

## AGENDA

### EXECUTIVE COMMITTEE MEETING

Wednesday, September 27, 2017

4:30 PM

RPC Conference Room

156 Water St., Exeter, NH

- 
- 4:30 I. Call to Order; *Phil Wilson, Chair*
- 4:35 II. Minutes of August 23, 2017 meeting **MOTION TO APPROVE** *[Attachment 1]*
- 4:45 III. Financial Report  
A. Monthly Report for August, 2017 – *A. Pettengill, Business Manager* *[Attachment 2]*  
B. RPC Dashboard *[Attachment 2A]*
- 4:50 IV. Title VI Civil Rights Program - **MOTION TO APPROVE**  
*S. Bogle, Sr. Transportation Planner* *[Attachment 3]*
- 5:10 IV. Draft Legislative Forum Agenda – *T. Roache, B. Kravitz* *[Attachment 4]*
- 5:25 VI. October MPO Meeting – *T. Roache*  
A. Long Range Transportation Plan Public Hearing  
B. Ten Year Plan Priorities
- 5:35 VII. New/Other Business  
A. Communications  
1) Executive Committee Membership  
2) Salem Membership  
B. 501 C3  
C. Other Business
- 5:45 VIII. Adjourn

# ATTACHMENT 1



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**Minutes  
Rockingham Planning Commission  
Executive Committee**

**August 23, 2017  
RPC Conference Room, Exeter NH**

**Committee Members Present:** P. Wilson (Chairman); B. Kravitz (Vice Chair); G. Coppelman (Past Chair); R. McDermott, M. McAndrew, K. Woolhouse, L. Cushman, T. Moore (Members at Large)

**Staff:** T. Roache (Executive Director); A. Pettengill (Business Manager)

**I. Chairman Wilson called the meeting to order at 6 p.m.**

**II. Minutes of July 26, 2017**

*McDermott moved to approve the Minutes of July 26, 2017 as presented; Kravitz seconded. **SO VOTED.***

**III. Financial Report July 2017**

Pettengill noted that the Local Dues figure represents all the dues revenue for the current fiscal year even though most of it was received prior to July, it was deferred to the new fiscal year. Roache noted that he will be meeting with Salem soon to discuss their membership.

**IV. Management Tools**

- A. Draft Financial Dashboard: Roache discussed a sample Dashboard in Attachment 3 that gives a varied amount of information. Discussion followed on the content and it was noted that the website stats would be particularly interesting, as well as the financial status information.
- B. Hours Allocation/Project Budgeting: Roache presented an allocation spreadsheet which tracks the current contracts and the hours allotted and being used by each staff member. He explained that the data comes directly from Quickbooks and allows him to see a problem with a project ahead of time. Discussion followed on the possible negative financial reality of the circuit rider contracts since the staff providing CR service are paid more than the contracted rate for the service. Wilson asked why senior staff are assigned to do circuit riders if that's the case, and Roache replied that there are only three land use planners on staff and 2 are senior in tenure. Discussion followed on the level of interaction with the towns and the deliverables expected. Roache stated he will be meeting one on one with each staff person in September and will be able to fine tune this allocation spreadsheet. General consensus of Committee members was that this was an incredible tool and they look forward to hearing how it is received by staff.

**V. Legislative Forum Update – B. Kravitz**

Kravitz stated she has confirmation from Mark Lambert that Unitil will host the Legislative Forum again this year on November 8<sup>th</sup>. The Legislative Policy Committee met two weeks ago with Brendon Kernan, NH Dept of Environmental Services Water Division Hydrological and Conservation Division Manager. Kravitz explained that the objective of the Forum is to inform the legislators about the issues in a way that gives them the tools to help correct the problems. The plan is to split the topic into two parts by having one staff do a presentation on water resources and the local issues at the September Commission meeting, and then discuss constraints, emerging trends and known gaps in legislation at the Forum. Discussion followed on details of the Forum. Staff will prepare a Draft agenda for Legislative Forum for the next Executive Committee meeting in September.

**VI. September Commission Meeting**

- A. FY 18 Work Program- to be adopted at September commission meeting;
- B. Water Related Presentation & MPO (Ten Year Plan) mtg;
- C. Commissioner Handbook-pages to be distributed in October and a Member Services presentation

**VII. Other Business**

- A. Executive Committee Meeting logistics-Roache noted that it cost the RPC approximately \$6300 to hold 10 Executive Committee meetings over the course of the last fiscal year. This includes cost of dinner sandwiches and 2 staff people averaging 3 hours of comp time for each meeting. He explained that in an effort to control costs and reign in the budget he would propose starting the meetings earlier, if members' schedules allow, in an effort to reduce the staff time and the cost of food. Discussion followed. It was agreed to try holding September's meeting from 4:30 – 6:00.
- B. Communications Sub-committee-Roache will reach out to Commissioners and ask for volunteers
- C. Congestion Mitigation Air Quality Update- Roache explained Attachment 4 is a letter regarding the CMAQ project evaluation process. Executive Councilor Wheeler was unhappy with some of the CMAQ project selection outcomes and has proposed to change the evaluation process by effectively cutting out regional planning agency's involvement. Sinnott, Walker and Bogle all met with Councilor Prescott and prepared this letter to Councilor Wheeler and Commissioner Sheehan to explain the importance the RPA's have in this process.
- D. Other-Wilson noted that since Whitney resigned there is no Secretary on the Executive Committee. Coppelman offered to fill in the interim term left by Whitney. Cushman nominated Coppelman as the Secretary of the Executive Committee; Wilson asked for any other nominations; McDermott moved to close the nominations and appoint Coppelman as Secretary; McAndrew seconded. SO VOTED.

Discussion followed regarding the need for the Nominating Committee to meet to discuss filling the vacant At Large position on the Executive Committee. However,

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the current Nominating Committee consists of only 4 members: Wilson, Coppelman, Kravitz, and Woolhouse. A fifth needs to be appointed.

*Coppelman nominated Moore to become a member of the Nominating Committee; McDermott seconded. **SO VOTED.***

Meeting adjourned at 7:45 p.m.

Respectfully submitted,  
Annette Pettengill, Recording Secretary

**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
August 2017

Attachment 2

	August 2017	YTD FY 18	FY 18 Budget Amend 1	Balance	% Budget
<b>RESOURCES</b>					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ -	\$ 145,828	\$ 145,828	\$ -	100.0%
Other Income	\$ -	\$ -	\$ -	\$ -	
Local Planning Contracts	\$ 7,528	\$ 70,316	\$ 222,902	\$ 152,586	31.5%
State Contracts	\$ 23,924	\$ 23,924	\$ 975,540	\$ 951,616	2.5%
<b>Total RESOURCES</b>	<b>\$ 31,452</b>	<b>\$ 240,068</b>	<b>\$ 1,344,270</b>	<b>\$ 1,104,202</b>	<b>17.9%</b>
<hr/>					
Newspaper/Media	\$ -	\$ 85	\$ 1,000	\$ 915	8.5%
Contracted Printing	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Contracted Services	\$ 2,552	\$ 4,442	\$ 306,226	\$ 301,784	1.5%
Total Salaries	\$ 89,211	\$ 144,051	\$ 678,397	\$ 534,346	21.2%
Travel	\$ 434	\$ 678	\$ 9,500	\$ 8,822	7.1%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 65	\$ 107	\$ 500	\$ 393	21.4%
Janitorial	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -	\$ -	\$ 9,250	\$ 9,250	0.0%
Bank & Service Charges	\$ -	\$ 1	\$ 350	\$ 349	0.3%
**Dues & Subscriptions	\$ 1,300	\$ 1,480	\$ 7,000	\$ 5,520	21.1%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 3,756	\$ 6,237	\$ 34,009	\$ 27,772	18.3%
C Dental Insurance	\$ 1,161	\$ 1,861	\$ 11,453	\$ 9,592	16.2%
C Health Ins.	\$ 5,487	\$ 9,381	\$ 49,800	\$ 40,419	18.8%
C Life Insurance	\$ 127	\$ 211	\$ 1,100	\$ 889	19.2%
C LTD Insurance	\$ 192	\$ 323	\$ 1,881	\$ 1,558	17.2%
C NH Retirement 414E	\$ 5,554	\$ 8,687	\$ 42,657	\$ 33,970	20.4%
C STD Insurance	\$ 129	\$ 215	\$ 1,111	\$ 896	19.4%
**Equipment	\$ -	\$ 56	\$ 7,000	\$ 6,944	0.8%
**Equipment & Software Maint.	\$ 180	\$ 2,360	\$ 16,500	\$ 14,140	14.3%
General Insurance	\$ 294	\$ 588	\$ 4,625	\$ 4,037	12.7%
Misc	\$ -	\$ (430)	\$ 2,000	\$ 2,430	-21.5%
**Office Supplies	\$ 762	\$ 865	\$ 13,500	\$ 12,635	6.4%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 6,715	\$ 10,861	\$ 51,897	\$ 41,036	20.9%
SUTA	\$ -	\$ -	\$ 500	\$ 500	0.0%
**Postage	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Rent	\$ 4,161	\$ 8,322	\$ 50,752	\$ 42,430	16.4%
Telephone & Internet	\$ 376	\$ 720	\$ 5,100	\$ 4,380	14.1%
**Training & Workshops	\$ 150	\$ 150	\$ 3,000	\$ 2,850	5.0%
Utilities	\$ 620	\$ 620	\$ 7,000	\$ 6,380	8.9%
	<b>\$ 123,225</b>	<b>\$ 201,871</b>	<b>\$ 1,322,408</b>	<b>\$ 1,120,537</b>	<b>15.3%</b>
	\$ (91,773)	\$ 38,197			
Unobligated Funds			\$ 1,863	\$ 1,863	
Fund Balance Accrual	\$ -	\$ -	\$ 20,000	\$ 20,000	
			\$ -	\$ -	
	<b>\$ (91,773)</b>	<b>\$ 38,197</b>	<b>\$ 1,344,271</b>	<b>\$ 38,198</b>	

NOTE: Aug 31st is 17% through the fiscal year

# ATTACHMENT 2

Aug-17	
<b>Bank Checking</b>	
Beginning Balance	\$41,167.97
Deposits	164,293.53
Payments	158,683.48
<b>Ending Balance</b>	<b>\$46,778.02</b>
<b>Other Accounts</b>	
Line of credit (\$30,000) activated?	No
Holding Account	\$40,639.54
<b>Performance targets</b>	
Operating Expenses on hand	3 months
rpc-nh.org -- Sessions	TBD
rpc-nh.org -- Users	TBD
Newsletter Subscriber Target	325
Target News Letter Open Rate	35%
Twitter Followers	250
Facebook Likes	150

Key Statistics	
<b>Staff Presentations / Activities August - September</b>	
Interview with Exeter Newsletter	
Attended Exeter Housing Committee Meeting	
Staff attended NNECAPA Conference in VT	
Met with Salem Selectmen to discuss CART funding	
East Coast Greenway event with the Governor	
Webinar - demystifying the MS4 Permit	
GACIT Ten Year Plan Hearing in Kingston	
Presentation to Seacoast Roundtable	
<b>Current Performance</b>	
Available Operating Expenses	<b>&lt; 1 month</b>
rpc-nh.org -- Sessions	833
rpc-nh.org -- Users	572
News Letter Subscribers	294
Newsletter Open Rate	32.60%
Twitter Followers	213
Facebook Likes	117

Budget Narrative	
<b>Bank Balance/Cash on hand:</b>	Cash balances remain at a minimum level. We have less than one month of operating expenses on hand.
<b>Payables and Receivables:</b>	Remains current to be paid/received within 30 days.
<b>FY18 Working Budget:</b>	No Significant changes to the adopted budget. I anticipate some additional NHDES 604 B funding. We also have received approximately 18,000 in project applications for MS4 support. Possibility of two additional hazard mitigation plans moving forward in the FY18

FY18 Working Budget			
Funding Sources		Expenses	
Local Dues	\$ 145,828.00	Salaries	\$ 678,396.00
State and Federal Contracts	\$ 975,617.00	Contracted Services	\$ 306,226.00
Grants	\$ -	Travel Expenses	\$ 9,500.00
Local Planning Contracts	\$ 220,901.00	Bank Fees	\$ 350.00
Other Income	\$ 2,000.00	Payroll Taxes	\$ 51,897.00
		Insurance	\$ 5,125.00
		Health Life Dental	\$ 65,344.00
		Retirement	\$ 76,665.00
		Rent	\$ 50,752.00
		Janitorial	\$ 2,000.00
		Telephone & Internet	\$ 5,100.00
		Office, Cmptr., Copier Suppl.	\$ 13,500.00
		Postage	\$ 2,000.00
		Audit	\$ 9,250.00
		Utilities	\$ 7,000.00
		Contract Printing	\$ 2,000.00
		Newspaper & Media	\$ 1,000.00
		Equipment & Software Maint.	\$ 16,500.00
		Dues & Subscriptions	\$ 7,000.00
		Training, Workshops, Conf.	\$ 3,000.00
		Accounting	\$ 300.00
		Payroll Processing	\$ 500.00
		Miscellaneous	\$ 2,000.00
		Equip. Purchase. & Lease	\$ 7,000.00
<b>Working Budget</b>	<b>\$1,344,346.00</b>	<b>Total Expenses</b>	<b>\$1,322,405.00</b>
		Potential Reserve	\$21,941.00
		<b>Delta</b>	<b>\$0.00</b>

# ATTACHMENT 3



***Title VI Civil Rights Program***  
***(Non-Discrimination in Federally Assisted Programs)***  
**2017**

***DRAFT***

Rockingham Planning Commission  
156 Water Street  
Exeter, NH 03833



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## I. TITLE VI/NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the Rockingham Planning Commission (RPC) Metropolitan Planning Organization (MPO) to effectuate Title VI of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all Federal programs and activities. Pursuant to this obligation, no person shall, on the grounds of race, color, national origin, sex, age, religion, disability, or income status be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity carried out by the MPO. The MPO will also monitor and enforce statutory requirements imposed on its sub-recipients and participants of Federally assisted programs and projects. MPO further assures that every effort will be made to ensure nondiscrimination in all of its programs and operations, regardless of funding source.

The RPC MPO operates without regard to race, color, national origin, sex, age, religion, disability or income status. MPO meetings are held in accessible locations, and reasonable accommodations are made for individuals with disabilities upon request within a reasonable advance notice period (usually two weeks or 10 business days). If you would like accessibility or language accommodation for any RPC MPO meeting, please contact the RPC Office Administrator at 603-778-0885, extension 101 or by email: [rrines@rpc-nh.org](mailto:rrines@rpc-nh.org)

If you feel you have been discriminated against based on your race, color, national origin, sex, age, religion, disability or income status, you may file a complaint following the RPC MPO Title VI Complaint Form. If you cannot download the document or need additional information, please feel free to contact the Rockingham Planning Commission at 603-778-0885.

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Tim Roache  
Executive Director

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Date

## **I. OBJECTIVES**

The Rockingham Planning Commission (RPC) Metropolitan Planning Organization (MPO) has in place a Program based on Title VI of the Civil Rights Act of 1964 (42 U.S.C Section 2000d) and U.S.D.O.T. Regulation 49 CFR Part 21 “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation”. The Program is based on Federal Transit Administration Circular FTA C 4702.1A, “Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients”, May 13, 2007.

The objectives of the program are as follows:

- A. To ensure that the level and quality of regional and transportation planning services are provided without regard to race, color, or national origin;
- B. To identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- C. To promote the full and fair participation of all affected populations in transportation decision-making;
- D. To prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- E. To ensure meaningful access to programs and activities for persons with limited English proficiency.

## **III. GENERAL REQUIREMENTS**

As part of the Rockingham Planning Commission (RPC) Metropolitan Planning Organization (MPO) Title VI Program, the MPO maintains certain reporting requirements and provides the New Hampshire Department of Transportation (NHDOT), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) the following information regarding these reporting requirements. In addition to the first 12 General Requirements below, which are required of all recipients of Federal aid, Metropolitan Planning Organizations must respond to additional requirements related to planning of federally funded transportation projects, and program administration, which are addressed at the end of this section.

### **1. Requirement to Provide Title VI Assurances**

The MPO will submit its Title VI Assurance as part of its Certifications and Assurances submission to NHDOT, FHWA and FTA. The MPO will also collect Title VI Assurances from sub-recipients prior to passing through FHWA or FTA funds.

A copy of the Title VI Assurance included in the Annual Certifications and Assurances submission to NHDOT, FHWA and FTA is included in Appendix A.

## **2. Requirement to Prepare and Submit a Title VI Program**

This document constitutes the Title VI Program Plan for the Rockingham Planning Commission (RPC) Metropolitan Planning Organization (MPO).

## **3. Requirement to Notify Beneficiaries of Protection Under Title VI**

The RPC MPO has established methods for notification to the public regarding its Title VI obligations, how to get more information regarding the MPO's non-discrimination obligations, and procedures for filing a discrimination complaint against the MPO. The public notice is included in Appendix B.

The public notice is posted at the MPO offices, and is accessible on the MPO website at [www.rpc-nh.org/transportation/public-engagement/civil-rights](http://www.rpc-nh.org/transportation/public-engagement/civil-rights). Below are English and Spanish versions of the RPC MPO's Notification of Protection:

### *English*

*The RPC MPO operates without regard to race, color, national origin, sex, age, religion, disability or income status. MPO meetings are held in accessible locations, and reasonable accommodations are made for individuals with disabilities upon request within a reasonable advance notice period (usually two weeks or 10 business days). If you would like accessibility or language accommodation for any RPC MPO meeting, please contact the RPC Office Administrator at 603-778-0885, extension 101 or by email: [rrines@rpc-nh.org](mailto:rrines@rpc-nh.org)*

*If you feel you have been discriminated against based on your race, color, national origin, sex, age, religion, disability or income status, you may file a complaint following the RPC MPO Title VI Complaint Form. If you cannot download the document or need additional information, please feel free to contact the Rockingham Planning Commission at 603-778-0885.*

### *Spanish*

*La Comisión de Planificación Rockingham Organización de Planificación Metropolitana opera sin distinción de raza, color, origen nacional, sexo, edad, religión, discapacidad o estado de ingresos. MPO reuniones se llevan a cabo en lugares accesibles y razonables se hacen para las personas con discapacidad que lo soliciten dentro de un plazo de preaviso razonable (generalmente dos semanas o 10 días hábiles). Si desea alojamiento accesibilidad o el idioma para las reuniones MPO RPC, por favor póngase en contacto*

con el administrador de la oficina de RPC en 603-778-0885, extensión 101 o por correo electrónico: [rrines@rpc-nh.org](mailto:rrines@rpc-nh.org)

*Si usted siente que ha sido discriminado por su raza, color, origen nacional, sexo, edad, religión, discapacidad o estado de ingresos, usted puede presentar una queja siguiendo la forma MPO RPC queja del Título VI. Si usted no puede descargar el documento o necesita información adicional, por favor no dude en ponerse en contacto con la Comisión de Planificación en Rockingham 603-778-0885.*

#### **4. Requirement to Develop Title VI Complaint Procedures and Complaint Form**

The RPC MPO has developed procedures for investigating and tracking Title VI complaints that may be filed against the MPO and for making these procedures available to members of the public upon request. Should the RPC MPO have any sub-recipients in the future, sub-recipients shall be required to have such procedures and shall be encouraged to adopt the MPO's complaint investigation and tracking procedures.

Copies of the RPC MPO's Title VI Complaint and Investigation Procedures and Complaint Form are included in Appendix C and posted on the MPO website in English and Spanish translation at: [www.rpc-nh.org/transportation/public-engagement/civil-rights](http://www.rpc-nh.org/transportation/public-engagement/civil-rights).

The Title VI complaint procedures were adopted by the RPC MPO Policy Committee on January 9, 2013; and reviewed and readopted in September 2017. The RPC MPO Title VI Coordinator is Scott Bogle, Senior Transportation Planner, Rockingham Planning Commission, 156 Water Street, Exeter, NH 03833.

#### **5. Requirement to Record and Report Title VI Investigations, Complaints, and Lawsuits**

In compliance with 49 CFR Section 21.9(b), the RPC MPO (and any sub-recipient) shall prepare and maintain a list of any active investigations conducted by entities other than the FTA or FHWA, lawsuits, or complaints naming the RPC MPO (or sub-recipient) alleging discrimination on the basis of race, color, national origin, sex, religion, disability or income status. This list shall include the date the investigation, lawsuit, or complaint was filed and received by the MPO, a summary of the allegation(s), the status of the investigation, lawsuit or complaint, and actions taken by the MPO (or sub-recipient) in response to the investigation, lawsuit, or complaint.

The RPC MPO's form for recording this information is included in Appendix C. The list shall comprise all of the records of active investigations, lawsuits, and complaints recorded on these forms. During the processing of active investigations, lawsuits, or complaints, the Title VI Coordinator shall update the record form as necessary. Upon resolution and closure of an investigation, lawsuit or complaint, the Title VI Coordinator shall record such closure on this form.

The Rockingham Planning Commission Metropolitan Planning Organization (MPO) was designated by Governor John Lynch on July 21, 2007. Since the designation of the MPO there have been no Title VI complaints, investigations, or lawsuits filed against the MPO.

## **6. Requirement to Promote Inclusive Public Participation**

The content and considerations of Title VI, the Executive Order on LEP, and the DOT LEP Guidance are integrated into the Public Participation Plan for the RPC MPO, which is incorporated into the MPO Prospectus, and was last updated in July 2017.

Public participation is vital to the RPC Commission MPO. It helps provide the MPO the broadest spectrum of relevant information available prior to its decision-making and offers the public an opportunity to raise concerns that can be considered along with discussion of technical, political and economic merit.

Of particular importance in the pursuit of public participation is the identification of audiences which would be affected by or have a business or other affinity with the issues under consideration. All views should be heard and their participation likewise encouraged. In this context, minority views include not only ethnic groups but also others whose perspectives may not be fully reflected by larger segments of the public.

Through the regional planning process, the MPO and partner agencies will thoroughly analyze the three federally established fundamental environmental justice principles:

- To avoid, minimize or mitigate disproportionately high and adverse human health or environmental effects, including social and economic effects, of programs, policies and activities on minority populations and low-income populations;
- To ensure full and fair participation by all potentially affected communities in the transportation decision-making process; and
- To prevent the denial of, reduction of, or significant delay in the receipt of transportation benefits by minority and low-income populations.

The MPO actively seeks to solicit the comments and engage the interests of the public through the participation process. It then is the responsibility of the MPO and the NH Department of Transportation to balance the public's needs and desires with resources available to address those needs and desires.

MPO Staff are directed to incorporate appropriate activities to make public communications and outreach a part of the agency's overall planning activities. In addition to required public hearings, such activities may include: representative task forces or advisory committees; public meetings and workshops, presentations and discussions with special interest organizations, forums or conferences that provide information about issues and processes and the opportunity for input from the public;

opinion polls, surveys, focus groups and interviews to acquire information; and use of the media and reports to disseminate information.

Specific outreach efforts designed to gather input on the needs of underrepresented populations in the MPO region in recent years include, though are not limited to, the following:

- Surveys of municipal human services directors regarding the transportation needs of residents in their communities who have sought assistance, or other community members who may not seek assistance but nonetheless have unmet transportation needs.
- Surveys of non-profit Health & Human Service agencies working with transit dependent populations, including seniors, individuals with disabilities and low income residents.
- Surveys of riders of COAST and CART, the two regional public transit systems serving portions of the MPO region.
- Ongoing participation in and technical assistance to the two Regional Coordinating Councils for Community Transportation (RCCs) that serve portions of the MPO planning region. These include the Greater Derry-Salem RCC, covering 10 communities in western Rockingham County, including 6 communities in the RPC MPO region; and the Southeast NH RCC, covering 38 communities in Rockingham, Strafford and Carroll Counties, including 21 communities in the central and eastern part of the MPO region. These councils are made up of public and private organizations that provide transportation services for transit dependent populations, purchase these services, or otherwise work with populations likely to need these services. Each of these RCCs also engages citizen members, including individuals with disabilities who are regular users of public transit.
- Finally, as part of our joint work with the eight other RPCs around New Hampshire on the Granite State Future initiative, RPC partnered with New Hampshire Listens on a series of focus group meetings targeting underserved populations. These included individuals with disabilities, senior citizens, and youth. We also consulted with NH Catholic Charities and Ascentia Care Network (formerly Lutheran Social Services), the two primary agencies that work with immigrant populations in the state, to enlist their assistance in outreach to engage minority and immigrant groups in the development of the MPO Metropolitan Long Range Transportation Plan. That said, the largest minority and immigrant populations in New Hampshire are largely concentrated in the cities of Nashua, Manchester and Concord.

The MPO seeks to reduce or eliminate language, mobility, temporal, and other obstacles that may prevent minority, disability, low-income and other under-represented populations from fully participating in the metropolitan planning process. It is the policy

of the MPO to locate all public meetings in facilities that are structurally accessible. Meetings of the MPO Technical Advisory Committee are held during the day at the Rockingham Planning Commission offices, which are ADA accessible as well as accessible by COAST regional transit service. Meetings of the MPO Policy Committee are rotated around the MPO region, and held mainly in town halls or public libraries. Given the limited nature of public transit in the region, the policy of the MPO to rotate meetings among member communities, and the fact that many municipally-appointed volunteer Commissioners hold day jobs unrelated to their MPO participation, some meetings of the MPO Policy Committee are held in locations or at times of day when they are not accessible by public transit.

## **7. Requirement to Develop a Demographic Profile of the Metropolitan Area**

The MPO has prepared a demographic analysis of minority and low income populations for the twenty-seven (27) communities that currently make up the MPO planning region. Data on the racial and ethnic makeup of the region are drawn from the 2010 U.S. Census. Data on low-income populations were drawn from the American Community Survey (ACS) 2010-2014 5-year data compilation.

Note that there are significant concerns regarding the ACS data, which represent a much smaller survey sample, even with a 5-year compilation, than the old Census Long Form, from which information on income and poverty have previously been drawn. While the ACS data provide useful annual snapshots at the national, state and county levels, they contain very high margins of error for small towns (in some cases in excess of 100%), and especially for small sub-populations within towns. That said, they represent the best data available for these measures since the 2000 Census.

The analyses have been developed at two geographic levels. Tables 1 and 2 on the following pages show data at the municipal level. Map 1 and Map 2 depict data at the Census Tract level for additional detail.

### **Minority Population**

Table 1 identifies the number of racial and ethnic minority residents for each municipality in the MPO region, as well as minority residents as a percentage of overall population. Region-wide minorities make up approximately 7.1% of the population. This average is exceeded in four communities: Portsmouth (13.3%), and Salem (13.1%), Raymond (8.3%) New Castle (8.3%). Statewide, members of racial and ethnic minority groups make up 9.2% of the population. This is a significant increase since the 2000 census, when racial and ethnic minorities made up only 5.6% of the population statewide, and 3.5% of the population in the MPO region.

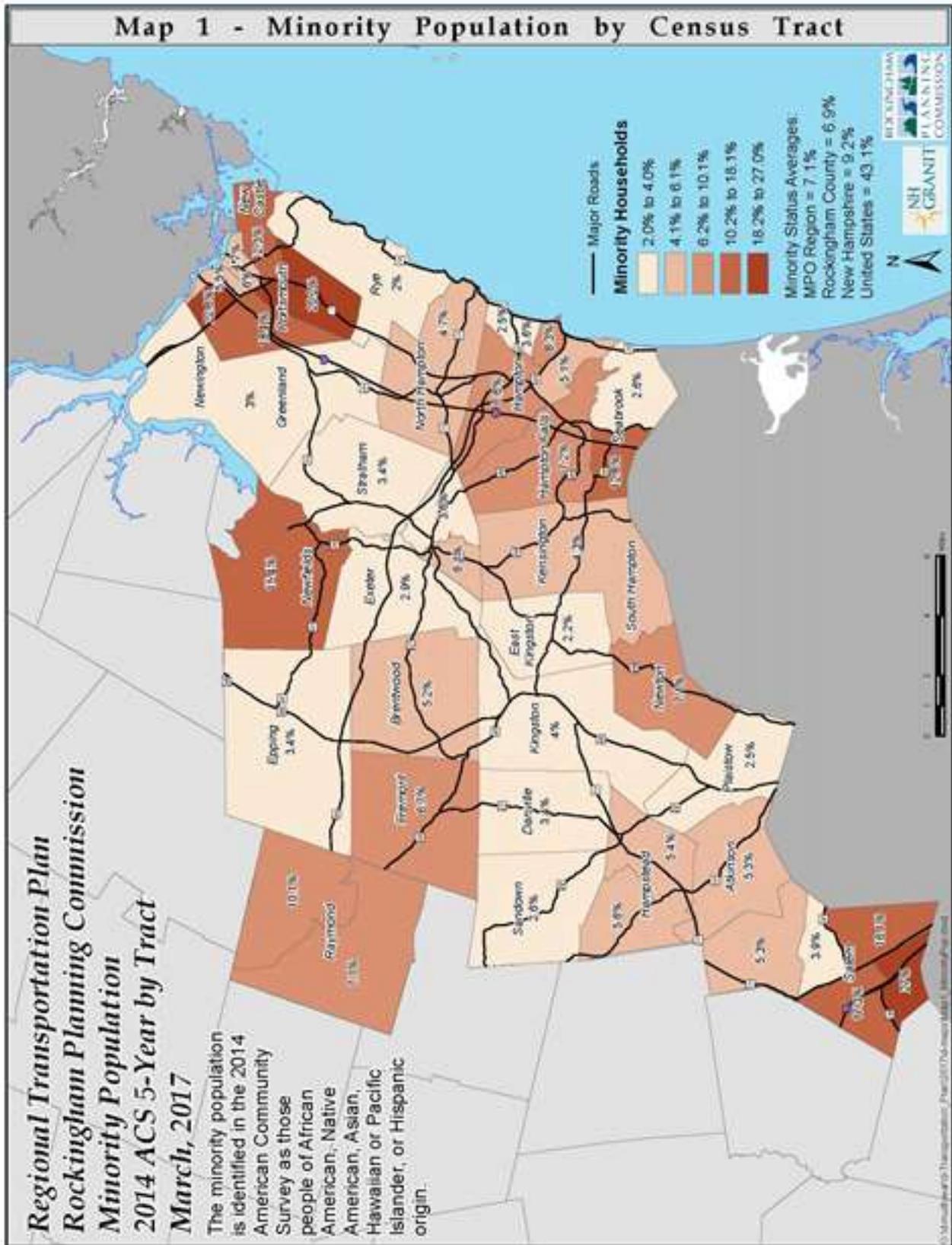
Map 1 shows the minority population as a percentage of total population at the Census Tract level. The highest concentrations of minority populations in the region are in Salem along Route NH28, north Portsmouth along Woodbury Avenue and Gosling Road, and

south Portsmouth along Route US1. Other areas exceeding 10% minority population include Portsmouth’s West End, west Salem, the tract covering Portsmouth’s South End and New Castle, the tract covering Newfields and much of Newmarket, and South Hampton. The distribution of projects shown on Map 4 does not suggest that communities with larger minority populations are subject to a disproportionate share of either benefits or adverse impacts from transportation projects.

**Table 1: Minority Populations in the RPC MPO Region by Town**

<b>Geography</b>	<b>Total Pop</b>	<b>Black</b>	<b>American Indian/ Alaska Native</b>	<b>Asian</b>	<b>2+ Races</b>	<b>Hispanic/ Latino</b>	<b>Total Minority Population</b>	<b>Percent Minority</b>
Atkinson	6,788	0	0	0	47	216	363	5.3%
Brentwood	4,598	12	0	23	79	102	238	5.2%
Danville	4,423	0	0	37	51	44	150	3.4%
East Kingston	2,453	0	0	13	18	23	54	2.2%
Epping	6,587	0	0	0	216	10	226	3.4%
Exeter	14,434	74	35	97	204	163	573	4.0%
Fremont	4,375	83	0	34	21	113	292	6.7%
Greenland	3,668	1	0	43	0	49	93	2.5%
Hampstead	8,543	24	9	114	161	143	469	5.5%
Hampton	15,073	117	9	429	185	203	943	6.3%
Hampton Falls	2,307	6	22	42	95	0	165	7.2%
Kensington	2,055	9	0	25	10	28	78	3.8%
Kingston	6,060	0	98	16	19	110	243	4.0%
New Castle	980	0	0	14	5	62	81	8.3%
Newfields	1,625	4	4	4	31	50	110	6.8%
Newington	800	0	0	13	11	17	41	5.1%
Newton	4,717	54	0	6	33	243	336	7.1%
No. Hampton	4,344	56	0	40	61	45	202	4.7%
Plaistow	7,614	3	23	13	78	75	192	2.5%
Portsmouth	21,366	481	13	883	609	685	2,852	13.3%
Raymond	10,202	171	35	119	140	383	848	8.3%
Rye	5,315	16	0	10	28	54	108	2.0%
Salem	28,841	280	28	1,058	558	1,680	3,775	13.1%
Sandown	6,133	15	0	0	87	42	160	2.6%
Seabrook	8,747	8	6	240	59	161	583	6.7%
So. Hampton	799	3	3	8	7	25	46	5.8%
Stratham	7,303	1	0	36	146	68	251	3.4%
<b>MPO Region</b>	<b>190,150</b>	<b>1,418</b>	<b>285</b>	<b>3,317</b>	<b>2,959</b>	<b>4,794</b>	<b>13,472</b>	<b>7.1%</b>
<b>NH</b>	<b>1,321,069</b>	<b>16,293</b>	<b>2,510</b>	<b>30,560</b>	<b>24,078</b>	<b>40,301</b>	<b>121,827</b>	<b>9.2%</b>

Source: 2010-2014 American Community Survey 5-year data compilation



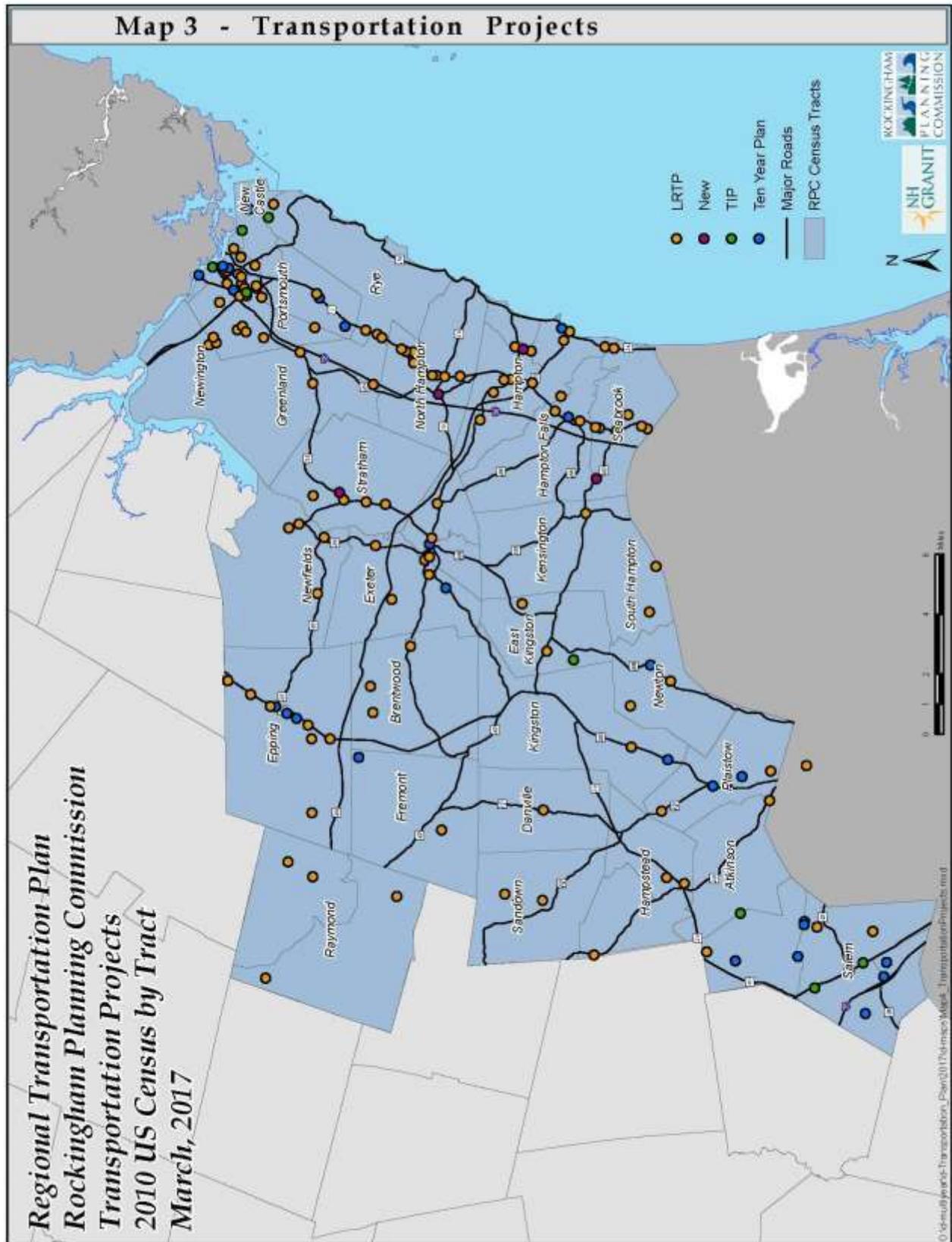
## Low Income Households

According to the U.S. Census Bureau, for 2014 the poverty threshold was approximately \$24,250 for a family of four. Table 2 uses the American Community Survey 2010-2014 5-year data compilation to show the number and percent of households in poverty by municipality in the Rockingham Planning Commission region. The mean percentage of households in poverty for the MPO region was 5.8%. Table 2 identifies ten communities where the percentage of households in poverty exceeds this regional mean: Brentwood (7.4%), Epping (5.4%), Exeter (7.4%), Hampstead (6.2%), Hampton (7.1%), Newton (9.1%), Portsmouth (7.6%), Raymond (8.8%), Sandown (7.3%), and Seabrook (12.4%). Statewide, approximately 8.9% of the population falls below the federal poverty line, while nationally for 2011 an estimated 15.5% of the population lived in poverty.

This represents some change from the 2000 Census data, which showed 5.0% of residents in the region living in poverty. Several towns with above average populations in poverty in 2014 were below average in 2000. These include Brentwood, Epping, Hampstead, and Sandown. This may reflect demographic shift or may to some degree reflect sampling anomalies in these small towns. Hampton traditionally shows a high population in poverty due to short term winter rental residents in the beach district, while Portsmouth as the only city in the area, and a community with lots of students and retail workers, also traditionally shows above average poverty levels.

Map 2 shows the population at or below the poverty level as a percentage of total population at the Census Tract level. The tract with the highest poverty level is the Hampton Beach area, with 30.9% of households in poverty. As noted above, this reflects a seasonal population occupying winter rental units in the beach area. This is a known concentration of people underserved by the transportation system, and the MPO works with multiple partners on projects to improve mobility options in this area. Other high poverty areas identified in Map 2 include southern Exeter where there is a concentration of manufactured housing, Seabrook, and northeastern Raymond. The distribution of projects does not suggest that areas within the region with a higher percentage of low-income residents are subject to a disproportionate share of either benefits or adverse impacts from highway projects.





**Table 2 – Population in Poverty in the MPO Region by Town**

<b>Geography</b>	<b>Total Pop</b>	<b>Below 50% of Poverty Level</b>	<b>Below 100% of Poverty Level</b>	<b>Below 125% of Poverty Level</b>	<b>Below 150% of Poverty Level</b>	<b>Below 185% of Poverty Level</b>	<b>Below 200% of Poverty Level</b>	<b>Percent Below 100% of Poverty Level</b>
Atkinson	6,788	168	211	224	453	760	774	3.1%
Brentwood	4,182	30	308	370	370	462	488	7.4%
Danville	4,405	87	118	230	259	344	409	2.7%
East Kingston	2,453	27	70	87	167	250	301	2.9%
Epping	6,575	80	415	533	596	819	1,031	6.3%
Exeter	14,249	555	1,056	1,667	1,962	2,304	2,537	7.4%
Fremont	4,324	51	116	163	307	492	492	2.7%
Greenland	3,644	126	154	156	200	302	361	4.2%
Hampstead	8,512	138	529	678	783	1,129	1,210	6.2%
Hampton	14,765	227	1,046	1,333	1,617	2,208	2,419	7.1%
Hampton Falls	2,307	18	86	113	199	254	254	3.7%
Kensington	2,048	36	82	113	168	194	209	4.0%
Kingston	6,014	320	332	496	651	975	1,014	5.5%
New Castle	966	22	26	26	33	48	48	2.7%
Newfields	1,625	0	2	9	45	64	64	0.1%
Newington	800	14	35	41	59	59	63	4.4%
Newton	4,717	302	428	582	619	630	737	9.1%
No. Hampton	4,344	109	159	185	422	507	524	3.7%
Plaistow	7,599	220	247	479	702	1,046	1,114	3.3%
Portsmouth	20,831	725	1,590	2,112	2,681	3,738	4,037	7.6%
Raymond	10,160	160	890	1,105	1,680	2,285	2,738	8.8%
Rye	5,275	107	251	284	362	481	552	4.8%
Salem	28,681	517	1,155	1,615	2,356	3,206	4,129	4.0%
Sandown	6,133	88	445	499	565	756	801	7.3%
Seabrook	8,747	561	1,085	1,565	1,996	2,487	2,626	12.4%
So. Hampton	799	14	21	35	59	73	78	2.6%
Stratham	7,291	9	25	185	221	513	525	0.3%
<b>MPO Region</b>	<b>188,234</b>	<b>4,711</b>	<b>10,882</b>	<b>14,885</b>	<b>19,532</b>	<b>26,386</b>	<b>29,535</b>	<b>5.8%</b>
<b>NH</b>	<b>1,280,899</b>	<b>50,395</b>	<b>113,374</b>	<b>151,729</b>	<b>196,574</b>	<b>261,823</b>	<b>289,341</b>	<b>8.9%</b>

Source: American Community Survey 2010-2014 5-year data compilation

## **8. Requirement to Provide Meaningful Access to LEP Persons**

Consistent with Title VI of the Civil Rights Act of 1964, DOT's implementing regulations, and Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (65 FR 50121, Aug. 11, 2000), the RPC MPO will take responsible steps to ensure meaningful access to benefits, services, information, and other important portions of its programs and activities for individuals who have Limited English Proficiency (LEP).

The following pages describe the four-part analysis of LEP populations described in the Federal Transit Administration guidance entitled "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers", prepared by the FTA Office of Civil Rights. These steps include: (1) identifying the number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee; (2) determining the frequency with which LEP individuals come in contact with the program; (3) defining the nature and importance of the program, activity, or service provided by the recipient to people's lives; and (4) describing the resources available to the recipient and costs.

*Identify the number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;*

The RPC MPO has undertaken an analysis of the languages spoken in its twenty-seven (27) town planning region, and the estimated number of residents with Limited English Proficiency and their distribution by language group and census tract. A summary of these data is included in the following pages. Appendix D includes comprehensive data tables from the American Community Survey (ACS) 2010-2014 5-year data compilation regarding language spoken at home as well as Limited English Proficiency (LEP) for the 43 census tracts in the MPO planning region.

Table 3 shows data taken from the ACS 2014 5-year data compilation for primary language spoken at home for the MPO planning region. This table summarizes the most common languages spoken at home in the region, with a threshold of 0.05% of households.

The ACS 2014 five year compilation data estimate that the percentage of people 5 years and over who speak a language other than English at home in New Hampshire is 7.9% and in the RPC MPO planning region is 6.4%. The percentage of people 5 years and over who speak English "less than very well" in New Hampshire is 2.1% and in the RPC MPO planning region is 1.6%. The percentage of people 5 years of age and over who speak Spanish at home in New Hampshire is 2.1% and in the RPC MPO planning region is 1.9%.

The federal interagency website on Limited English Proficiency (LEP) ([www.lep.gov](http://www.lep.gov)) states: Individuals who do not speak English as their primary language and who have a

limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled language assistance with respect to a particular type or service, benefit, or encounter.

**Table 3 – Languages Spoken at Home in the RPC MPO Planning Region**

Language Spoken at Home	MPO Region	MPO Region Percent
English Only	169,555	93.6%
Spanish	3,435	1.9%
French	2,312	1.3%
Chinese	655	0.4%
Arabic	599	0.3%
German	471	0.3%
Portuguese	430	0.2%
Other Asian Languages	423	0.2%
Italian	327	0.2%
Polish	326	0.2%
Greek	290	0.2%
Korean	232	0.1%
Tagalog	222	0.1%
Other Indic languages	183	0.1%
Vietnamese	174	0.1%
Hebrew	160	0.1%
Other Indo-European languages	128	0.1%
Other Pacific Island languages	116	0.1%
Gujarati	114	0.1%
Other Slavic languages	107	0.1%

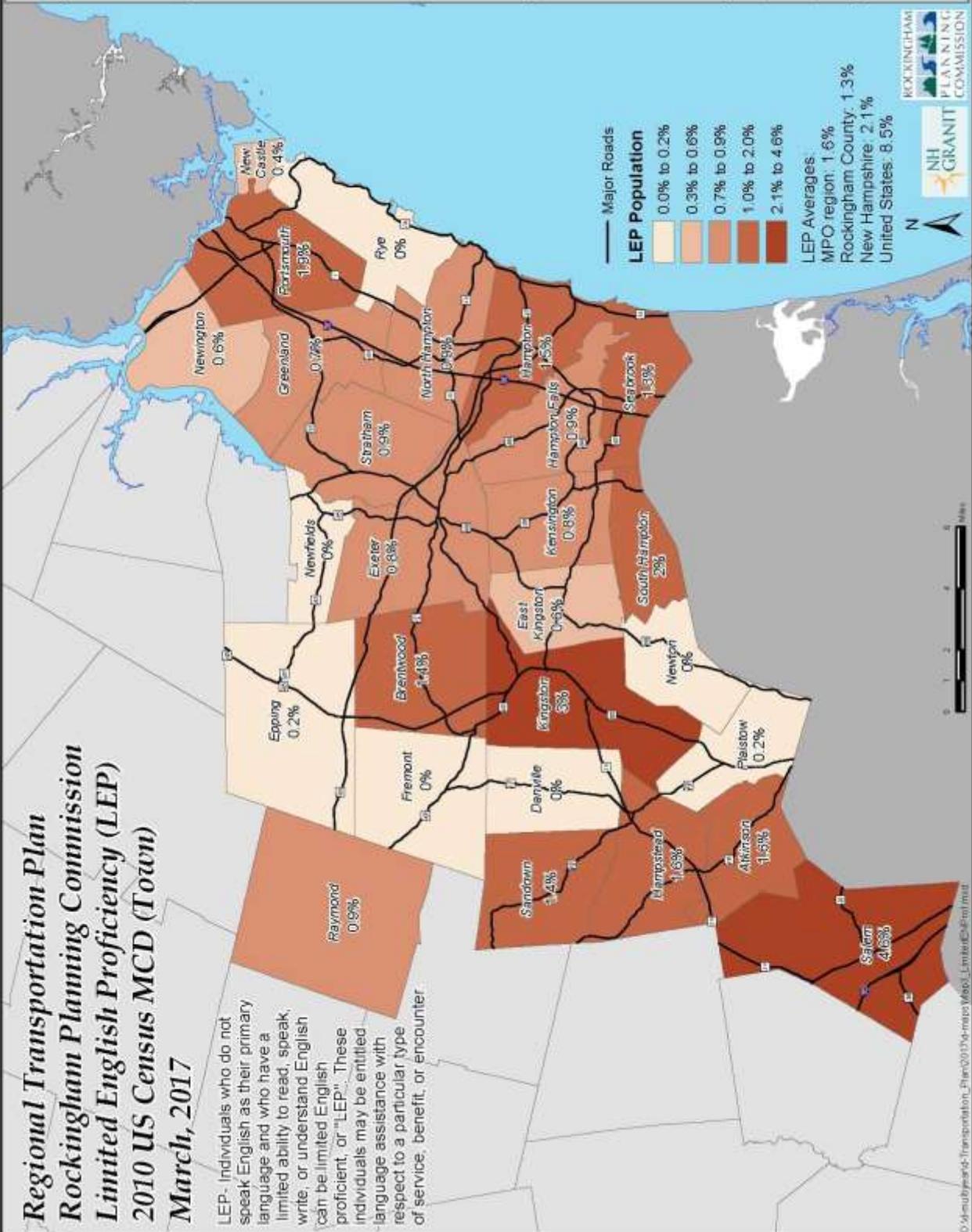
*Source: American Community Survey 2010-2014 5-Year Data Compilation*

A detailed analysis of English Proficiency data from the ACS 2014 5-year data compilation is included in Appendix D. Based on this definition, a total of 2,926 individuals in the RPC MPO planning region, or 1.6% of total population, would be identified as having Limited English Proficiency. Divided among language groups, this includes 848 Spanish speakers (0.5% of total population), 968 speakers of Other Indo-European Languages (0.5% of total population), 421 speakers of Chinese (0.2% of the population), 590 speakers of Other Asian and Pacific Languages (0.3% of total population), and 99 speakers of Other Languages (0.1% of total population).

Table 4 - Limited English Proficiency by Language Group and Town

Geography	Total Pop	English Only	English Only %	Spanish	LEP Spanish	Spanish LEP %	Other Indo European Languages	LEP Other Indo Europ Languages	Other Indo Europ LEP %	Chinese	LEP Chinese	Chinese LEP %	Other Asian Pacific Languages	LEP Other Asian-Pac Languages	Other Asian Pacific LEP %	Other Languages	LEP Other Languages	Other Languages LEP %	Total LEP	Total Percent LEP
Atkinson	6,577	6,167	93.8%	206	69	1.0%	179	26	0.4%	0	0	0.0%	0	0	0.0%	25	11	0.2%	106	1.6%
Brentwood	4,439	4,204	94.7%	117	11	0.2%	107	39	0.9%	0	0	0.0%	11	1.1	0.2%	0	0	0.0%	61	1.4%
Danville	4,189	4,047	96.6%	34	0	0.0%	108	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0.0%
East Kingston	2,320	2,264	97.6%	14	5	0.2%	19	8	0.3%	0	0	0.0%	6	0	0.0%	17	0	0.0%	13	0.6%
Epping	6,108	5,894	96.5%	100	0	0.0%	114	11	0.2%	0	0	0.0%	0	0	0.0%	0	0	0.0%	11	0.2%
Exeter	13,795	13,400	97.1%	59	20	0.1%	306	64	0.5%	0	0	0.0%	0	0	0.0%	30	20	0.1%	104	0.8%
Fremont	4,100	3,974	96.9%	29	0	0.0%	97	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0.0%
Greenland	3,467	3,262	94.1%	32	0	0.0%	145	8	0.2%	18	18	0.0%	10	0	0.0%	0	0	0.0%	26	0.7%
Hampstead	8,163	7,640	93.6%	136	20	0.2%	290	98	1.2%	42	15	0.0%	55	0	0.0%	0	0	0.0%	133	1.6%
Hampton	14,658	13,594	92.7%	170	36	0.2%	627	106	0.7%	14	0	0.0%	241	73	0.5%	12	0	0.0%	215	1.5%
Hampton Falls	2,190	2,076	94.8%	61	5	0.2%	27	2	0.1%	7	7	0.0%	19	6	0.3%	0	0	0.0%	20	0.9%
Kensington	1,954	1,807	92.5%	36	6	0.3%	78	9	0.5%	5	0	0.0%	6	0	0.0%	22	0	0.0%	15	0.8%
Kingston	5,716	5,425	94.9%	100	60	1.0%	175	111	1.9%	16	0	0.0%	0	0	0.0%	0	0	0.0%	171	3.0%
New Castle	954	912	95.6%	0	0	0.0%	32	0	0.0%	6	0	0.0%	4	4	0.4%	0	0	0.0%	4	0.4%
Newfields	1,559	1,506	96.6%	23	0	0.0%	28	0	0.0%	0	0	0.0%	0	0	0.0%	2	0	0.0%	0	0.0%
Newington	772	720	93.3%	11	0	0.0%	16	0	0.0%	0	0	0.0%	0	0	0.0%	25	5	0.6%	5	0.6%
Newton	4,416	4,272	96.7%	82	0	0.0%	55	0	0.0%	0	0	0.0%	0	0	0.0%	7	0	0.0%	0	0.0%
North Hampton	4,062	3,820	94.0%	68	22	0.5%	120	0	0.0%	0	0	0.0%	54	16	0.4%	0	0	0.0%	38	0.9%
Plaistow	7,208	7,044	97.7%	57	0	0.0%	82	0	0.0%	0	0	0.0%	13	13	0.2%	12	0	0.0%	13	0.2%
Portsmouth	20,303	18,277	90.0%	507	74	0.4%	874	110	0.5%	82	49	0.0%	353	150	0.7%	210	0	0.0%	383	1.9%
Raymond	9,514	9,130	96.0%	57	29	0.3%	236	34	0.4%	34	22	0.0%	12	0	0.0%	45	0	0.0%	85	0.9%
Rye	5,186	5,096	98.3%	37	0	0.0%	53	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0.0%
Salem	27,670	24,193	87.4%	1,202	430	1.6%	887	229	0.8%	393	272	0.0%	490	266	1.0%	505	63	0.2%	1,260	4.6%
Sandown	5,680	5,569	98.0%	50	33	0.6%	53	37	0.7%	8	8	0.0%	0	0	0.0%	0	0	0.0%	78	1.4%
Seabrook	8,294	7,920	95.5%	138	0	0.0%	153	35	0.4%	23	23	0.0%	51	51	0.6%	9	0	0.0%	109	1.3%
South Hampton	760	736	96.8%	21	15	2.0%	3	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	15	2.0%
Stratham	7,007	6,606	94.3%	88	13	0.2%	261	41	0.6%	7	7	0.0%	31	0	0.0%	14	0	0.0%	61	0.9%
RPC Region	181,061	169,555	93.6%	3,435	848	0.5%	5,125	968	0.5%	655	421	0.2%	1,356	590	0.3%	935	99	0.1%	2,926	1.6%

**Map 4 - Population with Limited English Proficiency (LEP) by Town**



*Determine the frequency with which LEP individuals come in contact with the program*

Key points of contact between the MPO and members of the public in the MPO region include the following: public hearings, other public meetings, the MPO website, inquiries with the MPO office and staff regarding local or regional project needs, and local or regional surveys designed to gather information to inform decision making.

During the past ten years there have been no inquiries with MPO staff by residents of the region regarding the availability of interpretation services for meetings, or documents in translation to other languages to benefit LEP individuals.

*Define the nature and importance of the program, activity, or service provided by the recipient to people's lives*

An MPO's regional planning activities impact every person in the MPO region to one degree or another. Projects reviewed by the MPO and recommended to NHDOT for funding impact the safety and travel time for all members of the driving public. Similarly, MPO work to develop regional coordinated public transit and human service transportation plans helps to address mobility and access needs for a range of transit dependent populations, which may include LEP persons as well as seniors, individuals with disabilities, youth and the general low income population.

*Describe the resources available to the recipient and costs*

The RPC MPO has consulted with several agencies to identify common practices in New Hampshire for working with LEP populations, including the NH Department of Transportation, COAST, and Greater Derry Community Health Services (CHS). Based on these contacts the MPO is exploring costs for commercial telephonic interpretation services identified by NHDOT. The MPO has also identified interpretation services available through Ascentia Care Alliance (formerly Lutheran Social Services). The MPO Uniform Planning Work Program (UPWP) would be the main source of financial resources available to the MPO for expanding language access. The MPO is in the process of developing cost estimates for on-call interpretation services as well as document translation. In 2016 the MPO redesigned its website and incorporated Google Translate to improve language access online. Live interpretation services are anticipated to be more costly.

USDOT LEP Guidance identifies 1,000 individuals or 5% of the population eligible to be served falling within a specific LEP language group as a threshold above which vital documents should be provided in translation. Past analyses of the MPO region have shown no populations exceeding this threshold. Data from the 2000 Census showed no LEP population approaching this threshold – across all language groups the LEP population in 2000 totaled 0.5% of population in the MPO planning region. The largest LEP population within a single language was among speakers of Spanish, with 276 LEP individuals, or approximately 0.2% of total population.

Estimates from the 2007-2011 ACS used in the 2013 Title VI document showed 1073 speakers of Spanish with Limited English Proficiency. The new 2010-2014 ACS estimates show a reduction in the Spanish speaking population with Limited English Proficiency, dropping to 848 LEP speakers of Spanish. Based on ACS estimates in surrounding years, we attribute this to sampling error in the prior estimates showing inaccurately high population of Spanish speaking residents with limited English proficiency.

Based on the LEP analysis developed for 2013 Title VI plan, the MPO developed a Language Assistance Plan to identify strategies for expanding access to key MPO documents for LEP individuals, with an emphasis on the Spanish speaking population. While the MPO region falls below the FTA/FHWA Safe Harbor threshold of 1000 LEP individuals in a language group, the MPO is committed to maintaining the translation services already developed, and expanding language access where possible.

#### **9. Minority Representation on Planning and Advisory Bodies**

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.”

The key advisory and policy-making bodies for the MPO are the MPO Technical Advisory Committee (TAC) and the MPO Policy Committee. The TAC is made up of one representative from each MPO community plus representatives of State and Federal agencies, and several major public institutions in the region. The Policy Committee is similarly made up of Commissioners to the RPC appointed by each member community, representatives of State and Federal agencies, and representatives of major public institutions in the region, including the Pease Development Authority/Port of New Hampshire, the COAST and CART public transportation systems, and private transit operators. The individuals representing each of these municipalities or agencies are selected by those entities, and are not chosen at the discretion of the MPO or its Staff. Full makeup of the MPO TAC and Policy Committees is depicted in Appendix E. Currently one member of the MPO Policy Committee is African American, representing the Town of Hampstead, as well as one member of TAC, representing the Town of Salem.

As Commissioner and TAC positions become open, the MPO will encourage member municipalities and agencies to reach out to minority communities as they consider the selection of new Commissioners. As part of regular community outreach and planning functions, MPO staff will also seek to identify individuals who could bring diverse perspectives to MPO Committees, and whose names could be put forward when Commissioner and TAC seats open.

## **10. Providing Assistance to Subrecipients**

The RPC MPO is itself a sub-recipient of Federal assistance, with the NH Department of Transportation serving as the primary recipient and passing through FTA Section 5305 (d) and FHWA PL metropolitan planning funding to the region.

Since the MPO's last Title VI plan, Rockingham Planning Commission has also become the Lead Agency for Section 5310 Purchase of Service funding made available by NHDOT to the Southeast NH Regional Coordinating Council for Community Transportation (RCC). The RPC in turn contracts with four separate entities to provide transportation for senior citizens and individuals with disabilities with these funds.

These agencies include the Cooperative Alliance for Seacoast Transportation (COAST), Transportation Assistance for Seacoast Citizens (TASC), Ready Rides, and Rockingham Nutrition Meals on Wheels Program (RNMOW). RPC has assisted both COAST and RNMOW with LEP analysis for development of their own Title VI Plans. COAST is a Designated Recipient of Section 5307 funding, and RNMOW receives a range of Federal funding, mostly from the Department of Health and Human Services. Ready Rides and TASC are not required to have full Title VI Plans, but do sign a Title VI Assurance as part of their contracts with RPC for accessing FTA funds. The MPO also enters into contracts with municipalities and private consulting firms involving Federal funding. In all cases these contracts incorporate standard Certifications and Assurances related to Title VI Civil Rights responsibilities.

## **11. Monitoring Subrecipients**

The MPO recognizes the obligation to ensure those subrecipients are in compliance with Title VI requirements, and will undertake the following activities to ensure that compliance:

- a) Document the process for ensuring that all subrecipients are complying with the general reporting requirements of this circular, as well as other requirements that apply to the subrecipient based on the type of entity and the number of fixed route vehicles it operates in peak service if a transit provider.
- b) Collect Title VI Programs and/or Title VI Assurances from subrecipients and review programs for compliance.
- c) At the request of FTA, in response to a complaint of discrimination, request that subrecipients who provide transportation services verify that their level and quality of service is provided on an equitable basis.

## **12. Determination of Site or Location of Facilities**

Title 49 CFR Section 21.9(b)(3) states, "In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under

any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part.” Title 49 CFR part 21, Appendix C, Section (3)(iv) provides, “The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin.”

Per FTA Circular 4702.1B, “facilities” included in this provision are defined narrowly to exclude bus shelters, which are transit amenities; or larger projects such as bus stations or guideways subject to the NEPA process. Rather this section include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. The MPO is not typically involved with site selection for projects of this sort.

Should it at some point in the future be involved with this sort of support facility development, the MPO acknowledges its responsibility to complete a Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. This process would include outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis would compare the equity impacts of various siting alternatives, and occur before the selection of the preferred site.

### **13. Requirement to Provide Additional Information Upon Request**

The MPO will provide information other than that required by Circular 4702.1B to FTA upon request, should it be necessary to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI.

## **IV. REQUIREMENTS FOR METROPOLITAN PLANNING ORGANIZATIONS**

In addition to the above requirements of all recipients of Federal funding, FTA Circular 4702.1B identifies the following requirements for Metropolitan Planning Organizations.

### **1. Requirement that Metropolitan Planning Activities Comply Title VI**

The RPC MPO recognizes that all metropolitan transportation planning activities must comply with 49 U.S.C. Section 5303, Metropolitan Transportation Planning, as well as subpart C of 23 CFR part 450, Metropolitan Transportation Planning and Programming. In its regional transportation planning capacity, the MPO will submit to the State as the primary recipient, FTA and FHWA:

- a) Documentation of compliance with the twelve general requirements for all recipients of Federal funding.

Discussion of the basic requirements of all recipients is included in Section II above. This Plan serves as the referenced documentation.

- b) A demographic profile of the metropolitan area that includes identification of the locations of minority populations in the aggregate;

Analysis of minority, low income and Limited English Proficiency (LEP) populations in the MPO region is addressed in Sections 7 and 8 above.

- c) A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process;

A summary of MPO public participation procedures designed to gather information on the mobility needs of minority populations, individuals with disabilities, and low-income residents is described in Section 6 above.

- d) Where necessary, provide member agencies with regional data to assist them in identifying minority populations in their service area.

All MPO member communities and agencies are provided MPO demographic analyses of minority and other populations included here, and also incorporated into the two Coordinated Public Transit/Human Services Transportation Plans covering the MPO region. As noted above, the MPO also provides technical assistance to the COAST and CART transit systems in developing their Title VI demographic analyses.

## **2. Requirements for Program Administration**

The Executive Director of the Rockingham Planning Commission is responsible for ensuring the MPO fulfills its Title VI obligations through effective management and implementation of this program. The Title VI Coordinator is responsible for providing direct oversight in implementing the Title VI program and ensuring enforcement measures are carried out as appropriate in accordance with the Standard Assurances.

In order to comply with 49 CFR Section 21.5, the general nondiscrimination provision, the MPO recognizes its responsibility to document that, if Federal funds under any FTA or FHWA programs are passed through to subrecipients, this is done without regard to race, color, or national origin; and to assure that minority populations are not being denied the benefits of or excluded from participation in these programs.

As noted above, the MPO is itself a sub-recipient of Federal funding passed through the NH Department of Transportation, and has several subrecipients of Section 5310 funding for mobility for senior citizens and individuals with disabilities. While the MPO plays a role in prioritizing projects at the regional level for the TIP or specific funding programs such as Congestion Mitigation and Air Quality (CMAQ), actual programming authority is maintained by the NH Department of Transportation. However, should occasions arise where the MPO does take on programming authority or otherwise pass through Federal funds to municipalities or other subrecipients, the MPOs will prepare and maintain the

following information, and report it to NHDOT, FTA or FHWA if requested:

- a. A record of funding requests received from private non-profit organizations, State or local governmental authorities, and Indian tribes. The record shall identify those applicants that would use grant program funds to provide assistance to predominantly minority populations. The record shall also indicate which applications were rejected and accepted for funding.
- b. A description of how the MPO develops its competitive selection process or annual program of projects submitted to FTA as part of its grant applications. This description shall emphasize the method used to ensure the equitable distribution of funds to subrecipients that serve predominantly minority populations, including Native American tribes, where present. Equitable distribution can be achieved by engaging in outreach to diverse stakeholders regarding the availability of funds, and ensuring the competitive process is not itself a barrier to selection of minority applicants.
- c. A description of the MPO's criteria for selecting entities to participate in an FTA grant program.

## **TABLES and APPENDICES**

### **TABLES**

Table 1	Minority Population in the MPO Region by Town
Table 2	Population in Poverty in the MPO Region by Town
Table 3	Languages Spoken at Home in the MPO Planning region
Table 4	Limited English Proficiency by Language Group and Town

### **APPENDICES**

Appendix A	Federal Certifications & Assurances 2017
Appendix B	Title VI/Non-Discrimination Notice to the Public
Appendix C	Civil Rights Complaint Process
Appendix D	Civil Rights Complaint Form
Appendix E	Record Form for Civil Rights Complaints and Follow-Up
Appendix F	MPO TAC & Policy Committee Rosters

# Appendix A

## FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

### FEDERAL FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Rockingham Planning Commission

The Applicant agrees to comply with applicable provisions of (Categories 01 – 23.  X   
OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
12.	State of Good Repair Program.	_____
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
15.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.	_____
16.	Rural Areas and Appalachian Development Programs.	_____
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
18.	State Safety Oversight Grant Program.	_____
19.	Public Transportation Emergency Relief Program.	_____
20.	Expedited Project Delivery Pilot Program.	_____
21.	Infrastructure Finance Programs.	_____
22.	Paul S. Sarbanes Transit in Parks Program.	_____
23.	Construction Hiring Preferences.	_____

**FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES**

**FEDERAL FISCAL YEAR 2017 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Rockingham Planning Commission

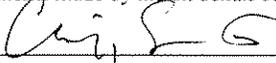
Name and Relationship of the Authorized Representative: Cliff Sinnott, Executive Director

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2017, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2017.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature  Date: January 10, 2017

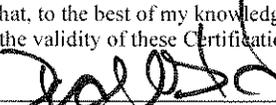
Name Cliff Sinnott, Executive Director  
Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): Rockingham Planning Commission

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: 1/11/17

Name Douglas Mansfield, Esq.  
Attorney for Applicant Douglas, Tucker & Ciardola, PLLC

*Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

## **Appendix B**

### **Rockingham Planning Commission Metropolitan Planning Organization Title VI Notice to Public**

It is the policy of the Rockingham Planning Commission (RPC) Metropolitan Planning Organization (MPO) to effectuate Title VI of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all Federal programs and activities. Pursuant to this obligation, no person shall, on the grounds of race, color, national origin, sex, age, creed, disability, or income status be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity carried out by the MPO. The MPO will also monitor and enforce statutory requirements imposed on any sub-recipients and participants of Federally assisted programs and projects. MPO further assures that every effort will be made to ensure nondiscrimination in all of its programs and operations, regardless of funding source.

The RPC MPO operates without regard to race, color, national origin, sex, age, creed, disability or income status. MPO meetings are held in accessible locations, and reasonable accommodations are made for individuals with disabilities upon request within a reasonable advance notice period (usually two weeks or 10 business days). If you would like accessibility or language accommodation for any RPC MPO meeting, please contact the RPC Office Administrator at 603-778-0885, extension 101 or by email: [rrines@rpc-nh.org](mailto:rrines@rpc-nh.org)

If you feel you have been discriminated against based on your race, color, national origin, sex, age, creed, disability or income status, you may file a complaint following the RPC MPO Title VI Complaint Form. If you cannot download the document or need additional information, please feel free to contact the Rockingham Planning Commission at 603-778-0885.

### **Title VI Notice to the Public in Spanish Translation**

Es la política de la Comisión de Planificación Rockingham (RPC) de la Organización de Planificación Metropolitana (MPO) para efectuar el Título VI del Acta de Derechos Civiles de 1964, según enmendada, la Ley de Restauración de Derechos Civiles de 1987, y los estatutos y reglamentos en todos los programas federales y actividades. En cumplimiento de esta obligación, ninguna persona, por motivos de raza, color, origen nacional, sexo, edad, credo, discapacidad o estado de ingresos será excluido de participar en, ser negado los beneficios de, ni será sujeta a discriminación en cualquier programa o actividad llevada a cabo por el MPO. La MPO también vigilar y hacer cumplir los requisitos obligatorios establecidos en las sub-beneficiarios y participantes de los programas de asistencia federal y proyectos. MPO asegura además que cada esfuerzo será hecho para asegurar la no discriminación en todos sus programas y operaciones, independientemente de la fuente de financiación.

La Comisión de Planificación Rockingham Organización de Planificación Metropolitana opera sin distinción de raza, color, origen nacional, sexo, edad, credo, discapacidad o estado de ingresos. MPO reuniones se llevan a cabo en lugares accesibles y razonables se hacen para las personas con discapacidad que lo soliciten dentro de un plazo de preaviso razonable (generalmente dos semanas o 10 días hábiles). Si desea alojamiento accesibilidad o el idioma para las reuniones MPO RPC, por favor póngase en contacto con el administrador de la oficina de RPC en 603-778-0885, extensión 101 o por correo electrónico: [rrines@rpc-nh.org](mailto:rrines@rpc-nh.org)

Si usted siente que ha sido discriminado por su raza, color, origen nacional, sexo, edad, credo, discapacidad o estado de ingresos, usted puede presentar una queja siguiendo la forma MPO RPC queja del Título VI. Si usted no puede descargar el documento o necesita información adicional, por favor no dude en ponerse en contacto con la Comisión de Planificación en Rockingham 603-778-0885.

###

# Appendix C1

## **Rockingham Planning Commission MPO Civil Rights Complaint and Investigation Procedures**

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, for alleged discrimination in any program or activity administered by the Rockingham Planning Commission.

These procedures do not deny the right of the complainant to file formal complaints with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the RPC may be utilized for resolution. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes may file a written complaint to the following address:

**Title VI Coordinator  
Rockingham Planning Commission  
156 Water Street  
Exeter, NH 03833  
Phone: (603) 778-0885**

The following measures will be taken to resolve civil rights complaints:

- 1.) A formal complaint must be filed within 180 days of the alleged occurrence. Complaints shall be in writing and signed by the individual or his/her representative, and will include the complainant's name, address and telephone number; name of alleged discriminating official, basis of complaint (race, color, creed, national origin, sex, disability, age), and the date of alleged act(s). A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints.
- 2.) In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the RPC Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the Title VI Coordinator will assist the Complainant in converting the verbal allegations to writing.
- 3.) When a complaint is received, the Title VI Coordinator will provide written acknowledgment to the Complainant, within ten (10) days by registered mail.
- 4.) If a complaint is deemed incomplete, additional information will be requested, and the Complainant will be provided 60 business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.

- 5.) Within 15 business days from receipt of a complete complaint, the RPC will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) days of this decision, the Executive Director or his/her authorized designee will notify the Complainant and Respondent, by registered mail, informing them of the disposition.
  - a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.
  - b. If the complaint is to be investigated, the notification shall state the grounds of RPC's jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6.) When RPC does not have sufficient jurisdiction, the Executive Director or his/her authorized designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.
- 7.) If the complaint has investigative merit, the Executive Director or his/her authorized designee will assign an investigator. A complete investigation will be conducted, and an investigative report will be submitted to the Executive Director within 60 days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed for any reason, the investigator will notify the appropriate authorities, and an extension will be requested.
- 8.) The Executive Director or his/her authorized designee will issue letters of finding to the Complainant and Respondent within 90 days from receipt of the complaint.
- 9.) If the Complainant is dissatisfied with RPC's resolution of the complaint, he/she has the right to file a complaint with the New Hampshire Department of Transportation at the following address:

**Title VI Coordinator  
New Hampshire Department of Transportation  
P.O. Box 483, 7 Hazen Drive  
Concord, NH 03302-0483  
Phone: (603) 271-6070  
TTY Access: (800) 735-2964**

**Comisión de Planificación Rockingham**  
**Procedimientos de Denuncia e Investigación Título VI**

Estos procedimientos cubren todas las quejas presentadas bajo el Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Americanos con Discapacidades de 1990 por supuesta discriminación en cualquier programa o actividad administrada por la Comisión de Planificación de Rockingham.

Estos procedimientos no niegan el derecho del demandante a presentar quejas formales con otras agencias estatales o federales o a buscar un abogado privado para las quejas alegando discriminación. Se hará todo lo posible para obtener una resolución temprana de las quejas al nivel más bajo posible. La opción de reuniones de mediación informal entre las partes afectadas y el RPC puede ser utilizada para la resolución. Cualquier individuo, grupo de individuos o entidad que crea que han sido objeto de discriminación prohibida bajo el Título VI y estatutos relacionados puede presentar una queja por escrito a la siguiente dirección:

**Title VI Coordinator**  
**Rockingham Planning Commission**  
**156 Water Street**  
**Exeter, NH 03833**  
**Phone: (603) 778-0885**

Se tomarán las siguientes medidas para resolver las quejas de los derechos civiles:

- 1.) Una queja formal debe ser presentada dentro de los 180 días de la presunta ocurrencia. Las quejas deben ser por escrito y firmadas por el individuo o su representante, e incluirán el nombre, dirección y número de teléfono del reclamante; Nombre del funcionario discriminador alegado, base de la queja (raza, color, credo, origen nacional, sexo, discapacidad, edad), y la fecha del supuesto acto (s). Todas las quejas deben acompañar una declaración en la que se detallen los hechos y circunstancias de la supuesta discriminación.
- 2.) En el caso en que un denunciante no pueda o no pueda proporcionar una declaración escrita, se podrá presentar una queja verbal de discriminación al Coordinador del Título VI de RPC. En estas circunstancias, el demandante será entrevistado y el Coordinador del Título VI ayudará al Demandante a convertir las alegaciones verbales por escrito.
- 3.) Cuando se recibe una queja, el Coordinador del Título VI proporcionará un acuse de recibo por escrito al Demandante, dentro de los diez (10) días por correo certificado.
- 4.) Si una queja se considera incompleta, se solicitará información adicional, y se proporcionará al reclamante un plazo de 60 días hábiles para presentar la información

requerida. El no hacerlo puede ser considerado como una buena causa para la determinación de ningún mérito investigativo.

- 5.) Dentro de los 15 días hábiles a partir de la recepción de una queja completa, la RPC determinará su jurisdicción en el proceso y si la queja tiene mérito suficiente para justificar una investigación. Dentro de los cinco (5) días de esta decisión, el Director Ejecutivo o su designado autorizado notificará al Demandante y al Demandado, por correo certificado, informándoles de la disposición.
  - a. Si la decisión no es investigar la denuncia, la notificación especificará específicamente el motivo de la decisión.
  - b. Si la queja debe ser investigada, la notificación deberá indicar los motivos de la jurisdicción de RPC, al mismo tiempo que se informa a las partes que se necesitará su plena cooperación para recopilar información adicional y ayudar al investigador.
- 6.) Cuando RPC no tenga jurisdicción suficiente, el Director Ejecutivo o su designado autorizado remitirá la queja al organismo estatal o federal competente que tenga dicha jurisdicción.
- 7.) Si la queja tiene mérito de investigación, el Director Ejecutivo o su designado autorizado asignará un investigador. Se llevará a cabo una investigación completa y se presentará un informe de investigación al Director Ejecutivo dentro de los 60 días siguientes a la recepción de la queja. El informe incluirá una descripción narrativa del incidente, resúmenes de todas las personas entrevistadas y una conclusión con recomendaciones y medidas conciliatorias cuando corresponda. Si la investigación se retrasa por cualquier motivo, el investigador notificará a las autoridades pertinentes y se solicitará una prórroga.
- 8.) El Director Ejecutivo o su designado autorizado expedirá cartas de hallazgo al Demandante y al Demandado en un plazo de 90 días a partir de la recepción de la queja.
- 9.) Si el Demandante está insatisfecho con la resolución de la queja de RPC, tiene derecho a presentar una queja ante el Departamento de Transporte de New Hampshire en la siguiente dirección:

**Title VI Coordinator  
New Hampshire Department of Transportation  
P.O. Box 483, 7 Hazen Drive  
Concord, NH 03302-0483  
Phone: (603) 271-6070  
TTY Access: (800) 735-2964**



## Civil Rights Complaint Form

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It is the policy of the Rockingham Planning Commission Metropolitan Planning Organization (MPO) to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964, The Civil Rights Restoration Act of 1987, and all related statutes. Title VI and related statutes prohibit discrimination in Federally assisted programs and require that no person in the United States of America, shall on the grounds of race, color, national origin, sex, age, religion or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.

Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes in receiving MPO services may file a written complaint to the following address:

**Title VI Coordinator  
Rockingham Planning Commission  
156 Water Street  
Exeter, NH 03833  
Phone: (603) 778-0885**

**Note:** Apart from the form, *on separate pages*, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

**Important:** We cannot accept your complaint without a signature, so please sign on the last page of the form after printing out.

---

**Section I**

**I believe that I have been (or someone else has been) discriminated against on the basis of:**

- Race / Color / National Origin
- Disability
- Not Applicable
- Other (specify):

---

**I believe that RPC has failed to comply with the following program requirements:**

- Disadvantaged Business Enterprise (DBE)
- External Equal Employment Opportunity
- Not Applicable
- Other (specify): \_\_\_\_\_

---

**Section II**

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Accessible format requirements:

- Large Print
- Not Applicable
- Other (specify): \_\_\_\_\_

---

**Section III**

Are you filing this complaint on your own behalf?  Yes  No

If not, please supply the name and relationship of the person for whom you are filing this complaint:

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party:  Yes  No

Please sign here: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** We cannot accept your complaint without a signature.



## **Derechos Civiles Formulario de Queja**

Es la política de la Comisión de Planificación Rockingham (RPC) de la Organización de Planificación Metropolitana (MPO) para mantener y asegurar el pleno cumplimiento con el Título VI de la Ley de Derechos Civiles de 1964, La Ley de Restauración de Derechos Civiles de 1987, y todas las leyes relacionadas. Estatutos Título VI y estatutos relacionados prohíben la discriminación en los programas de asistencia federal y requieren que ninguna persona en los Estados Unidos de América, será por motivos de raza, color, origen nacional, sexo, edad, religion o discapacidad excluido de la participación en, será negado el beneficios de, o será de otra manera sometido a discriminación en cualquier programa o actividad que reciba asistencia federal.

Cualquier persona, grupo de personas o entidad que crea que ha sido objeto de una discriminación prohibida por el Título VI y los estatutos en la recepción de los servicios de la RPC, puede presentar una denuncia por escrito a la siguiente dirección:

**Title VI Coordinator  
Rockingham Planning Commission  
156 Water Street  
Exeter, NH 03833  
Teléfono: (603) 458-6087**

**Nota:** Aparte de la forma, en páginas separadas, por favor describa su denuncia. Usted debe incluir detalles específicos tales como nombres, fechas, horarios, testigos y cualquier otra información que nos pueda ayudar en nuestra investigación de sus denuncias. Sírvanse proporcionar también cualquier otra documentación que sea relevante en esta denuncia.

**Importante:** No podemos aceptar su denuncia sin firma, así que por favor firme en la última página del formulario después de imprimir.

**Sección I**

**Creo que he sido (o alguien más lo ha sido) discriminado sobre la base de:**

- Raza / color / Origen Nacional
- Discapacidad
- No aplicable
- Otros (especificar): \_\_\_\_\_

**Creo que CART ha dejado de cumplir con los siguientes requisitos del programa:**

- Empresas en Desventaja (DBE)
- Igualdad de Oportunidades en el Empleo Externo
- No aplicable
- Otros (especificar): \_\_\_\_\_

**Sección II**

Nombre:

\_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal:

\_\_\_\_\_

Teléfonos: Casa: \_\_\_\_\_

Celular: \_\_\_\_\_

Dirección De Correo Electrónico:

\_\_\_\_\_

Requisitos de formato accesible:

- Letra Grande
- No aplicable
- Otros (especificar): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sección III**

¿Está presentando esta denuncia en su propio nombre?  Sí  No

Si no es así, por favor proporcione el nombre y la relación de la persona para la cual usted está presentando esta denuncia:

Por favor, explique por qué usted ha presentado para un tercero:

Por favor, confirma que ha obtenido el permiso de la parte perjudicada, si usted está presentando en nombre de un tercero:  Sí  No

Por favor, firme aquí: \_\_\_\_\_ Fecha:

\_\_\_\_\_

**Nota:** No podemos aceptar su denuncia sin una firma.

**APPENDIX E**

**ROCKINGHAM PLANNING COMMISSION  
METROPOLITAN PLANNING ORGANIZATION  
TITLE VI NON-DISCRIMINATION PROGRAM**

**RECORD OF CIVIL RIGHTS COMPLAINT, INVESTIGATION, AND RESOLUTION**  
**49 CFR 21.9(b)**

1. Date Civil Rights complaint received by MPO: \_\_\_\_\_

2. Summary of complaint allegation(s):

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3. Status of Investigation of complaint:

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4. Action(s) taken by MPO:

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5. Date complaint resolved or closed: \_\_\_\_\_

**Appendix F1**  
**MPO Technical Advisory Committee (TAC) Roster 2017-2018**

<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Status</b>	<b>Category</b>
Juliet	Walker	City of Portsmouth	Voting	Municipal
Robert	Clark	Town of Atkinson	Voting	Municipal
Ken	Christiansen	Town of Brentwood	Voting	Municipal
Shawn	O'Neil	Town of Danville	Voting	Municipal
Edward	Warren	Town of East Kingston	Voting	Municipal
Brittany	Howard	Town of Epping	Voting	Municipal
Dave	Sharples	Town of Exeter	Voting	Municipal
Brett	Hunter	Town of Fremont	Voting	Municipal
Stephen	Gerrato	Town of Greenland	Voting	Municipal
Richard	Hartung	Town of Hampstead	Voting	Municipal
Chris	Jacobs	Town of Hampton	Voting	Municipal
Richard	McDermitt	Town of Hampton Falls	Voting	Municipal
Ellen	Faulconer	Town of Kingston	Voting	Municipal
Pam	Cullen	Town of New Castle	Voting	Municipal
Michael	Sununu	Town of Newfields	Voting	Municipal
Gerald	Coogan	Town of Newington	Voting	Municipal
Barbara	White	Town of Newton	Voting	Municipal
Paul	Apple	Town of North Hampton	Voting	Municipal
Tim	Moore	Town of Plaistow	Voting	Municipal
Christina	McCarthy	Town of Raymond	Voting	Municipal
Gregg	Mikolaities	Town of Rye	Voting	Municipal
Andre	Garron	Town of Salem	Voting	Municipal
Mark	Traeger	Town of Sandown	Voting	Municipal
Dave	Baxter	Town of Seabrook	Voting	Municipal
Angela	Racine	Town of South Hampton	Voting	Municipal
Tavis	Austin	Town of Stratham	Voting	Municipal
Beverly	Cray	UNH - Wildcat Transit	Voting	Municipal
Scott	Bogle	CART	Voting	Institutional
Rad	Nichols	COAST	Voting	Institutional
Elizabeth	Strachan	NH DES - Air Resources	Voting	Institutional
Glenn	Davison	NH DOT Planning & Community Assistance	Voting	Institutional
Geno	Marconi	NH State Port Authority	Voting	Institutional
Brian	Schutt	NHDOT - District VI	Voting	Institutional
Maria	Stowell	Pease Development Authority	Voting	Institutional
Tim	Roache	Rockingham Planning Commission	Voting	Institutional
Tricia	Lambert	NH DOT - Aeronautics	Non-Voting	Institutional
Fred	Butler	NH DOT - Rail & Transit	Non-Voting	Institutional
Jared	Chicoine	NH Office of Strategic Planning	Non-Voting	Institutional
Dale	Doughty	Maine DOT	Non-Voting	Institutional
David	Mohler	Massachusetts DOT	Non-Voting	Institutional
Leigh	Levine	Federal Highway Administration (FHWA)	Non-Voting	Institutional
Jim	Jalbert	C & J Bus Lines	Non-Voting	Institutional
Patricia	Quinn	NNEPRA	Non-Voting	Institutional
Tony	Komornick	Merrimack Valley Planning Commission	Non-Voting	Institutional
Julie	Chizmas	Nashua Regional Planning Commission	Non-Voting	Institutional
Tom	Reinauer	Southern Maine Planning & Development Comn	Non-Voting	Institutional
Sylvia	von Aulock	Southern NH Planning Commission	Non-Voting	Institutional
Cynthia	Copeland	Strafford Regional Planning Commission	Non-Voting	Institutional

**Appendix F2**  
**MPO Policy Committee Roster 2017-2018**

<b>First Name</b>	<b>Last Name</b>	<b>Affiliation</b>	<b>Status</b>	<b>Category</b>
Jody	Record	City of Portsmouth	Voting	Municipal
Josh	Denton	City of Portsmouth	Voting	Municipal
Peter	Britz	City of Portsmouth	Voting	Municipal
Rebecca	Perkins	City of Portsmouth	Voting	Municipal
Alan	Phair	Town of Atkinson	Voting	Municipal
Mike	Turell	Town of Atkinson	Voting	Municipal
Robert	Clark	Town of Atkinson	Voting	Municipal
Shawn	O'Neil	Town of Danville	Voting	Municipal
Edward	Warren	Town of East Kingston	Voting	Municipal
Gregory	Dodge	Town of Epping	Voting	Municipal
Joe	Foley	Town of Epping	Voting	Municipal
Gwen	English	Town of Exeter	Voting	Municipal
Julie	Gilman	Town of Exeter	Voting	Municipal
Katherine	Woolhouse	Town of Exeter	Voting	Municipal
Langdon	Plumer	Town of Exeter	Voting	Municipal
Roger	Barham	Town of Fremont	Voting	Municipal
Stephen	Gerrato	Town of Greenland	Voting	Municipal
Alan	Davis	Town of Hampstead	Voting	Municipal
Susan	Hastings	Town of Hampstead	Voting	Municipal
Ann	Carnaby	Town of Hampton	Voting	Municipal
Barbara	Kravitz	Town of Hampton	Voting	Municipal
Fran	McMahon	Town of Hampton	Voting	Municipal
Mark	Olson	Town of Hampton	Voting	Municipal
Richard	McDermitt	Town of Hampton Falls	Voting	Municipal
Peter	Merrill	Town of Kensington	Voting	Municipal
Glenn	Coppelman	Town of Kingston	Voting	Municipal
Peter	Coffin	Town of Kingston	Voting	Municipal
Michael	McAndrew	Town of New Castle	Voting	Municipal
John	Hayden	Town of Newfields	Voting	Municipal
William	Meserve	Town of Newfields	Voting	Municipal
Chris	Cross	Town of Newington	Voting	Municipal
Denis	Hebert	Town of Newington	Voting	Municipal
Jim	Doggett	Town of Newton	Voting	Municipal
Dan	Derby	Town of North Hampton	Voting	Municipal
Josh	Jeffrey	Town of North Hampton	Voting	Municipal
Phil	Wilson	Town of North Hampton	Voting	Municipal
Julian	Kiszka	Town of Plaistow	Voting	Municipal
Steve	Ranlett	Town of Plaistow	Voting	Municipal
Tim	Moore	Town of Plaistow	Voting	Municipal
Alissa	Welch	Town of Raymond	Voting	Municipal
Christina	McCarthy	Town of Raymond	Voting	Municipal
Craig	Wheeler	Town of Raymond	Voting	Municipal
Gretchen	Gott	Town of Raymond	Voting	Municipal
Phil	Winslow	Town of Rye	Voting	Municipal
Christoper	Dillon	Town of Salem	Voting	Municipal

Erik	Dykeman	Town of Sandown	Voting	Municipal
Mark	Traeger	Town of Sandown	Voting	Municipal
Don	Hawkins	Town of Seabrook	Voting	Municipal
Francis	Chase	Town of Seabrook	Voting	Municipal
Jason	Janvrin	Town of Seabrook	Voting	Municipal
Michael	Rabideau	Town of Seabrook	Voting	Municipal
James	VanBokkelen	Town of South Hampton	Voting	Municipal
Leo	Gagnon	Town of Stratham	Voting	Municipal
Lucy	Cushman	Town of Stratham	Voting	Municipal
Paul	Deschaine	Town of Stratham	Voting	Municipal
Cindy	Frene	TransAction Associates	Voting	Municipal
Amy	McGee	Transport NH	Voting	Municipal
Rebecca	Harris	Transport NH	Voting	Municipal
Rad	Nichols	COAST	Voting	Institutional
George	Sioras	CART	Voting	Institutional
Timothy	White	NHDES - Air Resources	Voting	Institutional
Victoria	Sheehan	NHDOT - Commissioner	Voting	Institutional
Bill	Watson	NHDOT - Planning & Community Assistance	Voting	Institutional
Shelly	Winters	NHDOT - Rail & Transit	Voting	Institutional
David	Mullen	Pease Development Authority	Voting	Institutional
Steve	Pesci	UNH - Wildcat Transit	Voting	Institutional
Leigh	Levine	FHWA	Non-Voting	Institutional
Patrick	Bauer	FHWA	Non-Voting	Institutional
Brian	Schutt	NHDOT - District VI	Non-Voting	Institutional
Jared	Chicoine	NH Office of Strategic Initiatives	Non-Voting	Institutional
Dale	Doughty	Maine DOT	Non-Voting	Institutional
Tony	Komornick	Merrimack Valley Planning Commission	Non-Voting	Institutional
Tom	Reinauer	Southern Maine Regional Planning Commission	Non-Voting	Institutional
Sylvia	von Aulock	Southern NH Planning Commission	Non-Voting	Institutional
Cynthia	Copeland	Strafford Regional Planning Commission	Non-Voting	Institutional
Patricia	Quinn	Northern NE Passenger Rail Authority	Non-Voting	Institutional

# ATTACHMENT 4

## Rockingham Planning Commission Legislative Forum

Wednesday, November 8th, 2017  
6:00 – 9:00 PM

Unitil Headquarters  
6 Liberty Lane West, Hampton, N.H.

### AGENDA

**6:00 pm Reception**

*(Hors D'oeuvres & Beverages compliments of Unitil & Rockingham Planning Commission)*

**6:45 Welcome & Introductions**

- *Tim Roache, Executive Director, Rockingham Planning Commission*
- *Mark Lambert, Director of Government Affairs, Unitil Corp*

**7:00 Legislative Forum - Barbara Kravitz, Chair, RPC Legislative Committee**

- Forum Overview

**7:10 Water Resources**

*Moderator: Glenn Coppelman, Immediate Past Chair, RPC*

- ❖ **Regional Perspective: Insert presentation title**  
*Brandon Kernan, NHDES, Hydrology and Water Conservation and Water Use Program Manager*
- ❖ **Local Perspective: How to Protect, Enhance and Expand Local Water Supply**
  - *John Boisvert, P.E. Chief Engineer Pennichuck Water*
- ❖ **Area of concern: Emerging Contaminants**
  - *Speaker TBD*

**8:00 Q&A & DISCUSSION**

**8:30 Closing Remarks / Adjourn**