project Selection	1	1	1	1																				1	1	1	1																			
211 Bike & Pedestrian Planning																																														
1002.211.1 General Bike/Pedestrian Planning	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.211.2 Bike/Walk to Work Day								1	1	1	1																																			
1002.211.3 Multi-use Trail Projects	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
301 Transportation Advisory Committee																																														
1002.301.1 MPO Transportation Advisory Committee	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
303 Public Participation Plan																																														
1002.303.1 Public Participation Plan Update																								1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
304 Public Outreach																																														
1002.304.1 Public Involvement and Outreach	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.304.2 MPO Website Development and Maintenance	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.304.3 Media Monitoring & Legislative/Policy Tracking	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
305 MPO Policy Committee																																														
1002.305.1 MPO Policy Committee	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

	July, 2017												June, 2019												
	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																									
1002.401.1 Traffic Count Program	1	1	1	1	1							2	2	2	1	1	1	1	1				2	2	2
1002.401.2 Additional Traffic Counts/Studies	1	1	1	1	1							2	2	2	1	1	1	1	1				2	2	2
402 Road Surface Management Systems (RSMS)																									
1002.402.1 RSMS Data Collection and Analysis	1	1	1	1	1	1						2	2	1	1	1	1	1	1				2	2	
403 Geographic Information Systems																									
1002.403.1 Geographic Information Systems (GIS)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.403.2 Regional Buildout Analyses	1	1	1	1											1	1	1	1							
1002.501.5 Road Infrastructure Vulnerability Assessment	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
404 Demographics																									
1002.404.1 Population and Employment Projections					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
405 Equipment																									
1002.405.1 Equipment & Resources	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
406 Transportation Model																									
1002.406.1 Travel Demand Modeling	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.406.2 Model maintenance, updates and enhancements	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.406.3 Scenario Planning					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
501 Local & Regional Assistance																									
1002.501.1 General Transportation Planning Assistance	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.501.2 Development Impact Review	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.501.3 Special Projects Scoping	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.501.4 Complete Streets Policy/Guidance	1	1	1	1	1	1	1	1	1	1	1	1	1												
1002.501.6 Scenic Byway CMP Implementation	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.501.7 Safe Routes To School Committee Support	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.501.8 RPC Executive Director Meetings	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
502 Statewide Assistance																									
1002.502.1 Project Implementation & Monitoring	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.502.2 DOT Initiatives/Reviews/Committees/Work Groups	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.502.3 Corridor Studies	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
503 Local Public Agency Support																									
1002.503.1 Transportation Alternatives Program				1	1	1	1	1																	
1002.503.2 Congestion Management & Air Quality Program																1	1	1	1	1					
504 Special Projects																									
1002.504.1 Community Master Plan Chapters (Transp. Related)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.504.2 Transportation/Land Use Studies	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
505 Regional Coordinating Councils																									
1002.505.1 RCC Support - Southeast Region (ACT)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.505.2 RCC Support - Derry-Salem Region	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.505.3 Locally Coordinated HHS Transit Plans	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
506 Transit and TDM Planning																									
1002.506.1 Technical Assistance to COAST	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.506.2 Technical Assistance to CART	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.506.3 Technical Assistance to TASC	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.506.4 Regional/Intercity Transit Planning	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.506.5 Statewide Community Transit Coordination	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1002.506.6 TDM/TMA Support	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

	July, 2017												June, 2019												
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	
Deliverables																									
102: 2018-2019 UPWP																									April, 2019
105: UPWP Performance Report for FY16-17																									Due September 30, 2017
105: Mid-term UPWP Report/Meeting																									Summer, 2018
105: FHWA Planning Review																									January, 2018
201: Ten Year Plan Project Recommendations																									April, 2019
201: GACIT Hearings																									September-October, 2017
205: 2019-2022 Transportation Improvement Program																									December, 2018
205: Annual List of Obligated Projects																									December 31 each year
206: Safety Performance Measures Targets																									February, 2018
206: System Performance Measures																									July, 2018
210: Long Range Transportation Plan Update																									December, 2018
211: Regional Bike Route Plan																									Corresponding w/ State Bike & Ped Plan
303: Public Participation Plan Update																									June, 2019
403: Stream Crossing Vulnerability Analysis																									June, 2019