

2024-2025 Unified Planning Work Program

APRIL 7, 2023



156 WATER STREET
EXETER, NH 03833
603.778.0885

ENDORSEMENTS

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



The preparation of this document was funded in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research [Section 505(a)], and Metropolitan Planning Programs [Section 104(d)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official view or policies of the U. S. Department of Transportation.

UPWP Contents

1 INTRODUCTION.....	1
1.1 CONTENT AND ORGANIZATION OF THE UPWP	2
1.2 DEVELOPMENT OF THE UPWP	3
1.3 UPWP FUNDING.....	3
2 PLANNING PRIORITIES	5
2.1 MPO CORE FUNCTIONS.....	5
2.2 PLANNING FACTORS AND REQUIREMENTS OF THE FAST ACT.....	6
2.3 NEW HAMPSHIRE PLANNING EMPHASIS AREAS.....	8
2.4 MPO PLANNING PRIORITIES	9
3 CATEGORY & TASK DESCRIPTIONS	12
CATEGORY 100: MPO ADMINISTRATION	12
CATEGORY 200: POLICY AND PLANNING	16
CATEGORY 300: PUBLIC INVOLVEMENT AND COORDINATION	29
CATEGORY 400: PLAN SUPPORT.....	32
CATEGORY 500: TECHNICAL ASSISTANCE AND PLANNING	41
CATEGORY 600: FTA5305E FUNDED TRANSIT PLANNING.....	47
4 OTHER PLANNING ACTIVITIES	48
RELATED TRANSPORTATION PLANNING EFFORTS.....	49
RELATED LAND USE AND ENVIRONMENTAL PLANNING ACTIVITIES	51
5 FUNDING, COST DISTRIBUTION, & TASK SCHEDULING	54

Figures

Figure 1. Regional Map.....	i
Figure 2. List of Abbreviations and Acronyms	ii
Figure 3. Organization Chart.....	1

Tables

Table 1. Transportation Program Funding & Expenditures Summary	7
Table 2. Transportation Program Summary Budget	53
Table 3. Transportation Program Detail Budget.....	54
Table 4. Schedule of Tasks and Deliverables	55

LIST OF ABBREVIATIONS and ACRONYMS

Agencies & Organizations

ACT	Alliance for Community Transportation
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association
CART	Greater Derry-Salem Cooperative Alliance for Regional Transportation
COAST	Cooperative Alliance for Seacoast Transportation
CTAA	Community Transit Association of America
ECGA.....	East Coast Greenway Alliance
EPA.....	Environmental Protection Agency
FHWA.....	Federal Highway Administration
FTA.....	Federal Transit Administration
GACIT	Governor’s Advisory Commission on Intermodal Transportation (State)
HSEM.....	Homeland Security and Emergency Management (State)
MTA	Manchester Transit Authority
MVPC.....	Merrimack Valley Planning Commission (MPO)
MVRTA	Merrimack Valley Regional Transit Authority
NARC.....	National Association of Regional Councils
NEIWPCC.....	New England Interstate Water Pollution Control Commission
NHSGA.....	New Hampshire Seacoast Greenway Alliance
NNECAPA	Northern New England Chapter of the American Planning Association
NNEPRA.....	Northern New England Passenger Rail Authority
NHDES	New Hampshire Department of Environmental Services
NHDHHS	New Hampshire Department of Health & Human Services
NHDOT	New Hampshire Department of Transportation
NRPC	Nashua Regional Planning Commission (MPO)
OMB.....	Office of Management and Budget (Federal)
OSI.....	New Hampshire Office of Strategic Initiatives (State)
PDA	Pease Development Authority
PNSY	Portsmouth Naval Shipyard
PREP	Piscataqua Region Estuaries Partnership
REDC	Regional Economic Development Center
RNMOW	Rockingham Nutrition Meals on Wheels Program
RPC.....	Rockingham Planning Commission (MPO)
SCC.....	NH State Coordinating Council for Community Transportation
SMPDC.....	Southern Maine Planning & Development Commission (MPO)
SNHPC.....	Southern New Hampshire Planning Commission (MPO)
SRPC	Strafford Regional Planning Commission (MPO)
TASC	Transportation Assistance for Seacoast Citizens
USDOT	United States Department of Transportation
URISA.....	Urban and Regional Information Systems Association

Plans and Programs

CEDS.....	Comprehensive Economic Development Strategy
CMAQ.....	Congestion Mitigation/Air Quality Program
CMP.....	Congestion Management Process
HPMS.....	Highway Performance Monitoring System
HSIP.....	Highway Safety Improvement Program
JLUS.....	Portsmouth Naval Shipyard Joint Land Use Study
LRTP.....	Long Range Transportation Plan (also referred to as the Plan)
MTP.....	Metropolitan Transportation Plan (alternate name for the LRTP)
NFPP.....	National Freight Performance Program
NHCP.....	New Hampshire Coastal Program (part of NHDES)
NHPP.....	National Highway Performance Program
NHS.....	National Highway System
PEL.....	Planning and Environmental Linkages
PL.....	MPO Planning Funds administered by FHWA
RSMS.....	Road Surface Management Systems
RTP.....	Recreational Trails Program
Section 5305d.....	MPO Planning Funds (FTA)
Section 5305e.....	State Planning & Research Program (FTA)
Section 5307.....	Urban Formula Funding Program (FTA)
Section 5310.....	Enhanced Mobility for Seniors and Individuals with Disabilities Program (FTA)
Section 5339.....	Bus and Bus Facilities Program (FTA)
SIP.....	State Implementation Plan (for Air Quality Conformity)
SPR.....	State Planning and Research Program
STBG.....	Surface Transportation Block Grant Program
TAP.....	Transportation Alternatives Program
TIP.....	Transportation Improvement Program
UPWP.....	Unified Planning Work Program

Federal Legislation & Regulations

ADA.....	Americans with Disabilities Act of 1990
BIL.....	Bipartisan Infrastructure Law (2021-2025)
CAAA.....	Clean Air Act Amendments of 1990
CFR.....	Code of Federal Regulations
DBE/WBE.....	Disadvantaged Business Enterprises/Women's Business Enterprises
FAST.....	Fixing America's Surface Transportation Act (2015-2020)
ISTEA.....	Intermodal Surface Transportation Efficiency Act (1991-1997)
MAP-21.....	Moving Ahead for Progress in the 21st Century (2012-2015)
NAAQS.....	National Ambient Air Quality Standards
SAFETEA-LU.....	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005-2011)
TEA-21.....	Transportation Equity Act for the 21st Century (1998-2004)
Title VI.....	Title VI of the Civil Rights Act of 1964

Committees and Workgroups

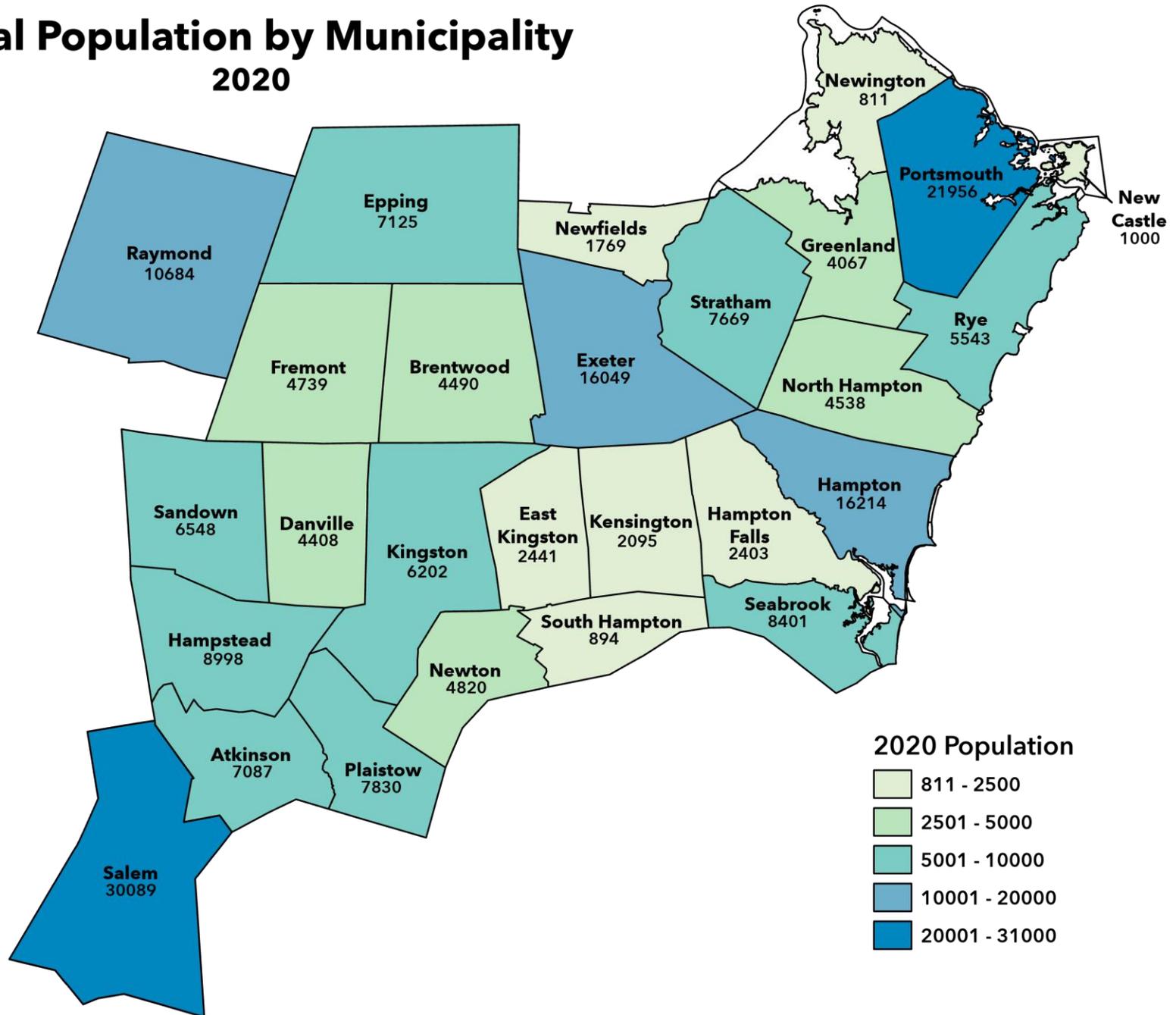
AHA	NH Alliance for Healthy Aging
CSAC	State Complete Streets Advisory Committee
CAW	Coastal Adaptation Workgroup
RCC	Regional Coordination Council for Community Transportation
SABR	Seacoast Area Bicycle Riders
SHEA	Seabrook-Hampton Estuaries Alliance
SWA	Southeast Watershed Alliance
TAC	Technical Advisory Committee
TPC	Transportation Planners Collaborative

Other

ACS	American Community Survey
ADT/AADT	Average Daily Traffic / Average Annual Daily Traffic
BWWD	Bike/Walk to Work Day
CTPP	Census Transportation Planning Package
DRI	Developments of Regional Impact
FY	Fiscal Year
GIS	Geographic Information System
ICR	Indirect Cost Rate
IMS	Incident Management Systems
ITS	Intelligent Transportation Systems
LEHD	Longitudinal Employment-Household Dynamics (US Census)
LEP	Limited English Proficiency
LODES	LEHD Origin-Destination Employment Statistics
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area (MPO study area)
MPO	Metropolitan Planning Organization
RFP/RFQ	Request for Proposals/Qualifications
SADES	Statewide Asset Data Exchange System
TAM	Transit Asset Management –ALSO– Transportation Asset Management
TAZ	Traffic Analysis Zone
TDM	Transportation Demand Management
TMA	Transportation Management Association –ALSO– Transportation Management Area
UZA	Urbanized Area
3Cs	Continuing, Comprehensive, and Cooperative Transportation Planning

Figure 1: RPC Region

Total Population by Municipality 2020



1 INTRODUCTION

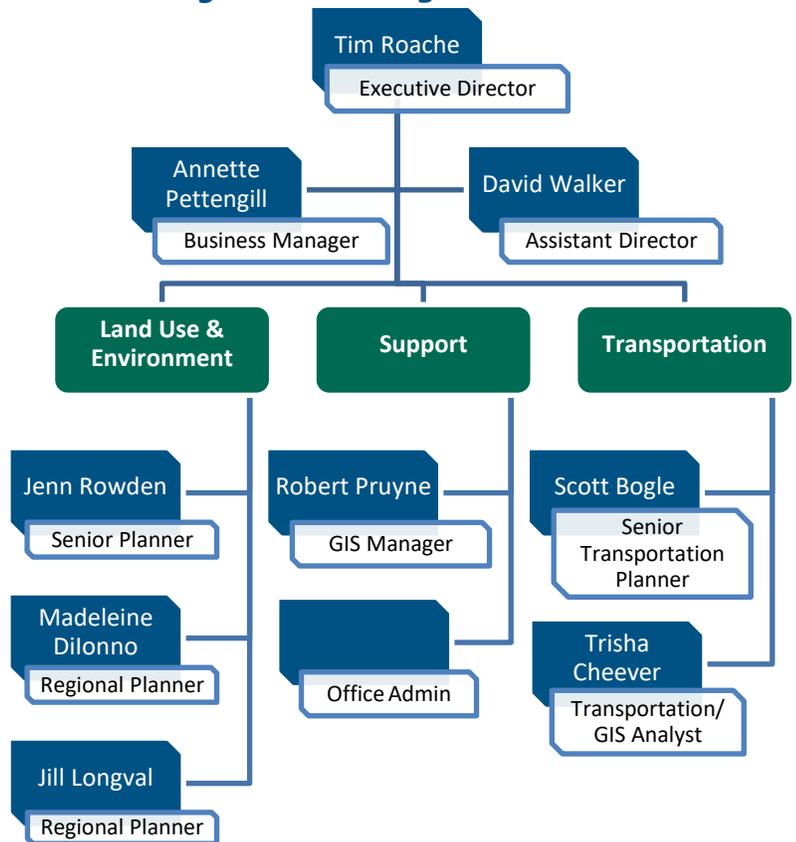
The Unified Planning Work Program (UPWP) of the Rockingham Metropolitan Planning Organization (MPO) specifies the planning priorities, activities, and tasks that the MPO will address during the two-year period, as well as the sources and amount of funding available to accomplish this work. The UPWP is required as part of the 3Cs metropolitan planning process and the Metropolitan Planning Rules ([23 CFR §450.308](#)). The “unified” aspect, as indicated in the document name, means that it encompasses all MPO transportation planning activities that are foreseen at the time of its preparation, regardless of funding source or implementing agency.

The UPWP is developed in coordination with the New Hampshire Department of Transportation (NHDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Cooperative Alliance for Seacoast Transportation (COAST), Manchester Transit Authority (MTA), and the MPO Transportation Advisory Committee (TAC) and Policy Committees. A two-year scope is used instead of a single year to be more forward looking and to streamline the contracting process. Accordingly, this UPWP covers the MPO’s planning work anticipated to occur from July 1, 2023 to June 30, 2025.

The Metropolitan Planning Area (MPO study area) encompasses the 27 communities of the Rockingham Planning Commission for two reasons: (1) all were located within New Hampshire’s designated air quality non-attainment area, and (2) all except one community (Kensington) included portions of either the Boston or Portsmouth urbanized area. The MPO region is illustrated in **Figure 1**. Staffing of the MPO is provided by the Rockingham Planning Commission as shown in the organization chart (**Figure 3**). The Planning Commission, with the addition of appropriate State, Federal and regional transportation agencies, acts as the policy-making body of the MPO.

Consistent with past programs, this UPWP has been prepared to reflect the ongoing implementation of the Clean Air Act Amendments of 1990 (CAAA), and the last authorized Federal surface transportation act, the [Bipartisan Infrastructure Law \(BIL\)](#), passed in 2021. These laws and their implementing regulations mandate a high level of transportation planning and analysis as identified through the general Planning Factors identified in the BIL and in

Figure 3: RPC Organization Chart



the annual emphasis areas suggested by FHWA and FTA. New planning regulations were finalized in May 2016 and the MPO will operate under those rules and regulations except where modified by the provisions of the BIL. In addition, US DOT approved rules for safety performance measures (2016), asset management (2016), bridge and pavement condition and performance (2017), and performance of the National Highway System (NHS), Freight movement, and Congestion Mitigation and Air Quality (CMAQ) program (2017) that play an important role in defining the work that the MPO will undertake over the next two years.

1.1 CONTENT AND ORGANIZATION OF THE UPWP

Section 450.308 of the Metropolitan Planning Rules specifies that a UPWP should be developed cooperatively with the State (NHDOT) and the public transportation operators in the MPO area (COAST and MTA) and should document and address the following elements:

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

In addition, NHDOT has issued guidance which requests additional details regarding inclusion of completion dates and deliverables for tasks where possible. In that regard, the UPWP summarizes the tasks that will be undertaken to support the MPO's planning efforts. **Section 1** (This section) provides introductory information regarding the document. **Section 2** provides details regarding the MPO planning priorities and the content of the UPWP. Each task is identified as part of one of the following work areas that are presented sequentially in **Section 3** along with a description and the related SAFETEA-LU/MAP-21 Planning Factors:

CATEGORY 100 – Administration and Training

CATEGORY 200 – Policy and Planning

CATEGORY 300 – Public Involvement and Coordination

CATEGORY 400 – Plan Support

CATEGORY 500 – Technical Assistance and Support

CATEGORY 600 – FTA 5305e Funded Transit Planning

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

- Objectives
- Proposed Activities
- Work products and schedules

Following the detailed discussion of the work tasks, **Section 4**, describes the other transportation planning activities that the MPO is involved with outside of the UPWP contract. The final section of the document, **Section 5**, provides tables that detail the funding sources, cost and distribution of hours, and scheduling of tasks for the two fiscal years.

1.2 DEVELOPMENT OF THE UPWP

The format and general contents of the UPWP were established by consensus of Federal, State, and Regional agencies in 2010 with minor modifications since then to accommodate new tasks. Budget information for the 2024-2025 period was provided to the RPC by NHDOT in November 2022 and work began on developing a draft UPWP at that time. An initial draft document and budget was completed and provided to NHDOT, FHWA, and FTA on February 10, 2023 for review and comment. The TAC discussed the UPWP at the February 23 meeting and the Policy Committee at the March 8, 2023 meeting. The final proposal was submitted to NHDOT on April 12, 2023.

1.3 UPWP FUNDING

The Unified Planning Work Program for the Rockingham MPO is primarily funded by the Federal Highway Administration (FHWA) through the Metropolitan Planning (PL) and the State Planning and Research (SPR) programs, and Federal Transit Administration (FTA) through the 5303 Program via a unified planning grant under FHWA purview. Federal sources, which pass through NHDOT, are subject to a 20% match of state and/or local funds as shown in **Table 1** which provides an abbreviated budget summary. Half of this match is currently provided by local revenues from the Rockingham Planning Commission (RPC) communities, while the remainder utilizes Turnpike Toll Credits from NHDOT to satisfy the match requirements in place of funds. Additional budget tables are included at the end of the document including a budget summary (**Table 2**), a more detailed budget that shows the full distribution of personnel resources to UPWP tasks (**Table 3**), and the anticipated schedule for work tasks and deliverables (**Table 4**).

The Bipartisan Infrastructure Law (BIL) includes a provision that allows the waiver of matching funds for “Complete Streets planning activities” and requires that MPOs use not less than 2.5 percent of SPR and PL funding on Complete Streets activities. The MPO is not taking the waiver on the matching funds but does identify those planning tasks which overlap with Complete Streets efforts. The estimate is that, conservatively, 28% of the MPO UPWP budget will be spent on areas that incorporate Complete Streets approaches such as bicycle and pedestrian planning, transit planning and support for regional transit agencies, the MPO Long Range Transportation Plan and other efforts. These tasks total approximately \$461,000 of funding over the two years and nearly 4800 hour of staff effort.

Table 1: UPWP Funding & Expenditures Summary

Revenue			
Funding Source	UPWP Total	Federal*	RPC Match
FHWA PL Funds	\$1,147,777	\$1,032,999	\$114,778
FTA 5303 Planning Funds	\$318,819	\$286,937	\$31,882
State Planning & Research Funds	\$128,294	\$115,465	\$12,829
FTA 5305 Grant (Category 600)	\$31,000	\$27,900	\$3,100
Total Funding	\$1,625,890	\$1,463,301	\$162,589
		90%	10%

*NHDOT match is in the form of 10% Turnpike Toll Credits is included in the Federal funding

Expenditures						
Work Area	FY 2024			FY 2025		
	Total	Personnel	Non-Personnel	Total	Personnel	Non-Personnel
Category 100: MPO Administration	\$96,997	\$93,247	\$3,750	\$98,848	\$95,098	\$3,750
Category 200: Policy & Planning	\$276,136	\$245,536	\$30,600	\$289,165	\$258,565	\$30,600
Category 300: Public Involvement	\$69,768	\$68,868	\$900	\$70,570	\$69,694	\$876
Category 400: Planning Support	\$196,884	\$120,624	\$76,260	\$201,222	\$125,562	\$75,660
Category 500: Technical Assistance	\$145,741	\$145,331	\$410	\$148,178	\$147,818	\$360
Category 600: FTA 5305e Transit Grants	\$16,128	\$15,668	\$460	\$16,251	\$16,062	\$189
UPWP Total	\$801,655	\$689,275	\$112,380	\$824,235	\$712,800	\$111,435

2 PLANNING PRIORITIES

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

- The requirements for implementing the provisions of the Bipartisan Infrastructure Law (BIL), and current Metropolitan Planning Rules ([23 CFR 450](#)).
- The requirements and schedule of the State Ten Year Plan process.
- Consultation with staff from FHWA, New Hampshire Division, FTA Region I, NHDOT Bureau of Planning and Community Assistance, COAST, and CART.
- Consultation with the MPO Technical Advisory and Policy Committees.
- Addressing findings and recommendations made during the most recent MPO Planning Review conducted by FHWA and FTA in November 2021.
- Completion of certain tasks begun under the previous UPWP.
- The specific needs and circumstances of the MPO.

2.1 MPO CORE FUNCTIONS

The UPWP is the MPO’s blueprint for implementing the Continuing, Comprehensive, and Cooperative Transportation Planning (3C) transportation planning process for the region and fulfilling the core functions of the agency. FHWA’s [Transportation Planning Process Briefing Book](#) establishes that MPOs:

“...[have] authority and responsibility for transportation policy-making in metropolitan planning areas...MPOs ensure that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative, and comprehensive planning process known as the 3-C planning process. MPOs also cooperate with State and public transportation operators to set spending levels for Federal funds that are meant for transportation projects.”

“...MPOs serve an overall coordination and consensus-building role in planning and programming funds for projects and operations. The MPO must involve local transportation providers in the planning process by including transit agencies, State and local highway departments, airport authorities, maritime operators, rail-freight operators, Amtrak, port operators, private providers of public transportation, and others within the MPO region.”

Further, the document lists that MPOs have **six core functions**:

1. **Establish a setting for effective decision-making** regarding transportation needs and priorities. This function is supported in the region primarily through the Transportation Advisory Committee (TAC) and MPO Policy Committee, and secondarily through outreach to local officials and transportation stakeholders.
2. **Identify and evaluate transportation improvement options.** This is supported through data analysis, corridor, or other special studies, and through the application of general planning methods.

3. **Prepare and maintain a fiscally constrained Metropolitan Transportation Plan (MTP), also known as the Long Range Transportation Plan (LRTP)** that has a 20+ year horizon. The LRTP is intended to be responsive to the 10 planning factors [discussed below] and includes other specific content requirements.
4. **Develop a fiscally constrained Transportation Improvement Program (TIP)** that identifies project priorities drawn from the LRTP.
5. **Identify performance measure targets and monitor whether implemented projects are achieving targets.** This includes preparation of a System Performance Report as part of the LRTP update process.
6. **Involve the public**, both general and specifically affected constituencies, in efforts related to each of the core functions above.

In addition to these functions, MPOs must also cooperate with the State, the region’s public transportation providers and municipalities to create an effective regional transportation planning process. This includes the function of coordinating the LRTP and the TIP with the State Ten Year Plan and the STIP. New Hampshire MPOs are also called upon to participate in and contribute to statewide transportation initiatives, such as the interregional corridor and major facility studies, the state air quality planning process, regional community transportation coordination, CMAQ and TAP project evaluation processes, cooperative data collection efforts, and others. Other tasks in the UPWP support work related to “Planning Emphasis Areas” that are periodically established by the FHWA and FTA to highlight current federal initiatives and priorities. The work identified in the UPWP directly or indirectly supports these objectives.

2.2 PLANNING FACTORS AND REQUIREMENTS

When developing the work program for the FY 2024-2025 UPWP, the provisions of 23 U.S. Code § 134 ([23 CFR Part 450.306](#)) of the Planning Regulations were considered. This section requires that the MPO, in cooperation with State and regional planning partners:

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

This performance-based approach is in support of the national performance goals for highways and transit described in [23 USC §150\(b\)](#) and [49 CFR 625.41](#)

- **Safety:** To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure Condition:** To maintain the highway and transit infrastructure asset system in a state of good repair.
- **Congestion Reduction:** To achieve a significant reduction in congestion on the National Highway System.
- **System Reliability:** To improve the efficiency of the surface transportation system.

- **Freight Movement and Economic Vitality:** To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental Sustainability:** To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced Project Delivery Delays:** To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

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

1. Support the economic vitality of the metropolitan area, especially by enabling global - competitiveness, productivity, and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase accessibility and mobility of people and freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
7. Promote efficient system management and operation
8. Emphasize the preservation of the existing transportation system
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
10. Enhance travel and tourism.

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

- the statewide planning process
- Intelligent Transportation Systems (ITS) architectures
- Coordinated Public Transit-Human Services Transportation Plan(s)

- the Strategic Highway Safety Plan, and transit safety and security plans and programs
- the cooperative development of a Congestion Management Process involving adjacent MPOs and NHDOT

The tasks identified within the FY 2024-2025 UPWP are consistent with the Planning Factors, transportation planning emphasis areas, and the Goals and Objectives as identified in the Rockingham MPO Long Range Transportation Plan. They are intended to facilitate the effective and efficient implementation of the Plan and Transportation Improvement Programs for the MPO area.

2.3 PLANNING EMPHASIS AREAS

In December 2021, FHWA and FTA Offices of Planning released a joint set of Planning Emphasis Areas for the use in the development of MPO UPWPs. The FHWA New Hampshire Division Office and FTA Region I Office presented additional New Hampshire specific emphasis areas be addressed as planning priorities. These indicate that the UPWP should identify the resources and work elements necessary to:

1. Tackle the climate crisis, transition to clean energy, and a resilient future.
2. Advance racial equity and support for underserved and disadvantaged communities.
3. Plan, develop and operate complete streets that prioritize safety, comfort, and access to destinations for people.
4. Undertake early and effective public involvement to engage diverse viewpoints in the decision-making process.
5. Coordinate with the US Department of Defense on transportation planning and project programming for infrastructure and connectivity needs for the Strategic Highway Network (STRAHNET).
6. Coordinate with Federal Land Management Agencies (FMLA) on transportation planning and project programming for infrastructure and connectivity needs for access to Federal Lands.
7. Implement Planning and Environmental Linkages (PEL) as part of the transportation planning and environmental review process
8. Incorporate data sharing and consideration into the transportation planning process to allow for efficient use of resources and improved decision-making.
9. Ensure that recommendations from Planning Reviews, STIP Planning findings, and TMA Certification Reviews are considered in the development of MPO Work Programs.
10. Ensure compliance with new planning provisions included in the Bipartisan Infrastructure Law (BIL).
11. Integrate all Planning Factors into transportation planning activities and ensure continued compliance with all metropolitan planning and programming requirements.

12. Review and incorporate any adjustments to Urbanized Area (UZA) and MPO boundaries, boundary smoothing, MPO (re)designation, and roadway Functional Classification based on Census 2020 information.
13. Work collaboratively to ensure that project selection requirements are implemented as required.
14. Include the data collection and monitoring efforts necessary to maintain a Congestion Management Process (CMP) that is consistent with federal requirements and that addresses recommendations from the most recent MPO Planning Review.
15. Support the development of a Statewide Freight Plan that is BIL/IIJA compliant as well as assessment of the condition and performance of the region’s transportation network for goods movement.
16. Ensure that the Long Range Transportation Plan and Transportation Improvement Program include financial plan documentation and processes demonstrate constraint by year and funding category and meet the requirements of the BIL and the Metropolitan Transportation Planning Rules.
17. Maintain the function and capacity of the Travel Demand Model, keep it up-to-date, and develop applications to utilize the model in transportation planning functions. This includes implementing a Household Travel Survey or equivalent origin-destination data.
18. Provide for MPO involvement in traffic counting, pavement condition monitoring, and other activities and data for maintaining New Hampshire’s statewide HPMS data and meeting performance-based planning requirements.
19. Support effective project monitoring and the development of an annual listing of obligated highway, bike/pedestrian, and transit projects.
20. Explore opportunities to integrate emerging technologies into future planning and coordination activities with stakeholders.

Along with the ten Planning Factors, these areas of emphasis have been integrated into the UPWP tasks discussed in Section 3 and apply to each task as shown in **Figure 4**.

2.4 MPO PLANNING PRIORITIES

In addition to the direction provided by the Federal Planning Factors and Planning Emphasis Areas, there are a few areas that the MPO will be prioritizing during the FY24-25 UPWP.

- A. Addressing climate change and stormwater impacts and integrating climate adaptation and resiliency into the transportation planning process for the long term viability of the region. The MPO has worked with planning partners to better understand the potential impacts of climate change, sea-level rise, storm surge, and extreme precipitation on the region, and is working to develop mitigation, adaptation, and resiliency strategies for the Long Range Transportation Plan. The impact of stormwater on infrastructure

management and investment, local flooding, water quality, and aquatic habitat also remains a concern.

- a. Build on the work in the recently completed Seacoast Transportation Corridors Vulnerability Assessment (STCVA) to better understand the impacts of sea-level rise on the transportation network and how best to mitigate or eliminate them.
- B. Moving towards a more sustainable transportation system that is less car-centric. The MPO intends to shift to a more human-centric approach to mobility and accessibility built upon livability principles that integrate all transportation modes with human scale environments, benefits, and services. Through that, the MPO will identify goals, policies, and projects that will reduce congestion, pollution, and energy consumption in the region, and promote expanded bicycle, pedestrian, and transit infrastructure and technologies that result in a more sustainable transportation system that better meets the needs of older adults and other residents who are unable to drive or lack access to a private automobile.
- C. A full update to the Long Range Transportation Plan is scheduled to be completed in 2023 and the MPO will work throughout this UPWP to address that revision. The intention is to address A and B above in the LRTP update as well as the following:
 - a. Consider environmental, community, and economic goals and incorporate information and analysis to inform the environmental review process for projects and streamlines project implementation (Planning and Environmental Linkages). This includes review by NHDOT’s Natural and Cultural Resource Coordinating Committee for input from resource agencies.
 - b. Expand data-driven project identification and analysis. Incorporate data from the Congestion Management Process, analyses conducted for performance measures and targets, Level of Traffic Stress study, and other technical studies into the project identification and prioritization process.
 - c. Work to identify project priorities earlier in the Ten Year Plan cycle to allow for improved scopes and cost estimates.

Figure 4: Matrix of Tasks and Related Planning Factors and Emphasis Areas

Category & Task	Planning Factors										FHWA/FTA Emphasis Areas																				MPO Priorities			
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	B	C	
CATEGORY 100: MPO ADMINISTRATION																																		
Task 101							✓												✓	✓				✓			✓	✓						
Task 102	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Task 103	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓		✓		✓			✓	✓	✓	✓	✓	✓	✓	✓		
Task 104																																		
CATEGORY 200: POLICY AND PLANNING																																		
Task 201	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					✓	✓	✓	✓	✓	✓	
Task 202	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓								✓	✓	✓	✓	
Task 203	✓	✓	✓	✓	✓	✓						✓	✓				✓	✓			✓		✓							✓	✓			
Task 204	✓	✓	✓	✓	✓	✓					✓		✓		✓	✓	✓			✓		✓								✓	✓	✓	✓	
Task 205	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	
Task 206	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓			✓				✓		✓	✓	✓	✓	
Task 207	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓			✓		✓								✓	✓	✓	✓	
Task 208	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓		✓	✓	✓	
Task 209	✓				✓	✓			✓	✓	✓	✓	✓				✓	✓		✓	✓									✓	✓	✓	✓	
Task 210	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓				✓	✓	✓	✓	✓	
Task 211	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	
CATEGORY 300: PUBLIC INVOLVEMENT																																		
Task 301	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓		✓	✓	✓	✓			✓		✓	✓	✓	✓	✓	✓	
Task 302	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓			✓	✓		✓	✓	✓	✓			✓		✓	✓	✓	✓	✓	✓	
Task 303					✓	✓					✓	✓	✓	✓			✓	✓		✓	✓	✓							✓	✓				
Task 304	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓			✓			✓	✓	✓	✓	✓	
Task 305	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓		✓	✓	✓	✓	✓		✓			✓	✓	✓	✓	✓	
CATEGORY 400: PLAN SUPPORT																																		
Task 401	✓	✓	✓			✓	✓	✓	✓	✓			✓		✓	✓			✓	✓		✓	✓		✓	✓		✓	✓		✓	✓	✓	
Task 402	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓						✓			✓		✓				✓		✓				
Task 403	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓		✓	✓			
Task 404	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓		✓	✓		✓	✓						✓	✓			
Task 405				✓			✓	✓	✓		✓		✓								✓													
Task 406	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓		✓	✓		✓	✓	✓
Task 407	✓				✓	✓	✓	✓	✓		✓	✓	✓	✓			✓				✓													
CATEGORY 500: TECHNICAL ASSISTANCE																																		
Task 501	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	
Task 502	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	
Task 503	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓		✓	✓	✓			✓	✓	✓	✓	✓	✓	
Task 504	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						✓		✓	✓									✓	✓		
Task 505	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓		✓	✓	✓	✓		✓		✓			✓	✓			
Task 506	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
CATEGORY 600: FTA 5305e Grant																																		
Task 601	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					✓	✓															

3 CATEGORY & TASK DESCRIPTIONS

Section 3 of the UPWP contains the detailed descriptions of the five work categories. The narrative for each includes the general purpose of the category and the tasks included under each. The task areas list the objective as well as the proposed activities and expected work products. Specific budgeting information related to these categories is included in tables at the beginning of the document which establishes the time and funding allocated to the specific tasks as well as the general timeframe and schedule in which they will be worked on. The RPC is the lead agency on all tasks except for where specifically noted in an activity or work product. Some work products and activities are dependent upon the actions and activities of partner agencies.

CATEGORY 100: MPO ADMINISTRATION

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

MPO Administration	Total Funding	FY 24 Funding	FY 25 Funding	Total Staff Time	FY 24 Staff Time	FY 25 Staff Time
Category 100 Total	\$195,846	\$96,997	\$98,848	1,840.0	920.0	920.0
101 Accounting and Invoice	\$27,650	\$13,691	\$13,959	280.0	140.0	140.0
102 Program Administration	\$140,628	\$69,618	\$71,010	1,280.0	640.0	640.0
103 Staff Training	\$28,821	\$13,689	\$13,879	280.0	140.0	140.0

TASK 101 — ACCOUNTING AND INVOICES

Objective

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

Activities

- 1. Financial Management and Reporting:** The day-to-day accounting needs of the MPO. This includes continued refinements to the MPO financial accounting and reporting system to better meet agency and reporting needs.
- 2. Audits and Audit Preparation:** Preparation for annual financial audits in compliance with OMB Circulars A-87 and A-133, and others as appropriate.

Work Products

- Monthly UPWP invoices and Status Reports.
- Annual Financial Audit for each fiscal year meeting the requirements of 2 CFR 200 and submitted through the federal clearinghouse.

TASK 102 — MPO ADMINISTRATION

Objective

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

Activities

1. **Development of and Amendments to Unified Planning Work Program:** The development, implementation, modification of, and administration of the MPO Unified Planning Work Program (UPWP). The MPO staff work cooperatively with NHDOT, FHWA, FTA, and regional transit operators to formulate the UPWP, incorporating new planning needs, requirements, and emphasis areas. Occasionally changes to the UPWP are required to adjust the document to fit unanticipated needs or shifting timeframes or priorities. This can take the form of a budget adjustment, redistribution of funding/resources between categories of work, or adding/removing of work tasks.
2. **UPWP Administration:** General administrative tasks relevant to the fulfillment of the FY 2024-2025 MPO Unified Planning Work Program and to ensure compliance with federal and state regulations. This includes completion of timesheets and monthly work program reports, attendance at staff meetings, attendance at coordination meetings with NHDOT and other agencies, and other administrative tasks.
3. **Contract Management:** Tasks related to the conduct of the UPWP contract and any related sub-contracts and agreements and related procurement process. Includes meetings with NHDOT to discuss UPWP contracts, maintenance of the DBE program and goals, and Title VI implementation.
4. **UPWP Performance Report:** The MPO UPWP performance report provides an assessment of tasks completed and progress made on efforts undertaken during the previous UPWP contract (FY22-23 UPWP). This document also includes an explanation of tasks not completed or carried over to the current UPWP. The materials utilized to prepare for the mid-term progress review will be utilized as the Performance Report for the first half of the UPWP contract (Year 1).
5. **Planning and Progress Reviews:** Prepare for and meet with NHDOT, FHWA, and FTA as

requested to discuss progress on the current UPWP and any ongoing issues and concerns with work to date. The FHWA/FTA review is anticipated for fall 2025 and the NHDOT UPWP mid-contract reviews are expected to occur in the spring/summer of 2024.

6. **Metropolitan Planning Agreements:** As necessary, review and update the current MOU between NH MPOs and regional transit agencies to address Census 2020 updated UZA designations, boundaries, and the boundary smoothing process.

Work Products

- Monthly Work Program Reports and other required reporting.
- Completed employee timesheets.
- MPO UPWP Performance Report for the FY 2022-2023 work program due 90 days after the close of fiscal year 2023.
- Approved UPWP for Fiscal Years 2026 and 2027.
- Minor revisions, modifications, and amendments to the UPWP for Fiscal Years 2024 and 2025 as needed.
- DBE Program and goal analysis (as needed).
- Revised RPC internal procurement guidelines, model RPF, RFQ, and third-party contracts as needed.
- Materials prepared for the UPWP Mid-term review meeting with NHDOT (Summer 2024).
- Updated MPO/Regional Transit Agency MOU as needed to address Census 2020 changes and other updates.

TASK 103 — STAFF TRAINING

Objective

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

Activities

1. **Conferences, Seminars, and Workshops:** Continued training of MPO planning staff through attendance at transportation related conferences, workshops, and seminars with content having relevance to the work program.
- **Transportation Planning:** Training events, including national conferences, offered by FHWA, FTA, NHDOT, Community Transportation Association of America (CTAA), National Highway/Transit Institutes (NHI/NTI), Institute of Transportation Engineers

(ITE), UNH Technology Transfer Center (T2), Association of Metropolitan Planning Organizations (AMPO), National Association of Regional Councils (NARC), Transportation Research Board (TRB), League of American Bicyclists, Association of Pedestrian and Bicycle Professionals (APBP), and other relevant organizations.

- **Geographic Information System (GIS):** Training offered by ESRI, URISA, regional organizations such as NEARC, and academic institutions.
 - **Statistical Data:** Training offered by the US Census Bureau, NHOSI, and other relevant organizations.
 - **Land use and Environmental:** Training that relates to the transportation system such as storm water management, hazard mitigation, as well as climate resiliency and adaptation. This includes Coastal Zone Program (CZP), the PREP Estuaries Conference, the New England Interstate Water Pollution Control Commission (NEIWPCC), as well as more broadly-based planning conferences that offer transportation planning related tracks or sessions such as NH Municipal Association Road Law training, American Planning Association (APA), and Northern New England Chapter of the APA (NNECAPA).
2. **Model/Software Training:** Specialized training for transportation modeling staff in the theory and application of travel demand modeling as well as the specific workings of the MPO Travel Demand Model through the MPO model Consultant or through Caliper Software (TransCAD). Training in other specialized software relevant to the business of the MPO such as the EPA MOVES, Trafficware Synchro, Highway Capacity or Network Analysis software, scenario planning models, or others as opportunities arise.

Work Products

- None

TASK 104 — INDIRECT COST RATE ADJUSTMENTS

This task is a placeholder. RPC utilizes a predetermined fixed indirect cost rate that is not subject to change while in effect.

CATEGORY 200: POLICY AND PLANNING

Purpose: Provide for the development, maintenance, and update of the MPO Long Range Transportation Plan, Transportation Improvement Program (TIP), and other guiding documents and reports produced for the region. Also includes the conduct of special studies and projects such as updates to transportation and related chapters of the RPC Regional Master Plan, the initiation of corridor monitoring committees, and participation in other relevant statewide and regional planning efforts.

Policy and Planning	Total Funding	FY 24 Funding	FY 25 Funding	Total Staff Time	FY 24 Staff Time	FY 25 Staff Time
Category 200 Total	\$565,301	\$276,136	\$289,165	5,740	2,830	2,910
201 Ten Year Plan	\$46,536	\$20,896	\$25,639	440	200	240
202 Planning & Environmental Linkages	\$50,477	\$24,989	\$25,488	680	340	340
203 Transportation Planners Collaborative	\$4,016	\$1,988	\$2,028	40	20	20
204 Interagency Consultation	\$2,142	\$1,060	\$1,082	20	10	10
205 Transportation Improvement Program	\$71,967	\$31,731	\$40,236	720	320	400
206 Congestion Management Process	\$15,219	\$7,534	\$7,685	200	100	100
207 ITS Architecture	\$4,284	\$2,121	\$2,163	40	20	20
208 Metropolitan Transportation Plan*	\$255,777	\$128,941	\$126,835	2,280	1,160	1,120
209 Air Quality Conformity	\$0	\$0	\$0	-	-	-
210 State Long Range Transportation Plan	\$13,351	\$6,610	\$6,741	120	60	60
211 Bike & Pedestrian Planning*	\$101,532	\$50,264	\$51,268	1,200	600	600

*Complete Streets Related Task Area

TASK 201 —STATE TEN YEAR PLAN

Objective

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

Activities

- Ten Year Plan Process:** Participation in meetings with NHDOT discussing the Ten Year Plan Process and timelines as well as developing/revising project selection criteria and other guidance for RPCs and communities.
- GACIT Ten Year Plan Hearings:** Participation in the hearings and efforts of the

Governor’s Advisory Council on Intermodal Transportation related to the adoption of the State Ten Year Plan. This also includes comments/response to the draft Ten Year Plan and development of a list of priority projects to be added each cycle.

Work Products

- Ten Year Plan Project Selection Criteria weighted by MPO TAC and Policy Committees.
- Candidate Projects List submitted to NHDOT for engineering and cost estimate review in November/December of even numbered years.
- Priority project listing submitted to NHDOT for addition to the Ten Year Plan in March/April of odd numbered years.
- Formal comments and response to Drafts of the State Ten Year Plan as presented.

TASK 202 — PLANNING AND ENVIRONMENTAL LINKAGES

Objective

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

Activities

1. **Participation in Seacoast Drinking Water Commission, Southeast Watershed Alliance (SWA) and the Stormwater Coalition:** RPC staff will participate in stormwater related meetings (~10 meetings per year) and provide technical assistance regarding stormwater management and non-point source pollution. Within the SWA is the Stormwater Coalition which assists communities in meeting Phase II of the National Pollutant Discharge Elimination System Federal Stormwater Regulations and the Municipal Separate Storm Sewer System (MS4) requirements which are primarily concerned with managing roadway drainage and runoff.
2. **Planning and Environmental Linkages:** The intent of the Planning and Environmental Linkages (PEL) approach is that information, analysis, and work products developed during the planning process be utilized to inform the NEPA review process. With each update to the LRTP, the MPO collaborative and integrated approach to transportation planning and project development creates more economically, environmentally, and socially sustainable transportation projects. Continued work in this area includes

consultation with Resource Agencies regarding Long Range Transportation Planning and ensuring that planning products meet the conditions necessary to be utilized as part of the NEPA review process going forward.

3. **Coastal Adaptation Workgroup (CAW):** RPC Staff will continue to participate in the CAW (~10 meetings per year) which assists New Hampshire Coastal communities with training and education in preparing for natural hazard and climate change impacts. Projected sea-level rise, increased storm activity, and increased storm severity will impact the transportation system of Seacoast communities. RPC staff needs to have a full understanding to provide support via transportation planning and project recommendations due to the susceptibility of much of the RPC Region’s transportation network to the impacts listed above. This information is utilized in both the development of the Long Range Transportation Plan and the project selection process for the Plan and the Ten Year Plan.
4. **Climate Change Initiatives:** Further incorporate consideration of climate change mitigation and adaptation into the MPO Planning Process. In cooperation with other agencies, participation in research, assessments, working groups, and other efforts to understand the vulnerability of the region to climate change, to understand the impacts of climate change, and help communities minimize its negative consequences and increase their resilience.
5. **Transportation System Resiliency:** Continue to build on previous efforts and develop approaches to build transportation system resilience to extreme weather events, a changing climate, and future environmental conditions. This will be accomplished through expanding stakeholder engagement and coordination with relevant agencies and other entities, and integration into the Long Range Transportation Plan.
6. **Hazard Mitigation:** Use the Regional Master Plan, regional vulnerability assessments, climate change projections, and other resources to better integrate hazard mitigation into the MPO Long Range Transportation Plan.

Work Products

- Ecological principles of infrastructure planning and design incorporated into the MPO Long Range Transportation Plan and project development efforts.
- Integration of Ecosystems approach to planning to better link transportation planning with the activities of resource agencies, land management agencies, and local planning efforts.
- Integrate resiliency, adaptation, and natural hazards planning into the Long Range Transportation Plan.
- Incorporate regional and local Hazard Mitigation recommendations into the Long Range Transportation Plan and other transportation planning activities.

TASK 203 — TRANSPORTATION PLANNERS COLLABORATIVE

Objective

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

Activities

1. **Transportation Planning Collaborative (TPC):** Participation in meetings of the NH transportation planners to foster improved communication between NHDOT and RPCs/MPOs.

Work Products

- Materials prepared for discussion or presentation at TPC meetings.

TASK 204 — INTERAGENCY CONSULTATION

Objective

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

Activities

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

Work Products

- Comments, questions, and ideas for discussion regarding the development of fiscal constraint, air quality, and other mutually agreed-upon components of the STIP/TIP and MPO Long Range Transportation Plans.
- Comments/questions on proposed TIP Administrative Adjustments and Amendments.
- Meeting notes for those meetings where RPC is the designated note-taking agency.

TASK 205 — TRANSPORTATION IMPROVEMENT PROGRAM

Objective

To maintain the current four-year Transportation Improvement Program (TIP) through amendments and minor revisions, approve the subsequent TIP, and related activities to meet the requirements of [23 CFR § 450.326](#).

Activities

1. **MPO Transportation Improvement Program Development:** The development of the MPO TIP occurs in cooperation with NHDOT and the other New Hampshire MPOs on a biennial schedule and incorporates a number of activities to be compliant with 23 CFR Part 450, Subpart C:
 - **Evaluating Regional Project Needs:** Assessing regional transportation improvement needs using input from the Long Range Transportation Plan, the Congestion Management Process (CMP), the Travel Demand Model, corridor plans and other studies, as well as from NHDOT and other parties.
 - **Project Development:** Work with project applicants and NHDOT to improve project scope and cost data and facilitate project implementation.
 - **TIP Preparation:** The preparation and adoption of the TIP, including Air Quality Conformity determination, financial constraint analysis, and a summary of results from prior TIPs. This also includes ensuring consistency between the TIP and the project specific element of the Long Range Transportation Plan.
 - **Performance Report:** The TIP must incorporate a report that identifies established performance measures and targets as well as an assessment of the impact of TIP projects towards advancing those targets.
2. **Transportation Improvement Program Administrative Adjustments:** TIP Administrative Adjustments are minor revisions to the projects included in the TIP and are presented monthly. These changes must meet certain criteria outlined in the STIP/TIP revision process and must be evaluated and processed by the MPO in accordance with MPO TIP revision procedures.
3. **Transportation Improvement Program Amendments:** Full Amendments to the TIP are proposed quarterly and are composed of all project changes that cannot be processed as Administrative Adjustments according to current STIP/TIP Revision Procedures. In some cases, Amendments must also include changes to the Air Quality Conformity Determination, the fiscal constraint documentation, and/or the Long Range Transportation Plan.
4. **List of Obligated Projects:** The MPO is required to annually (December) produce a listing of all projects in the region for which federal funds were obligated during the previous

fiscal year. Obligated projects are those that FHWA or FTA have committed to reimbursing a share of the cost of implementation.

Work Products

- Monthly TIP Administrative Adjustment approvals submitted to NHDOT.
- TIP Amendment approvals submitted to NHDOT as approved.
- Draft 2025-2028 Transportation Improvement Program.
- Approved 2025-2028 Transportation Improvement Program.
- MPO TIP Performance Report.
- Maintain TIP project database that reflects project changes from Amendments and Administrative Adjustments and can produce up-to-date project tables.
- FY 2023 List of Obligated Projects (December 2023).
- FY 2024 List of Obligated Projects (December 2024).

TASK 206 — CONGESTION MANAGEMENT PROCESS

Objective

To complete all work related to the implementation and maintenance of the Congestion Management Process for designated Transportation Management Agencies (TMAs) to satisfy the requirements of [23 CFR 450.314\(g\)](#).

Activities

- 1. Congestion Management Process (CMP):** The MPO Congestion Management Process (CMP) is a tool for understanding regional traffic congestion and providing information on transportation system performance. A CMP must measure multi-modal transportation system performance, identify the causes of congestion, assess alternative actions, recommend cost-effective actions to implement, and evaluate the effectiveness of implemented actions. The MPO will utilize data from traffic counts, the National Performance Management Research Dataset (NPMRDS), and other resources as necessary to conduct an analysis for the region. The MPO maintains and updates the CMP through a publicly accessible ArcGIS StoryMap.
- 2. Integration with Long Range Transportation Plan:** Continue to work to utilize the results of the CMP analysis to improve the project identification and development process of the Long Range Transportation Plan with a data-driven approach.

Work Products

- Analysis of travel time data from the NPMRDS to identify congested locations and assess system performance.
- Regional level crash data analysis to complement congestion analysis and identify locations susceptible to frequent non-recurring congestion.
- Update Regional CMP StoryMap annually.

TASK 207 — INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

Objective

Maintain the regional ITS architecture developed in cooperation with SRPC. The ITS Architecture and Strategic Plan were updated in 2012 and minimal work is anticipated during this UPWP. Participation in Incident Management System (IMS) efforts in the region such as that underway for the Newington-Dover Turnpike, I-93 Corridor, and I-95 Corridor.

Activities

1. **Regional Intelligent Transportation Systems Architecture:** Maintenance and any required updates of the regional ITS architecture and Strategic Plan for the Strafford and Rockingham MPOs.
2. **Participation in Incident Management Systems:** There are active Incident Management Systems efforts for the Spaulding Turnpike, I-93, and I-95 that the MPO can participate in as needed or requested.
3. **Opportunities to incorporate Regional ITS Architecture into the Statewide Architecture:** There is an opportunity to incorporate regional ITS architecture requirements into NHDOT's Statewide Architecture development process and the MPO will look for opportunities to coordinate with the State and consolidate the documents.

Work Products

- Updated Regional ITS Architecture as necessary.
- Updated ITS Strategic Plan as necessary.

TASK 208 — METROPOLITAN TRANSPORTATION PLAN

Objective

To develop and maintain the Rockingham MPO Long Range Transportation Plan and related policies that are consistent with the requirements of [23 CFR Part 450, Subpart C](#).

Activities

1. **Maintenance of the Long Range Transportation Plan:** Incorporate updates to the Long Range Transportation Plan necessary to maintain consistency with the TIP.
2. **Transportation Plan Update:** Carry out the update of the Rockingham MPO Transportation Plan in conjunction with development of the next TIP and Ten Year Plan. Work will be focused in several areas: (1) further integration of Climate Change resiliency, adaptation, and hazard mitigation; (2) Expansion of data-driven project development and analysis; (3) integration of Planning and Environmental Linkages approach; as well as (4) shifting to a more human-centric approach to mobility and accessibility built upon livability principles that integrate all transportation modes with human scale environments, benefits, and services.
3. **Performance-Based Planning:** Federal regulations require the implementation of a performance-based transportation planning process. This requires ongoing efforts to integrate performance measures, targets, and related data collection and analysis efforts into the MPO Long Range Transportation Plan and aids in the movement towards a more data-driven project identification process. The full consideration of performance-based planning also requires coordination with an expanded set of planning partners that include NHDOT, regional transit agencies, NH Department of Safety (NHDOS), NH Department of Environmental Services (NHDES), the other three NH MPOs, Maine DOT, Southern Maine Planning and Development Commission (SMPDC), MASS DOT, and the Merrimack Valley Planning Commission (MVPC) and other Boston Urbanized Area MPOs.
4. **HSIP Performance Targets:** The MPO must adopt performance targets for the Highway Safety Improvement Program (HSIP) annually (usually in February) and within 180 days after NHDOT establishes statewide HSIP performance targets. This process requires coordination with NHDOT, New Hampshire Department of Safety (NHDOS), FHWA, and the other New Hampshire MPOs. These targets must be integrated into the TIP and LRTP and the regional analysis will be utilized to identify possible projects.
5. **Pavement and Bridge Condition Performance Targets:** MPOs are required to establish 4-year Pavement and Bridge conditions on the National Highway System within 180 days of the State target setting. MPOs have the option to support the statewide targets or to establish their own for each of the pavement and bridge measures. These targets must be included in the System Performance Report and will need to be updated in 2024. This analysis will be

utilized to identify project needs.

6. **System Reliability Performance Targets:** The System Performance Final Rule, effective May 20, 2017, establishes six measures in three performance areas to carry out the National Highway Performance Program (NHPP), the National Highway Freight Program (NHFP), and Congestion Mitigation and Air Quality Program (CMAQ). As the MPO region is in attainment for air quality and is not an urbanized area of over 1 million people, the (3) CMAQ measures are not utilized at this time. The MPO established 4-year targets for the three NHPP and NHFP measures that will need to be updated as well as coordinated with those MPOs in the Boston Urbanized Area. This analysis will help identify congestion related project needs in the region as well.
7. **Transit Asset Management (TAM) Performance Targets:** The Transit Asset Management (TAM) rule required Transit Agencies to set targets for their assets by January 1st, 2017 for the following fiscal year, and Metropolitan Planning Organizations (MPOs) to set regional targets 180 days after that. The targets deal with 4 broad areas of asset categories; Equipment, Rolling Stock, Infrastructure, and Facilities. RPC is required to renew TAM targets with each update of the LRTP and will help better understand transit needs in the region.
8. **Public Transportation Agency Safety Plans:** The Public Transportation Agency Safety Plan (TSASP) rule requires MPOs to integrate the goals, objectives, performance measures, and targets of state and regional transit agency PTASP into the transportation planning process.
9. **Livability/Sustainability:** Integrate livability and sustainability principles into the Long Range Transportation Plan to encourage expanded transportation choices, sustainable economic and land use development patterns, and leverage existing investments in infrastructure and communities to develop a system that requires less motor vehicle travel. Integrate transportation planning to enhance quality of life, support open space and recreation, provide environmental and social justice equity, support employment opportunities, protect critical natural resources and ecosystem services, and improve public health and safety.
10. **Fiscal Constraint Analysis:** The MPO must coordinate with NHDOT, regional transit agencies, and the other New Hampshire MPOs to develop an analysis of projected revenues and expenditures by year for the region. This will include developing a budget of funds reasonably expected to be available in the region on which to base project specific recommendations and sequencing.
11. **Transportation Project Development:** The MPO continues to refine the project solicitation and development process for the LRTP to provide more thorough and up-to-date information regarding scope, cost, and impacts to better facilitate the project prioritization process. One of the primary goals of the current update to the LRTP is to facilitate a more data-driven project identification and development process. For that purpose, the UPWP includes funding for engineering assistance in the development of project scope and cost estimates. This will

facilitate a more realistic LRTP project list and improve decision-making in determining priorities for the State Ten Year Plan.

- 12. Environmental Mitigation, Climate Change, Adaptation and Resiliency:** Federal rules require that the MPO include discussions of environmental mitigation, climate change, and system resiliency within the Long Range Transportation Plan. The MPO continues to refine these discussions, to maintain up-to-date information regarding potential areas of mitigation (e.g. emissions reductions, reduced VMT, expansion of public transit, increased use of alternative modes, efficiency), and to maintain consistency with State, regional, and local environmental planning efforts. This component of the plan will also build off other, non-UPWP funded, efforts to incorporate discussion of the impacts of climate change on the transportation network in the region, methods of adapting to the changing conditions, reducing flood risk and impacts, and building infrastructure systems that are resilient to and minimize the environmental impacts of extreme weather and climate change. Related activities include presentations of RPC projects at local, regional, state, and national conferences, workshops, webinars, and other public events. The draft plan will also be brought to NHDOT's Natural and Cultural Resource committees for review and consultation.
- 13. Latest Planning Assumptions:** Ensure that the population, employment, travel, and congestion projections included in the Long Range Transportation Plan (and Air Quality Conformity Analysis as needed) are based on 2020 Census data, are consistent with State estimates for the communities and region, and include the most up-to-date travel data available. Continue to refine the population (housing) and employment distribution model for the region for future year analysis better understand the impacts of various growth patterns on the need for travel in the region.
- 14. Project Selection Criteria:** The RPC coordinates the project selection process and criteria with NHDOT and the other New Hampshire Planning Commissions. These criteria are revisited each Ten Year Plan cycle and the LRTP is updated to reflect new considerations, methodologies, and to maintain consistency with the other agencies.
- 15. Project Programming Targets:** Work with NHDOT and the other RPCs/MPOs to establish transportation project programming budgets that reflect the likely investment in the transportation system in the MPO region.
- 16. Freight:** Update and expand discussion of freight in the region to reflect the Statewide Freight Plan and the national focus on goods movement. Work with the Statewide Freight Advisory Committee to ensure consistency between statewide and regional freight goals and objectives as well as consistency with Federal requirements.
- 17. Safety Action Plan:** In cooperation with the other NH MPO's develop a Safety Action Plan for the region as part of a Safe Streets and Roads For All (SS4A) grant. Administration of the grant will be covered under the SS4A grant but UPWP time will be utilized for staff participation in the project developing the SAP.

18. Regional Master Plan Update: Assist land use planning staff with the transportation related aspects of the Regional Master Plan update to ensure that transportation data, information, recommendations, and policies are consistent with the Long Range Transportation Plan.

Work Products

- Amendments to the existing Long Range Transportation Plan (as necessary).
- Completed full-LRTP update incorporating content discussed in items discussed above.
- Expanded project identification and development process to provide improved information for Long Range Transportation Plan and Ten Year Plan priority setting.
- Revised project selection criteria consistent with NHDOT and the other Planning Commissions and criteria weights as established by the MPO for the State Ten Year Plan.
- Continued development and maintenance of a transportation project database.
- Fiscal Constraint Analysis for the Long Range Transportation Plan.
- Long Range Transportation Plan Performance Report.
- Annual HSIP Targets (by February 27 each year).
- Pavement and Bridge Condition (PM2) performance targets (2024 update).
- Transit Asset Management (TAM) performance targets (update with LRTP).
- System Reliability Performance Targets (2024 update).
- Public Transportation Agency Safety Plan based regional transit safety targets
- Supplemental Performance Targets for areas not included under the required federal performance areas.
- Safety Action Plan for the MPO region

TASK 209 — AIR QUALITY CONFORMITY

Objective

To complete work related to satisfying the requirements of the Clean Air Act Section 176(c), 40 USC § 93, and other policy documents from FHWA and EPA relating to air quality conformity.

Activities

1. **Air Quality Conformity Determinations:** In 2013 all of New Hampshire became unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standard (NAAQS) and in 2015, the 1997 8-Hour Ozone NAAQS was revoked for all

purposes, including transportation conformity, releasing the Boston-Manchester-Portsmouth (SE) NH area from the requirement to demonstrate transportation conformity of transportation plans. A U.S. Court of Appeals for the D.C. Circuit decision requires that, as of February 16, 2019, transportation conformity for the 1997 ozone NAAQS will again apply in the Boston-Manchester-Portsmouth (SE) NH “Orphan Area” (South Coast Air Quality Management District v. EPA). RPC will be required to demonstrate conformity for the 1997 ozone NAAQS for any plans approved after February 16, 2019. This will require additional coordination and consultation with NHDOT, NHDES, FHWA, FTA, EPA, and the other NH MPOs.

Work Products

- Air Quality Conformity Analysis for the MPO TIP, LRTP, and Amendments to those documents, as necessary.

TASK 210 — STATE LONG RANGE TRANSPORTATION PLAN

Objective

For the State to complete work related to satisfying the requirements of [23 CFR §450.216](#) relating to the development and content of the statewide long range transportation plan.

Activities

1. **State Long Range Transportation Plan:** The MPO will participate in the development of the State Long Range Transportation Plan by taking part in advisory committees as requested, contributing input at public information sessions or other opportunities, and providing comments and feedback on drafts.

Work Products

- MPO participation in the development of the State LRTP as requested.

TASK 211 — BICYCLE AND PEDESTRIAN PLANNING

Objective

To develop plans, facilities, and programs that encourage bicycling and walking as an alternative to driving and improve bicycle and pedestrian safety using a 5Es approach including

Engineering, Encouragement, Education, Enforcement, and Evaluation.

Activities

1. **General Regional Bicycle/Pedestrian Planning:** Respond to requests from MPO communities for assistance in planning bicycle and pedestrian facilities. Work with NHDOT, other RPCs, TransportNH, the Bike/Walk Alliance of NH, Seacoast Area Bicycle Riders (SABR), and municipal partners to further develop a bicycle and pedestrian traffic counting program for the region.
2. **State Complete Streets Advisory Committee:** Participate in various initiatives of the NHDOT Complete Streets Advisory Committee (CSAC), and regional bicycle and pedestrian advisory committees as needed.
3. **Regional Bicycle and Pedestrian Plan:** Finish development of the regional bicycle and pedestrian plan in conjunction with the updated Statewide Pedestrian & Bicycle Plan.
4. **Bike/Walk to Work Week:** Continue collaboration with CommuteSMART NH, SABR, SRPC, and other partners to coordinate regional events for Bike/Walk to Work Day and National Bike Month to encourage active transportation. Projects include regional bike/ped commuter breakfasts, the Business to Business (B2B) Commuter Challenge, and educational events.
5. **Multi-Use Trail Projects:** MPO staff will continue to provide planning and project development assistance to the NH Seacoast Greenway (NHSG) Advisory Committee and corridor communities working to develop their segments of the NHSG. This will include working with the State and corridor communities on trail design and trailhead access for Phase I of the NHSG between Hampton and Portsmouth, and tasks related to trail development along the full Hampton Branch corridor. MPO staff will also assist the Granite State Rail Trail Coalition, local groups working on access improvements to the Rockingham Recreation Trail and other trail initiatives in the MPO region as time allows.

Work Products

- Continue and expand the MPO's bicycle and pedestrian traffic counting program including analysis of Strava data (See Section 401 Traffic Count Program) [and deployment of a network of automated counters on key rail trails.](#)
- Regional Bicycle and Pedestrian Plan.
- Preparations for Seacoast Bike Month & Seacoast Bike/Walk to Work Day.
- Documentation of annual BWWD events.
- Project scoping and funding development assistance to communities working to develop their segments of the NHSG and establish connections from the spine trail to key community destinations.

CATEGORY 300: PUBLIC INVOLVEMENT AND COORDINATION

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

Public Involvement	Total Funding	FY 24 Funding	FY 25 Funding	Total Staff Time	FY 24 Staff Time	FY 25 Staff Time
Category 300 Total	\$140,339	\$69,768	\$70,570	1,492	762	730
301 Transportation Advisory Committee	\$48,235	\$23,879	\$24,356	520	260	260
302 Planning Commission Meetings	\$0	\$0	\$0	0	0	0
303 Public Participation Plan	\$12,099	\$6,263	\$5,836	130	72	60
304 Public Outreach	\$38,432	\$19,034	\$19,398	460	240	220
305 MPO Policy Committee	\$41,572	\$20,593	\$20,979	380	190	190

TASK 301 — TRANSPORTATION ADVISORY COMMITTEE

Objective

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

Activities

- 1. Transportation Advisory Committee (TAC) Support:** Continue to provide support to the MPO TAC, including staffing, public notices, mailings, committee presentation and other education, and other tasks. No less than four TAC meetings will be held in each year.

Work Products

- TAC agendas, minutes, memos, and related committee information for no less than four meetings per year.
- Meeting presentation and educational materials developed for the TAC on transportation topics as time allows.

TASK 302 — PLANNING COMMISSION MEETINGS

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

TASK 303 — PUBLIC PARTICIPATION PLAN

Objective

To evaluate and maintain the MPO Public Participation Process.

Activities

1. **Public Participation Process Review:** Conduct a biennial review of the MPO Public Participation Process, including assessment of needs for outreach to Limited English Proficiency (LEP) groups/populations. Update the Public Participation Process as appropriate including review by NHDOT Office of Federal Compliance.
2. **Title VI Civil Rights Program:** Update and revise the MPO’s Title VI Civil Rights program to ensure that procedures remain compliant with Federal regulations and that the MPO is inclusive of all individuals interested in participating in the transportation planning process.

Work Products

- Revised and updated Public Participation Plan.
- Revised and updated Title VI Civil Rights Program.

TASK 304 — PUBLIC OUTREACH

Objective

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

Activities

1. **MPO Website Development & Maintenance:** Maintain and expand the utilization of the MPO Website to include current and archived information from TAC and Policy Committee meetings, information on current projects, current regional data, and

opportunities for member interaction.

2. **Media Monitoring:** Monitor traditional and social media coverage of transportation issues and utilize press releases and other media contacts to publicize transportation issues and MPO activities. Utilize social media to broadcast information and generate interest in MPO activities and efforts, as well as to gather public input regarding specific efforts.
3. **Update Interested Parties List:** The core of successful public outreach is a curated list of individuals and agencies that are interested in transportation planning and the transportation planning process. The MPO will work to update and modernize this listing to reflect current planning partners and to ensure that we are reaching all who are interested.
4. **Surveys:** Conduct surveys utilizing the publicinput.com community engagement platform to gather input on transportation topics and planning documents. This platform integrates surveys with supporting content in an easily accessible platform, allows for responses to questions as well as open-ended comments, and links social media outreach with email and meetings. In addition, the platform can be used to sign people in at meetings, conduct live surveys, and generate interested parties lists. Data from outreach efforts is available to the MPO for analysis and reporting. The MPO intends to utilize the platform for collecting comments on the TIP and Plan, the Project Selection Criteria weighting process, corridor plans, and other studies.
5. **Limited English Proficiency Outreach:** The MPO region has been near the threshold that would require publication of critical planning documents and outreach in Spanish. The MPO will be working towards increasing the availability of outreach materials in Spanish.

Work Products

- Maintenance of the MPO website with current information on transportation topics.
- Documentation of press releases and media stories related to MPO projects.
- Expanded Spanish language translation of MPO documents.
- Data analysis from survey/publicinput.com outreach efforts.
- Interested Parties List

TASK 305 — POLICY COMMITTEE

Objective

This task provides for on-going organizational and meeting support of the MPO Policy committee.

Activities

1. **Policy Committee Support:** Continue to provide support to the MPO Policy Committee, including staffing, public notices, mailings, committee education, and other tasks. No less than 3 Policy Committee meetings will be held in each year of the UPWP.

Work Products

- MPO Policy Committee agendas, minutes, memos, and related committee information for no less than four meetings per year.
- Meeting presentation and educational materials developed for the Policy Committee on transportation topics as time allows.

CATEGORY 400: PLAN SUPPORT

Purpose: *Provide for the collection, analysis, and maintenance of relevant data to support the MPO planning process. This includes the development, analysis, and mapping of socioeconomic, land use, environmental, and transportation system data to be used in the Long Range Transportation Plan, corridor studies, the Congestion Management Process, project development and planning, and other efforts. This category of work also includes activities pertaining to the maintenance and improvement of the Travel Demand Model.*

Planning Support	Total Funding	FY 24 Funding	FY 25 Funding	Total Staff Time	FY 24 Staff Time	FY 25 Staff Time
Category 400 Total	\$398,106	\$196,884	\$201,222	3,740	1,840.0	1,900.0
401 Traffic Counts	\$101,163	\$50,072	\$51,091	880.0	420.0	460.0
402 SADES Inventories	\$14,166	\$7,041	\$7,125	280.0	140.0	140.0
403 Geographic Information Systems	\$150,190	\$73,739	\$76,452	1,900.0	940.0	960.0
404 Demographics	\$19,596	\$9,701	\$9,895	240.0	120.0	120.0
405 Equipment	\$34,820	\$17,410	\$17,410	0.0	0.0	0.0
406 Travel Demand Model	\$76,171	\$37,922	\$38,250	440.0	220.0	220.0
407 Memberships and Subscriptions	\$2,000	\$1,000	\$1,000	0.0	0.0	0.0

TASK 401 — TRAFFIC COUNT PROGRAM

Objective

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

Activities

- 1. Traffic Count Program:** Continue traffic data collection efforts to support [HPMS](#) and NHDOT traffic data needs. The majority of the counting program will be completed by an outside vendor (130-150 counts per year). Regular data submissions by the vendor will be reviewed, coordinated with, and submitted to NHDOT per the terms of the contract. RPC will maintain in-house capacity and equipment to support traffic studies as needed.
- 2. Bicycle and Pedestrian Traffic Counts:** The Traffic Count Program will also include continuation and expansion of the new regional bicycle and pedestrian counting program. This will involve refining locations for ongoing annual manual counts, development of counting protocols in collaboration with other RPCs and the NHDOT Complete Streets Advisory Committee (CSAC), and a combination of automated and manual counts undertaken with regional partners.
- 3. Assist Communities with Local Technical Studies:** RPC receives requests each year from communities for traffic counts at specific locations that are not part of the regular program. These are handled on a first come-first serve basis as resources are available.
- 4. Assist NHDOT with Local/Regional Technical Studies:** Assist NHDOT with the collection of traffic data for localized studies dependent upon available resources.

Work Products

- Traffic Volume and Classification Counts as requested by NHDOT Traffic Bureau and supplied to NHDOT per required specifications, usually between 130 and 150 per year. RPC will complete these as well as others needed for the Congestion Management Process, Travel Demand Model, or as requested by NHDOT or RPC communities as time/funds are available.
- Data from manual Turning Movement Counts per year supplied to NHDOT or for MPO use as requested or needed for intersection operations analysis as funds are available.
- Data from up to 20 manual and automated bike/ped counts at prioritized locations per year.

TASK 402 — SADES INVENTORIES

Objective

To work with NHDOT and the UNH Technology Transfer Center (T2) to collect road surface condition, stream crossing, and other data in common formats and with consistent attributes using the SADES format and process to build community RSMS [Road Surface Management Systems], the Stream Crossing Inventory, and other datasets as appropriate.

Activities

- 1. SADES Road Surface Management Systems (SRSMS):** Activities and staff time devoted to the development and maintenance of road surface condition data for communities, identification of priorities for repair and strategies to best facilitate improvements, general cost estimates, and planning for future maintenance needs utilizing the [Statewide Asset Data Exchange System \(SADES\)](#) as developed by T2 and NHDOT. Includes development of improvement and maintenance plans.
- 2. SADES Stream Crossing Vulnerability Analysis:** Maintaining and updating the region-wide inventory and analysis of current road culverts/stream crossings and report on the current status and conditions of these assets, based on the SADES protocol and the New Hampshire Stream Crossing Initiative. Culvert data collected for this effort utilizes the SADES field data collection program. All 27 communities in the RPC region have been surveyed and data collection efforts are focused on filling in missing data and updating information for locations that have changed.
- 3. SADES Pedestrian Infrastructure:** Activities and staff time devoted to the data assessment of sidewalks, crosswalks, and curb ramps. Activities include data collection, inventory creation, condition, and ADA compliance. These assessments are based on the SADES protocol.

Work Products

- Stream Crossing Vulnerability Assessment: Data collected will utilize the SADES methodology and will be integrated into the state database. The data from the stream crossing inventory work will be incorporated into the MPO Long Range Transportation Plan and project development process. The work will summarize the results of the inventory for the region and will examine issues such as likelihood of failure due to flooding or erosion, the impact on road network function if failure occurs, impact on aquatic organisms, eligibility for ARM funding, and the potential interaction from storm surge and sea-level rise on tidal crossings and how that may impact the need for, or priority of, transportation projects.
- RSMS roadway surface condition data collection for interested communities as resources are available.

- Analysis of surface condition data for communities where data has been collected.
- Identification of priorities for repair and strategies to best facilitate improvements.
- Planning for future maintenance needs.
- Data maintenance on public road stream crossings.
- Development of pedestrian infrastructure data.

TASK 403 — GEOGRAPHIC INFORMATION SYSTEMS

Objective

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

Activities

1. **Geographic Information Systems:** Activities and staff time devoted to the development and maintenance of transportation focused data layers, including a reasonable share of transportation related layers and those that support transportation planning. This includes the maintenance of data layers, mapping, and spatial analysis as well as response to requests for data, mapping, and analysis of transportation related data.
2. **NHDOT Distributed Data:** The RPC periodically receives datasets from NHDOT including road and road attribute data, crash data, project inventory data, aerial photography, and more. RPC d incorporates this data into RPC databases as needed. In addition, RPC will work with NHDOT when possible to streamline the data sharing process. These products will be used for local special requests and local planning support, including town and regional master plans. At times RPC may supplement this data with information otherwise not collected by NHDOT by contacting local public safety agencies and will share results with NHDOT for inclusion in their data.
3. **Economic and Demographic Data:** Update and analyze maps and data depicting employment sites, housing, and major employers for use by the MPO in maintaining housing and employment data for the model; make data available to communities, social services, REDC, and other agencies as appropriate. Data collected will be used to assist in ensuring that transportation programs and projects avoid or minimize adverse impacts to low income and minority populations. Also, data can be used to target outreach to Limited English Proficiency (LEP) groups/populations as needed. Utilize 2020 Census and 2020 employment data from NH Department of Employment Security to assist in the

update and calibration of the Travel Demand Model. Collect and maintain major employer data, unemployment data, and related information to assist in assessing employment growth projections. This work will be done in coordination with the regional [Comprehensive Economic Development Strategy \(CEDS\)](#) initiative. This task also includes working with data available from the 2020 Census for Long Range Transportation Planning and other efforts.

4. **Resource Layers:** Update and analyze maps and data depicting natural, cultural, historic, and other resources. Data and maps will be utilized as inputs for the LRTP, Travel Demand Model, sustainability/livability initiatives, and individual transportation project development efforts. This also includes the use of other statewide and regional GIS databases such as the NH Coastal Viewer and NH Flood Hazards Geodatabase.
5. **Standard Map Set:** Update of the standard set of maps that are produced for all communities within the region for use in planning and resource protection. The content of the maps includes transportation infrastructure, zoning, land use, surface water, stratified drift aquifers, composite tax data, conservation lands, community facilities, soils data, buildout data, and digital orthophotos. Additional maps will be produced dependent upon the data available.

Work Products

- Zoning and Land Use Layers: This is a continuation of the town by town updates to the zoning and land use/ land cover layers. Updates are incorporated into the RPC database as information becomes available for all 27 communities. Data collection may be in digital or hard copy form and will require varying efforts to incorporate both spatial and tabular data. This data will be required for the update of the Long Range Transportation Plan and related scenario planning efforts. Staff is examining the feasibility of producing and maintaining a webmap of this data.
- Updates to the standard map set of land use and land cover maps for all member communities in June 2024.
- Updates to the standard zoning maps for all member communities in June 2025.
- Long Range Transportation Plan Maps.
- Transportation-related maps and data updates as requested.
- Crash Data compiled for the Region and analysis of problem areas for potential Highway Safety Improvement Program (HSIP) projects and other safety studies.
- RPC Database updates.
- Receive, disseminate, and analyze ACS Census & related data as available.
- Update ES202 employment data aggregated to TAZ for Travel Demand Model use.
- Updated major employer database for inclusion in the Travel Demand Model.

- Updated maps and data sets.
- Transportation system vulnerability assessment database.

TASK 404 — DEMOGRAPHICS

Objective

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

Activities

- 1. Population and Employment Projections:** Activities and staff time devoted to the development and maintenance of regional population and employment projections to support the Travel Demand Model and the Long Range Transportation Plan. Employment projections are based on the NH Department of Employment Security 10-year regional employment projections. Town-level (and model TAZ) population projections are based on the Census and population projections developed in conjunction with the Office of Strategic Initiatives (OSI).
- 2. Housing Projections:** Activities and staff time devoted to estimating and quantifying the present availability of and projecting the need for housing in the region. This will use Regional Housing Needs Assessment data as a starting point to provide inputs for the Travel Demand Model which bases trip generation on households and vehicle availability. In addition, this information can aid in the development of the LRTP by helping to understand where there are shortages, expectations for future growth and development patterns and trends.
- 3. Analysis of Census Data:** Activities and staff time devoted to the analysis of Census and other demographic data for transportation planning purposes. While limited in applicability, the American Community Survey (ACS), Longitudinal Employer-Household Dynamics (LEHD) data, and LEHD Origin-Destination Employment Statistics (LODES) provide insight into commuting patterns, methods of transport to work, and the general flow of people between home and work.
- 4. 2020 Decennial Census:** Activities and staff time devoted to MPO integration and analysis of 2020 Census data as it becomes available. This includes Urbanized Area (UZA) and MPO boundary adjustments and boundary smoothing, roadway functional classification updates, and other analyses.

Work Products

- Update regional employment projections for the LRTP and the regional travel demand model.
- Updated CEDS data tables and economic summaries relating to employment, population, and housing data.
- Updated housing and population projections for the Long Range Transportation Plan, Travel Demand Model, and other MPO planning efforts
- Analysis of ACS Journey to Work/ Commuting pattern information where possible given data availability and quality.
- Housing Needs Assessment.
- Updated UZA boundaries and follow-up “boundary smoothing” process
- Participation in the statewide decennial Functional Classification update.

TASK 405 — EQUIPMENT AND SUPPLIES

Objective

The purchase of equipment and transportation planning resources such as books, manuals, hardware, and software tools and data required to perform the transportation planning process.

Activities

1. **Purchase/Repair Traffic Counting Equipment:** Purchase and/or repair of traffic counters and related equipment.
2. **Transportation Planning Resources:** Purchasing transportation planning resources such as books and manuals like the Highway Capacity Manual, Trip Generation Manuals, and others as needed.
3. **Computer Hardware and Software:** Purchase and maintenance of computer hardware and software utilized for transportation planning or used by the transportation planning staff. This includes GIS, travel demand model, and other transportation planning software maintenance agreements.
4. **Software Tools and Data:** Purchase licenses for access to the NPMRDS “Deep Dive” tools and expanded TMC network for New Hampshire. Also purchase of PublicInput license for their public engagement tools.

Work Products

- Repaired traffic counting equipment (as needed).
- New counting equipment for conducting volume/classification/speed counts on high volume facilities and improved capacity for ped/bike counting as resources are available.
- Transportation Planning books and manuals.
- Renewal of ArcGIS Licenses (ESRI).
- TransCAD License (Caliper Corp).
- Synchro License renewal/version update (as needed).
- Acquisition of replacement computers.
- NPMRDS “Deep Dive” tools and expanded TMC network
- PublicInput community engagement tools
- Other transportation planning specific software purchases/updates as needed.

TASK 406 — TRAVEL DEMAND MODELING

Objective

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

Activities

1. **Model Maintenance, Updates and Enhancements:** The maintenance of the model with Strafford Regional Planning Commission as well as periodic updates and enhancements. The RPC would like to continue to make improvements that simplify and streamline the modeling process as well as enhance its capabilities. Specifically, work during this UPWP will focus on working with our state and regional planning partners to implement a Household Travel Survey (or purchase alternative equivalent Origin-Destination data) to more closely calibrate the model with local and regional travel patterns. In addition, work will begin on integrating the regional land use buildout model with the MPO Travel Demand Model to provide more dynamic and automated land use assignment to Traffic Analysis Zones.
2. **Coordination with other models:** Share knowledge and data between MPO Regional Travel Demand Models and work towards developing consistent methodologies and data with the Boston UZA and other New Hampshire models. Some efforts to coordinate and

share data within NH and within the Boston UZA have already occurred. Further efforts may include cooperatively obtaining household travel survey data (or substitute data) and examining the feasibility of creating a unified travel demand model for the four MPO regions.

3. **Travel Demand Forecasting:** Travel demand forecasts for specific transportation plans or projects such as the Congestion Management Process where it will help identify roadways and intersection that are likely to become significantly congested given forecasted growth and travel patterns. The model may also be used to test growth scenarios for the update to the LRTP (or Regional Master Plan) and conduct routing analysis related to the impacts of sea-level rise and coastal inundation and other resiliency related efforts.

Work Products

- Continued improvements in data efficiency and reduced data redundancy.
- Enhanced Model capabilities.
- Progress towards implementing a Household Travel Survey or purchase of probe-based Origin-Destination data equivalent.
- Modify regional buildout analysis to provide dynamic land use allocation data to the MPO.
- Calibrated and validated travel demand model that can be certified as meeting FHWA.
- Travel Demand Model results for any analyses.
- Forecast regional and facility specific traffic levels as requested.

TASK 407 — MEMBERSHIPS, SUBSCRIPTIONS & PROFESSIONAL COSTS

Objective

To fund agency subscriptions to transportation planning/engineering periodicals, memberships in professional organizations such as Association of Metropolitan Planning Organizations (AMPO), National Association of Regional Councils (NARC) (Transportation Planning Only), and other professional costs.

Activities

None

Work Products

- AMPO Membership dues paid.

- NARC Transportation Planning dues paid.

CATEGORY 500: TECHNICAL ASSISTANCE AND PLANNING

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

<i>Technical Assistance</i>	<i>Total Funding</i>	<i>FY 24 Funding</i>	<i>FY 25 Funding</i>	<i>Total Staff Time</i>	<i>FY 24 Staff Time</i>	<i>FY 25 Staff Time</i>
Category 500 Total	\$293,919	\$145,741	\$148,178	3,153.0	1,588.0	1,565.0
501 Local & Regional Technical Assistance	\$133,663	\$66,404	\$67,260	1,473.0	748.0	725.0
502 Statewide Assistance	\$43,303	\$21,438	\$21,865	400.0	200.0	200.0
503 LPA Program Support	\$7,596	\$3,761	\$3,835	80.0	40.0	40.0
504 Special Projects	\$0	\$0	\$0	0.0	0.0	0.0
505 Regional Coordinating Councils	\$37,598	\$18,613	\$18,985	400.0	200.0	200.0
506 Transit Planning*	\$71,759	\$35,525	\$36,234	800.0	400.0	400.0

*Complete Streets Related Task Area

TASK 501 — LOCAL AND REGIONAL ASSISTANCE

Objective

Regional planning projects and technical assistance to communities and other RPCs/MPOs. This includes scoping and performance of studies, attending community meetings on specific issues or items, and the review of development impacts for transportation issues. Also includes participation in NH MPO coordination meetings, RPC Executive Director Meetings, or other RPC/MPO activities related to cooperative or coordinated transportation planning.

Activities

1. **General Transportation Assistance:** Providing general transportation planning and technical assistance to area communities and other public entities on an as-requested basis and when financially and technically feasible. Occasionally, RPC staff will work with other NH MPOs, MPOs from bordering states, and other planning partners to address a

specific issue or to accomplish a specific common task. This includes attending local Planning Boards, Board of Selectmen, and other meetings to discuss transportation related topics as requested.

2. **Development Impact Review:** Attend NHDOT scoping meetings and review and comment on land use development proposals and traffic impact studies as requested or as part of the Development of Regional Impacts (DRI) process.
3. **Scenic Byway Corridor Management Plan Implementation:** RPC has worked in recent years to develop Corridor Management Plans for the NH Coastal Scenic Byway (traversing Seabrook, Hampton, North Hampton, Rye, New Castle, and Portsmouth) and the Robert Frost/Stagecoach Scenic Byway (traversing Atkinson, Hampstead, Chester, Auburn, and Derry). Efforts for this UPWP include supporting and providing technical assistance to the Byway groups to implement Corridor Management Plan recommendations, including project development as requested.
4. **RPC Executive Directors Meetings:** Monthly meetings of the RPC Executive Directors with NHDOT and other State and Federal agencies to discuss transportation planning and other related issues.
5. **NH MPO Coordination Meetings:** Monthly meetings of New Hampshire MPO staff to discuss common transportation planning issues, coordinate work efforts, and develop cooperative transportation planning products or processes.
6. **Portsmouth Naval Shipyard JLUS Implementation:** The Portsmouth Naval Shipyard is working with the Town of Kittery and the Southern Maine Planning and Development Commission to implement the findings and recommendations of the Joint Land Use Study (JLUS). This study examined how the Shipyard growth and activity is impacting the surrounding region and recommended ways to reduce traffic congestion, address transportation safety issues, promote community development that is supportive of and compatible with the Shipyard's long-term needs and operational missions, and reduce operational impacts of the Shipyard on adjacent lands. The RPC is participating in this process via inclusion on the Implementation Committee.

Work Products

- Reports and memoranda related to local assistance as required.
- Coordination with other NH, Maine, and Massachusetts MPOs as needed.
- Comments on Traffic Impact Studies and development proposals as requested.
- Provide input regarding Developments of Regional Impact as requested.
- Complete Streets Policy for the RPC MPO region.
- Documentation of assistance to communities on Complete Streets projects.
- Documentation of Scenic Byway technical assistance.

- Participation in the JLUS implementation process.

TASK 502 — STATEWIDE ASSISTANCE

Objective

Provide resources to support NHDOT in the development of corridor studies, feasibility studies, project development, and other transportation studies and projects as requested and on project or program advisory committees. Work in this task area supports fulfillment of MPO goals in the Long Range Transportation Plan (LRTP) as well as responsibilities relating to the conceptual planning, development, and implementation of the projects in the LRTP and TIP, the monitoring of projects in the TIP, the coordination of Performance Based Planning with NHDOT and other MPOs, as well as furthering the MPO role including public involvement in the transportation planning process and as planning liaison between NHDOT and the communities of the region.

Activities

1. **Project Implementation & Monitoring:** Monitor all transportation projects proposed or being implemented in the MPO region through attendance at project meetings, discussions with NHDOT project managers and others, and communication with local, regional, and state officials. This includes projects in the Transportation Improvement Program, NH Ten Year Plan, and those developed through NHDOT District VI or NHDOT’s various “Programmatic” funding pools. This allows the MPO to ensure consistency between project scope, cost, and schedule and the LRTP and TIP, participate in NEPA analysis as necessary, and to provide a regional perspective to the design process during project planning and scoping.
2. **Project Public Advisory Committees (PACs):** Participate in NHDOT project sponsored public advisory committee meetings for projects, as necessary. Currently MPO staff is involved in PACs for the New Castle-Rye Bridge, Seabrook-Hampton Harbor Bridge, Portsmouth US 1, Seabrook US 1, Hampton Ocean Blvd, Plaistow Main Street, Plaistow-Kingston NH 125, and Epping NH 125 improvements.
3. **Statewide Advisory Committees:** Participate in NHDOT statewide advisory committees such as the Highway Safety Improvement Program (HSIP), Statewide Freight Advisory Committee, and others as requested by NHDOT or as the MPO/RPC representative designated by the RPC Executive Directors.
4. **NEPA Participating Agency:** Activities required as a designated “Participating Agency” or interested party as part of the NEPA process for individual transportation projects.

Work Products

- Written or verbal input to NHDOT regarding project development process,

implementation, scope, cost, design, and/or schedule.

- Technical memos regarding project implementation activities.
- Formal comments submitted by the MPO as part of a NEPA process.

TASK 503 — LOCAL PROJECT ADMINISTRATION (LPA) PROGRAMS

Objective

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

Activities

1. **Transportation Alternatives Program:** Work with applicants for Transportation Alternatives Program (TAP) funds to provide project development assistance; evaluate and rank project applications; assist applicants as needed with statewide selection process; monitor project implementation.
2. **Congestion Mitigation & Air Quality Program:** Work with applicants for Congestion Mitigation & Air Quality (CMAQ) funding to provide project development assistance; evaluate and rank project applications including air quality analyses; assist applicants as needed with statewide selection process; monitor project implementation.

Work Products

- Regional TAP evaluation process.
- Regional CMAQ evaluation process.
- Documentation of TAP and CMAQ project implementation efforts.
- Assistance to communities with project development and implementation, as necessary.

TASK 504 — SPECIAL PROJECTS

Objective

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

Activities

1. **Studies:** To provide grant and technical assistance funding within the UPWP to provide local communities resources to carry out small community-specific studies connecting transportation, land use, and natural resources. Eligible projects will include access management studies, traffic calming studies, traffic and parking studies, innovative zoning studies, future land use studies, scenario planning, or other planning efforts that foster improved integration and coordination between transportation and land use within a community.

Work Products

- Reports on any special studies carried out by the MPO.

TASK 505 — REGIONAL COORDINATING COUNCILS (RCC)

Objective

Support and participate in the operation of the two Regional Coordinating Councils (RCCs) serving communities in the MPO Region.

Activities

1. **RCC Support – Southeast Region (ACT/Region 10):** Continue to participate in ACT, the Regional Coordination Council for community transportation (RCC) for the Southeast NH area, including the eastern portion of the RPC region. Assistance will include development of funding proposals, development of coordination Operating Agreements with provider agencies, and planning for expansion of volunteer driver program coverage in central Rockingham County.
2. **RCC Support – Greater Manchester-Derry-Salem Region (Region 8):** Continue to collaborate with SNHPC and MTA/CART on management of the Greater Manchester-Derry-Salem Regional Coordination Council for Community Transportation (RCC).
3. **Coordinated Public Transit/Human Service Transportation Plans:** Work with COAST, MTA/CART, neighboring planning commissions, and appropriate human service agency staff to incorporate any needed updates to the two Coordinated Public Transit & Human Services Transportation Plans and transportation service directories that cover the MPO study area. An updated plan for the Greater Manchester-Derry-Salem RCC covering the western portion of the RPC region was adopted in 2022, while the Southeast NH RCC/ACT plan was updated in 2022 and adopted in early 2023.

Work Products

- Funding applications for ACT and Manchester-Derry-Salem Region services.
- Implementing service improvements identified through RCC strategic planning, including expanding volunteer driver program coverage to central Rockingham County.

TASK 506 — TRANSIT AND TDM PLANNING

Objective

Promote the incremental development of public transportation in the MPO area by working with existing transit agencies and other public and private transit operators. Promote the incremental development of transportation demand management services in the MPO area by working with regional Transportation Management Associations (TMAs).

Activities

1. **Technical Assistance to COAST:** Continue to serve on the COAST Board and Finance Committee, collaborate with COAST and Strafford MPO staff on biennial rider surveys, and updates the COAST funding formula. Assess possible service expansions as requested by COAST and RPC communities.
2. **Technical Assistance to MTA/CART:** With the merger of CART and the Manchester Transit Authority (MTA), the CART transit system is now a program of MTA. The former CART Board is now an autonomous Advisory Committee to the MTA Board of Commissioners. The CART Advisory Committee continues to have programming jurisdiction over FTA funding from the Nashua and Boston urbanized areas, as well as state and local funding allocated for CART service. RPC staff will continue to serve on the CART Advisory Committee and provide technical assistance with multiple projects during the biennium. Anticipated projects include planning for new demand-responsive routes replacing some current open demand response service; analyses of ridership patterns to develop demand-responsive routes; assessment of a proposed Salem-Londonderry-Manchester fixed route service, assistance with resource development including negotiation for regional split of FTA Urban Formula funds for the Nashua Urbanized Area, grant writing and serving as a liaison with RPC member communities.
3. **Statewide Community Transit Coordination:** Participate in statewide work on transit development through the NH Transit Association, TransportNH, the Alliance for Healthy Aging, and the State Coordinating Council for Community Transportation (SCC).
4. **Regional Transit Planning and Initiatives:** Staff will continue to participate in the Downeaster Station Communities Advisory Committee in Exeter and work with station communities, NHDOT, and NNEPRA to pursue enhancements to Downeaster service. Work on this task includes data collection on the use of regional Park and Ride facilities.

5. **TDM/TMA Support:** Collaborate with the other RPCs, COAST, municipalities, and major employers in the work on the in the Commute Smart New Hampshire statewide TDM initiative; and the revitalization of the CommuteSMART Seacoast TMA. While the two initiatives are coordinating on commuter challenges and ride matching and trip logging platforms, they retain distinct advisory committees and identities. A key need in the coming biennium will be securing sustainable funding for Commute SMART Seacoast following the end of the mitigation program for the Newington-Dover Spaulding Turnpike widening project. RPC, SRPC and COAST have collaborated on a CMAQ application to secure such funding for a five year period.

Work Products

- COAST ridership survey [COAST].
- Data analysis for Title VI Civil Rights Programs for COAST, MTA/CART and other regional FTA funding recipients
- Analysis of potential fixed/demand responsive routes for COAST and MTA/CART.
- Participation in NHTA and SCC in support of regional transit and coordination initiatives.
- Participation in TransportNH, the Alliance for Healthy Aging Transportation Work Group and other collaborative statewide efforts to expand emphasis on alternative modes in State transportation policy.
- Downeaster Station Committee Participation.
- Documentation of TMA support.

CATEGORY 600: FTA5305E FUNDED TRANSIT PLANNING

Purpose: *To facilitate the transit studies and analyses funded by FTA 5305e planning grants.*

<i>5305e Transit Planning Grants</i>	<i>Total Funding</i>	<i>FY 24 Funding</i>	<i>FY 25 Funding</i>	<i>Total Staff Time</i>	<i>FY 24 Staff Time</i>	<i>FY 25 Staff Time</i>
Category 600 Total	\$31,000	\$14,748	\$16,251	441.0	230.0	211.0
601 COAST Transit Stop Access Study*	\$31,000	\$14,748	\$16,251	441.0	230.0	211.0

*Complete Streets Related Task Area

TASK 601 — TRANSIT STOP ACCESSIBILITY STUDY

Objective

This study is to identify barriers to access at COAST and WildCAT transit stops and provide tools to eliminate those barriers and improve safety and access.

Activities

1. Staff worked with SRPC and COAST to submit a proposal to NHDOT for FTA Section 5305e State Planning and Research grant funding for a study looking at accessibility of fixed route bus stops on the COAST and Wildcat route networks, and how local development review policies consider transit access for multi-family develops in the vicinity of transit stops. The purpose of this project is to: 1) provide COAST, Wildcat Transit, and the communities served by the two systems with insight into the barriers that riders face in being able to safely access transit stops on foot; and 2) provide the communities with tools through the municipal land use review process to help reduce those barriers and improve access. If funds are awarded, work will happen during SFY2024-2025.

Work Products

- Pedestrian Level of Traffic Stress Analysis around transit stops
- ADA accessibility analysis of transit stops
- Connectivity analysis report and maps
- Local planning policies model language

4 OTHER PLANNING ACTIVITIES

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

RELATED TRANSPORTATION PLANNING EFFORTS

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

Safe Streets and Roads for All (SS4A) Grant: RPC is partnering with Nashua, Southern NH, and Strafford Regional Planning commissions to cooperatively develop Safety Action Plans for each of the four MPOs. This project is funded through a grant from the US Department of Transportation Office of the Secretary of Transportation Safe Streets and Roads for All (SS4A) Safety Action Plan grant. The intent is to complete this project by Summer 2024 to enable the communities in the four MPO regions to apply directly for implementation grants under the SS4A program in Round 3 of funding. RPC will be utilizing \$25,000 of the grant for administration and management and the remainder will be utilized to hire a consulting team to develop the work products. RPC staff time working on the Safety Action Plan beyond the administrative effort will be incorporated into the LRTP development (Task 208).

SS4A Safety Action Plan Grant	FY 2024	FY 2025
FHWA SS4A Grant	\$220,000	\$0
Local Match (NRPC, RPC, SNHPC, SRPC)	\$55,000	\$0
Total:	\$275,000	\$0

COAST Transit Planning [COAST]: COAST will undertake the following activities using FTA Section 5307 and Section 5310 Funds, and may utilize both COAST staff resources and /or outside consulting assistance:

- Aid with planning and mobility management to ACT, the Regional Coordinating Council (RCC) for the Southeast NH region.

- Participate in updates as needed to the Coordinated Public Transit/Human Service Transportation Plan for the region.
- Continue ongoing general and comprehensive transit planning.
- Conduct biennial system review.

COAST 5307 Planning Funds	FY 2024	FY 2025
FTA 5307	\$29,714	\$30,308
Local Match (COAST)	\$7,428	\$7,577
Total:	\$37,142	\$37,885

Manchester Transit Authority [MTA]: MTA on behalf of CART member communities will undertake the following activities using FTA Section 5307 and 5310 Funds, and may utilize both outside consulting assistance:

- Aid with planning for the combined Greater Manchester-Derry-Salem Regional Coordinating Council for Community Transportation (Region 8 RCC)
- Participate in updates as needed to the Coordinated Public Transit/Human Service Transportation Plan for the region.
- Plan for development of Salem/Londonderry/Manchester fixed route service.
- Conduct ridership analyses to identify potential new demand-responsive route services.
- Implement new demand-responsive routes as identified.
- Continue ongoing general and comprehensive transit planning.

MTA 5307 Planning Funds (Est)	FY 2024	FY 2025
FTA 5307	\$76,482	\$79,542
Local Match (MTA/CART)	\$19,121	\$19,885
Total:	\$95,603	\$99,427

RELATED LAND USE AND ENVIRONMENTAL PLANNING ACTIVITIES

The RPC is involved with many land use and environmental planning activities that are interconnected with transportation issues. While transportation may not necessarily be the primary focus of these efforts, it is part of the discussion and may influence decision-making and the planning process. Transportation planning for the MPO makes up approximately 53% of the RPC annual budget with the remainder of staff time and resources going to regional and local land use and environmental planning efforts. A general description of this work is included below along with general funding sources and amounts where known.

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

NH Coastal Adaptation Workgroup (NH CAW) [Multiple Agencies]: Formed in January 2010 as an Ad Hoc Collaboration, NH CAW currently involves 26 agencies, organizations, municipalities, consulting firms, and NGOs. NH CAW partners have received project grants of more than \$6M in assets that enables NH CAW to work with coastal watershed communities on projects providing specific adaptation related education and technical assistance. The NH CAW Outreach Team provides support for planning and implementing instructional workshops and educational events, planning, and implementing the annual NH Climate Summit, developing outreach materials and social media content, and coordinating research and grant proposals. NH CAW activities include attendance at CAW Outreach events and presentations of CAW/RPC projects at local, regional, state, and national conferences, workshops, webinars and other public events.

Circuit Rider Planning Services and Technical Assistance: The RPC provides part-time professional land use planning services to the Planning Boards of eight member communities and technical assistance to all 27 communities as requested. General duties include assistance in developing revisions to Zoning Ordinances and preparation of warrant articles, Site Plan Review and Subdivision Regulations, review of development proposals, and assistance with the development of Capital Improvement Programs (CIPs). These services are paid through RPC dues and contracts with

Estimated RPC Budget FY 24 and FY 25

Funding Source	FY22 Budget	% of Budget	FY23 Budget	% of Budget
Member Dues	\$151,485	11%	\$151,485	11%
Local Contracts	\$160,000	12%	\$160,000	11%
Transportation Planning Fed	\$703,665	51%	\$731,737	52%
Other Federal Funds	\$160,000	12%	\$160,000	11%
State OPD and ARRPA	\$120,000	9%	\$120,000	9%
Other/Misc	\$77,827	6%	\$77,827	6%
Total	\$1,372,977	100%	\$1,401,049	100%

individual communities for circuit rider services. Tasks such as updating community master plan chapters are also undertaken, often under a separate contract.

Developments of Regional Impact (DRI): The RPC conducts reviews of development of regional impact to assist in fulfilling obligations under RSA 36:58. This provides for convening the RPC DRI committee, supporting it, preparation of written responses, and attendance at local land use board meeting concerning developments of regional impact as required. This program is funded through the NH Office of Strategic Initiatives (OSI) Targeted Block Grant (TBG) program.

New Hampshire Coastal Program Technical Assistance Grants: This program provides funding to the regional planning commissions that have coastal communities to engage in planning projects that implement the coastal resource management goals of the NH Coastal Program. Planning and technical assistance projects that can be accomplished by RPC staff and consistent with Program goals are eligible. Examples include community master planning, natural resources inventories, land use and natural resources mapping, and climate change adaptation and resiliency planning. This program is funded by NOAA's Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NH Department of Environmental Services Coastal Program.

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

Regional Master Plan: RPC received \$100,000 from HUD via a Congressional earmark to update the Regional Master Plan. This effort will develop a comprehensive, integrated document that connects the gaps between existing, topic specific planning efforts to create a plan focused on identifying actions to increase the region's resiliency, vibrancy and equity using the idea framework of "Planning for People Today and Adapting for the Future. The updated comprehensive regional plan will integrate content from the Regional Housing Needs Assessment (RHNA) throughout. It will look at the RHNA's identification of low-income populations and other communities of interest and how they overlay services and high opportunity areas, particularly with an economic development and transportation focus. In addition to incorporating content from RHNA efforts, the updates to the regional plans will further address region specific pandemic recovery needs such as broadband,

water and sewer infrastructure, economic investment, community development, public health, emergency preparedness, and sustainability/resiliency. Among other purposes, these plans will provide a basis for project implementation and directing future investment. Rockingham PC intends to engage with the public through a series of outreach efforts including developing both printed and online outreach materials, conducting surveys and targeted interviews, hosting a combination of in-person and virtual workshops, social media posts, and creating an interactive web platform that includes surveys and maps.

5 FUNDING, COST DISTRIBUTION, & TASK SCHEDULING

The Rockingham MPO is funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation, the New Hampshire Department of Transportation (NHDOT), and local matching revenues from the RPC. Overall, 90% of UPWP funding is provided by a combination of metropolitan planning program grants from the Federal Highway Administration ('PL'), Federal Transit Administration ('Section 5303' converted to PL funds), and State Planning and Research (SPR) program funds. The matching funds are provided by the RPC supplemented by Turnpike Toll Credits from NHDOT that allow the effective 90/10 match instead of the usual 80/20. The tables on the following pages provide more specific information regarding the budget distribution of the UPWP, and the approximate timing of work tasks:

Table 2 shows personnel and non-personnel expense anticipated for the 2024-2025 UPWP. Available funding is listed at the top of the table followed by personnel expenses by major work category (split by fiscal year). The personnel costs are followed by non-personnel direct charges to the UPWP and two graphics showing the distribution of costs by category and by staff position.

Table 3 shows the distribution of resources for each task area listed in the UPWP by fiscal year. The table lists the hours budgeted to each as well as the anticipated personnel and non-personnel costs.

Table 4 depicts the anticipated scheduling of activities associated with the major task activities in the UPWP. Many tasks occur at specific identifiable time intervals in the UPWP program period, others occur only as needed, and others are ongoing throughout the two-year period. Those that are ongoing work tasks or occur only as needed are shown as fully shaded for the entirety of the UPWP.

Table 2: UPWP Budget Summary

Revenues

Source	UPWP Total*	Federal*	RPC Match
FHWA PL Funds	\$1,147,777	\$1,032,999	\$114,778
FTA 5303 Planning Funds	\$318,819	\$286,937	\$31,882
State Planning & Research Funds	\$128,294	\$115,465	\$12,829
FTA 5305 GrantE (Category 600)	\$31,000	\$27,900	\$3,100
Total Funding	\$1,625,890	\$1,463,301	\$162,589
		90%	10%

* Federal fundsd includes 10% Turnpike Toll Credits

Expenditures

Category	Total UPWP Expenditures	Fiscal Year 2024			Fiscal Year 2025		
		Total Expenditures	Personnel Expenditures	Non-Personnel Expenditures	Total Expenditures	Personnel Expenditures	Non-Personnel Expenditures
Category 100: MPO Administration	\$195,844.00	\$96,995	\$93,245	\$3,750	\$98,848	\$95,098	\$3,750
Category 200: Policy & Planning	\$565,301.00	\$276,136	\$245,536	\$30,600	\$289,165	\$258,565	\$30,600
Category 300: Public Involvement	\$140,339.00	\$69,768	\$68,868	\$900	\$70,570	\$69,694	\$876
Category 400: Planning Support	\$398,106.00	\$196,884	\$120,624	\$76,260	\$201,222	\$125,562	\$75,660
Category 500: Technical Assistance	\$295,300.00	\$147,122	\$146,712	\$410	\$148,178	\$147,818	\$360
Category 600: FTA5305e Transit	\$31,000.00	\$14,748	\$14,288	\$460	\$16,251	\$16,062	\$189
UPWP Total Expenditures	\$1,625,890	\$801,654	\$689,274	\$112,380	\$824,235	\$712,800	\$111,435

Personnel Hours

Position	Personnel Hours by Position		Personnel Hours by Category			
	Total	Percent of Total	Total	FY 2024	FY 2025	
Executive Director	1,550	10%	Category 100	1,840	920	920
Assistant Director	3,180	20%	Category 200	5,740	2,830	2,910
Sr. Transportation Planner	3,000	19%	Category 300	1,472	742	730
Transportation/GIS Analyst	3,100	20%	Category 400	3,740	1,840	1,900
Transportation Planner	1,660	11%	Category 500	3,132	1,568	1,564
GIS Manager	1,250	8%	Category 600	441	230	211
Regional Planner (3)	845	5%	Total	16,365	8,130	8,235
Business Administration (2)	240	2%				
Interns (2)	800	5%				
	15,625					

Non-Personnel Expenditures by Type and Category

Type	Category 100	Category 200	Category 300	Category 400	Category 500	Category 600	Total
6114 Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 374	\$ 374
6115 Contracted Services	\$ -	\$ 60,000	\$ 1,000	\$ 74,000	\$ -	\$ -	\$ 135,000
6116 Travel	\$ 1,000	\$ 800	\$ 176	\$ 500	\$ 770	\$ 275	\$ 3,521
6117 Newspaper/Media	\$ -	\$ 400	\$ 600	\$ -	\$ -	\$ -	\$ 1,000
6120 Dues/Subscriptions	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000
6121 Training & Workshops	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
6124 Equipment	\$ -	\$ -	\$ -	\$ 30,400	\$ -	\$ -	\$ 30,400
6125 Equip & Software Maint	\$ 500	\$ -	\$ -	\$ 45,020	\$ -	\$ -	\$ 45,520
6126 Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 7,500	\$ 61,200	\$ 1,776	\$ 151,920	\$ 770	\$ 649	\$ 223,815

Table 3: UPWP Budget Detail

Revenues

	UPWP Total	Federal*	RPC Match	
FHWA PL Funds	\$1,147,777	\$1,032,999	\$114,778	
FT 5303 Planning Funds	\$318,819	\$286,937	\$31,882	
State Planning & Research Funds	\$128,294	\$115,465	\$12,829	
FTA 5305 Grant (Category 600)	\$31,000	\$27,900	\$3,100	
Total Funding	\$1,625,890	\$1,463,301	\$162,589	
		90%	10%	\$741,812

* Federal funds include 10% Turnpike Toll Credit as match

Expenditures

	Fiscal Year 2024				Fiscal Year 2025			Personnel Hours		
	UPWP Total	Total	Personnel	Non-Personnel	Total	Personnel	Non-Personnel	Total	FY 2024	FY 2025
UPWP Total Expenditures	\$1,625,890	\$801,655	\$689,275	\$112,380	\$824,235	\$712,800	\$111,435	#####	8,130.0	8,235.0
Category 100: MPO Administration	\$195,846	\$96,997	\$93,247	\$3,750	\$98,848	\$95,098	\$3,750	1,840.0	920.0	920.0
101 Accounting and Invoice	\$27,650	\$13,691	\$13,441	\$250	\$13,959	\$13,709	\$250	280.0	140.0	140.0
102 Program Administration	\$140,628	\$69,618	\$69,618	\$0	\$71,010	\$71,010	\$0	1,280.0	640.0	640.0
103 Staff Training	\$27,568	\$13,689	\$10,189	\$3,500	\$13,879	\$10,379	\$3,500	280.0	140.0	140.0
104 Indirect Cost Rate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	0.0	0.0
Category 200: Policy & Planning	\$565,301	\$276,136	\$245,536	\$30,600	\$289,165	\$258,565	\$30,600	5,740.0	2,830.0	2,910.0
201 Ten Year Plan	\$46,536	\$20,896	\$20,796	\$100	\$25,639	\$25,539	\$100	440.0	200.0	240.0
202 Planning & Environmental Linkages	\$50,477	\$24,989	\$24,939	\$50	\$25,488	\$25,438	\$50	680.0	340.0	340.0
203 Transportation Planners Collaborative	\$4,016	\$1,988	\$1,988	\$0	\$2,028	\$2,028	\$0	40.0	20.0	20.0
204 Interagency Consultation	\$2,142	\$1,060	\$1,060	\$0	\$1,082	\$1,082	\$0	20.0	10.0	10.0
205 Transportation Improvement Program	\$71,967	\$31,731	\$31,731	\$0	\$40,236	\$40,236	\$0	720.0	320.0	400.0
206 Congestion Management Process	\$15,219	\$7,534	\$7,534	\$0	\$7,685	\$7,685	\$0	200.0	100.0	100.0
207 ITS Architecture	\$4,284	\$2,121	\$2,121	\$0	\$2,163	\$2,163	\$0	40.0	20.0	20.0
208 Metropolitan Transportation Plan*	\$255,777	\$128,941	\$98,641	\$30,300	\$126,835	\$96,535	\$30,300	2,280.0	1160.0	1120.0
209 Air Quality Conformity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	0.0	0.0
210 State Long Range Transportation Plan	\$13,351	\$6,610	\$6,560	\$50	\$6,741	\$6,691	\$50	120.0	60.0	60.0
211 Bike & Pedestrian Planning*	\$101,532	\$50,264	\$50,164	\$100	\$51,268	\$51,168	\$100	1,200.0	600.0	600.0
Category 300: Public Involvement	\$140,339	\$69,768	\$68,868	\$900	\$70,570	\$69,694	\$876	1,472.0	742.0	730.0
301 Transportation Advisory Committee	\$48,235	\$23,879	\$23,879	\$0	\$24,356	\$24,356	\$0	520.0	260.0	260.0
302 Planning Commission Meetings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	0.0	0.0
303 Public Participation Plan	\$12,099	\$6,263	\$6,263	\$0	\$5,836	\$5,836	\$0	132.0	72.0	60.0
304 Public Outreach	\$38,432	\$19,034	\$18,234	\$800	\$19,398	\$18,598	\$800	440.0	220.0	220.0
305 MPO Policy Committee	\$41,572	\$20,593	\$20,493	\$100	\$20,979	\$20,903	\$76	380.0	190.0	190.0
Category 400: Planning Support	\$398,106	\$196,884	\$120,624	\$76,260	\$201,222	\$125,562	\$75,660	3,740.0	1,840.0	1,900.0
401 Traffic Counts	\$101,163	\$50,072	\$20,922	\$29,150	\$51,091	\$22,541	\$28,550	880.0	420.0	460.0
402 SADES Inventories	\$14,166	\$7,041	\$6,941	\$100	\$7,125	\$7,025	\$100	280.0	140.0	140.0
403 Geographic Information Systems	\$150,190	\$73,739	\$66,639	\$7,100	\$76,452	\$69,352	\$7,100	1,900.0	940.0	960.0
404 Demographics	\$19,596	\$9,701	\$9,701	\$0	\$9,895	\$9,895	\$0	240.0	120.0	120.0
405 Equipment	\$34,820	\$17,410	\$0	\$17,410	\$17,410	\$0	\$17,410	0.0	0.0	0.0
406 Travel Demand Model	\$76,171	\$37,922	\$16,422	\$21,500	\$38,250	\$16,750	\$21,500	440.0	220.0	220.0
407 Memberships and Subscriptions	\$2,000	\$1,000	\$0	\$1,000	\$1,000	\$0	\$1,000	0.0	0.0	0.0
Category 500: Technical Assistance	\$293,919	\$145,741	\$145,331	\$410	\$148,178	\$147,818	\$360	3,132.0	1,568.0	1,564.0
501 Local & Regional Technical Assistance	\$133,663	\$66,404	\$66,304	\$100	\$67,260	\$67,210	\$50	1,452.0	728.0	724.0
502 Statewide Assistance	\$43,303	\$21,438	\$21,338	\$100	\$21,865	\$21,765	\$100	400.0	200.0	200.0
503 LPA Program Support	\$7,596	\$3,761	\$3,711	\$50	\$3,835	\$3,785	\$50	80.0	40.0	40.0
504 Special Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	0.0	0.0
505 Regional Coordinating Councils	\$37,598	\$18,613	\$18,553	\$60	\$18,985	\$18,925	\$60	400.0	200.0	200.0
506 Transit Planning*	\$71,759	\$35,525	\$35,425	\$100	\$36,234	\$36,134	\$100	800.0	400.0	400.0
Category 600: FTAS305e Grants	\$32,380	\$16,128	\$15,668	\$460	\$16,251	\$16,062	\$189	441.0	230.0	211.0
601 COAST Stop Access Study*	\$32,380	\$16,128	\$15,668	\$460	\$16,251	\$16,062	\$189	441.0	230.0	211.0
*Complete Streets Related Task Areas	\$461,448	\$230,859			\$230,588			4,721	2,390	2,331
Percent Complete Streets Related	28.4%	28.8%			28.0%			28.8%	29.4%	28.3%

Table 4: Schedule of Tasks and Deliverables

Category 100

	Activities	Work Products
One-time	<ul style="list-style-type: none"> • Development of 2026-27 UPWP • UPWP Performance Report (Fall 2023) • Mid-Term Contract Review (Summer 2024) • FHWA/FTA Planning Review (Fall 2025) 	<ul style="list-style-type: none"> • 2026-27 UPWP (April 2025) • 2022-2023 UPWP Performance Report (10/2023) • Materials for FHWA/FTA Planning Review (11/2025) • Mid-Term Contract Review questionnaire (8/2024)
Monthly	<ul style="list-style-type: none"> • Compiling monthly invoice • Compiling monthly progress report 	<ul style="list-style-type: none"> • UPWP Invoices • UPWP Status Reports
Annually	<ul style="list-style-type: none"> • Audit and Audit Preparation (Fall) 	<ul style="list-style-type: none"> • Financial Audit (January)
Ongoing	<ul style="list-style-type: none"> • Financial Management and Reporting • General Administration • Contract Management 	<ul style="list-style-type: none"> • Employee timesheets
As Needed	<ul style="list-style-type: none"> • Prospectus Update • Conferences, Seminars, and Workshops • Staff training • Model/Software Training • MPO/Transit Agency Agreement review 	<ul style="list-style-type: none"> • Current UPWP Adjustments • Procurement Guidelines Update • DBE Program and Goal Analysis • Updated MPO/Transit Agency MOUs

Category 200

	Activities	Work Products
One-time	<ul style="list-style-type: none"> • TIP/STIP Update (Fall 2024-Winter 2025) • Project Selection Criteria update (Spring 2024) • Project Selection Criteria weighting (Summer 2024) • PM2 Performance Target Coordination • PM3 Performance Target Coordination • Regional Bike and Pedestrian Plan development • LRTP full revision 	<ul style="list-style-type: none"> • Project Selection Criteria for LRTP and TYP • Ten Year Plan Candidate Project List (11/2024) • Ten Year Plan Priority Projects List (3/2025) • Draft and Approved 2025-2028 TIP (3/2025) • LRTP Full Revision (late 2023) • Regional Bike/Ped Plan • MPO System Performance Report (Spring 2025) • PM2 Targets (2024) • PM3 Targets (2024) • Regional Bike Plan
Monthly	<ul style="list-style-type: none"> • Interagency Consultation • Participation in SWA and Stormwater Coalition • Participation in CAW 	<ul style="list-style-type: none"> • TIP Minor Revision Approvals
Annually	<ul style="list-style-type: none"> • Attend Ten Year Plan Hearings (Fall 2023) • Congestion Management Process Data analysis • Bike/Walk to Work week Planning • Regional crash data analysis • HSIP Performance Targets analysis • Motorcycle Fatalities Performance Target Analysis 	<ul style="list-style-type: none"> • 2023 List of Obligated Projects (12/2023) • 2024 List of Obligated Projects (12/2024) • NPMRDS travel time data analysis • Congestion Management Process Analytics update • CMP StoryMap update • Regional crash data analysis • HSIP Performance Targets (February) • Motorcycle Fatalities Performance Target (February) • Documentation of Bike/Walk to Work week activities
Ongoing	<ul style="list-style-type: none"> • Long Range Transportation Plan Update (Complete Fall 2023) including incorporating ecological principals of infrastructure planning, Planning & Environmental Linkages, and Resiliency & Adaptation • Transportation project identification and development Bicycle and Pedestrian Planning • Multi-use trail project planning • Expansion of Bike/Ped Counting Program 	<ul style="list-style-type: none"> • TIP/STIP data and revision processing database • Project scoping and funding development assistance for NH Seacoast Greenway
As Needed	<ul style="list-style-type: none"> • Attend TPC Meetings • Participation in Incident Management Systems • ITS Architecture coordination with planning partners • Fiscal constraint analysis for TIP/LRTP • Air Quality Conformity Analysis • Freight Planning • State LRTP • State CSAC Participation 	<ul style="list-style-type: none"> • Ten Year Plan Hearing Presentations • Comments on the draft Ten Year Plan • TPC • Interagency Consultation Meeting Notes • Materials/Presentations • TIP Amendment Approvals (quarterly) • LRTP Amendments • Transit Asset Management (TAM) Performance Targets (w/ LRTP) • Air Quality Conformity Determinations • Update Regional ITS Architecture • Update ITS Strategic Plan

Category 300

	Activities	Work Products
One-time	<ul style="list-style-type: none"> • Development of outreach materials on MPO plans and processes. 	<ul style="list-style-type: none"> • Educational and outreach materials on MPO plans processes.
Monthly	<ul style="list-style-type: none"> • TAC meeting planning • Policy Committee meeting planning • Contributions to RPC newsletter 	<ul style="list-style-type: none"> • TAC agendas • TAC meeting minutes • TAC meeting presentations and memorandums • Policy Committee agendas • RPC monthly newsletter
Annually	<ul style="list-style-type: none"> • TAC member recruiting • Orientation for new TAC members 	<ul style="list-style-type: none"> • MPO TAC and Policy Committee meeting attendance compilation (End of FY)
Ongoing	<ul style="list-style-type: none"> • MPO website maintenance • Media monitoring for planning related news stories • Tracking Press releases project related information • Maintain Interested Parties List 	<ul style="list-style-type: none"> • Documentation of press releases and news stories
As Needed	<ul style="list-style-type: none"> • Public Participation Plan revision • Limited English Proficiency outreach • Data analysis from public outreach efforts • Attend other MPO TAC/Policy Meetings • Public outreach surveys 	<ul style="list-style-type: none"> • Spanish language MPO materials

Category 400

	Activities	Work Products
One-time	<ul style="list-style-type: none"> • Update demographic data for Census 2020 • Update population projections to 2050 • Update housing and household projections • Update employment projections. • Urbanized Area Designation • Urbanized Area boundary smoothing • Purchase Radar traffic counter (or equivalent) • Purchase bike/ped counter • Purchase computer hardware and software 	<ul style="list-style-type: none"> • Population Projections that utilize Census 2020 as the baseline • Housing projections utilizing Census 2020 • Employment projections • Updated Urbanized Area Boundaries • Updated Roadway Functional Classification for the region
Monthly	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Annually	<ul style="list-style-type: none"> • Update land use data set • Update zoning data set • Compile crash data • Update standard map sets for communities • AMPO membership • NARC membership 	<ul style="list-style-type: none"> • Traffic Volume and Classification counts submitted to NHDOT • Bike/Pedestrian count data tabulated • TransCAD license • ESRI ArcGIS licenses
Ongoing	<ul style="list-style-type: none"> • Traffic Count Program • Stream Crossing inventory and data collection • Pedestrian infrastructure data development • Update road network datasets • GIS data development and maintenance • Travel Demand Model maintenance, updates, and enhancements • Regional Land Use allocation model for travel demand model input • Participation in Model Users Group • Discussions of multi-MPO travel demand model 	<ul style="list-style-type: none"> • Travel demand forecasting for LRTP • Updated regional land use allocation for travel demand model
As Needed	<ul style="list-style-type: none"> • RSMS data collection for communities • Data collection for local communities. • Assist NHDOT with technical studies • Updating data sets • MPO boundary adjustments based on Census 2020 Urbanized Areas • Purchase/Repair traffic counting equipment • Purchase transportation planning manuals & guides 	<ul style="list-style-type: none"> • Turning Movement Counts • Volume counts requested by communities • RSMS current condition reports and projections • Updated Household travel survey or equivalent • Synchro License renewal • Travel demand model outputs and results

Category 500

	Activities	Work Products
One-time	<ul style="list-style-type: none"> • Regional Complete Streets policy development • Analysis of potential fixed/demand responsive routes for COAST • COAST funding formula maintenance and update • Development of a volunteer driver program for central Rockingham County 	<ul style="list-style-type: none"> • Updated COAST funding formulas • Regional Complete Streets Policy • Route analysis for CART
Monthly	<ul style="list-style-type: none"> • Partnering for Performance NH meetings/ discussions • Executive Director meetings • Participation in NH Transit Association • Participation in TransportNH • Participation in Alliance for Healthy Aging • Participation in State Coordinating Council for Community Transportation 	<ul style="list-style-type: none"> •
Annually	<ul style="list-style-type: none"> • Provide assistance with HSIP Road Safety Audit proposals • Provide project development assistance for regional TAP applicants • Provide project development assistance for regional CMAQ applicants. • Conduct Air Quality analyses for CMAQ proposals • Coordinate with Boston Urbanized Area MPOs 	<ul style="list-style-type: none"> • HSIP RSA Applications • TAP Applications • CMAQ Applications • CMAQ air quality analyses • COAST Ridership survey • CART Transit Asset Management Plan
Ongoing	<ul style="list-style-type: none"> • Participation in Public Advisory Committees for NHDOT projects • Portsmouth Naval Shipyard JLUS Implementation Committee • Provide support for Southeast Region RCC (ACT) • Provide support for Greater Derry-Salem RCC • Technical Assistance to COAST • Technical Assistance to MTA/CART • Commute Smart NH and Commute Smart Seacoast TMA 	<ul style="list-style-type: none"> • Documentation of TMA support
As Needed	<ul style="list-style-type: none"> • Technical assistance to communities as requested • Development and traffic impact study review • Participation in Statewide Freight Advisory Committee • Participation in HSIP, TAP, and CMAQ committees as requested. • NEPA Participating Agency or interested party • Participation in Exeter Rail Station Committee • Scenic Byway technical assistance 	<ul style="list-style-type: none"> • Memos/reports related to community technical assistance • Memos with comments on development proposals and traffic impact studies

Category 600

	Activities	Work Products
One-time	<ul style="list-style-type: none"> • PLTS Literature Review • PLTS Methodology development • PLTS Network Development • PLTS Analysis • Fixed Route Connectivity and Demand Analysis • ADA Paratransit Priority Location Analysis • Gaps Analysis • High Frequency Locations Review • Pilot Communities Opportunities and Barriers Analysis • Pilot Communities Implementation 	<ul style="list-style-type: none"> • PLTS Map • Connectivity Analysis Report and Online Maps • Local Planning Policy Model Language
Monthly	<ul style="list-style-type: none"> • Compiling monthly UPWP invoice • Compiling monthly UPWP progress report 	<ul style="list-style-type: none"> • UPWP Invoices • UPWP Status Reports
Annually		
Ongoing		
As Needed	<ul style="list-style-type: none"> • Public Outreach 	